

## **Admission Requirements**

Class size is limited and students are enrolled on a first-come, first served basis. Completion of necessary paperwork and deposit payment determines the date of official enrollment. All health professions students must have:

- Completed secondary education (high school or equivalent) prior to admission to Choffin Career and Technical Center;
- Visited the school to learn more about their desired program;
- Met the required entrance exam scores for the individual program; and
- Completed all required steps in the admission process.

The completed file of each applicant will be reviewed. Applicants qualified for the program of choice will be granted admission and will be placed on the list for admission to the next available class according to the date the file is completed. Falsification of any student information submitted will be grounds for student termination.

## **Admission Process**

1. Apply to the program by submitting your Application Form and \$25.00 Application Fee.
2. Schedule a time to take the required entrance exam. All health profession students must meet required entrance scores for their desired program. Applications will not be reviewed for acceptance into the program until required entrance exam scores have been achieved or the student has been designated as a “provisional entry.”
3. Attend an interview or meet with a Program Director or staff member to discuss your program(s) of interest, tour the school and receive general financial aid information.
4. Complete required BCI/FBI background check (Surgical Technology and Practical Nursing programs). Please be sure to have your results sent directly to the Choffin Career & Technical Center.
5. Receive an acceptance letter indicating you have met the preliminary requirements for admission and are able to continue through the application process.
6. Submit your tuition deposit of \$100.00. (This deposit is applied directly to your tuition balance.)
7. Submit the following documents to the school:
  - An unexpired, valid government-issued photo identification (ID), such as, but not limited to, a driver’s license, other state-issued ID, or passport;
  - An official high school transcript, diploma or high school equivalency diploma/certificate. (For high school credential validity see High School Evaluation Information and Foreign Diplomas section below.)
8. Establish a method of payment (self-pay, interest-free payment plan, Federal financial aid, VA benefits, agency funding, etc.).

- Complete the Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to determine your eligibility for the Pell Grant and Federal Direct Student Loans. Use School Code: 007473.
    - After you receive your acceptance letter and your FAFSA report has been received by the school our Financial Aid Administrator will schedule an appointment to review your financial aid eligibility in greater detail.
9. Attend a mandatory Orientation.
  10. Finalize your method of payment, submit your signed Enrollment Agreement, complete any additional paperwork, submit any payment if required.
    11. Complete required prerequisites (ex.: immunizations, drug screen, etc.) for your intended program, as applicable.
    12. Enrollment in the program is complete only when:
      - All required forms and documents have been completed, submitted and reviewed by the Program Director;
      - Required entrance exam scores have been met;
      - Method of payment has been finalized; and
      - Any required deposits or payments for the program have been made.

*\*Student not meeting required entrance exam scores should speak with the Program Director prior to retesting. Students are encouraged to request a study information and learn more about our free classes provided through Aspire. For more information on free Aspire classes contact Rhonda Kempe, Student Services, at 330-744-8720. Candidates for provisional entry will be contacted in writing by the Program Director with more information.*

### **High School Evaluation Information and Foreign Diplomas**

If the US DOE or the school questions the validity of the high school's credentials, the institution will first check the "Unacceptable Proof of Graduation" list. If the high school is on that list it will be judged as unacceptable. If it is not on that list but the institution still questions the validity of the high school credential we will ask for a transcript from the high school showing classes completed and passed. If Choffin Career and Technical Center is still not satisfied as to the validity of the credential, we may contact the states' Department of Education in which the school is located to ascertain if the high school is approved by the state.

If your diploma is from a foreign country you must:

1. Have the diploma translated into English
2. Once the diploma has been translated into English it must be reviewed by a credential evaluator to determine if it is equivalent to a U.S. diploma.
3. Student must submit the credential evaluator's determination information in its original format.

A list of evaluators who belong to The National Association of Credential Evaluation Services can be found online at [www.naces.org](http://www.naces.org). This list is for your comparison and

Choffin Career and Technical Center does not recommend one agency above another. Evaluators do charge for this service and it can take several weeks, so be sure to start this process early in your enrollment process.

The final determination on the validity of high school credentials rests solely with Choffin Career and Technical Center.

### **Entrance Exams, Required Minimum Scores and Fees**

<u>Program</u>	<u>Test</u>	<u>Minimum Score</u>	<u>Fee</u>
Dental Assisting**	TABE	Reading: 9; Language: 9	Free
Practical Nursing	TEAS	50 <sup>th</sup> percentile per ranking; if one falls within 5 percentile points of this number they may qualify for provisional entry.	\$75.00
Surgical Technology	TABE	Reading: 11; Math: 10	Free
Manual Dexterity		Screws 50%, Pins & Collars 50%, PTI-ODT Forms 80%	\$45.00

Payment must be made in the form of a money order, certified check or cash. (Please do not send cash through the mail.) **Money orders and certified checks should be made payable to: Youngstown City Schools (Please specify desired program in Memo line). Personal checks are not accepted.**

\*\*For Dental Assisting applicants only: The pre-entrance examination may be waived if the applicant possesses a baccalaureate degree from a University with an overall GPA of at least 2.50. Official transcripts must be on file.

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