



THE  
COLLEGE  
OF THE  
FLORIDA KEYS

# CFK Community Education Application Process

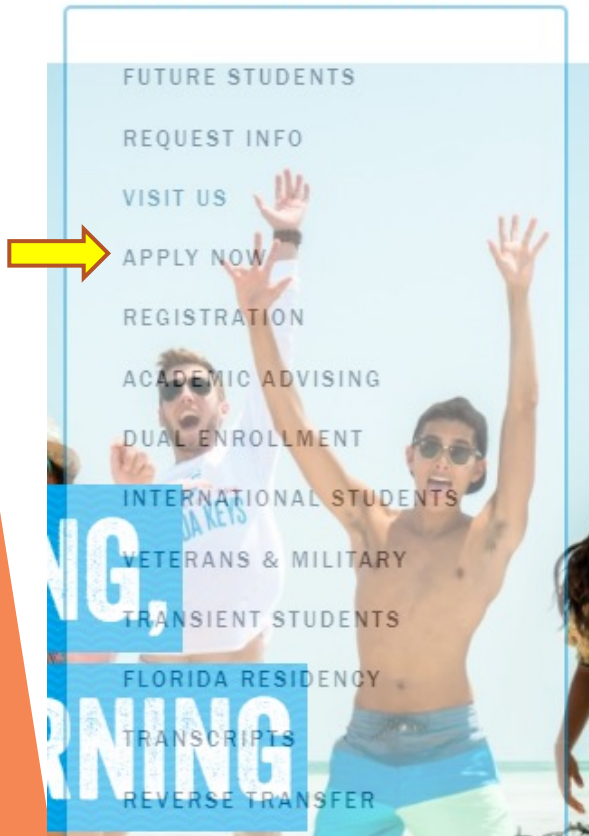
# Create Account

## Step 1:

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

News Events Web Cam Success

Admissions Academics



## 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.

A screenshot of the CFK.edu Sign In and Create Account page. The page has a light blue header with a yellow arrow pointing to the 'Sign In' link and a blue link for 'Create Account'. Below the header are input fields for 'Email' and 'Password'. The 'Password' field has a 'SHOW' button. There is a checkbox for 'I'm not a robot' with a reCAPTCHA logo. Below these are checkboxes for 'Remember Me' and 'Are you signed in from a public computer?'. At the bottom is a large blue 'Sign In' button. The footer contains the college's name, address, and phone number.

Sign In  
[Create Account](#)

Email

Password [SHOW](#)

☐ I'm not a robot   
reCAPTCHA  
Privacy - Terms

☐ Remember Me  
☐ Are you signed in from a public computer?

Sign In

The College of the Florida Keys  
5901 College Rd, Key West, FL 33040  
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 \*

Academic Program \*

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.

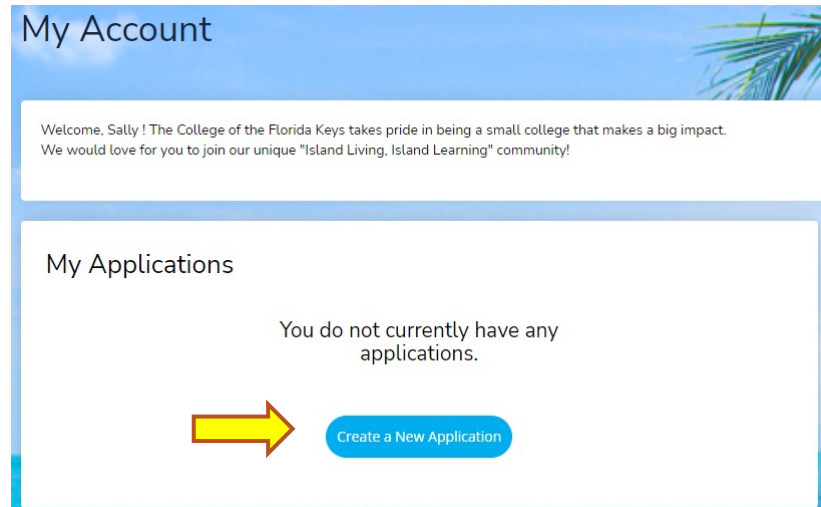
### ➤ Choose your Location:

- 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.

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Personal Plans Demographics Academics Writing & Signature

Name

Legal First Name \*

Legal Middle Name

Legal Last Name \*

Suffix

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

# 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' (highlighted), 'Demographics', and 'Writing & Signature'. A 'Print' icon is in the top right. Below the navigation bar, a message states: '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 'Academic Plans' section 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 of the form are three buttons: 'Previous Page', 'Save Application', and 'Save & Continue'.

Annotations include yellow arrows pointing from the text 'Select Community Education & Workforce' to the 'Applying for \*' dropdown, from 'Choose your Location:' to the 'Location \*' dropdown, from 'Choose your Entry Term:' to the 'Entry Term \*' dropdown, and from 'Save & Continue when finished' 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:

- Choose your Citizenship Status (this information does not get reported: ➤ If you do not know what your status is, then select ***Unknown/Not Reported***

[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](#)

➤ 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](#)

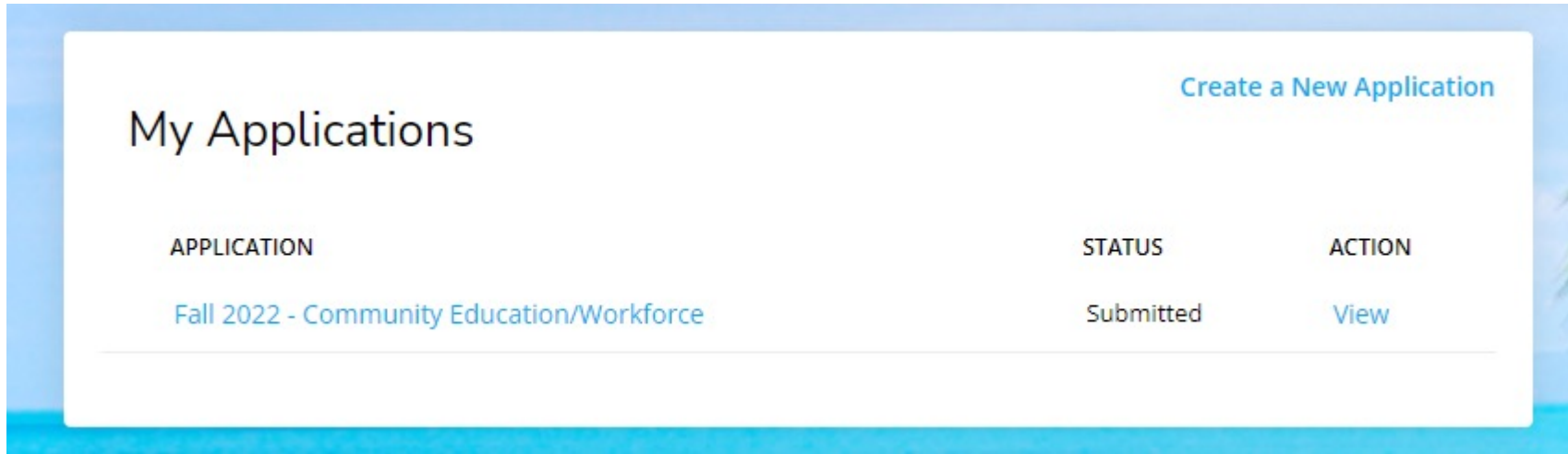
[Submit Application](#)

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

➤ Type your name to sign the application

➤ Submit Application when finished

# Application Submitted



My Applications			<a href="#">Create a New Application</a>
APPLICATION	STATUS	ACTION	
<a href="#">Fall 2022 - Community Education/Workforce</a>	Submitted	<a href="#">View</a>	

- 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](mailto: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](mailto: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: