

APPLICATION GUIDELINES

A. Submit **ORIGINAL** Application Packet (original signatures are required) and copies of documents to the MCA. Please do not FAX or EMAIL.

> Mountaineer ChalleNGe Academy Attn: Centralized Recruiting Office

	PO Box 586 Kingwood WV 26537	
В.	Complete the Application Packet in blue ink. Answer all questions, leave nothing blank. guardians must sign all documents if the Applicant is in State Custody. Use this checklist: 1. Application and Education / Employment / Legal Review 2. Medical History Review 3. Release of School Records – Sign and return. MCA will process with school. 4. Release of Legal Records 5. Acknowledgments 6. Mentor Prospects 7. Emergency Notification and Authorized Transportation List	State appointed
C.	Submit a COPY of these documents with the Application. Use the checklist: 1. Official Birth Certificate – not the hospital copy 2. Social Security Card OR proof of application OR request for duplicate card 3. Medical Insurance Card – front and back 4. Current Immunization Records including: Adult Tdap (Tetanus, Diptheria, Pertussis) TB (Tuberculosis) Meningitis	
D	Participate in an Orientation - Processing - Interview (OPI) event	

- Participate in an Orientation Processing Interview (OPI) event.
 - 1. OPI is a LONG DAY starting PROMPTLY at 10:00 am and ending at 3:30 pm.
 - 2. A letter with the OPI date will be mailed or emailed to the Applicant after MCA receives the application.
 - 3. The Applicant AND a Parent/Legal Guardian must attend OPI to sign forms.
- E. A **Mentor** is required for each Cadet. Start the process of finding your Mentor now. www.wvchallenge.org and click on MENTORS to learn more about this unique part of the Program and download a Mentor Application. Submit your Mentor Application with your Cadet Application if possible. If you have guestions, please call the RPM Assistant for your county.

The information provided on the application and forms required by the Mountaineer ChalleNGe Academy must be accurate and truthful. If pertinent information is withheld OR false information is provided regarding the Applicant, both the safety and well-being of the Applicant could be jeopardized. If pertinent information is withheld OR false information is provided regarding the Applicant, the Applicant would no longer be considered for admission OR could be disenrolled from the program upon discovery of such information. This program is voluntary and deals with discipline, honor and confidence. The program is not equipped to cure or deal with issues that require therapeutic or addiction care or criminal behavior.



FREQUENTLY ASKED QUESTIONS ABOUT MENTORING

1. Are Mentors Required?

Mentors are required for every Cadet, no exceptions.

2. What is a Mentor?

Most dictionaries define a Mentor as "a wise and trusted teacher or counselor". The required Mentoring relationship is crucial to the success of the Cadet and to ChalleNGe. Mentors accept the challenge to help provide a link between the Cadet and the Academy, during both the Residential and the Post Residential Phase of the program.

3. Where do I find a Mentor?

The best place to find a Mentor is from people you know: family friends, teachers, police officers, pastors/churches, neighbors, counselors, military personnel, Boys and Girls Clubs, extended family, etc. It is the family's responsibility to identify a Mentor.

4. How many times does the Mentor have to come to the Academy?

Only one time! Mentors are only required to come to the Academy to attend Mentor Training and/or Matching Ceremony. All Mentors are welcomed and encouraged to attend Mentor Visitation Day and the Graduation Ceremony.

5. When is Mentor Training scheduled?

Multiple training sessions are available at different times on different days. Time is set aside to meet with Cadets. Parents may not attend. MCA will contact the Mentor directly to schedule training.

6. What are the qualifications for a Mentor?

- A. Complete the Mentor Application
 - i. At least 25 years of age or older
 - ii. Same gender as the Cadet if possible
 - iii. Live in close geographic proximity to the Cadet
- B. Complete the Mentor Training
- C. Submit fingerprints for background check
 - i. No felony convictions
 - ii. No sex offense charges
 - iii. No domestic battery charges
 - iv. No alcohol and/or substance abuse charges in the past five (5) years

D. Limitations

- i. Not an immediate family member of the Cadet
- ii. Not living in the same household as of the Cadet
- iii. Not the parent of a Cadet in the same class
- iv. Not a current MCA Staff member or their spouse
- v. Not more than one Cadet per class per Mentor

7. When are Mentor Applications due?

Mentor applications must be received no later than Opening Day.

MCA Form 156B Effective Date: 10/12/2006 Revised Date: 09/23/2020



APPLICATION

Do not leave any questions blank. Do not FAX your application. Full Name Social Security Number Date of Birth Age Race Physical Address County ____ State Zip City Mailing Address Zip __ City ☐ Female Home Phone ☐ Male _____Weight Color Hair Height Color Eyes _____ Who do you live with? Have you been a resident of the State of West Virginia for thirty (30) days or longer? ☐ Yes □ No Father Step-Father Address Address City/State/Zip City/State/Zip Home Phone Home Phone Work Phone Work Phone Cell Phone Cell Phone Email Email Progress Report □ Yes □ No News Release □ Yes □ No News Release □ Yes □ No Mother Step-Mother Address Address City/State/Zip City/State/Zip Home Phone Home Phone Work Phone Work Phone Cell Phone Cell Phone Email Email Progress Report □ Yes □ No News Release □ Yes □ No News Release □ Yes □ No Who is your legal guardian? Additional Legal Guardian Address Address City/State/Zip City/State/Zip Home Phone Home Phone Work Phone Work Phone Cell Phone Cell Phone Email Email

MCA Form 019A Effective Date: 04/27/1998 Revised Date: 04/15/2020

□ Physical Custody

□ Legal Custody

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DATE APP RECEIVED	OPI DATE			

□ Legal Custody

□ Physical Custody



EDUCATION / EMPLOYMENT / LEGAL REVIEW

Do not leave any questions blank. Name	
Date You Quit School / Last Attended	
Have You Ever Been Expelled or Suspended from School?	
Please Explain:	
	ade Attempted Credits Earned #
Most Recent School Attended:	Previous School Attended:
Address	
School Phone:	School Phone:
Most Recent Employment: Job Duties	
Job Duties Can You Return to This Job? ☐ Yes ☐ No	Would You Like to Pursue Similar Work? ☐ Yes ☐ No
	(2)
Have You Ever Been Charges for Anything Other Than A T Any Pending Legal Issues? ☐ Yes ☐ No Explain All Charges	
Have You Ever Been on Probation?	End Date:
Have You Ever Been on an Improvement Plan?	
Name of Probation Officer	Phone
The information provided in this application is complete,	accurate and truthful.
Signature of Parent/Legal Guardian / Date	Signature of Applicant / Date

MCA Form 019B Effective Date: 04/27/1998 Revised Date: 04/15/2020



MEDICAL HISTORY REVIEW (page 1 of 2)

This review of the applicant's health history does NOT require a doctor's visit, well child appointment, or physical exam.

Name:	DOB:				
	FAMILY HEALTH HISTORY				
BIOLOGICAL PARENTS, SIBLINGS, GRANDPARENTS I	HAVE/HAD: (If yes, what is the relationship to the Cadet?)				
,	TUBERCULOSIS SUICIDE				
	ASTHMA EATING DISORDERS				
	THYROID PROBLEM OBESITY				
-	EYE DISORDERS				
	ALLERGIES CHRONIC COUGH UNK ORIGIN				
	SUDDEN UNEXPLAINED DEATH FAINTING DURING EXERCISE				
	MENTAL ILLNESS FOSTER/ADOPTED-UNK FAMILY HISTORY				
□ SEIZURES □ N	MENTAL RETARDATION				
	CHILD'S HEALTH HISTORY				
HAS CHILD HAD:	□ PHYSICAL ABUSE / NEGLECT				
	☐ EYE OR VISION PROBLEMS				
□ EAR INFECTION	☐ URINARY TRACT INFECTION				
☐ MISSING ORGANS	☐ FREQUENT CONSTIPATION				
HEPATITIS	☐ FREQUENT DIARRHEA				
☐ MENINGITIS	☐ HIGH BLOOD LEAD LEVEL				
EXPOSURE TO TB	☐ HIGH OR LOW BLOOD PRESSURE				
HEART MURMUR	□ ARTHRITIS, RHEUMATISM BURSITIS				
RHEUMATIC FEVER	GALL BLADDER TROUBLE OR STONES				
□ SEIZURE	□ HERNIA				
□ ASTHMA	☐ HEAD INJURY, MEMORY LOSS, CONCUSSION(S)				
☐ CHRONIC COUGH OR COLDS	☐ FAINTING (IF YES, DURING EXERCISE?)				
□ SHORTNESS OF BREATH	□ DIZZINESS OR NEAR FAINTING				
☐ KIDNEY STONES	□ LOSS OF FINGERS OR TOES				
□ DIABETES □	☐ TUMOR, CYST, CANCER				
□ SKIN DISEASE	□ THYROID TROUBLE				
☐ MENSES ☐ REGULAR	PAIN (CIRCLE): FOOT ANKLE KNEE				
□ HEAVY	LEG HIP BACK WRIST ELBOW				
□ PROBLEMS	SHOULDER NECK				
□ STD	CURRENT BMI				
□ CHILDREN OF OWN	□ CURRENT VITAMIN D LEVEL				
□ PREGNANCIES (#)					
□ OTHER	□ OCCASIONAL LIGHT EXERCISE				
OTHER	REGULAR EXERCISE				
C	CHILD'S NUTRITIONAL HISTORY				
ALLEDOISO TO MEDIOATION (LIOT)					
ALLERGIES TO MEDICATION (LIST)					
ALLERGIES TO FOOD (LIST)					
ALLERGIES TO ENVIRONMENT (LIST)					
SPECIAL DIET/NUTRITIONAL NEEDS	SPECIAL DIET/NUTRITIONAL NEEDS				
HISTORY OF EATING DISORDERS (LIST)					

MCA Form 022A Effective Date: 04/27/1998 Revised Date: 03/31/2021



MEDICAL HISTORY REVIEW (page 2 of 2)

This review of the applicant's health history does NOT require a doctor's visit, well child appointment, or physical exam.

CHILD'S PSYCHOSOCIAL HISTORY				
HAS CHILD HAD A PROBLEM WITH: MOTOR SKILLS ACCIDENT PRONE SLEEPING NIGHTMARES BEDWETTING (AFTER 6 YEARS) SLEEPWALKING VICTIM OF MENTAL ABUSE VICTIM OF SEXUAL ABUSE HEARING SUPPOSED TO USE HEARING AID CURRENTLY USES HEARING DEVICE VISION SUPPOSED TO WEAR GLASSES CURRENTLY USES GLASSES OR CONTACTS	FIRE SETTING DESTROYS PROPERTY TORTURES ANIMALS APPROPRIATE EXPRESSION OF ANGER GETTING ALONG WITH CHILDREN/PEERS GETTING ALONG WITH SIBLINGS GETTING ALONG WITH PARENTS/ADULTS SEXUAL ACTING OUT CONCENTRATION HYPERACTIVITY ISOLATION LEARNING SPEECH			
CHILD'S CURRENT HEALTH ASS	SESSMENT			
EVALUATED FOR SPECIAL EDUCATION SERVICES YES NO DATE CURRENTLY HAS I-E-P OR 504 PLAN YES NO REASON(S) FOR DIAGNOSIS FROM EDUCATION/PSYCHO-EDUCATION TESTING (EXAMPLES: IQ MENTAL HEALTH DIAGNOSIS (EXAMPLES: DEPRESSION, ANXIETY, PERSONAL	, ADD, ADHD, ODD, SLD, LD, BD, ETC.):			
PROFESSIONAL COUNSELING FOR: TREATED FOR DEPRESSION: DR. ATTEMPTED SUICIDE: DATE TREATED FOR SUICIDE ATTEMPT: DR. NERVOUS TROUBLE OF ANY SORT: SMOKING/TOBACCO: DRUG/ALCOHOL USE: HISTORY OF HOSPITALIZATION/PLACEMENTS (LIST ALL MEDICAL, MENTAL HE				
SURGERIES (LIST):				
BROKEN BONES (LIST):				
RECENT TRAVEL OUTSIDE OF STATE/COUNTRY IN PAST 6 MONTHS YES SIGNATURE OF PARENT OR LEGAL GUARDIAN:				

MCA Form: 022B Effective Date: 04/27/1998 Revised Date: 3/17/2022



CONSENT FOR RELEASE OF SCHOOL RECORDS

APPLICATION CANNOT BE PROCESSED WITHOUT THIS DOCUMENTATION.				
I authorize the Board of Education in Academy in evaluating my child's eligibility by applicable documents.	County to assist the py providing a complete and confidential report containing all			
Previous standardized test scores – WVEIS Report 771 Grade transcript and credit history Permanent health record w/ immunizations Individual Education Plan and Psychological Evaluation with recommendations if you received OR were tested for Special Education services 504 Plan with Psychological Evaluation and recommendation	send items directly to the MCA. FAX: 304-329-2429			
SCHOOL STAFF: If this request cannot be comwhere the request was forwarded. Forwarded to: Phone:				
Most Recent School: School Address: City/State/Zip: School Phone: School FAX:	School Address: City/State/Zip:			
Full Name of Applicant: Date of Birth: Street Address: City/State/Zip:	Social Security Number:			
Signature of Parent/Legal Guardian / Date	Signature of Applicant / Date			
MAIL OR FAX TO: Mountaineer ChalleNGe Academy North PO Box 586 Kingwood WV 26537	Date of Withdrawal OR Date Last Attended Name of School Official			
Full Name of Applicant: Date of Birth: Street Address: City/State/Zip: Signature of Parent/Legal Guardian / Date MAIL OR FAX TO: Mountaineer ChalleNGe Academy North PO Box 586	Signature of Applicant / Date FOR SCHOOL OFFICIALS ONLY Date of Withdrawal OR Date Last Attended			

Title

Telephone #

Date

Fax #

MCA Form Effective Date: 04/20/1998 Revised Date: 4/20/2021



CONSENT FOR RELEASE OF LEGAL RECORDS

This form is required to do a background check on all Applicants. Even if you have never been involved with the court, documentation to verify that information is required. Application cannot be processed without this original signed document. I authorize the Juvenile Probation Office(s) in _ County to assist the Academy in evaluating my child's eligibility by providing a complete and confidential report containing all applicable documents. Current report status **APPLICANTS** Obtain photocopies of the identified items and Final orders for previous legal send them in as part of your application. involvements OR Informal or Formal Improvement Plan requirements Give a photocopy of this signed form to your Juvenile Probation Officer and have them send Informal or Formal Probation items directly to the MCA. FAX:304-329-2429 requirements Copies of court ordered Psychological ORIGINAL FORM GOES TO MCA **Evaluations** Full Name of Applicant: Social Security Number: _____ Date of Birth: Street Address: City/State/Zip: Signature of Parent/Legal Guardian / Date Signature of Applicant / Date

Telephone #

MAIL OR FAX TO:

Mountaineer ChalleNGe Academy North PO Box 586 Kingwood WV 26537

FAX Preferred: 304-329-2429

MCA Form 008 Effective Date: 04/20/1998 Reviewed Date: 4/20/2021

☐ REPORT ATTACHED	☐ NO RECORD FOUND			
Name of Probation Officer				
Title	Date			

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ACKNOWLEDGEMENTS (page 1 of 2)

CADET NAME:			

1. TRUTHFUL DISCLOSURE

I do hereby swear or affirm that the information I provide on the application and forms required by the Mountaineer ChalleNGe Academy are accurate, complete and truthful to the best of my knowledge. I understand that if I withhold pertinent information or provide false information regarding my child that not only can I jeopardize my child's safety and well-being but that my child may be disenrolled from the Program upon discovery of such information. I understand that I am required to notify the Academy if there are any changes to my child's application information, including but not limited to address, phone number, insurance information, custody/guardianship, physical/mental health or legal status.

2. PRIVACY ACT RELEASE

I understand that the Mountaineer ChalleNGe Academy operates under the authority of Public Law 102-484, Sec. 1091e(2). In order to evaluate my application for admission, to assess my progress during residential training and to assist with my post-residential placement goals, I authorize the Academy to collect and use the personal data necessary at the program, state and national level. I understand that these disclosures are voluntary; however, if I do not authorize this action, I will not be selected for enrollment in the Academy.

3. RELEASE OF INFORMATION

I consent, under applicable State and Federal Laws, to the release of information concerning my participation in the Mountaineer ChalleNGe Academy. I understand that such information may be obtained from my initial application as well as any documentation generated by the Mountaineer ChalleNGe Academy and will be recorded electronically. This includes Personal Identifiable Information, training documentation for the 8 Core Components, academic training and testing, Post Residential Placement, Mentoring, and medical care. I understand this includes photographs, news releases and interviews with the Media. I consent to the release of my information as it pertains to my enrollment and training with the Academy.

4. SCHOOL ENVIRONMENT

I understand that the Mountaineer ChalleNGe Academy is a quasi-military school. The Academy is voluntary and develops academic skills, self-discipline, honor and confidence. The Academy is a hands-off program, which uses verbal control to maintain structure and discipline. It is not a juvenile detention facility and does not "lock down" Cadets. The Academy does not treat issues that require therapeutic intervention, addiction care or criminal behavior modification.

5. ELIGIBILITY

I understand the requirements for enrollment. This applicant does not have a high school diploma or equivalency certificate. This applicant is no longer attending WV public school or is academically at-risk.

Signature of Parent/Legal Guardian / Date	-	Signature of Applicant / Date	

MCA Form 006A Effective Date: 04/20/1998 Revised Date: 04/14/2020



ACKNOWLEDGEMENTS (page 2 of 2)

CADET NAME:			
6. EDUCATIONAL DEVELOPMENT AND CREDENTIAL I may receive a high school diploma from my WV home in completion of the high school equivalency assessment, Technical Education course work. I understand that equivalency diploma is not guaranteed but based on program's 8 Core Components is required for successful for graduation from the Academy. The Mountaineer Chall Education Program and is an approved Option Pathway high school diploma or high school equivalency diplomate return to the high school under the Option Pathway and the diploma. Educational backgrounds other than WV school, etc.) will be handled on a one-to-one basis in accessing the school of the	wish school by achieving all required criteria; successful WIN certification training and the NGYCP Career and receiving a high school diploma or a high school my individual test performance. Progress in all the all completion. Educational credentials are not required leNGe Academy is recognized as a Special Alternative ay site for all of West Virginia. I understand that if the a is not achieved during the Residential Phase, I may or with Credit Recovery in some counties to complete public schools (home school, private school, cyber		
7. SUBSTANCE ABUSE TESTING I acknowledge that the Academy is a drug-free prograr illegal substances or illegally used substances. I will be as a condition of my enrollment, following leave, rando test positive at any time, I will be immediately terminated.	screened by qualified individuals for illegal substances mly, "For Cause" or "For Reasonable Suspicion". If I		
8. SECURITY SYSTEM USE I understand that the Academy uses surveillance came of the Cadets and Staff. The cameras are located in all a and latrine. Cameras in the latrine areas are used in the lockout available only to the Director or Deputy Director me of the use of security cameras.	areas: classrooms, gym, DFAC, hallways, living areas, e case of an incident and are protected by a command		
9. FINANCIAL RESPONSIBILIT IES I understand that the Mountaineer ChalleNGe Academy is free to the teenagers selected to participate. However, I could incur expenses during my enrollment. I am responsible for any expenses resulting from routine medical care, medications for pre-existing medical conditions, and/or stamps. I understand that I am responsible for the clothing items and training gear issued to me by the Academy even if I do not graduate. If these items are misplaced, lost, damaged, destroyed or stolen, I may be required to pay for them. I may be responsible for the replacement or repair of any property that is damaged or destroyed because of my behavior. I understand that the Academy is NOT liable or responsible for my personal property.			
Signature of Parent/Legal Guardian / Date	Signature of Applicant / Date		

MCA Form 006B Effective Date: 04/20/1998 Revised Date: 04/14/2020





MENTOR PROSPECTS

PLEASE PRINT CLEARLY	CADET NAME:	
I LLASE I MINI CLLAMET	CADET NAME.	

- I understand that Mentors are a requirement of the National Guard Youth ChalleNGe Program and MCA.
- I understand that the best, strongest relationships are built with positive adults in the Cadet's life.
- I understand that more information will be provided to the Cadet and family during Orientation.
- I am identifying the following persons as possible/prospective Mentors and will discuss this opportunity with them. NOTE: MUST HAVE AT LEAST ONE NAME.

NAME/ADDRESS	TELEPHONE	GENDER M/F	OVER 25 Y/N	RELATIONSHIP TO CADET NOT IMMEDIATE FAMILY	LIVE IN SAME HOUSEHOLD AS CADET Y/N	IN MILES- HOW FAR DO YOU LIVE FROM CADET
	HOME:					
	WORK:					
	CELL:					
	HOME:					
	TIONIE.					
	WORK:					
	CELL:					
	HOME:					
	I IOWIE.					
	WORK:					
	CELL:					

Signature of Parent / Legal Guardian / Date

Signature of Applicant / Date

MCA Form Effective Date Revised Date

003 05/30/2013 04/14/2020



EMERGENCY NOTIFICATION / AUTHORIZED TRANSPORTATION

PLEASE PRINT CLEARLY CADET NAME: _____

Prioritize who may be notified in case of emergency and/or who is authorized to transport

- 1. List ALL parents/legal guardians first
- 2. Provide 3 additional names and contact numbers

	NAME	RELATIONSHIP	HOME PHONE	WORK PHONE	CELL PHONE	EMERGENCY	TRANSPORT
1						□ Yes	□ Yes
2						□ Yes	□ Yes
3						□ Yes	□ Yes
4						□ Yes	□ Yes
5						□ Yes	□ Yes

- 1. I acknowledge that the Academy will call down the list until one person has been notified.
- 2. I acknowledge that only authorized persons over the age of twenty-one (21) with a valid driver's license may transport Cadets.
- 3. I acknowledge that Cadets will not be released to anyone suspected of being under the influence of drugs or alcohol.

MCA Form 004 Effective Date: 04/09/1998 Revised Date: 04/14/2020

Signature of Parent/Legal Guardian / Date