

Admissions Requirements

The Application and Acceptance Process

How to Apply

Applications may be obtained and submitted anytime by:

1. **Completing an Application Online over the Internet**
You can complete a training application online over the Internet at the following website: www.avtec.edu/ApplyNow.htm.
2. **Downloading a paper copy of the AVTEC Training Application**
If you don't want to complete a training application online, applications can be downloaded and printed, completed, and returned to the AVTEC Admissions Office. AVTEC Training Applications are available in Microsoft Word or Adobe Acrobat PDF file formats.
3. **Requesting an Application from the AVTEC Admissions Office by contacting:**
AVTEC Admissions Office ~ P.O. Box 889, Seward, AK 99664
(907) 224-3322 or (800) 478-5389 ~ FAX (907) 224-4400
E-mail the AVTEC Admissions Office for additional information or to request a school catalog at admissions@avtec.edu.



Completed applications must be turned in to the AVTEC Admissions Office with a \$25 non-refundable application fee, picture ID, diploma, or transcripts. The **application fee is required for ALL TRAINING PROGRAMS**. Applications sent without the \$25 application fee will not be processed.

Securing a Training Position

Applicants who are notified of acceptance for long-term programs (six weeks or more) will be sent an acceptance letter. Within 30 days of acceptance the student must pay a registration fee of \$100. The registration fee is applied towards tuition on enrollment day.

Note: AVTEC reserves the right to cancel any class due to the lack of applicants. If a class is canceled, all deposits and fees will be refunded.

Training Prerequisites

Be at least 18 years of age.

Applicants under 18 will require concurrence of a parent or guardian and approval by the Director/Deputy Director. However, minimum age to reside in AVTEC housing is 18.

Be an Alaskan resident.

Non-residents may enroll on a space available basis no more than 45 days prior to the program start date. Non-resident tuition is double the amount listed for residents. Other costs (fees, tools, room and board) are the same as Alaskan residents.

High school diploma or GED.

Applicants must provide a high school diploma, GED, or transcript. Without a diploma or GED, you must pass an "ability to benefit" test before admission. Applicants must be 18 to take an "ability to benefit" test. For more information, contact the Admissions Office at 800-478-5389. Obtaining a GED before attending is strongly recommended.

Meet program prerequisites.

All of the AVTEC departments have entry requirements for reading and math. The Test of Adult Basic Education (TABE) is used to assess these skills. The minimum test scores required are listed under "Prerequisites" for each program. Contact Admissions to arrange to take the TABE test. It is administered at AVTEC throughout the year. For those who are not able to visit AVTEC to complete their testing, arrangements can be made to have the test proctored locally. However, students who are not tested at AVTEC are required to retest at AVTEC during Orientation to verify those scores. Students testing below the minimum requirements when retaking the TABE during Orientation will be required to attend an academic foundations course in the evenings for the first four weeks. In addition, if retest scores fall significantly below the minimum requirements, a counseling session will be held as soon as possible to determine if attendance in the enrolled program is in the best interest of the student.

ADMISSIONS REQUIREMENTS

Students must meet physical requirements or request special accommodations in advance. See individual program descriptions for details. If you have challenges in any of these areas, contact the Admissions Office at the time of application to request special accommodations. AVTEC has additional requirements which must be met for people who are on probation, parole, incarcerated, and recommendations for people undergoing treatment or who have recently completed treatment. Please contact the Admissions Office for more information.

Applicants who do not complete their application or provide inaccurate or incomplete information will not be scheduled for training. If a person provides false information their acceptance will be canceled.

Distance Education Student Authentication

To attend distance education courses offered by AVTEC, students must access AVTEC's Learning Content Management System (LCMS) using a secure user name and password. The user name and password provide secure login credentials and are assigned to the student by the LCMS System Administrator as part of the student registration process.

As part of the admissions process distance education students must provide valid photo identification, GED, high school and / or college transcripts, provide a current phone number and email address for admissions use in contacting the student.

Synchronous

Students attending synchronous AVTEC distance education classes meet using a virtual classroom or through the use of video / webcam teleconferencing where the student and instructor interact in real time. The instructor is able to authenticate the student taking the class is the student performing the work through interaction with the student during class, review of the quality of work submitted by the student and through the use of multiple assessments.

Asynchronous

Students attending asynchronous distance education classes typically work at their own pace with limited interaction with an instructor. Asynchronous classes typically provide supplemental information that in of itself would not result in receiving college credit or industry certification. For those asynchronous courses that would be eligible for college credit or industry certification student authentication would be accomplished through proctoring.

Proctor

Where required AVTEC provides proctors and secure facilities to administer test and ensure student authentication.

Student Responsibilities

Students must:

- Be truthful and accurate in personal identification.
- Maintain the security of their user resource accounts.
- Notify their instructor or the LCMS Administrator immediately if they suspect their user name and/or password has been compromised.

Students must not:

- Through intent or negligence provide their user name / password to unauthorized personnel.
- Provide their user name / password to others with the intent of misrepresentation in accessing / completing course work or class attendance.
- Participate in unauthorized acquisition, use, or attempt to use the user id or password of others.

Violations

Students who initiate or participate in activities intended to circumnavigate the student authentication policies of AVTEC or the student authentication features of AVTECs LCMS system will be subject to administrative disciplinary review.

If it is found that the violation was intended to misrepresent the student as the originator of coursework, class attendance, or course evaluations, the student will be removed from the class with no reimbursement of tuition, lab fees, or software cost that were incurred by the student to attend the class.

How Will I Know If I Have Been Accepted?

- If you meet AVTEC admission requirements and the entrance requirements for the specific program you want, you will be accepted on a first-come, first served basis.
- If all positions in the program you want are full when we receive your application, you will be placed on a waiting list for up to one year.
- You will be notified of your standing on the waiting list and contacted as soon as a position becomes available for you.

ADMISSIONS REQUIREMENTS

- When you are accepted into a long-term program, we will send you a letter of acceptance. To secure your position in the program, you must pay a registration fee of \$100 within 30 days.

Enrollment and Orientation

Each training program at AVTEC has a separate enrollment date. Seward campus students enrolling in classes six weeks or longer spend the first two days in orientation. During this time students receive information on school procedures and services, obtain their program schedule, and meet with a school counselor. Staff will review entry test results with the student and make recommendations for study. An evening tutor program is available for students who need instruction in reading and English. Math classes required for graduation are scheduled during the training day.

All training programs at AVTEC have established recommended basic skill levels listed under prerequisites for each individual training program. Students will be tested upon their arrival. If they fail to meet the required skill level for the program, they will either be placed in a Foundation Skills course or terminated from the program.