



**MARION TECHNICAL COLLEGE
PLANS AND PROCEDURES MANUAL**

**ADMISSIONS POLICY
AND PROCEDURES**

EFFECTIVE SCHOOL YEAR: 2023-2024

REVISED: August 18, 2023

A DIVISION OF THE MARION COUNTY PUBLIC SCHOOLS
AN EQUAL OPPORTUNITY SCHOOL DISTRICT

MARION TECHNICAL COLLEGE

CAREER CERTIFICATION PROGRAM ADMISSIONS POLICY AND PROCEDURES

ADMISSIONS POLICY

Marion Technical College is a public educational institution dedicated to providing educational opportunities for those who can benefit from instruction. Admission to Marion Technical College career and technical programs is open to anyone who is at least 16 years of age (age varies by program) and is no longer enrolled in a K-12 institution. There is a standard MTC online application that is required for admissions to all programs. Because of certain licensing or other program requirements, some programs have additional admission requirements. All program specific information including prerequisites, if any, are included in published information sheets and is available on the MTC website (MarionTC.edu). Program specific information sessions are available in the spring and fall. Information session schedules and additional information is available at the Student Services Department.

Follow the steps below for admissions:

ADMISSIONS PROCEDURE

Career Certificate Programs (CCP) APPLICATION PROCESS

Step 1: Complete MTC Online Application and all Required Forms:

- a. Complete online application
- b. Bring in:
 - i. Residency Affidavit
 - ii. Required Forms
 - iii. Supplemental program packet (if applicable)
- c. Meet with Student Services Advisor

Applications are available online through the links on our school website: mariontc.edu.

Step 2: Provide copies of two officially recognized proofs of residency.:

- a. Proofs should be dated at least 12 months prior to the first day of enrollment.
- b. See online application for more information about acceptable proofs of residency, (original documents may be requested for verification).

Step 3: Provide valid state-issued identification card and social security number.

- a. All applicants must provide a state-issued identification card (driver's license or identification card) and social security number.

Step 4: Provide official high school transcripts or GED® transcripts:

- a. All applicants, as required by the specific program are to provide an official copy of either their high school transcripts, or GED® transcripts before application will be considered for acceptance.
- b. MTC only accepts sealed (unopened) official transcripts, as well as official transcripts sent directly from the school.

If you graduated from a Marion County Public School, you may request your transcripts by going online at marionschools.net.

If you completed the GED® assessment, you must request your transcripts from www.ged.com.

Step 5: Available Career Assessment (optional):

- a. Create your account on: FloridaShines.org and take all assessments.
- b. For instructions please review the process on our school website: mariontc.edu.

Step 6: Explore your funding options:

- a. Fill out your Free Application for Federal Student Aid (FAFSA).
- b. Apply online at www.fafsa.gov (MTC Code-031039)

Step 7: Attend a Program Information Session (as applicable)

Step 8: Meet with a Student Services admissions advisor.

- a. Bring your any additional forms, all required documents, and (if applicable) supplemental packet to Student Services and pay the non- refundable application fee of \$20.00 if student has not paid online already.
- b. Cash, Check or Credit/Debit Card is acceptable (all credit and debit have a 2.75% convenience fee applied).

BASIC SKILLS REQUIREMENT:

Career Certification Programs greater than 450 clock hours have specific academic skill exit (graduation) requirements in Reading, Math, and Language set by the Florida Department of Education. Please review the following information:

- A. By the sixth week of program enrollment, applicants must provide results of one of the following assessments taken within the past two years. (TABE, PERT, SAT, or ACT).

- B. Certain basic skills testing exemptions exist for applicants who can document they have met the requirements. For exemption information, contact the Student Services Department.
- C. Applicants needing to complete the basic skills test are encouraged to do so as early as possible. Scoring below the minimum state exit requirement for the specific program will not prohibit acceptance.
- D. CCP Applicants are to register in person at Student Services to schedule their basic skills test appointment.
- E. There is a \$15.00 fee that is required prior to scheduling.

For any questions regarding the admissions process or the application procedure please call Student Services at 352-671-4134 or ext. 56809.