A
Mountaineer Challe <i>NG</i> e
Academy

APPLICATION GUIDELINES

A. Submit **ORIGINAL** Application Packet (original signatures are required) and copies of documents to the MCA. Please do not FAX.

Mountaineer ChalleNGe Academy PO Box 586 Kingwood, WV 26537

- B. Complete the **Application Packet** in blue ink. (State appointed guardians must sign all documents if the applicant is in State custody.) Use this checklist:
 - □ 1. Application and Education / Employment / Legal Review
 - □ 2. Medical Health Check
 - □ 3. Release of School Records
 - □ 4. Mentor Prospects
 - □ 5. Emergency Notification and Authorized Transportation List
 - □ 6. Acknowledgments
- C. Submit a **COPY** of these documents with the Application OR bring to the OPI. Use this checklist:
 - □ 1. Official Birth Certificate not the hospital copy
 - □ 2. Social Security Card OR proof of application OR request for duplicate card
 - □ 3. Medical Insurance Card front and back
 - □ 4. Current Immunization Records including:
 - □ Adult Tdap (Tetanus, Diptheria, Pertussis)
 - □ TB (Tuberculosis)
 - □ Meningitis
- D. Attend an Orientation Processing Interview (OPI) event.
 - 1. OPI is a LONG DAY starting PROMPTLY at 10am and ending at 4pm.
 - 2. A letter with the OPI date will be mailed to the applicant after MCA receives the application.
 - 3. The Applicant AND a Parent/Legal Guardian must attend OPI to sign forms.
- E. A **Mentor** is required for each Cadet. Start the process of finding your Mentor now. Visit <u>www.wvchallenge.org</u> and click on MENTORS to learn more about this unique part of the Program and download a Mentor Application. Submit your Mentor Application with your Cadet Application if possible. If you have questions, please call the RPM Assistant for your county.

The information provided on the application and forms required by the Mountaineer ChalleNGe Academy must be accurate and truthful. If pertinent information is withheld OR false information is provided regarding the applicant, both the safety and well being of the applicant could be jeopardized. If pertinent information is withheld OR false information is provided regarding the applicant, the applicant would no longer be considered for admission OR could be disenrolled from the program upon discovery of such information. This program is voluntary and deals with discipline, honor and confidence. The program is not equipped to cure or deal with issues that require therapeutic or addiction care or criminal behavior.



FREQUENTLY ASKED QUESTIONS ABOUT MENTORING

1. Are Mentors Required?

Mentors are required for every Cadet, no exceptions.

2. What is a Mentor?

Most dictionaries define a Mentor as "a wise and trusted teacher or counselor". The required Mentoring relationship is crucial to the success of the Cadet and to **ChalleNGe**. Mentors accept the challenge to help provide a link between the Cadet and the **Academy**, during both the Residential and the Post Residential Phase of the program.

3. Where do I find a Mentor?

The best place to find a Mentor is from people you know: family friends, teachers, police officers, pastors / churches, neighbors, counselors, military personnel, Boys and Girls Clubs, extended family, etc. It is the family's responsibility to identify a Mentor.

4. How many times does the Mentor have to come to the Academy?

Only one time! Mentors are only required to come to the Academy to attend Mentor Training and/or Matching Ceremony. All Mentors are welcomed and encouraged to attend graduation ceremonies.

5. When is Mentor Training scheduled?

Multiple training sessions are available at different times on different days. Time is set aside to meet with Cadets. Parents may not attend.

6. What are the qualifications for a mentor?

- 1. Complete the Mentor Application
 - a. At least 25 years of age or older
 - b. Same gender as the Cadet if possible
 - c. Live in close geographic proximity to the Cadet
- 2. Complete the Mentor Training
- 3. Submit fingerprints for background check
 - a. No felony convictions
 - b. No sex offense charges
 - c. No domestic battery charges
 - d. No alcohol and/or substance abuse charges in the past five (5) years
- 4. Limitations
 - a. Not an immediate family member of the Cadet
 - b. Not living in the same household as the Cadet
 - c. Not the parent of a Cadet in the same class
 - d. Not a current MCA Staff Member or their spouse
 - e. Not more than one Cadet per class per Mentor

7. When are Mentor Applications due?

Mentor applications must be received no later than Opening Day.

MCA Form 156B Effective Date: 10/12/2006 Revised Date: 09/23/2013

Mountaineer ChalleNGe Academy

APPLICATION

Do not leave any questions blan	k. Do not FAX your application.
Full Name	Social Security Number
Date of Birth	Age Race
Physical Address	County
City	State Zip
Mailing Address	
City	State Zip
Home Phone	Male Female
Height Weight	Color Hair Color Eyes
Who do you live with?	
Have you been a resident of the State of West Virginia	for thirty (30) days or longer? \Box Yes \Box No
Father	Step-Father
Address	Address
City/State/Zip	City/State/Zip
Home Phone	Home Phone
Work Phone	Work Phone
Cell Phone	Cell Phone
E-mail	E-mail
Progress Reports □Yes □No News Release □Yes □No	News Release Ves No
Mother	Step-Mother
Address	Address
City/State/Zip	City/State/Zip
Home Phone	Home Phone
Work Phone	Work Phone
Cell Phone	Cell Phone
E-mail	E-mail
Mother's Maiden Name	News Release □Yes □No
Progress Reports □Yes □No News Release □Yes □No	
Who is your legal guardian?	Additional legal guardian
Address	Address
City/State/Zip	City/State/Zip
Home Phone	Home Phone
Work Phone	Work Phone
Cell Phone	Cell Phone
E-mail	E-mail
Physical Custody	Physical Custody

FOR OFFICE USE ONLY					
Date App Received OPI Date					



EDUCATION / EMPLOYMENT / LEGAL REVIEW

Do not leave any questions blank. Name	
Date you quit school / last attended	
Have you ever been expelled or suspended from school? Please explain:	
Highest grade completed Highest grade att	ttempted Credits Earned #
Most recent school attended:Address	Address:
School phone:	School phone:
Most recent employment: Job Duties Can you return to this job? Yes No Would List two possible careers for your future (1)	Rate of Pay? d you like to pursue similar work? Yes No
Have you ever been charged for anything other than a traf Any pending legal issues? Yes No Explain all charges	
Are you currently on probation or an improvement plan? Y Explain why:	
Have you ever been on probation or an improvement plan Explain why:	n? Yes No Date Ended
Name of Probation Officer	Phone

The information provided in this application is complete, accurate and truthful.

Signature of Parent/Legal Guardian / Date

Medical Health Check (Page 1 of 2)

IDENTIFYING INFORMATION								
Name:	DOB:	MCA Class #						
Address:	Age:	Responsible Adult:						
	-							
City/State/Zip:								
FAMILY HEALTH HISTORY								
PARENTS, SIBLINGS, GRANDPARENTS I								
HEART DISEASE HIGH BLOOD PRESSURE		□ MENTAL ILLNESS □ MENTAL RETARDATION						
ELEVATED CHOLESTEROL								
	THYROID PROBLEM EYE DISORDERS	□ EATING DISORDERS □ OBESITY						
	EARLY USE OF GLASSES							
BLOOD DISORDER		CIGARETTE / CIGAR USE						
		SMOKELESS TOBACCO						
	CHILD'S HEALTH HIS	STORY						
HAS CHILD HAD:								
□ MEASLES □ MUMPS								
	EYE OR VISION PROBL ROTAVIRUS (SUDDEN SE							
	FREQUENT DIARRHEA							
EXPOSURE TO TB	UPPER RESPIRATORY							
HEART MURMUR	HIGH OR LOW BLOOD	PRESSURE						
RHEUMATIC FEVER	ARTHRITIS, RHEUMAT	ISM, BURSITIS						
ASTHMA EAR INFECTION								
	□ SHORTNESS OF BREATH □ HIGH BLOOD LEAD LEVEL							
		□ HIGH BLOOD LEAD LEVEL □ HEAD INJURY, FAINTING, MEMORY LOSS, CONCUSSION(S)						
DIABETES	DOSS OF FINGERS OR	TOES						
SKIN DISEASE	TUMOR, CYST, CANCE	R						
SCARLET FEVER	THYROID TROUBLE							
		PAIN (CIRCLE): FOOT ANKLE						
KNEE								
	CHILD'S DEVELOPMENTA	AL HISTORY						
	PENILE DISCHARGE							
□ CONTRACEPTION		TESTICULAR PROBLEM						
	CHILD'S NUTRITIONAL	HISTORY						
ALLERGIES TO MEDICATION (List)								
HISTORY OF EATING DISORDERS (List)								
MCA FORM 022A EFFECTIVE DATE: 04/27/1998 REVISED DATE: 07/23/2013								

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Mountaineer
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Medical Health Check (Page 2 of 2)

CHILD'S PSYCHOSOCIAL HISTORY				
HAS CHILD HAD PROBLEM WITH: MOTOR SKILLS ACCIDENT PRONE SLEEPING NIGHTMARES BEDWETTING (AFTER 6 YEARS) SLEEPWALKING HEARING SUPPOSED TO USE HEARING AID CURRENTLY USES HEARING DEVICE VISION SUPPOSED TO WEAR GLASSES CURRENTLY USES GLASSES OR CONTACTS SPEECH				
CHILD'S CURRENT HEAL	TH ASSESSMENT			
DIAGNOSIS FROM EDUCATIONAL TESTING:				
SURGERIES (List) 	DATE OF LAST SCREEN:			
CURRENT HEALTH COMPLAINT(S) CURRENT MEDICATION(S): CURRENT HEALTH STATUS: □ GOOD □ FAIR □ POOR				
NAME OF INDIVIDUAL COMPLETING FORM:	DATE:			



CONSENT FOR RELEASE OF SCHOOL RECORDS

Application cannot be processed without this documentation.

I authorize the Board of Education in _____ County to assist the Academy in evaluating my child's eligibility by providing a complete and confidential report containing all applicable documents.

Previous standardized test scores – WVEIS Report 771	APPLICANTS				
Grade transcript and credit history	Preference: Submit photocopies of the identified items and send them in as part of your				
Permanent health record w/immunizations	application.				
Individual Education Plan and Psychological Evaluation with	OR IF NECESSARY				
recommendations if you received OR were tested for Special Education services	Give a <u>photocopy</u> of this signed form to your school and have them send items directly to the				
504 Plan with Psychological Evaluation and recommendations	MCA. FAX 304-329-2429				
	ORIGINAL FORM GOES TO MCA				
SCHOOL STAFF: If this request cannot be completed at the local I	evel, please identify the contact person where the				
request was forwarded. Forwarded to: By: _					
Phone: Date:					
Full Name of Applicant:					
Date of Birth: Social Security Number:					
Street Address:					
City/State/Zip:					
Applicant's Signature / Date:					
Parent / Legal Guardian Signature / Date:					
Most Recent School Prev	vious School				
School Address: School	ool Address:				
City/State/Zip: City/	y/State/Zip:				
	nool Phone:				
School FAX: Scho	ool FAX:				
Date of Withdrawal OR Date Last Attended	MAIL OR FAX TO:				
Date of withdrawal OK Date Last Attended	Mountaineer ChalleNGe Academy				
Name of School Official	1001 Army Road – Camp Dawson Post Office Box 586				
Title Date	Kingwood, WV 26537				
	FAX Preferred: 304-329-2429				

FAX #

Telephone #



ACKNOWLEDGEMENTS (page 1 of 2)

CADET NAME:

1. TRUTHFUL DISCLOSURE

I do hereby swear or affirm that the information I provide on the application and forms required by the **Mountaineer Challe NGe Academy** are accurate and truthful to the best of my knowledge. I understand that if I withhold pertinent information or provide false information regarding my child that not only can I jeopardize my child's safety and well being but that my child may be disenrolled from the Program upon discovery of such information.

2. PRIVACY ACT RELEASE

I understand that the **Mountaineer ChalleNGe Academy** operates under the authority of Public Law 102-484, Sec. 1091e(2). In order to evaluate my application for admission, to assess my progress during residential training and to facilitate my post-residential placement, I authorize the **Academy** to collect and use the personal data necessary at the program, state and national level. I understand that these disclosures are voluntary; however, if I do not authorize this action, I will not be selected for enrollment in the **Academy**.

3. RELEASE OF INFORMATION

I consent, under applicable State and Federal Laws, to the release of information concerning my participation in the **Mountaineer Challe***NG***e Academy**. I understand that such information may be obtained from my initial application as well as any documentation generated by the **Mountaineer Challe***NG***e Academy** including the National Guard Youth Challe*NG*e electronic database. This includes Personal Identifiable Information and information necessary for training in the Program's 8 Core Components, Post Residential Placement, academic testing, and medical care. I understand this includes photographs, news releases and interviews with the Media. I consent to the release of my information as it pertains to my enrollment and training with the **Academy**.

4. SCHOOL ENVIRONMENT

I understand that the **Mountaineer ChalleNGe Academy** is a quasi-military school. The **Academy** is voluntary and deals with discipline, honor and confidence. The **Academy** is a hands-off program which uses verbal control to maintain structure and discipline. It is not a juvenile detention facility and does not "lock down" Cadets. It is not a rehabilitation facility. It does not have a therapeutic component. The **Academy** is not equipped to cure or deal with issues that require therapeutic or addiction care or criminal behavior.

Signature of Parent/Legal Guardian / Date



ACKNOWLEDGEMENTS (page 2 of 2)

CADET NAME:

5. EDUCATIONAL DEVELOPMENT AND CREDENTIALS

The **Mountaineer Challe/NGe Academy** is recognized as a <u>Special Alternative Education Program</u> and is an approved <u>Option Pathway</u> site for all of West Virginia. By achieving all required criteria (the high school equivalency assessment, KeyTrain certification at Level 4 and successfully completing the NGYCP Career and Technical Education course work), I will receive a high school diploma from the home high school upon completion of the program. I understand that receiving a high school diploma or a high school equivalency diploma is not guaranteed but based on my individual test performance. Educational credentials are not a requirement for graduation from the **Academy**. I understand that if the high school diploma or high school equivalency diploma is not achieved during the Residential Phase, I may return to the high school under the Option Pathway and / or with Credit Recovery in some counties to complete the diploma.

6. SUBSTANCE ABUSE TESTING

I acknowledge that the **Academy** is a drug-free program. The **Academy** is free of alcohol, tobacco and other illegal substances. I will be tested by qualified individuals for illegal substances as a condition of my enrollment, following leave, randomly, "For Cause", or "For Reasonable Suspicion". If I test positive at any time, I will be immediately terminated from the **Academy**. I consent to these tests.

7. SECURITY SYSTEM USE

I understand that the **Academy** uses surveillance cameras in the buildings to facilitate the safety and security of the Cadets and Staff. The cameras are located in all areas: classrooms, gym, DFAC, hallways, living areas, and latrine. Cameras in the latrine areas are used in the case of an incident and are protected by a command lockout available only to the Director or Deputy Director. **The Mountaineer ChalleNGe Academy** has notified me of the use of security cameras.

8. FINANCIAL RESPONSIBILITIES

I understand that the **Mountaineer ChalleNGe Academy** is free to the teenagers selected to participate. However, I could incur expenses during my enrollment. I am responsible for any expenses resulting from routine medical care and medications. I understand that I am responsible for the clothing items and training gear issued to me by the **Academy** even if I do not graduate. If these items are misplaced, lost, damaged, destroyed or stolen, I am required to pay for them. I understand that I am responsible for the replacement or repair of any property that is damaged or destroyed because of my behavior. I understand that the **Academy** is <u>NOT</u> liable or responsible for my personal property or belongings.

Signature of Parent/Legal Guardian / Date



MENTOR PROSPECTS

PLEASE PRINT CLEARLY

CADET NAME:

- I understand that Mentors are a requirement of the National Guard Youth ChalleNGe Program and MCA.
- I understand that the best, strongest relationships are built with positive adults in the Cadet's life.
- I understand that more information will be provided to the Cadet and family during Orientation.
- I am identifying the following persons as prospective Mentors and I will discuss with them the opportunity of serving as a volunteer Mentor.

NAME/ADDRESS	TELEPHONE	GENDER M/F	OVER 25 Y/N	RELATIONSHIP TO CADET NOT IMMEDIATE FAMILY	LIVE IN SAME HOUSEHOLD AS CADET Y/N	IN MILES - HOW FAR DO YOU LIVE FROM CADET
	HOME:					
	WORK:					
	CELL:					
	HOME:					
	WORK:					
	CELL:					
	HOME:					
	WORK:					
	CELL:					
	HOME:					
	WORK:					
	CELL:					
	HOME:					
	WORK:					
	CELL:					



EMERGENCY NOTIFICATION / AUTHORIZED TRANSPORTATION

PLEASE PRINT CLEARLY

CADET NAME:

1. The **Academy** will call down the list until one person has been notified in emergency situations.

2. List <u>all parents/legal guardians who may be notified of an emergency situation and/or who is authorized to transport this Cadet.</u>

3. Provide 3 additional names and phone numbers from different households who may be contacted in an emergency and/or may transport this Cadet.

4. Only those persons over the age of twenty-one (21), authorized by the parent/legal guardian and with a valid driver's license/photo ID may transport the Cadet. NOTE: Cadets will not be released to anyone suspected of being under the influence of alcohol or drugs.

	NAME	RELATIONSHIP	HOME PHONE	WORK PHONE	CELL PHONE	EMERGENCY	TRANSPORT
						Yes	□ Yes
1						🗆 No	🗆 No
2						□ Yes	□ Yes
2						🗌 No	🗆 No
2						□ Yes	□ Yes
3						🗆 No	🗆 No
						□ Yes	□ Yes
4						🗌 No	🗆 No
_						□ Yes	□ Yes
5						🗆 No	🗆 No
						□ Yes	□ Yes
6						🗆 No	🗆 No

MCA Form 004 Effective Date: 04/09/1998 Revised Date: 05/31/2013