Standard 2

Educational Programs

Admissions/Recruiting

## General Admissions Requirements

To be eligible for admission, the applicant must meet the following requirements:

* The applicant must be seventeen years of age or older at the time he/she starts his/her program. If the applicant is under 18 years of age, a parent or guardian must sign and agree to the terms and conditions of the enrollment agreement.
* The applicant must complete an initial interview with an Admissions Representative and/or other administrative staff. It is the policy of the school not to allow any enrollment unless the prospective student visits the facilities. An Admission Representative will explain to the applicant the school programs and policies during the interview.
* The applicant must provide a valid driver’s license, state ID with photo, or valid passport.
* The applicant must be a high school graduate or possess the recognized equivalent of a high school diploma. The applicant must provide documentation of graduation from a high school or college in the form of a valid high school diploma, GED certificate, a higher earned degree, an official high school or GED transcript showing graduation date or other acceptable official documentation which confirms that the applicant meets or exceeds the academic achievement equal to a high school diploma in the USA. Documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified as the equivalent of high school completion in the United States.

**Note:** Due to the passage of Consolidated and Further Continuing Appropriations Act of 2012, applicants who do not have a high school diploma or equivalent and did not complete secondary school in a home-school setting can no longer gain eligibility for Title IV, HEA funds by passing an “ability-to-benefit” test **unless** the applicant previously attended an eligible program at any Title IV institution prior to July 1, 2012 then the applicant may continue to establish Title IV eligibility in any eligible program under one of the ATB Alternatives as a “grandfathered student”. If an applicant meets the “grandfathered test” then he/she may be admitted into the Medical Assistant or Patient Care Technician programs upon demonstrating the ability to benefit (ATB) and successfully attaining a **minimum score of 200 Verbal/210 Quantitative** on Wonderlic Basic Skills Test, or has satisfactorily completed 225 clock hours of our programs in place of the ATB.

The applicant for the Nursing Assistant/Home Health Aide program who lacks a high school diploma or equivalent must pass a Scholastic Level Exam (SLE) with a score of 11 or higher to qualify for admission. The applicant is entitled to two attempts on the same day to achieve a passing score. In the event the applicant fails to achieve the minimum passing score after the second attempt, the applicant is eligible to take a third attempt using another version after a minimum of 24 hours has elapsed from date of the second attempt. After these three attempts the applicant can retake the test one more time 30 days from the date of the last attempt. **Note:** **Nursing Assistant/Home Health Aide program is not a Title IV, HEA eligible program.**

* The applicant must pay the required Registration Fee and complete all tuition payment requirements.
* The applicant must complete and sign an Enrollment Agreement. If an applicant is less than 18 years of age, a parent or legal guardian must also sign the Enrollment Agreement.

**Age Disclaimer:** NOT all employers may hire a person younger than 18 years of age.

* The applicant entering a clinical training program will be required to pass a criminal background record check at his/her own expense.

**Disclosure:** Presence of criminal convictions on record may make a student ineligible for state licensure and may prevent a student from being employed in the field for which they have been trained. Applicants are strongly encouraged to contact the Florida Department of Business and Professional Regulations for information regarding the licensure application: [www.myfloridalicense.com/](http://www.myfloridalicense.com/) prior to enrolling.

## Additional Admission Requirements for the Pharmacy Technician Program

* The applicant applying for the Pharmacy Technician program must pass a Scholastic Level Exam (SLE) with a score of 14 or higher. The applicant is entitled to two attempts on the same day to achieve a passing score. In the event the applicant fails to achieve the minimum passing score after the second attempt, the applicant is eligible to retake the exam a third attempt after a minimum of 24 hours has elapsed from date of the second attempt. After these three attempts the applicant can retake the test one more time 30 days from the date of the last attempt.
* The applicant must submit to and pass a criminal background check upon acceptance into the program. (No felony convictions that occurred within the last ten (10) years, and/or any conviction that was drug or pharmacy related).

## Additional Program Requirements Required for Pharmacy Technician Externship

* The applicant must meet the following health and immunizations requirements at least one term **prior** to start the externship portion of the training. 1) Must either present documentation of having had Hepatitis B vaccination series or must complete the first two Hepatitis B injections at least 12 weeks prior to the start of externship. 2) Must submit to and pass a drug screen in the term prior to starting externship.
* **Disclosure:** Any student whose test results turn out be inconclusive (such as a diluted sample) will be required to retest at his/her own expense. If a student fails a drug screen or refuses to submit to a drug screen, the student will not be eligible to start externship and will be dismissed from the program.

## Online Course Requirements

Online classes can help you make a balance between your busy life and personal goals. Florida Vocational Institute offers exciting courses for your convenience. Online classes include exercises, interesting projects, and assignments. You do not need to physically travel to a campus. Students will enjoy the same benefits of a live instructor led course, but just via a videoconference setting instead of in a classroom setting. To maximize success within the online courses, students must have available to them a computer with a system profile that meets or exceeds the following:

System Requirements:

Microsoft Windows XP SP 2 (32-bit) Windows Vista/7/8 (32/64 bit) Microsoft .Net 4.0

System Requirements:

Mac OS X 10.6 or later

iOS Requirements:

Compatible with iPhone, iPod touch, and iPad. Requires iOS 4.0 or later Valid Apple ID for downloading Vital-Source Bookshelf app

Android Requirements:

Smartphone or Tablet that supports Android 2.2 or greater

Kindle Fire 1 running Kindle Fire OS 6.3.1 or later

Kindle Fire 2 running Kindle Fire OS 10.1.3 or later

Kindle Fire HD running Kindle Fire OS 7.1.5 or later

## Accommodations for Students with Disabilities

The school is an Equal Opportunity Educational institution complies and does not discriminate in the recruitment of students based on gender, race, religion, color, creed, age, handicap, national origin, sexual orientation or any other protected characteristics. If an applicant or currently student require academic adjustments and/or auxiliary assistance in conjunction with the admission process or their program of study he/she should contact the Campus Vice President to schedule an appointment.

Please bring copies of current documentation of a disability to this meeting. Documentation must be provided by a medical expert within the last three years and include:

* a diagnosis of the disability;
* how the diagnosis was determined (what tests were given and the results); and
* A clinical summary, which includes an assessment of how the disability will impact the individual in a college environment and what accommodations are recommended.

Upon completion of the initial meeting, a formal request for the accommodation must be submitted in writing to the school. The initial meeting, formal request, and response from the school must take place prior to the pre-enrollment process. The Campus Vice President will work with the applicant or prospective student to identify reasonable accommodations/adjustments necessary to enable him or her to fully participate in the admissions and educational processes

**Note**: In order to be eligible for Title IV, HEA funding, you must be able to benefit with the reasonable accommodations.