

# Sinclair Tech Prep Application Instructions



<div>GET STARTED!</div> <div><div>1. Click “Create your account now.”</div><div>2. Enter your <b>Legal</b> first and last name.</div><div><i>Use an email and password that you can easily access.</i></div><div><i>Make the password something you can easily remember, you can change this later.</i></div><div><b>Before submitting—double check all your information is spelled correctly.</b></div></div>	<div>APPLY.SINCLAIR.EDU</div> <div><div><div><div><div>Log in</div><div>Email / Username</div><div></div><div>Password</div><div></div><div><input checked="" type="checkbox"/> Remember me</div><div>Forgotten Password</div><div>Log in</div><div>Haven't created an account yet?</div><div>Create your account now</div></div><div><div>New User</div><div>First name</div><div></div><div>Last name</div><div></div><div>Email</div><div></div><div>Password</div><div></div><div>Confirm password</div><div></div><div>Submit</div><div>Already have an account? Log in</div></div></div></div><div>1. </div></div>
<div><div>1. Check your email for the verification link.</div><div>2. Click “Verify your email.”</div><div>3. Once verified, click “Log in to your account.”</div></div>	<div><div><div>Please check your email</div><div>An activation link has been sent to demo.student.cmcps@robot-mail.com</div><div>Send again</div></div><div><div>Dear Applicant,</div><div>Thank you for creating your application account at Sinclair College. Activate your account by clicking the link below to verify your email address.</div><div>Verify your email.</div><div>Once you click the link, you will be re-directed to the application portal to log-in and begin your application.</div><div>Best, Sinclair College</div></div><div><div>3. </div><div><div>Your account is activated</div><div>Log in to your account</div></div></div></div>
<div><div>1. Log in with the credentials you provided earlier.</div><div>2. Click “Start New Application.”</div></div>	<div><div><div><div>Log in</div><div>Email / Username</div><div></div><div>Password</div><div></div><div><input checked="" type="checkbox"/> Remember me</div><div>Forgotten Password</div><div>Log in</div><div>Haven't created an account yet?</div><div>Create your account now</div></div><div><div>SINCLAIR COLLEGE</div><div><div>WELCOME CENTER</div><div><div>2. </div><div>Start New Application</div><div>Continue an existing application</div><div>Review a submitted application</div></div></div></div></div></div>

Your first and last name should automatically appear.

If applicable, enter any other optional information. Note: a suffix is like Jr., Sr., II, III, etc.

1. Select your Citizenship Status.
2. Answer "Yes" you are a high school student.
3. Choose I am applying to **"Participate in the Tech Prep Program."**
4. Click "Save and Continue."

## Applicant Information

### Basic Information

Legal First Name (Given Name) Demo	Middle Initial <input type="text"/>	Legal Last Name (Surname) Student-cmcps
Other/Previous Last Name <input type="text"/>	Suffix <input type="text"/>	Email demo.student.cmcps@robot-mail.com
Citizenship Status * US Citizen	If you need to apply for an F-1 visa and currently hold an F-1 visa and plan to study at Sinclair as a full-time or visiting student, please select <b>Apply as F-1 International Student.</b>	
Are you a current high school (or middle school) student? * <input checked="" type="radio"/> Yes <input type="radio"/> No		
I am applying to: * Participate in the Tech Prep Program		
<a href="#">Go to dashboard</a> <a href="#">Save and Continue</a>		

3. 

### I am applying to: \*

Participate in the Tech Prep Program

Participate in the College Credit Plus (CCP) Program

**Participate in the Tech Prep Program**

Enroll in Sinclair while still in high school (not College Credit Plus or Tech Prep) or after high school graduation

This section autopopulates. Make sure it says **"Tech Prep."**

1. Click "Save and Continue."
2. Select the school or career center where you are taking career tech courses. (Some schools have multiple campuses, so be careful to choose the right one!)
3. Select your instructor from the list. (If your teacher does not show in the list, please raise your hand or let your teacher or a staff member know.)
4. Click "Save and Continue."

## New Application

Please choose an Application Type: \*  
Tech Prep

You are applying to participate in the Tech Prep Program while you are in high school. Please click Save and Continue to continue completing your application.

[Previous](#) [Save and Continue](#)

## Program Information

Tech Prep Site \*  
Miami Valley CTC

Tech Prep Instructor \*  
Baker, Troy

\*If choosing 'Unknown' please double-check selected site.

[Previous](#) [Save and Continue](#)

### Program Information

Tech Prep Site \*

Miami Valley

Arcanum HS (Miami Valley CTC)  
Bethel High School (Miami Valley CTC)  
Brookville HS (Miami Valley CTC)  
Easton HS (Miami Valley CTC)  
Franklin Monroe HS (Miami Valley CTC)  
Miami East HS (Miami Valley CTC)  
Miami Valley CTC  
Miami Valley HS (Miami Valley CTC)  
Milton Union HS (Miami Valley CTC)  
Mississinawa HS (Miami Valley CTC)  
National Trail HS (Miami Valley CTC)

1. Enter your birthdate (MM/DD/YYYY), legal sex (used on government forms), Social Security Number, and other demographic information on this page.

A Social Security Number **is required** to process your application. If you do not have it today, continue on for now, but do not submit your app yet. You will be able to log back in to finish later, once you have it. Students with an unassigned SSN: contact the Tech Prep Office. \*Only enter numbers, not dashes\*

While not required for Sinclair, some schools require students to provide an SSID. Ask your teacher if unsure.

## Additional Applicant Information

Date of Birth * 02/28/2006	Age 17
Legal Sex * Male	
Entering your Social Security Number is not required to submit your application. However, a valid Social Security Number is required for financial aid, student employment, federal reporting, and streamlining the process of submitting official transcripts to other colleges and universities.	
If you have a Social Security Number and do not provide it when you submit the application, you will be required to submit a copy of your social security card which will cause significant delays in processing your application.	
Social Security Number Numeric characters only	
SSID <input type="text"/>	

1. (Optional) Complete demographic information.

2. Enter your Cell Phone Number.

3. Enter your Parent or Guardian first name, last name, and email.

4. Click “Save and Continue.”

Colleges and universities are asked by many, including the federal government, accrediting associations, and newspapers, to describe the racial/ethnic backgrounds of our students and employees. To respond to these requests, we ask you to answer the following two questions:

Do you consider yourself to be Hispanic/Latino?

Please select one or more races to describe yourself:

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Cell Phone Number

Please provide a 10-digit US phone number

Home Phone Number

Please provide a 10-digit US phone number

Are you a current/former service member or a spouse or dependent of a current/former service member of the U.S. Armed Forces?

I would like to receive important enrollment related text messages and updates from Sinclair

Do not Allow

Allow

Parent Information

Parent or Guardian First Name \*

Parent or Guardian Last Name \*

Parent or Guardian Email \*

Save and Continue

1. Enter your address information. (For best results, do not use your browser’s auto-fill feature.)

If you have lived at this address for less than one year, you will be asked to provide a previous address.

2. Click “Save and Continue.”

Address Information

Although there is no tuition associated with Sinclair credit earned through Career Tech Education, Sinclair requires at least one continuous year’s worth of address history, as well as a valid street address, to make a determination about your residency for tuition purposes. If you do not provide this information on your application, your residency may be set to “Out of State resident,” and a hold may be placed on your record, preventing registration in courses. [Learn more about residency for tuition purposes.](#)

Street Address \*

City \*

State \*

Postal Code \*

County (Ohio and Indiana Residents Only)

When did you start living at this address? \*

Save and Continue

1. Enter your education information.

Do you attend a career tech center in addition to your home high school?

Have you attended any other college? Select Yes if you attend College Credit Plus at another college (Clark State, Edison, etc.)

2. Click “Add High School or College.”

Add your career tech center first, followed by your home school. (from where you will earn your diploma)

3. Once you’ve added all schools, click “Save and Continue.”

Education Information

Were you or are you home schooled? \*

No

Do you or did you attend a Career Technology Center (CTC) or Joint Vocational School (JVS)? \*

Yes

Have you ever attended Sinclair Community College? \*

No

Have you ever attended a college other than Sinclair? \*

No

Click Add High School or College to add all schools you currently attend or have attended, including your current high school and graduation year.

If you attend a Career Technical Center (CTC) or Joint Vocational School (JVS), click Add High School or College, and then list your home high school.

If you are home schooled, click Add High School or College, select School Type of Home Schooled, and then search for Home Schooled.

Add High School or College

No Data Available

Save and Continue

School Type \*

High School or Career Center (CTC)

Add School \*

Miami Valley

Miami Valley Academies | Dayton | Ohio

Miami Valley Career Technology Center | Clayton | Ohio

Miami Valley Christian Academy | Cincinnati | Ohio

Miami Valley School | Dayton | Ohio

Submit

Add High School or College

School: Miami Valley Career Technology Center

School: Vandalia Butler High School

Save and Continue

updated 07.29.25

If you did not enter your social security number, **stop here**. Log out, write down your username and password, and return later to add it and submit.

1. If you did enter your social security number, certify (by clicking the toggle).

2. Type your electronic signature and click "Submit."

*Congratulations, you're done!*

## Application Submission

If you have a Social Security Number and do not provide it when you submit the application, you will be required to submit a copy of your social security card which will cause significant delays in processing your application.

A valid Social Security Number is required for financial aid, student employment, federal reporting, and streamlining the process of submitting official transcripts to other colleges and universities.

☒ Confirm SSN Status

If you would like to provide your social security number before submitting your application, use the navigation on the left side of your application to return to the Additional Information Page and add your social security number.

Please indicate if you have a social security number:

I certify that the information I have provided on the application is complete and accurate to the best of my knowledge. I understand that misrepresentation of facts on this application may be cause for refusal of admission, cancellation of admission, or suspension from the college. By submitting this application, I agree to abide by the policies and regulations of the college.



1.

Signature \*

Typed First Name & Last Name

Submit

### What's next:

Once submitted, you will receive a confirmation email.

Within 1-5 business days, you will receive an email with your Sinclair login and password.



MIAMI VALLEY  
**TECHPREP**  
CONSORTIUM

Dear FirstName,

Thank you for applying to the Tech Prep program at Sinclair College! We have received and are reviewing your application. As a Tech Prep student, you will have access to numerous benefits that will extend far beyond your high school years. Some of these benefits include:

- Connecting to your future career by participating in Sinclair Career exploration events
- Showcasing your skills by competing at the annual Sinclair Tech Prep Showcase and other career technical student organizations
- Earning Sinclair college credit WHILE in high school
- Earning scholarships to attend Sinclair, including eligibility for a \$3,000 scholarship and summer semester awards

Once your application has been processed, you will receive an email with your Sinclair login information.

Thank you and welcome to the Tech Prep program at Sinclair!

Regards,

**Laura Hinkebein**  
Director, Miami Valley Tech Prep Consortium

Building 6, Room 131  
937-512-5146  
[www.mvtechprep.org](http://www.mvtechprep.org)

[Email Preferences](#) | [Unsubscribe](#) | [Web Accessibility Help](#)



MIAMI VALLEY  
**TECHPREP**  
CONSORTIUM

**Congratulations on submitting your application!**

Any questions or concerns:

Sinclair Tech Prep Office | 937-512-5146 | [techprep@sinclair.edu](mailto:techprep@sinclair.edu)