Application Process and Timeline
2019/20 Academic Year
Applications Now Being Accepted

- A Hospital Tour is required of all applicants. Please contact the instructor, Abigail Olean, at aolean@ccsnh.edu or 334-2068 to schedule your tour.
- Application Deadline: Friday, February 22, 2019
- Two completed reference forms are required.
- Documentation and/or evaluations or assessments must be included with the application in order to determine the candidate’s potential for success in Project SEARCH. Samples include:
  - Current IEP if coming from a school district or ISA if coming from an area agency
  - School transcript. If the applicant has been out of school for several years, a copy of the diploma or certificate of completion may substitute for the transcript.
  - Attendance record
  - Other forms of evaluation or assessment
- Interviews will be scheduled the week of March 18, 2019
- Acceptance Letters will be mailed April 5, 2019
- Intent to participate form due May 1, 2019
- NH Vocational Rehabilitation cases must be opened by May 24, 2019
- The following documents must be submitted no later than June 3, 2019:
  - A government-issued photo ID
  - Current Physical Exam report (within one year)
  - Proof of required immunizations
  - TB Test (within one year)
  - A notarized Criminal Background Check Release Form. DO NOT send the form or fee to Concord. Community Partners will request the background check.
- Class of 2019 Mandatory Orientation: July 8th, 2019 3:00 – 5:00 pm
- A drug screen must be completed during the summer prior to the first day of class:
  - Occupational Health Services, 25 New Hampshire Avenue, Suite 105, Pease International Tradeport, Portsmouth, NH 03801 Call 603-430-9675 for an appointment
- Before starting internships, students have the option of receiving a flu shot at the hospital OR wearing a mask while on internships.