



THE
COLLEGE
OF THE
FLORIDA KEYS

CFK Community
Education Application
Process

Create Account

Step 1:

- ▶ Visit CFK.edu
- ▶ Hover over Admissions and choose apply now from the drop-down menu.

News Events Web Cam Success

Admissions Academics

FUTURE STUDENTS

REQUEST INFO

VISIT US

APPLY NOW

REGISTRATION

ACADEMIC ADVISING

DUAL ENROLLMENT

INTERNATIONAL STUDENTS

VETERANS & MILITARY

TRANSIENT STUDENTS

FLORIDA RESIDENCY

TRANSCRIPTS

REVERSE TRANSFER

Step 2:

Scroll down the page and click the link that says “click here to complete your application online”

APPLY NOW!

Applying to The College of the Florida Keys is easy! The College encourages future students to research our academic and career training programs and to choose a degree/certificate BEFORE beginning the application process. [Please click here to explore all programs available at CFK.](#)

Some programs are “limited access,” which means that there are requirements to be eligible to apply. Please make sure you meet the requirements prior to submitting an application for the following limited access programs:

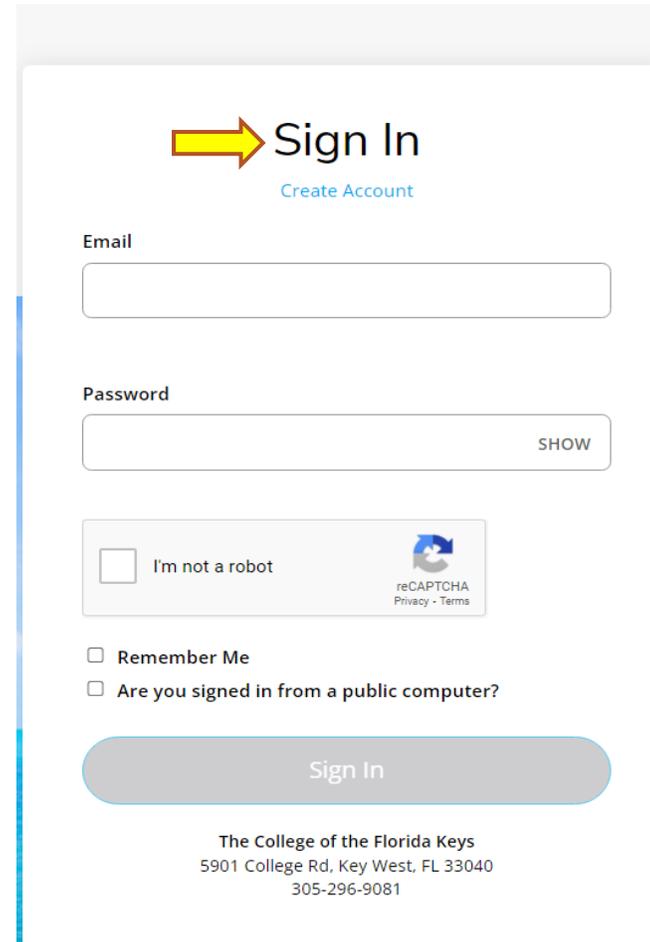
- [Associate in Science in Nursing \(New nursing students\)](#)
- Bachelor's programs:
 - [Bachelor of Applied Science in Supervision & Management](#)
 - [RN to BSN- Bachelor of Science in Nursing \(Registered Nurse applying for BSN\)](#)
 - [Bachelor of Science in Marine Resource Management](#)
- [Institute for Public Safety](#)
 - Basic Recruit Academies
 - Advanced/ Specialized Training
- [Project ACCESS](#)
- [Apprenticeships in Construction Technologies](#)
 - Electrician Apprenticeship
 - Carpentry Apprenticeship
 - Plumbing Apprenticeship
 - HVAC Apprenticeship

[Click here to complete your Application online!](#)

Notification of Social Security Number Collection & Usage 

Step 3:

The link will take you to the create account and sign-in page. You must create account *if you have never attended classes* at CFK.



The screenshot shows the CFK sign-in page. At the top, there is a yellow arrow pointing to the 'Sign In' link, with a blue 'Create Account' link below it. Below the links are two input fields: 'Email' and 'Password'. The 'Password' field has a 'SHOW' button to its right. Below the input fields is a checkbox labeled 'I'm not a robot' next to a reCAPTCHA logo. Underneath are two more checkboxes: 'Remember Me' and 'Are you signed in from a public computer?'. At the bottom of the form is a large grey 'Sign In' button. Below the button, the page footer contains the text: 'The College of the Florida Keys', '5901 College Rd, Key West, FL 33040', and '305-296-9081'.

Step 4:

➤ Fill in your contact information

Create Account

Contact Information

First Name *

Last Name *

Email Address *

Confirm Email Address *

Do Not Send Text Messages

Mobile Phone

Home Phone

Check if address is outside of U.S. or Canada

Address

City

State/Province

ZIP/Postal Code

Foreign Address Line

Country

Step 5:

➤ Choose your Entry Term:

- Fall (for classes that start in second week of August- December)
- Spring (for classes that start in January-first week in May)
- Summer (for classes that start in second week of May - first week in August)

Entry Term *

Academic Level *

Community Education/Workforce

Academic Program *

Community Education/Workforce

Location *

➤ Choose Academic Level & Academic Program:

- Select ***Community Education/Workforce/Summer Camp***- choose this level if you are taking a non-credit course (English as a second language, survival Spanish, or Raku class), taking the CDL test, or registering your child for summer camp.

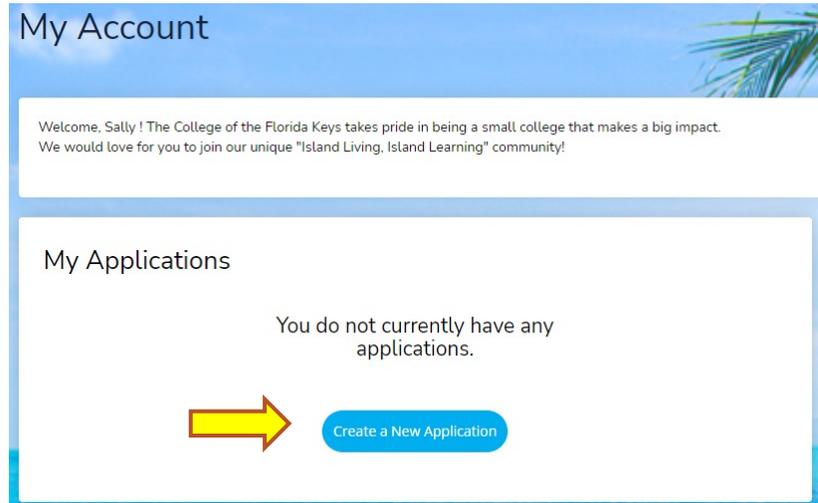
➤ Choose your Location:

- Key West (for classes at our Main Campus in Key West)
- Key Largo (for classes at our Upper Keys Center in Key Largo)

My Account

- Once your Account has been created. You will be taken to your profile. This is where you will complete your application for CFK.

- Step 6:** ➤ Choose create a new application.



- Step 7:** ➤ Choose the following:
- Non-credit application- English as a second language, hot stuff blown glass & raku class, dental assistant program, and any other community education classes.

Start a New Non-Credit Application

For students enrolling in Community Education classes and programs, including: recreation/leisure, workforce training, English as a second language, and fitness/exercise classes.



Start a new Non Credit Application

Completing Application

Step 8:

- Complete each section of the application: personal, plans, demographics, academics, and writing & signature.

Personal Plans Demographics Academics Writing & Signature

Name

➤ Any space with a red asterisk * is a required field.

Legal First Name * 

Legal Middle Name

Legal Last Name *

Suffix

Plans

Step 9:

➤ Select *Community Education & Workforce*

- Choose your Location:
- Key West (for classes at our Main Campus in Key West)
 - Key Largo (for classes at our Upper Keys Center in Key Largo)

The screenshot shows a web form titled 'Plans' with a navigation bar containing 'Personal', 'Plans', 'Demographics', and 'Writing & Signature'. A 'Print' icon is in the top right. Below the navigation bar is a message: 'Please enter your information in each of the following sections. Fields with a red asterisk (*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.' The main section is 'Academic Plans' and contains two dropdown menus: 'Applying for *' (with 'Community Education & Workforce' selected) and 'Entry Term *' (empty). Below these is a 'Location *' dropdown menu (empty). At the bottom are three buttons: 'Previous Page', 'Save Application', and 'Save & Continue'. Annotations include a yellow arrow pointing from the 'Step 9' header to the 'Applying for' dropdown, another yellow arrow pointing from the 'Choose your Location' text to the 'Location' dropdown, a yellow arrow pointing from the 'Choose your Entry Term' text to the 'Entry Term' dropdown, and a yellow arrow pointing from the 'Save & Continue when finished' text to the 'Save & Continue' button.

➤ Choose your Entry Term:

- Fall (for classes that start in second week of August- December)
- Spring (for classes that start in January-first week in May)
- Summer (for classes that start in second week of May - first week in August)

➤ Save & Continue when finished

Demographics

Step 10:

Personal Plans **Demographics** Writing & Signature

Please enter your information in each of the following sections. Fields with a red asterisk (*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

Citizenship

Citizenship Status *

Social Security Number (Do not include dashes)

Please provide your SSN if you are expecting to receive Financial Aid or any tax related documents from CFK.

Optional Information

Although the below questions are optional, they can have a tremendous impact on the institution's ability to tailor programs to better serve students, and can help CFK qualify for and pursue vital opportunities. With more accurate information, CFK may qualify for grants that could help provide scholarships for academically talented low-income students with demonstrated financial needs. Already, efforts in this area have helped the college win grants that are designed to strengthen institutional programs. You are encouraged to answer the questions below so that we have an accurate representation of our student body and know that this will be used for reporting purposes only.

Ethnicity

Regardless of your answer to the prior question, please check one or more of the following groups in which you consider yourself to be a member:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

Previous Page

Save Application

Save & Continue

➤ Choose your Citizenship Status (this information does not get reported:

➤ If you do not know what your status is, then select **Unknown/Not Reported**

➤ Fill in your ethnicity information (optional)

➤ Save & Continue when finished

Writing & Signature

Step 11:

 Print

Personal Plans Demographics Writing & Signature

Please enter your information in each of the following sections. Fields with a red asterisk (*) are required and must be completed before you can submit your application. Additional questions may become required based on your answers to a previous question.

Emergency Contact

First Name *

Last Name *

Suffix

Phone Number *

Emergency Contact's Relationship *

➤ Enter contact information for someone who we can get in touch in case of an emergency.

➤ Choose a Decision Factors:

- How did you know about our programs? If you do not know what your status is, then select Unknown/Not Reported

Decision Factors

What is the primary factor influencing your decision to apply to this school? *

Secondary

Writing & Signature (cont.)

Step 12:

Certification

Please affirm the following before you submit your application.

Do you certify the following? *

I understand and agree that all students are bound by the College's regulations as published in the College Catalog and the Student Handbook. I declare under penalty of perjury punishable by law that all information given in this application is complete and accurate.

Yes No

Do you certify the following? *

I understand that any misrepresentation of facts may result in the immediate cancellation of registration.

Yes No

Do you certify the following? *

[Please click here to read about CFK's Financial Responsibility Agreement.](#) I understand and agree to CFK's Financial Responsibility Agreement.

Yes No

The electronic signature consists simply of your name, typed by you on your keyboard. The signature is your confirmation that the application you have filled out is your own work and the information is factually true. Once you type in your name, this will count as your electronic signature.

Are you 18 years of age or older? *

Signature *

Signature Date *

Previous Page

Save Application

Preview Before Submission

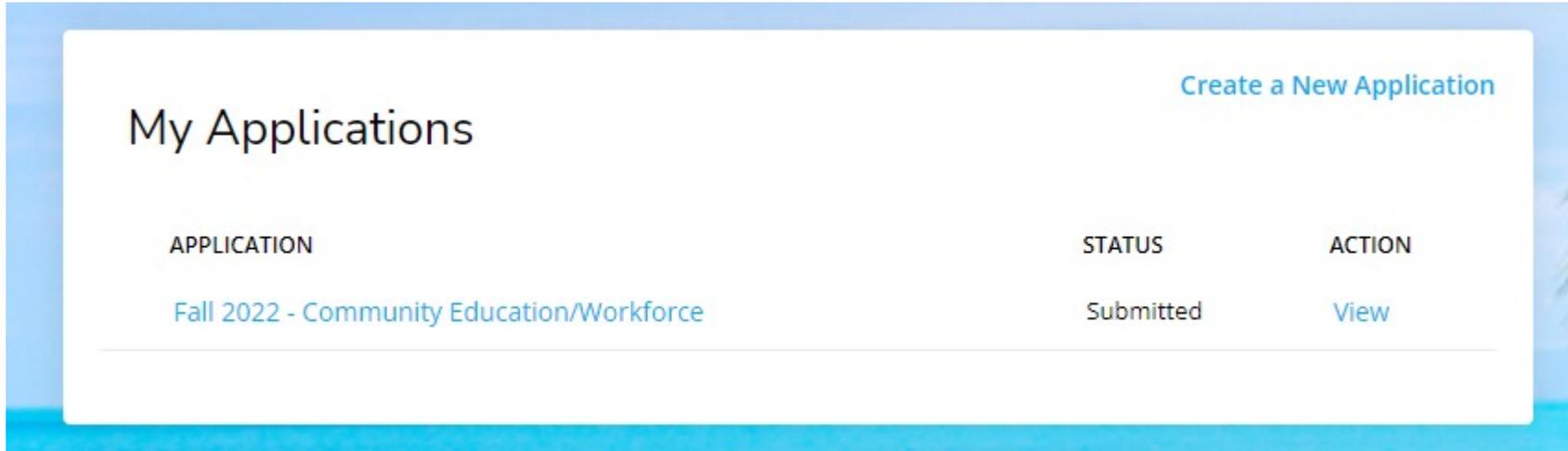
Submit Application

➤ Select Yes to agree to CFK's terms and conditions

➤ Type your name to sign the application

➤ Submit Application when finished

Application Submitted



APPLICATION	STATUS	ACTION
Fall 2022 - Community Education/Workforce	Submitted	View

- Your status will state that your application is submitted.
- Applications are reviewed once a week.
- Enrollment will place a decision code on your application after reviewing. You will then receive an acceptance email 24-36 hours later. (If you have a gmail account, please check your promotions inbox)
- **Before you can register for a Non-Credit class, you MUST have submitted your application and have it processed by Enrollment Service office.**

How to Register

Step 13:

- This form must have your class information and signature to register.
- The completed form can be sent via e-mail to admissions@cfk.edu
- OR
- The completed form can be brought to campus to be completed in person.

CFK COMMUNITY EDUCATION & WORKFORCE
COURSE REGISTRATION FORM

Office of Enrollment Services
The College of the Florida Keys
5901 College Rd.
Key West, FL 33040
Email: admissions@cfk.edu

Registration after the first week of class may require written permission from the instructor. Full payment is due immediately.

Name:			Student ID Number:									
Last			First			Middle						
A (Add) D (Drop)	Course Prefix	Course #	CRN	Title			Days		Time			

By registering for courses, I understand and agree that I am registering for courses and am responsible for the payment of all tuition and fees by the established due dates on academic calendar, unless I drop the courses during the refund period. If my account becomes delinquent, I will be responsible for paying the College all past due amounts/service charges and any associated collection agency fees up to a maximum of 30% of the account balance, reasonable attorneys' fees, cost and expenses incurred by the College in its collection efforts. I agree to give CFK and its agent's permission to contact me on my home or mobile phone, email address, and mailing address. By signing below, I am entering into a legal and binding contract with The College of the Florida Keys and I hereby acknowledge that I have read and understand the Terms and Conditions of this registration agreement and Student Financial Responsibilities policy located in Student Catalog.

Student's Signature Date

Instructor's Signature (if applicable) Date

COMMENTS FOR OFFICE USE ONLY:
