

RALPH R. WILLIS CAREER AND TECHNICAL CENTER REGISTRATION AND ADMISSION POLICY

Registration for classes is “open” enrollment, except for the Licensed Practical Nurse Program, see LPN Handbook. Registrations are accepted in the order received. To ensure successful completion of the course of study, prospective students must meet course requirements and complete all enrollment procedures before being admitted to their chosen program. All adult students must have a high school diploma, TASC or GED. (or a sealed transcript if the diploma, GED, or TASC report is not available). Other requirements may include pre-entrance testing, physical exams, driver’s license, etc. Any student that falsifies or omits required information on required documents is subject to immediate termination. Diploma, transcript, and /or GED/TASC report must be from a public or accredited private entity.

Those that do not possess a high school diploma, TASC or GED are referred to the Adult Education Learning Center and must earn a West Virginia High School Equivalency Diploma before completion of career and technical education program. Licensed Practical Nurse Program must possess high school diploma, TASC or GED at time of entrance.

All students must take the TABE exam to determine math and reading levels and their potential for success prior to admission. Students must achieve an 11th grade equivalence in each of the require TABE exam components before enrolling. Those who fail to achieve this level are referred to the Adult Education Learning Center.

All students applying for admission to the career and technical programs are required to complete and submit the following forms and credentials to the admission office:

1. Complete Admission Application (Application Fees if applicable are non-refundable)
2. Official high school transcript/proof of diploma, GED or TASC transcript– must be from and accredited school or agency approved by the West Virginia Department of Education.
3. Birth Certificate–must be 18 years old prior to start of program, or prior to clinical rotations and or internships.
4. Meet additional requirements unique to specific program.

Applications for admission and program brochures are available in school office and on line.

Students must meet with the Admission office to officially enroll.