

ACE-IT in College: Application for Admission

2025-2026 Cohort

Name:

Date Received (official use only):

ACE-IT in College's Mission Statement

ACE-IT in College is a School of Education certificate program at Virginia Commonwealth University (VCU) dedicated to the academic and career success of its students. The program is designed to support students with intellectual disability wanting to attend college as a pathway to obtaining competitive integrated employment and self-determined futures. The program strives to provide each student with individualized support so that ACE-IT in College students can actively engage in real-world learning through inclusive VCU employment, academic coursework, and campus activities.

Greetings!

Virginia Commonwealth University's ACE-IT in College program is an inclusive college program for individuals with intellectual disability. ACE-IT promotes full inclusion and participation in college and provides support in the areas of academics and employment.

One goal of ACE-IT is to learn about the college experiences of students with intellectual disability. It is understood by submitting this application that ACE-IT staff will collect information on participants' academics, employment, support needs, and outcomes throughout the program.

This application packet provides the ACE-IT Admissions Committee with information about the applicant's experiences and goals. Our mission is to admit students who will be successful in college, earn a certificate from VCU, and achieve the outcome of competitive integrated employment in their career of choice.

Thank you for taking the time to complete the VCU ACE-IT in College application. We look forward to learning more about you. If you have questions, please email aceit@vcu.edu.

Sincerely,

The VCU ACE-IT in College Admissions Committee

Application Packet Checklist

Applications that are incomplete or missing any required documentation will not be considered.

Required

- Current student resume
- Most recent eligibility determination: Transition Individualized Education Program (IEP), Individualized Service Plan (ISP), or Individualized Plan for Employment (IPE). Please include other official documentation of your disability if you do not have an IEP, IPE, or ISP.
- High school transcript
- High school disciplinary record (if within 3 years of high school graduation)
- Two references: To be completed and submitted by the reference.
 - Educational or employment reference
 - DARS reference (if you do not have a DARS counselor, include an additional educational/ employment reference)

Encouraged, But Not Required:

- Results of career and transition assessments
- Relevant medical documentation

VCU ACE-IT in College Eligibility Criteria

Eligibility requirements for the Fall 2025 ACE-IT in College cohort must:

- Be 18 years of age or older at the time of entering VCU.
- Have completed high school with an Applied Studies, Special Diploma, Certificate of Program Completion, or Modified Standard Diploma. (Students 18 and older who are still in high school receiving special education services can also apply.)
- Reside in the Greater Richmond during the program.
- Have a documented intellectual disability and provide documentation with the application packet.

ACE-IT Students should also:

- Be prepared to financially meet the VCU tuition, university fees, and program fees to participate in the program.
- Have an interest in going to college as a non-degree-seeking student and earn a certificate awarded through VCU's School of Education.
- Have experience in a work environment (school, volunteer, and/or paid work).
- Have experience attending and participating in classes for up to 50-90 minutes.
- Have or be prepared to arrange reliable, timely transportation to and from campus for all classes and other required activities.
- Have experience independently using a cell phone and be willing to obtain their own cell phone before starting courses.
- Pass a criminal background check for internship and employment sites.

By signing below, I indicate that I am eligible to participate in ACE-IT in College based on these criteria. I understand that omitting or falsifying critical information may lead to non-admission or dismissal from the program.

Applicant Signature:

Date:

VCU ACE-IT in College Application Timeline

Application Due	February 15, 2025
Student Interview (Panel and Campus Visit)	March-April 2025
Student Selection	April 2025

To be completed by the applicant (with support as needed).

PART I - APPLICANT INFORMATION

HOW DID YOU HEAR ABOUT ACE-IT? (website, teacher, DARS, attended information session, friend, etc.)

APPLICANT'S FULL NAME	DATE OF BIRTH	NAME OF YOUR HIGH SCHOOL
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ADDRESS & CONTACT INFORMATION

STREET ADDRESS		PHONE NUMBER
STREET ADDRESS (APT #)		EMAIL ADDRESS
CITY	ZIP CODE	COUNTY OR CITY OF RESIDENCE

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR? YES (IF YES, EXPLAIN BELOW) NO

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES (IF YES, EXPLAIN BELOW) NO

DO YOU HAVE A HISTORY OF ENGAGING IN CRIMINAL ACTIVITY? (EXAMPLES: THEFT, STALKING, ASSAULT, PROPERTY DESTRUCTION) YES (IF YES, EXPLAIN BELOW) NO

FAMILY CONTACT INFORMATION

Please tell us a little bit about a family member who helps you on a regular basis.

FAMILY MEMBER NAME		FAMILY MEMBER EMAIL	
CELL PHONE NUMBER	FAMILY MEMBER ADDRESS (if different from above)		RELATIONSHIP
HOME PHONE NUMBER			
WORK PHONE NUMBER			

ACKNOWLEDGMENT OF ACE-IT FEES

IS THIS FAMILY MEMBER PRIMARILY RESPONSIBLE FOR ASSISTING THE STUDENT IN PAYING VCU TUITION, UNIVERSITY FEES, AND PROGRAM FEES FOR THE PROGRAM?

YES NO

If there are other family members who will be financially supporting the student, please make sure they are invited to attend informational meetings on VCU tuition, fees and program costs. To learn more about these costs, please visit the ACE-IT in College website at www.aceitincollege.org.

PART II - EDUCATIONAL EXPERIENCE

YOUR DIPLOMA TYPE

MODIFIED STANDARD

CERTIFICATE

APPLIED STUDIES

OTHER (*Specify*)

HAVE YOU ATTENDED COLLEGE OR A TRAINING PROGRAM BEFORE? YES NO

IF YES, PLEASE ANSWER THE FOLLOWING:

NAME OF PROGRAM	HOW LONG	DATE PROGRAM COMPLETED
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EXPLANATION IF YOU DID NOT COMPLETE THE PROGRAM

PART III - EMPLOYMENT/WORK EXPERIENCE

ARE YOU CURRENTLY EMPLOYED? YES NO

IF YES, WHERE?

WILL YOU MAINTAIN CURRENT EMPLOYMENT DURING THE ACADEMIC SEMESTER(S), IN ADDITION TO TAKING CLASSES AND PARTICIPATING IN A CAMPUS JOB?

YES NO

PAST EMPLOYMENT EXPERIENCE

Describe two of your most recent jobs. If you have no paid work experiences, then describe volunteer work at school or in the community.

1. EMPLOYMENT SITE	DATES WORKED
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HOURS/WEEK	JOB DUTIES
WAS THIS A PAID POSITION?	

YES NO

2. EMPLOYMENT SITE	DATES WORKED
--------------------	--------------

HOURS/WEEK	JOB DUTIES
WAS THIS A PAID POSITION?	

YES NO

IF NO LONGER EMPLOYED AT EITHER LOCATION, WHY DID YOU LEAVE YOUR JOB(S)?

PART IV - POSTSECONDARY GOALS

Please share your goals about life after high school.

EDUACTION GOALS (EXAMPLE: WHAT COLLEGE CLASSES INTEREST YOU?)

EMPLOYMENT GOALS (EXAMPLE: WHAT CARRERS INTEREST YOU?)

INDEPENDENT LIVING GOALS (EXAMPLE: WHERE WOULD YOU LIKE TO LIVE?)

PART V - HEALTH/MEDICAL INFORMATION

Please tell us about any medical or health conditions that would help us if you attended VCU.

ARE THERE ANY MEDICAL CONDITIONS YOU MAY NEED SUPPORT WITH TO FULLY AND SAFELY PARTICIPATE AT VCU ACE-IT IN COLLEGE? YES NO

IF YES, PLEASE DESCRIBE

**PART VI - SERVICE AGENCIES &
REFERENCES**

SERVICE AGENCIES

Please review the list of service agencies and supports below. Please answer if you currently receive any services or supports from them.

DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES (DARS)	COUNSELOR OR CASE MANAGER NAME & CONTACT INFORMATION (PHONE OR EMAIL ADDRESS)
CURRENTLY RECEIVING SERVICES? YES NO	
EMPLOYMENT SUPPORT VENDORS (JOB COACH)	COUNSELOR OR CASE MANAGER NAME & CONTACT INFORMATION (PHONE OR EMAIL ADDRESS)
CURRENTLY RECEIVING SERVICES? YES NO	
COMMUNITY SERVICES BOARD	COUNSELOR OR CASE MANAGER NAME & CONTACT INFORMATION (PHONE OR EMAIL ADDRESS)
CURRENTLY RECEIVING SERVICES? YES NO	
SOCIAL SECURITY ADMINISTRATION	
DO YOU RECEIVE BENEFITS FROM SOCIAL SECURITY ADMINISTRATION?	
YES NO	

I give permission to inform my service providers (DARS, CSB, or Employment Support Vendor) that I am applying to ACE IT in College and to obtain information about my case:

Signature

Date

In order to maximize long term employment supports and success, we strongly encourage applicants to have an open case with the Department for Aging and Rehabilitative Services (DARS), have their DARS counselor's support for attending ACE-IT in College, meet financial need, and have postsecondary education as a goal in their DARS Individualized Plan for Employment (IPE).

REFERENCES

Two references are required for admission consideration. Please list who your references are and have them complete the corresponding reference form included in this application.

- If you have DARS (vocational rehabilitation counselor), a DARS recommendation is required.
- If no DARS counselor, but you are still in high school, an Education referral is required.
- You can have two letters of recommendation if you have a DARS counselor and are still attending high school at the time of application.
- If you have been out of school for a number of years, and you do not have a DARS counselor, a letter of recommendation from an employer or other professional is required.

NAME	PHONE NUMBER AND EMAIL ADDRESS
TYPE OF REFERENCE	
NAME	PHONE NUMBER AND EMAIL ADDRESS
TYPE OF REFERENCE	

By signing below, I certify that I have completed this application to the best of my knowledge.

Signature

Date

If you had assistance completing this application, please give us the following information about who helped you

Name	Title	Phone Number	Date
Organization (if applicable)		Phone Number	Email Contact

VCU ACE-IT in College: Educational/Professional Reference Form

_____ has applied for admission to ACE-IT in College at Virginia Commonwealth University. ACE-IT is an inclusive college certificate program. Students participate in academic and employment experiences that support their career goals.

Please answer the following questions to the best of your ability and return the form to aceit@vcu.edu no later than February 15, 2024.

Name: _____ Relationship to applicant: _____

Address: _____

Email: _____ Phone: _____

How long have you known the applicant and in what capacity?

How do you feel the applicant would benefit from *VCU ACE-IT in College*?

Describe the strengths that the applicant has that will make them a strong candidate for the VCU ACE-IT in College certificate program. Think in terms of character traits such as honest, considerate, and dependable as well as personal skills such as communication, ability to work as a team, and initiative.

In your opinion, what kinds of supports would be most helpful for this applicant to succeed in the certificate program?

VCU ACE-IT in College: DARS Reference Form

_____ has applied for admission to ACE-IT in College at Virginia Commonwealth University. ACE-IT is an inclusive college certificate program. Students participate in academic and employment experiences that support their career goals.

Please answer the following questions to the best of your ability and return the form to aceit@vcu.edu no later than February 15, 2024.

Name: _____ Relationship to applicant: _____

Address: _____

Email: _____ Phone: _____

How long have you known the applicant and in what capacity?

How do you feel the applicant would benefit from *VCU ACE-IT in College*?

Describe the strengths that the applicant has that will make them a strong candidate for the VCU ACE-IT in College certificate program. Think in terms of character traits such as honest, considerate, and dependable as well as personal skills such as communication, ability to work as a team, and initiative.

In your opinion, what kinds of supports would be most helpful for this applicant to succeed in the certificate program?

Do you support this applicant in attending VCU ACE-IT in College?

Yes

No

Will DARS support the payment of milestones?

Yes

No

If you have any questions regarding the program or the milestone agreement, please contact Jan Shea at djshea@vcu.edu.