CAP Training Module 3:
Financial Aid & College Applications
A free online professional development course for GEAR UP Schools

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College Access Professional Training
Strategies in Career and Academic Counseling that can improve effectiveness in preparing all students for college

CAP Training Includes:

- 20 Professional Development hours in a 6 week, on-line course for GEAR UP Coordinators, school counselors as well as administrators and teachers.

- Each Module has four content sessions - each session to take four-to-six hours to complete.

- Arizona-specific course content, including Arizona graduation requirements, postsecondary institutions, college planning tools, resources and scholarships.
Session One: Guiding Parents and Students through the Complexities of Financial Aid

This session addresses the complexity of financial aid, strategies to help parents and students understand the total cost of college or postsecondary education, and best sources of financial assistance for their particular situations. Participants will compare and contrast grants, loans and scholarships as methods to pay for postsecondary education or training with the goal of assisting parents and students with locating and applying for the most appropriate source of postsecondary funding and assistance. Participants will also begin working on the Module 3 Portfolio.

Session Two: Assisting with the Financial Aid Process

In this session participants will learn the process parents and students need to follow to complete the FAFSA, what information they will need, and what financial aid terminology means. Participants will review the types of aid students can receive based on the FAFSA. They will work on planning a financial aid workshop and explore how to help students and families understand and compare financial aid awards.

Session Three: Preparing for College Admission Tests

In this session, participants will plan ways to help students prepare for college admissions tests. This session also addresses fees and waivers, test-taking strategies and practice tests. Participants will watch videos of practicing counselors working with students, and work through a scenario in the School Counselor Simulation. Additionally, in the discussion, participants will share ideas about helping students learn effective test-taking strategies for college admission tests. Finally, participants will continue to work on the Module Three Action Plan.

Session Four: College Admissions- Application Process

This session focuses on ways college access professionals can assist students in completing the application process for the postsecondary school they've selected. Key areas included in this session are the college essay; requesting letters of recommendation and providing appropriate information to those preparing a letter; and strategies to encourage students to participate in extracurricular activities and community service. Finally, participants will complete and submit their Module 3 Portfolio.