

Admissions Policies and Procedures

All applicants are required to complete an admission application, a personal interview with an Admissions Advisor and take the Wonderlic Scholastic Level Exam (SLS) as part of the admissions process. During the Admission interview, we evaluate the individual's reasons for seeking training and assess their background, experience and previous training. We educate the applicant about our method of training and the programs that we offer. Based upon this exchange of information and the applicant's scores on the admissions placement exam, a mutual decision is made as to what program or course will best fill their educational need and help them achieve their career goals. The prospective student is informed of program costs (tuition for all programs and certification testing fees), all supplemental equipment and services provided by the Career Technical Institute (CTI).

Students enrolling in a vocational program and the Associate Degree program must attest that they possess either a high school diploma, a state issued General Educational Development (GED) certificate, a certification of secondary school home school completion, or passed an Ability to Benefit (ATB) test (the ATB test is not available to distance learning students). Students referred to CTI by agencies with which CTI has a partnership agreement must satisfy the admission requirements of CTI as well as the partnering agency, and if applicable, pass an Ability to Benefit test if they do not possess a high school diploma or GED. Students admitted to the ESL I program must possess job skills as evidenced by documentation, such as, credentials, test scores, job experience, or verification of skill competencies by a third party. Only those students who need instruction in English to be able to use their knowledge and skills that they already possess in order to obtain employment will be enrolled in the program.

Applicants for admission are required to pay a registration fee of \$50, complete an admission application, complete an Enrollment Agreement, and take the Wonderlic SLE. Applicants will be notified of their official acceptance within one week of completion of the above requirements. An official letter of acceptance will be mailed to the prospective student.

The Admissions Office is open Monday through Thursday from 8:30 a.m. to 8:00 p.m. and from 8:30 a.m. – 5:00 p.m. on Fridays. Individuals interested in learning more about the school and its training programs/courses should contact the school at (202) 552-3040 to schedule an appointment to meet with an Admissions Advisor. All applicants, including those who are physically challenged, are considered for acceptance according to CTI admission standards. In order for CTI to assist students with disabilities under the provisions of the Americans with Disabilities Act (ADA), prospective students are required to notify their Admissions Advisor during the admission interview regarding any requests for accommodations. Documentation of the disability is required. If, however, it is felt by CTI administration that a disability might limit employment opportunities, the school will share its opinion in this regard with the applicant so that the applicant has full information with which to make the decision whether or not to pursue the training.

Veteran's Education Benefits

During the admissions process, the veteran/eligible person will complete a "Record of Veteran Previous Education and Training and Education" form. Students with previous experience and/or training in any of the subject areas included in their program of enrollment may test out of courses in order to satisfy program requirements or to receive advanced standing in their program (test-out fee will be waived for VA applicants). Morning and afternoon students attend school 22.5 hours per week and evening students attend 15 hours per week. While CTI considers all sessions full-time, the evening session is considered part-time by the Department of Veterans Affairs.

The institution will obtain written records on a VA student's previous education and experience. A complete evaluation of the student's transcripts and previous experience will be made and credit granted where appropriate. Upon completion of the evaluation, the VA student and Department of Veterans Affairs will be advised of the outcome and copies of all documents will be placed in the student's file. CTI will notify the VA of any change in the enrollment status of students certified to

receive veterans' education benefits. This would include when the student is placed on attendance and/or academic probation, changes schedules, or terminates training.