

## **Admissions Policies and Procedures**

All applicants are required to complete an admissions application, a personal interview with an Admissions Advisor and take the Wonderlic Scholastic Level Exam (SLE) 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, a mutual decision is made as to which 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 and fees for all programs and certification testing fees), and all supplemental equipment and services provided by Career Technical Institute (CTI).

Applicants enrolling into a vocational 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 submit documented proof that they passed an Ability to Benefit (ATB) test prior to July 1, 2012.

Applicants referred to CTI by agencies with which CTI has a contractual agreement must satisfy the admissions requirements of CTI as well as the aforementioned agency's requirements. Applicants admitted to the vocational 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 applicants 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 into a degree program must provide independent verification that they possess either a high school diploma or a GED certificate.

Applicants for admission are also required to pay a registration fee of \$50 and complete an Enrollment Agreement. Applicants will be notified of their official acceptance within one week of completion of the above requirements.

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 admissions 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 admissions 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" 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 Veteran applicants). Morning and afternoon students attend school 22.5 hours per week and evening students attend 15 hours per week. As mandated by the Department of Veteran's Affairs (VA), veterans who attend the evening session will not receive full benefits.

The institution will obtain written records on a Veteran'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 Veteran candidate and Department of Veteran's Affairs will be advised of the outcome and copies of all documents will be placed in the candidate'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.