



## ADULT APPLICATION FOR ADMISSION

### PERSONAL INFORMATION

 Please fill out each section completely and sign at bottom.

Date of Application: \_\_\_\_\_

Legal Name: \_\_\_\_\_  
(Last) (First) (MI)Mailing Address: \_\_\_\_\_  
(Street)  
\_\_\_\_\_  
(City) (State) (ZIP)

Cell Phone: \_\_\_\_\_ Alternate Phone : \_\_\_\_\_

Email Address: \_\_\_\_\_

Birthdate: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Gender: ☐ Male ☐ Female

List all names under which you may have records: \_\_\_\_\_

Will you need accommodations in order to successfully participate in the program? ☐ Yes ☐ No

### EMERGENCY CONTACT INFORMATION

\_\_\_\_\_  
(Last) (First) (Relationship)

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### EDUCATION

Check the highest grade completed: ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12High School Diploma: ☐ Yes ☐ No Year \_\_\_\_\_ or GED: ☐ Yes ☐ No Year \_\_\_\_\_

Have you ever attended Pontotoc Technology Center as either a high school or full time student?

☐ Yes ☐ No If yes, previous program attended \_\_\_\_\_

### PROGRAM CHOICE

\*see list on back of application

1st Choice: \_\_\_\_\_ ☐ AM (7:55-11:00) ☐ PM (12:00-3:05) or ☐ All Day2nd Choice: \_\_\_\_\_ ☐ AM (7:55-11:00) ☐ PM (12:00-3:05) or ☐ All Day

### FINANCIAL RESPONSIBILITY

I understand that tuition, fees, books, and supplies must be paid in full prior to attending first class session unless arrangements are made with Financial Aid Office or Business Office. I realize that it is my responsibility as a student to make these arrangements. I also understand that non-payment may result in dismissal from program and may affect future enrollment.

**SIGNATURE (Unsigned application will be considered incomplete)****DATE****NOTICE:** Completion of this application by itself **does not** constitute admission to Pontotoc Technology Center or placement on a waiting list for a program that may be full at the time application is made.**PONTOTOC TECH USE ONLY****2018-2019**

Name

AM PM All Day

Entry Date

CAREER MAJOR

Planned Exit Date

## 1 Section One:

### Architecture & Construction

Heavy Equipment Operator \*  
Heavy Equipment Operator/CDL \*

### Health Sciences

Health Care Technician \*  
Registered Medical Assistant \*

### Human Services

Cosmetologist \*  
Master Instructor \*  
Practicing Master Instructor

### Information Technology

Desktop Publisher/Graphic Designer \*  
Desktop Support Technician \*  
Multimedia Specialist (choose option 1 or option 2) \*  
Option 1: Graphic Design/Video  
Option 2: Computer Aided Design

### Transportation, Distribution & Logistics

Automotive General Service Technician  
(NATEF Compliant) \*

### Manufacturing

Combination Welding \*

\* Financial Aid is available

## 2 Section Two:

### APPLICATION CHECKLIST

- ☐ Fill out application
- ☐ Sign up for assessment/turn in ACT if applicable
- ☐ Complete Federal Student Aid at [www.fsfa.ed.gov](http://www.fsfa.ed.gov). For assistance, contact Jannice Williams at [jawilliams@pontototech.edu](mailto:jawilliams@pontototech.edu) or 580-310-2223.
- ☐ Contact Business Office to set up payment plan.
- ☐ Take assessment on assigned date.
- ☐ PTC staff will interview you to discuss your application.
- ☐ Notification of acceptance into PTC program will be sent to your home by mail.
- ☐ Accepted applicants will be sent the link to the enrollment packet for summer orientation, so they can be completed and signed by you before coming.
- ☐ Please direct any questions to Cindy Byrd 580-310-2264 or [cbyrd@pontototech.edu](mailto:cbyrd@pontototech.edu)



**career**tech

### **Alternative Assessment option**

Starting with the August 2016 semester, any adult student enrolling in a full time career major may submit a copy of their official ACT composite score of **19 or above in lieu of taking the TABE Assessment.**

If this score is not provided within two weeks of the date of application, the application will be put on hold and not considered for acceptance until the score is provided.

I understand this provision and plan to submit my ACT score report instead of taking the TABE assessment for admission. I understand that if I fail to provide the score in a timely manner, my application will not be considered.

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Signature

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Date

**\*\*MUST BRING PHOTO ID\*\***

Rtqi t co \_\_\_\_\_

**ASSESSMENT REFERRAL FORM  
PONTOTOC TECHNOLOGY CENTER**

**Please PRINT clearly and fill in ALL information completely**

Ugrgev'Vguv'Date: \_\_\_\_\_

NAME: \_\_\_\_\_  
(Last) (First) (MI)

ADDRESS: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Street/Route/or P.O. Box) City State Zip

Emergency Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street/Route/or P.O. Box) City State Zip

.....  
*Pontotoc Technology Center is committed to equal access for students with disabilities. If you would like additional information and/or need an accommodation, please contact Student Services at 580-310-2264.*

*NOTE: Applications must be completed accurately, including health conditions that will directly affect performance of required activities. This information is voluntary and will assist us to better meet your needs.*

\_\_\_\_\_  
Signature of Applicant (Unsigned application will be considered incomplete)

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The following person has been designated to handle inquiries regarding the non-discrimination policies:

Director of Instructional Services  
601 West 33<sup>rd</sup> Street  
Ada OK 74820  
580-310-2224

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Date of assessment: \_\_\_\_\_ Signature: \_\_\_\_\_

Date of results: \_\_\_\_\_ Signature: \_\_\_\_\_

Date of test: \_\_\_\_\_

## **ASSESSMENT TESTING SCHEDULE**

### **Tab 9A, Key Train and OK CareerGuide Assessment**

#### **TABE 9A, Test of Adult Basic Education**

##### **Room 238**

8:00-8:10     Directions for TABE testing  
8:10-9:00     Reading-50 minutes  
9:00-9:24     Mathematics computation-24 minutes  
9:25-9:40     Break  
9:40-10:30    Applied Mathematics-50 minutes  
10:35-11:30   Language-55 minutes  
11:30-11:44   Vocabulary-14 minutes  
11:45-11:59   Language Mechanics-14 minutes  
12:00-12:10   Spelling-10 minutes

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12:10-1:10    Lunch

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##### **Key Train Assessments**

**(Note: testing times are approximate and will vary between individuals)**

1:10-1:45     Applied Mathematics  
1:45-2:15     Reading for Information  
2:15-2:45     Locating Information

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##### **OK CareerGuide Interest Inventory**

**(Note: testing times are approximate and will vary between individuals)**

2:45-3:00

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**You should receive your assessment results by mail within 2 weeks.  
If you do not, please phone Brent Balch, 580-310-2271.**

### **Heavy Equipment/CDL Career Major additional requirements**

1. Every adult applicant must provide a copy of a valid driver's license at the time of the interview. Applicants who do not have a current driver's license will not be accepted.
2. Every high school applicant who desires to take the CDL portion of the career major must turn 18 by February 1st of their senior year.
3. Each student must have taken the required CDL physical before beginning that portion of the career major.
4. All high school students will be enrolled in the Heavy Equipment Operator Career Major at the start of the coursework. The CDL portion will be added to those who want to complete for that certification.
5. High school students are encouraged to get their driver's license before starting the Heavy Equipment Operator career major.