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INSTITUTIONAL ADMISSION PROCEDURES:

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

Ben Franklin Career Center admissions procedures include the following:

1. All student applications are reviewed by the adult counselor to verify that they are complete (application, high school diploma or high school equivalency test certificate (General Education Development (GED)/Test Assessing Secondary Completion (TASC), etc.), and proof of identification). The counselor also verifies that the applicant will be eighteen (18) prior to program start date, or start of a clinical rotation, or program testing date, or program end date; and, that the non-refundable application/entrance test fee has been paid.

INCOMPLETE APPLICATIONS:

- A. Counselor notifies applicants regarding missing information and provides a deadline for submission. If missing information is received, the file is moved to the complete application group.
- B. If missing information is not submitted by the deadline, a second/final request is sent out. If missing information is received, the file is moved to the complete application group.
- C. If missing information is not submitted, application is placed in the incomplete folder for the appropriate program of study

COMPLETE APPLICATIONS:

Applicants are contacted and scheduled for the required entrance exam. Scores are shared with the appropriate instructor. Instructors then contact and schedules interviews with the applicants. An interview evaluation form is completed for each applicant. The instructor notifies the Adult Counselor of each applicant's acceptance status based upon entrance test scores and interview results. Applications are separated into three groups: accepted, wait listed, or not-accepted.

- A. **ENTRANCE TEST PASSED (All Programs):**
Applicant is notified via mail and/or email of status – accepted or wait listed if seats are filled.
- B. **ENTRANCE TEST PARTIALLY PASSED (Certified Welder, Electrical Technician, HVAC Technician, Phlebotomy Technician ONLY):**
If student successfully passed one section (Reading or Math) of the entrance test and was close to passing second section --applicant will be offered an opportunity to retake the failed section at no additional cost. After retesting, applicant will be notified via mail and/or email of status – accepted, wait listed or not-accepted.
- C. **ENTRANCE TEST FAILED (All Programs):**
Applicant notified via mail and/or email of not-accepted status.

2. Accepted students are then evaluated and notified of financial aid and/or self-payment status.

*Individual Programs may have additional procedures, see Adult Student Handbook or website program pages.

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.