CORE Foundations & Project SEARCH
Application Tips & Tricks

• You can find our application [here](#).
  - Please note the application runs best when opened in Firefox or Google Chrome.
  - You will be asked to enter an email address and password at the beginning of the application. Please save this information, as it will be used as your future login information.
  - This form must be completed in one sitting. It should take approximately 30 minutes to complete.
  - You will be asked to upload a picture of the applicant at the end of the initial application.
  - You will receive a confirmation email once you submit the application.
  - You will be asked to upload a variety of documents, some of which are required.
    The required documents are:
    - Guardianship papers (if applicable)
    - SSI Eligibility Award Letter (if applicable)
    - DDA Eligibility Letter (if applicable)
    - Behavior Plan (if applicable)
    - Exiting/current IEP (if applicable)
    - Current PCP (if applicable)
  - You will not be able to return to this form once submitted, please ensure all requested information and uploads are included.
  - Once complete, you will receive a trigger email confirming submission and next steps.

For more information, please email Mark Butler at Butlermar@KennedyKrieger.org, or visit KennedyKrieger.org/COREFoundations or KennedyKrieger.org/ProjectSEARCH
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• After you have submitted tier 1 of your application, an initial review will take place.

• If the admissions committee approves to move forward with the application these are the next steps:
  o The admission and compliance specialist will reach out to schedule an observation.
    ▪ This will serve as an opportunity for our admissions team to get a glimpse of you in a community, educational, or employment based environment.
  o The next step will be a video submission.
    ▪ We will provide you with a list of questions to ask and record in a brief video interview.
  o We will request team contacts to send an additional questionnaire.
    ▪ This can go out to current/former teachers, service providers, members of your support team.
    ▪ Questionnaire will be sent automatically from Apricot.

• Once all items are received, a final review will be conducted and an admissions decision will be made.

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Admissions Process Flow Chart

CORE Foundations Admissions Process
Year Round
Observations: September – November
Admissions Meeting: December

- CORE Foundations Information session
  - Observation Scheduled
  - Admissions Decisions Provided to Applicants
  - Complete Admission Documentation

Submit Application (tier 1, 2, uploads)
- Addendum Questions, Video, and Questionnaire
- Applicants Submit Letter of Intent
- Pre-PCP Meetings Scheduled
- Admissions Meeting
- Initial Review of Application
- Complete Admission Documentation

Project SEARCH Admissions Process
December – August
Admissions Meeting: May

- Project SEARCH Information session
  - Addendum Questions and Questionnaire
  - Skills Assessment Day
  - Admissions Meeting
- Applicants Submit Letter of Intent
- Pre-PCP Meeting Scheduled
- Complete Admission Documentation
  - Fingerprinting and Health Screening, Completed
  - DDA and DORS funding secured during the process

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