

## HOW TO GET STARTED



### STEP 1

**Contact the Program Coordinator to schedule a meeting.**

This is an opportunity to find out more about the program, tour the facility, meet the instructors, and discuss program requirements.



### STEP 2

**Take the ACT WorkKeys pre-admission test.**

The Program Coordinator will assist you to schedule this test. This test identifies your reading, math and locating information skill levels as they pertain to your training program. There is a \$60 non-refundable fee for the testing. If your test results show that you are ready to enroll, your next step is to make arrangements for tuition. Click here for a practice WorkKeys test.



### STEP 3

**Submit documentation for program requirements**

We'll need official copies of your high school diploma or GED and a photo ID. Some programs have additional requirements, such as a TB test or keyboarding skills.

See **Program Requirements>>>** on previous webpage.



### STEP 4

**Complete Enrollment agreement, meet with the Financial Aid Coordinator and complete FAFSA if required.** Click here for information regarding Financial Aid.



### STEP 5

**Confirm with Coordinator your program start date and location.**