

Delaware Area Career Center

ADMISSION POLICY PLAN

ADMISSION REQUIREMENTS

There are two admission requirements that apply for all career development programs. Some programs have additional admission requirements due to statutory or safety requirements of the occupation. Check course descriptions on the website for program-specific requirements.

All students must:

1. have a high school or GED diploma with the exception of Nurse Aide Training students;
2. score at least three on all three WorkKeys tests – Applied Mathematics, Reading for Information, and Locating Information.

WorkKeys Assessments

Before starting an adult education career development program at DACC, students must complete the following ACT WorkKeys assessments: Applied Mathematics, Reading for Information, and Locating Information. WorkKeys scores are reliable predictors of academic and occupational success and help determine the appropriateness of the chosen training. The scores also provide important lesson planning information for instructors. Another benefit of WorkKeys is the opportunity to earn a National Career Readiness Certificate. Sample tests are available at www.act.org.

Students must score a three or above on each test in order to be admitted. You may retest or you can appeal to have an exception to this policy granted. To appeal this decision, contact the Director of Adult Operations at 740-201-3206. Program completion certificates will not be given to students unless the WorkKeys assessments have been completed.

Students scoring below a three on a WorkKeys test are strongly encouraged to participate in one of our free remediation programs offered by the **DACC ABLE Program**. In fact, most students would benefit from ABLE prior to and during training. Call 740-203-2267 for details.

Transfer of Credit from Other Schools

The Delaware Area Career Center will consider the transfer of credit from other accredited schools on a case by case basis. Transcripts and other documentation may be required. WorkKeys testing will be required unless results from prior testing taken within two years can be obtained.

Transfer from One DACC Program to Another

Students in good academic standing may transfer to another program offered by DACC. All program specific admission requirements must be met. Grades and attendance recorded for the original program do not transfer to the new program; however, the student's performance (grades, attendance and conduct) may be considered by the new program coordinator as factors for accepting or denying admission.

Reasons for Denying Admission

DACC reserves the right to deny admittance to any person who has been:

- Suspended or dropped from another school for scholastic deficiency, drug or alcohol violations, attendance problems, or any other reason the person is deemed unlikely to conform to the standards and ideals of the school.
- Convicted of a felony that might jeopardize the safety of our high school or adult students, staff, or property.

DISABILITY ACCOMMODATIONS

In order to receive disability accommodations, students must self-disclose the disability and provide documentation to the program coordinator that clearly shows evidence of a disability. The program coordinator will schedule a meeting with the student and instructor(s) to discuss the documented disability and applicable accommodations. The program coordinator may advise the student of certain industry performance mandates/standards or credential requirements that would possibly limit or bar the student from achieving certain course or occupational outcomes.