

Steps for Completing and Submitting the Online Application for the Bergen County Technical Schools – Paramus Campus

Welcome to the Application process for Bergen Technical High School, Paramus Campus!

Below is a summary of the seven steps in our online application. All steps must be completed by the application deadline December 13, 2018 in order for your application to be considered. There are no exceptions. If you have any questions during this process, please email phsadmissions@bergen.org.

Step 1 Enter Person Information

Step 2 Select Campus: In Step 2 of the student application form, first choose your educational plan. Only students with IEPs may apply to the full-time program. General education, students with an IEP and students with a 504 Plan may apply to the shared-time program.

Next, identify the program you are choosing and two technical areas you wish to study at the Paramus Campus. Please list your technical areas by the priority with which you would like to attend.

Step 3 Enter Reference Names: List the name of an English and Math teacher who will be writing your recommendations. Teachers should have taught you in the current or prior year.

Step 4 Review Your Application: Look over your application and make sure all required fields have been filled out.

Step 5 Submit Your Application: Click submit to receive your six-digit confirmation number. A confirmation email will be sent automatically from our site to the email address you have provided. Make sure you receive his email; check your spam/junk mail.

Step 6; Open for Edit: You may edit your application after you have submitted it and received your Validation Number until the deadline (December 13, 2018). This can be done by clicking Open for Edit. Even if you do not revise your application, you must click Submit (Step 6) again once you Open for Edit so that your six-digit validation number remains valid.

Step 7: Print School Forms: You must print your school forms including the School Transcript Form and Math and English Recommendation Forms. For students with an IEP or 504 Plan, print the Case Manager Form. Forms must be given to the appropriate school officials as soon as your application is submitted online.

SID/NJ Smart ID Information All applicants attending a public school in New Jersey have a SID/NJ Smart ID. It may be located on your standardized test or your report card. If you are unable to locate your ID/NJ Smart ID, please ask your Guidance Counselor for assistance. Applicants who are who home - schooled or attend a private school, or a school that is not in New Jersey will not have an SID/NJ Smart ID. Please check the appropriate box when you register.