



Cadet Training Schools 2016 Registration Process Overview

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CIVIL AIR PATROL



Process Overview

Cadet Training Schools has an online system to streamline the registration process.

Each member will register for one of the following application types:

- Encampment Student
- Leadership Development Course Student
- Northeast Region Honor Guard Academy Student
- STEM Academy Student
- Cadet Cadre
- Senior Staff



The Process (minus STEM applicants)

To begin the process, prospective students and authorized staff begin an application by going to our website:

<https://cts.pawg.cap.gov/schoolapps/>

Students will complete the online portion of the application. When complete, they will receive instructions on how to complete the signature packet.

Within the signature packet, there are instructions on how to complete and submit it.

The following slide demonstrates this entire process:



The Process (minus STEM applicants)

1) Register online for CTS via our website



2a) Unit Commander must Approve your request via instructions provided in a unique email sent to them



2b) Member must complete signature packet + payment and submit

5 STEPS TO COMPLETE REGISTRATION

Submit online registration

Complete payment

Submit Signature Packet

Commander Approval

4 Ways to Pay:

- Credit card
- Check
- Squadron funds transfer
- CEAP approval **Encampment only*

FINAL STEP
Receive Flight Assignment (your group; 20-25 students)



STEM Academy Student Process

To begin the process, prospective STEM students begin an application by going to our website:

<https://cts.pawg.cap.gov/schoolapps/>

Students will begin the online portion of the application.

Part way through the online app system, students will be notified of their “STEM Candidate” status and provided instructions to complete a supplemental list of tasks.

Once the STEM Candidate tasks have been completed, they will be provided a unique token via email to log back into the CTS system to complete their registration.



STEM Academy Student Process (cont)

1) Begin registering online for CTS via our website

2) Receive and complete the STEM Candidate tasks

3) Your Candidate Task responses will be reviewed by our staff.

4) You will be emailed with a congratulatory letter and sent a unique token to continue your online registration in the CTS system

You will be notified by our staff

If you are selected to attend our school

If you are not selected



STEM Academy Student Process (cont)

5) Use the unique token received via email to log back into your CTS registration and complete your submission



6a) Unit Commander must Approve your request via instructions provided in a unique email sent to them



6b) Member must complete signature packet + payment and submit

6 STEPS TO COMPLETE REGISTRATION

Submit online registration

Complete payment

Submit Signature Packet

Commander Approval

Submit STEM Candidate tasks and receive nomination to attend

3 Ways to Pay:

- Credit card
- Check
- Squadron funds transfer

FINAL STEP

Receive Flight Assignment (your group; 20-25 students)