Shared-Time Programs at Union County Career & Technical Institute

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Principal

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ADVISORY BOARD: UCCTI is committed to providing for the occupational training needs of county residents. We seek to meet the needs of students as well as those of business and industry. In order to facilitate a successful transition from school to career, collaborative partnerships are developed and maintained with the community, businesses, and industry and post-secondary institutions.

STUDENT SELECTION: Students must apply starting in the fall of the year prior to attendance. Applicants are selected from a diverse population of students in each of the twenty-one school districts of Union County. Out-of-county applicants are considered after all county resident applications have been reviewed.

ENROLLMENT: As of November 2026, UCCTI had a total enrollment of approximately 613 students in 22 programs, including 8 self-contained classroom programs.

CAREER & TECHNICAL EDUCATION CREDIT: UCCTI students receive 15 credits per school year for their career and technical education program (2.5 may come from Technical English and 2.5 may come from Math & Financial Concepts). Grades are delivered to the sending school counseling department at the end of each marking period. Parents are able to track student grades through PowerSchool Parent Portal.

TECHNICAL ENGLISH AND MATH & FINANCIAL CONCEPTS: Students in all programs can take Technical English and/or Math & Financial Concepts in the first two years of enrollment at UCCTI. These opt-in courses meet one period a week each for a full school year. Students that attend the courses as part of their career and technical education program receive 2.5 credits in Technical English and 2.5 credits in Math & Financial Concepts per year.

WORK-BASED LEARNING EXPERIENCE: Students attending UCCTI for a third year can participate in a job shadowing opportunity, internship, or work experience related to their program. Participation requires instructor approval. Criteria for participation includes: good attendance, minimum grade of an 80, and a flawless discipline record. All work-based learning experiences are supervised by a certified WBL coordinator.

STUDENT ORGANIZATIONS, CLUBS, AND COMPETITIONS: Students in Shared-Time Programs at UCCTI can showcase their many talents by participating in student organizations, clubs, and competitions. Students can learn about careers and professions related to their UCCTI programs, participate in scholarship opportunities, take on leadership roles by becoming a club president, and use their skills and knowledge to compete in state and national competitions such as SkillsUSA.

RETURNING STUDENT ELIGIBILITY: Students must be in good academic standing, having passed all coursework and been absent no more than 18 times in order to be eligible to return to UCCTI for a second or third year. Returning students are asked to make a commitment to attend UCCTI the following year in March of their current year.

Program Credits:

Credits for Shared-Time Programs	Career and Technical Education Program	Technical English*	Math & Financial Concepts*	Total
First year	10	2.5	2.5	15
Second year	10	2.5	2.5	15
Third year	15	N/A	N/A	15
Total	35	5	5	45

** Students that do not take Technical English and/or Math & Financial Concepts will still earn the full 15 credits through additional CTE lab periods.*

Shared-Time Admissions Procedures

Eligibility

Applicants must

- be enrolled as a student in high school. Ninth, 10th and 11th grade students are welcome to apply. Twelfth grade students may apply with written permission from their local district school counselor.
- have an attendance record of less than 15 days absent per year.
- have an acceptable academic and behavior record in current school.

Application Review

Complete applications received by the application deadline are reviewed by first choice program. Decisions are made based on a variety of criteria and factors, including academic performance, attendance, discipline history, current grade level, program choice, and seat availability. For certain programs, an applicant's grade in a foundational subject may be given additional weight.

Preference is given to students that will be able to complete the entire career & technical education program to which they are applying. Out-of-county applicants are considered after all Union County resident applications have been reviewed.

The Union County Vocational-Technical School District provides an equal educational opportunity to all students who meet the acceptance criteria regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, social or economic status, marital status or disabilities. In accordance with board policy, code and statutes, the high schools provide an equal educational opportunity to all students.

Application Process

Students interested in applying to a program at UCCTI should submit an online application in the year prior to the year of attendance and provide their current school counselor or case manager with a signed Records Release Form.

The online application can be found at: https://www.ucvts.org/admissions/shared-time-programs

The current school counselor or case manager should complete the high school portion of the Records Release Form *in its entirety* and submit it with requested documents directly to the UCCTI Shared-Time Admissions Office by March 6. *If the Records Release Form is incomplete, it will be returned to the counselor or case manager, and the application will remain on hold until a completed form is submitted.*

Application deadline is February 26, 2027
Records deadline is March 5, 2027
Applicants will be notified of acceptance on or before April 1, 2027

UCCTI Admissions Office

1776 Raritan Road, Scotch Plains, NJ 07076
stadmissions@ucvts.org
908-889-8288 ext. 845

FREQUENTLY ASKED QUESTIONS

Q. What must be included with my application?

A. The online application must be completed in full and submitted by February 26, 2027. A completed Records Release Form, a copy of your transcript from 9th grade ***through the second marking period of your current grade***, an attendance record, and a discipline record must also be submitted *by your guidance counselor* by March 5, 2027.

Q. How will I know if you have received my supporting materials?

A. You will receive an email when the UCCTI Admissions Office receives **and** records your documents. Please allow a minimum of 3-4 business days from receipt of all supporting materials for processing.

Q. What if I am interested in more than one program?

A. The online application asks students to list up to four programs in order of preference. Students will be considered for their first choice program first, their second choice program second, etc. An applicant is considered for their subsequent choices only if seats are not available in the applicant's first choice program.

Q. How competitive is the admissions process?

A. Admissions decisions are based on a variety of criteria, including academic performance, attendance, discipline history, current grade level, program choice and seat availability. We receive hundreds of applications from across the county for limited seats, and admission can be competitive.

Q. How and when will I be notified of acceptance?

A. All applicants who have submitted a completed application with all the required materials by the stated deadline will be notified by email whether they have been accepted or not. Admissions decisions will be sent on or before April 1, 2027.

Q. I missed the February 26th application deadline. Can I still apply?

A. UCCTI encourages all interested students to apply by the February 26th deadline. On or about April 15th, an application will be made available for students to apply for programs that have seats remaining.

Q. Is there a waitlist?

A Students who were unable to submit a complete application by the stated deadline may apply during the next application phase, beginning on or about April 15th. Additional qualified students may be accepted based upon program vacancies and the individual merits of the applicant.

Q. How will I make arrangements for transportation if I attend UCCTI?

A. After you have been accepted, your resident school district will be notified. Transportation is the responsibility of the resident district.

Q. How much is tuition at UCCTI?

A. UCCTI is a public school. If you have been accepted, your resident school district will be notified. Tuition is the responsibility of the resident district.

Q. Can I participate in extra-curricular activities at UCCTI?

A. UCCTI has a limited number of extracurricular activities available to Shared-Time students. All UCCTI students are eligible to participate in athletics and other extracurricular activities in their sending district high school. **Please note: Schedule changes are not automatically made as a result of extracurricular participation.**

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