



Provisional Admissions & CT Support Program

Overview

The Provisional Admissions program allows adult students who otherwise may not meet standard admission requirements to receive needed academic and/or language support while enrolled in a Career Training program.

Students prepare to enter the workplace with highly sought-after skills while at the same time acquiring the necessary English language, reading, writing, and/or mathematical skills to be workplace ready. Students may also work towards achieving their high school equivalency diploma (GED).

Who Is Eligible?

Students are eligible for Provisional Admissions if they are interested in an adult career training program **and** one or more of the following apply:

- They scored **provisional** on the entrance assessment in Reading and/or Math
- They need **English language instruction**
- They **do not have a high school diploma**

Program Requirements

Assessments & Admissions

- Complete **ACT WorkKeys, TABE 13/14** and/or **CASAS STEPS** and meet admissions requirements for enrollment in a Career Training program
- Additional assessments may be required for English language learners

Enrollment Steps

- Complete the Provisional Admissions application and agreement
- Submit required Provisional Admissions forms (ISRF, EEP, and any additional documentation) and Career Training program forms
- Provide payment for the Career Training program

Additional Requirements for Phlebotomy & Dental Office Assisting Students Without a HS Diploma

Students entering these programs must:

- Meet Career Training program entrance requirements
- Be enrolled in an HSE program with consistent attendance and show strong GED readiness
- Receive a recommendation from a literacy instructor or advisor and obtain Program Coordinator approval
- Understand that **all GED exams must be passed before the end of the Career Training program** or the certificate may be withheld

Attendance & Academic Progress

If a student does not meet attendance expectations:

- An advisor will review progress in both literacy and Career Training programs
- A support plan may be created
- Continued lack of progress may result in dismissal from the Career Training and literacy program

CT Support

Tuesdays & Thursdays, 3:00–5:00 PM

This class provides help with:

- Reading comprehension
- Math
- Study skills and test preparation
- Employability skills (résumé writing, interviewing)
- English language development
- Vocabulary and career training-related skills

Other Literacy Program

Days and Times indicated on application

This class provides help with the reading comprehension, math, language, or other skills needed identified in individual plan.

Student Expectations

By participating in Provisional Admissions, students agree to:

- Attend both the CT Support class or other Literacy program and Career Training program consistently
- Complete assigned reading, math, English language, and/or GED coursework
- Take assessments as required to show progress
- Follow all program expectations, attendance requirements, and the Student Code of Conduct
- Communicate promptly with advisors or instructors about changes such as illness, moving, or new contact information
- (Phlebotomy/Dental students without diplomas only) Pass all GED exams before the Career Training program ends