

Career Technical Education - Business FAQ's

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General Program Questions

- 1. Do you have night classes?** *You cannot complete a certificate program by only attending at night, however, we offer two medically related classes in the evening; Medical Terminology and Practical Medical Office Skills.*
- 2. Is it possible to take a singular class and not the whole program?** *Yes.*
- 3. Can I come part-time or do I have to be full-time only?** *Pell or Agency funded students are required to be enrolled full-time or two classes per session. Self-funded students have the option to enroll on a part-time basis.*
- 4. Do we have to get to 55wpm in keyboarding to graduate?** *No, the industry minimum standard of 55 wpm is not required, but non-compliant (low) scores will be imprinted on the front of the Program Certificate.*
- 5. How long will it take me to get through Keyboarding?** *On average, a student's keyboarding skills should improve in just 1 class enrollment. Students have the option of enrolling in an additional 8-week class if they choose to continue to improve their keyboarding speed and skills.*
- 6. What if I don't know if I want a certificate right now?** *You must declare your intent to be a Certificate program or Non-Certificate student at the time of your enrollment/orientation. If you choose to change your enrollment status you will need to meet with our Registration Specialist to discuss your options.*

Requirements to enter the programs

- 1. What if I don't pass the Placement Test? How do I study for it?** *Test preparation sources include: TABE Practice Book, Level A, for sale at the CAE bookstore; Adult Basic Education classes, please refer to Academics department; www.khanacademy.com or www.google.com.*
- 2. How long will you hold my Placement Test results?** *For one year following the test date.*
- 3. Do I have to have a HS diploma to take just one class?** *Not for individual classes or a “non-certificate” student. However, our Accreditation requires that all Career Technical Education (CTE) Program students have either a high school diploma, or a high school equivalency (HSE®) from an accredited institution. These items must be shown at the time of placement testing. We will direct individuals lacking a high school diploma or GED® to the Academics department for classes.*

Finance Questions

- 1. Can I get financial aid for this program?** *Both the MA-FO and the AA certificate programs qualify for the PELL grant. **How do I qualify?** The qualification process begins by passing the CTE placement tests and attending an orientation, completing the registration process and by completing an on-line FAFSA application at <https://fafsa.ed.gov>. Then make an appointment with the Financial Aid Coordinator, Josie Gallegos by calling 559.327.2803.*
- 2. Does all the money have to be paid up front?** *No, you pay as you go, only paying for the classes you enroll in each session.*
- 3. Do you have a refund policy?** *Yes, this policy is in our catalog and is available as a downloadable PDF on our website www.clovisadulthoodschool.*
- 4. What if I'm not sure if I want the PELL Grant or not?** *This question is best addressed by contacting Josie Gallegos at 559.327.2803.*
- 5. What disqualifies you from the PELL Grant? What is required?** *These questions are best addressed by contacting Josie Gallegos at 559.327.2803.*

Daily Attendance Questions

1. **Do I have to come every day?** *Yes, most of our classes are held daily, Monday through Friday and all classes have attendance policies in place, these policies are clearly outlined in the class syllabus.*
2. **What if I don't want the certificate?** *If you are a self-pay student in a lab class, the attendance policy can be "relaxed" to meet employment needs. However, attendance policies are always enforced in all lecture classes and for all Agency students.*

Miscellaneous Questions

1. **My kids are home in the summer and I can't come. What then?** *Small breaks, approved, in attendance do not usually have a negative effect on completion. However, if a student has a break in attendance lasting more than one year, all course work must be repeated.*
2. **Is there job placement assistance available?** *Clovis Adult offers employment placement services to career oriented students, for up to one year following their successful completion of our certificate programs. Please contact our Job Placement Officer at 559.327-2822 for further questions.*
3. **What if I'm on Unemployment?** *Prospective students must notify their EDD counselor prior to beginning a certificate program at Clovis Adult. Many of our students are on unemployment and successfully progressing through our training programs.*