



ADULT APPLICATION FOR ADMISSION

AM	PM	ALL DAY
Start Date: _____		
Planned Exit Date: _____		
Program: _____		

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.

1 Section One: Program listing

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 & Drafting (CADD)

Transportation, Distribution & Logistics

Automotive General Service Technician
(NATEF Compliant) *

Manufacturing

Combination Welding *

* Financial Aid is available

2 Section Two:

APPLICATION CHECKLIST

- Fill out application
- Contact Assessment Center at 580-310-2271 to schedule testing or turn in ACT if applicable
- Complete Federal Student Aid at www.fasfa.ed.gov. For assistance, contact Jannice Williams at jawilliams@pontotoctech.edu or 580-310-2223.
- 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@pontotoctech.edu



*career*tech

Alternative Assessment option

Any adult student enrolling in a full time program may submit a copy of their official ACT composite score of **19 or above in lieu of taking the TABE Assessment. The ACT test must have been taken within the past 5 years.**

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.

Signature

Date

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

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

.....

12:10-1:10 Lunch

.....

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

.....

OK CareerGuide Interest Inventory

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

2:45-3:00

.....

**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 program.
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 program.