

PCTI Application Process

Step 1:

- Go to www.pcti.tec.nj.us and click on the “School Application” link
- Click on “Apply Online” and select “New User”
- Create your own Username and Password and fill in required information then “Save”
- Fill-out the entire application then click one of the “Save and Submit” buttons, located at the top and bottom of the application
- If a message appears on the top of your application indicating that an error has been made, correct the mistakes, then click one of the “Save and Submit” buttons
- A message will be displayed congratulating you for successfully submitting your application after you have filled in all required fields
- **NOTE:** Grade 10 applicants may only select those programs which will permit a student to enter after missing the first year of the program

Step 2:

- Once you have successfully submitted your application, PCTI and your current school counselor will receive an email stating that you have applied
- Your school counselor must fill-out the “School Information” questionnaire and then send PCTI all of the required school records. These records are:
 - Your final grades from your 2 prior school years
 - Your Standardized Test results from at least one of your 2 prior school years. If both year’s Standardized Test results are submitted, the highest score in each category will be used to calculate your “Application Score”
 - Special Education students must submit a current I.E.P as well as additional required information

Step 3:

- When the required records are received by PCTI an evaluation of the records will take place. Students will earn points in the following categories: academic grades, standardized test scores, attendance, discipline record and work habits. The final “application Score” will rank from 0 to 100 points.

Step 4:

- Some shop majors require an audition, interview or portfolio submission. Students will be invited to these based on their total “Application Score”. Please note that not all applicants will be invited in for an audition, interview or portfolio submission. Invitations will be based on the number of applicants applying for the Shop Major, the number of available spaces and the student’s overall “Application Score”

Step 5:

- Acceptance letters are sent out in “Rounds of Acceptance”. Acceptances span over a period of four months.
- Students who receive an “Acceptance Packet” must send back the required forms in their packet by the requested due date. Incomplete and/or unreturned paperwork may result in forfeiture of your acceptance.