

## **ADMISSIONS POLICY**

The Adult Workforce Education Division of Four County Career Center is an equal opportunity educational institution. Our programs are open to all adults and to in-school youth 16 years of age or older for STNA classes, or 17 years of age and in the Senior year of high school for Public Safety programs, regardless of race, creed, color, religion, national origin, age, or sex. (Adult Basic and Literacy Education classes require permission of the high school administrator for school-age youth to attend.)

To enroll in one of the full-time skill training programs (600 hours or more) students must have a high school diploma, or its recognized equivalent, unless they are enrolled in the State of Ohio and be beyond the age of compulsory school attendance in the State of Ohio. Some programs will require additional testing for admittance. Assessments are available to help adults determine their current educational levels. Program eligibility requirements can vary and are listed in each program's Student Handbook, located within this handbook.

Some adult classes do not require a high school diploma or GED but do require prior knowledge in the subject area and this will be specified in the course description. In addition, students enrolled in the Adult Diploma Program may enroll in the STNA course once state requirements have been met as they will receive their High School Diploma upon successful completion of the course and earning their state certification as an STNA.

Buildings and facilities are handicap accessible, and all reasonable accommodations will be made to assist disabled persons to succeed in classes.