



The Uniquely Abled Academy® Replication Guide

Element 3 - Marketing, Recruiting Selecting and Onboarding Trainees

Exhibit 3.8: Example Application Process

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1. (Optional and strongly recommended)
 - Candidate contacts NAME, UAA @ HOST SCHOOL Coordinator, PHONE and EMAIL.
 - Apply as early as you can to have adequate time to apply for eligibility by other agencies offering external support services.
 - NAME will guide you through the application process, directing you to the appropriate agencies for financial and other support services.
 - Some of the possible steps are (Optional) below. Those steps without (Optional) are required.
2. Candidate visits HOST SCHOOL, either at the Open House (to be scheduled) or at a separate visit to the HOST SCHOOL CNC lab, to get a sense of the CNC machines, their environment, and interaction with them.
 - Prospective students are encouraged to view the YouTube video about the program.
3. If not already a HOST SCHOOL student, candidate completes [online application](#) for HOST SCHOOL.
4. (Optional) Candidate [applies for Financial Aid \(FAFSA form\)](#).
5. (Optional) Candidate completes [application](#) for VOCATIONAL REHAB AGENCY.
 - Interview appointments may be scheduled at the UAA Open House.
6. Candidate fills out and submits [Uniquely-Abled-Application](#)
 - There is no application fee. The completed Application may be e-mailed to EMAIL or snail-mailed to ADDRESS.
7. (Optional) Candidate makes appointment to meet with <Disabled Students Services> Counselor (Contact the HOST SCHOOL Center for Students with Disabilities at PHONE NUMBER)
 - Apply for Disabled Students Services
 - Provide Verification of Disability
 - Create Student Ed Plan
 - Determine the accommodations needed for Assessment tests.



8. Candidate takes UAA Assessment Test(s) – typically English & Math placement tests. Typically, these tests may be taken more than once to prepare and qualify for the program.
9. Candidate attends interview (to be scheduled).
10. Selection decisions made.
11. Accepted candidates enroll in Uniquely Abled Academy program.
12. Classes start for accepted students on DATE. The last day of classes is DATE.