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## **INSTITUTIONAL** **ADMISSION POLICY:**

COE Standard 2A  
Updated: April 2021/DPW; 4/23 DPW;  
5/26/23 SES

Ben Franklin Career Center admissions requirements vary by program. To ensure applicants have the basic skills needed for program success, all individuals applying for consideration **must**:

- Be eighteen (18) years old prior to:
  - Enrollment, or
  - Start of the Practical Nursing or Phlebotomy Technician Clinical Rotation, or
  - Before taking the West Virginia Journeyman Electrical Exam (April 1), or
  - End date of the Certified Welder or HVAC Technician program session,
- Complete and submit an adult application (available in office or on website),
- Submit a copy of one of the following from an accredited school or agency:
  - High School Diploma or
  - Certified Transcript with Date of Graduation, or
  - High School Equivalency Test Certificate (GED, TASC, etc.)
- Provide a copy of valid driver's license or government issued identification (Commercial Driving applicants must have Class E license for one year prior to start of session),
- Pay the non-refundable application/entrance testing fee,
- Complete an Entrance Test at Ben Franklin Career Center and score an 8 or above in Reading and Mathematics for the Electrical Technician, HVAC Technician, Phlebotomy Technician, and Certified Welder Programs
- Score 60 or above on the TEAS entrance test for Practical Nursing.

\*Individual Programs may have additional requirements

Exceptions to these requirements are not permitted. All applicants that voice concerns regarding taking the Entrance Test are advised to go online prior to testing and take prep tests that are readily available. Another shared resource is the Adult Basic Education (ABE) program offered at the Adult Learning Center in Charleston, WV.

Other individual program requirements may include, but are not limited to: pre-admission testing, physical exams, immunizations, drug and background tests etc. Any applicant that falsifies or omits required information on any of the required documents is subject to immediate termination from the process. Ben Franklin Career Center reserves the right to refuse admission to any applicant.

All applicants are strongly encouraged to complete the Free Application for Federal Student Aid (FAFSA) online to determine their eligibility for assistance. If not completed and verified prior to the first day of class, the student will be considered as self-pay.

As required by federal law and regulations, the Kanawha County Board of Education and Ben Franklin Career Center do not discriminate on the basis of race, color, national origin, religion, sex (including pregnancy and gender identity), sexual orientation, genetic

information, disability, or age in admission or access to any of its educational programs and activities.

Ben Franklin's Admissions Policy and Procedures are readily available to students, faculty, staff, and all interested parties upon request. They are also published on our school website and in student handbooks. Our Admissions Policy and Procedures are reviewed and updated (if needed) annually by our staff and our Occupational Advisory Committees.