



# Application Checklist 2017-2018

**1. Pick up an application packet and complete all forms**

Note: Cosmetology and Practical Nursing require an additional application forms.  
 If you are interested in one of these programs, ask for the additional application.  
 Interview requirements on back of this form.

2. Orientation – Online version on the website [www.ectc.edu](http://www.ectc.edu)

3. Schedule required testing or make appointment with career planning counselor if unsure of program interest.

TABE fee \$15.00 TEAS (for nursing) \$65.00  
 Some programs require testing for interview process – ask admissions/reception  
 Test of Adult Basic Skills (TABE) some exemptions apply (contact a counselor before scheduling your test to see if you qualify for an exemption)

4. If applying for financial aid, complete the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). ECTC's federal school code number is: 041462.

5. Request official transcripts from all high school and post-secondary institutions. This includes GED transcripts. These should be requested after you have turned in an application.

MAIL TO: *Emerald Coast Technical College Attn: Admissions*  
*761 N. 20<sup>th</sup> Street DeFuniak Springs FL 32433*

\*\* Note: Official transcripts should be sent directly to Emerald Coast Technical College from the college or high school. Can only be hand delivered if sealed by the institution

6. Call Admissions to make an appointment and review completed admissions packet items 850.892.1240 X 5182.

7. Make appointment to meet with Financial Aid if seeking funding 850.892.1240 X5185, Ms. Hanley. If no financial aid – be prepared to pay registration and tuition at time of registration.



8. Register and pay fees and tuition.

A \$50.00 non-refundable registration fee. This fee cannot be deferred. See refund policy in catalog for tuition/fees.  
 Re-registration fees are \$30.00 per year, if in the same program.  
 Parking fees \$10.00 for decal. The decal is ONLY good for the school year and must be renewed.

★ Once fees are paid, see student services for your badge, schedule and thumb drive.



# Application Checklist 2017-2018

Items Needed Before Scheduling the Interview	
 <b>Practical Nursing</b>	 <b>Cosmetology</b>
<ul style="list-style-type: none"> <li>• Practical Nursing Application</li> <li>• Reference Letters</li> <li>• All transcripts</li> <li>• TEAS scores</li> </ul>	<ul style="list-style-type: none"> <li>• Cosmetology Application</li> <li>• TABE Scores</li> <li>• All Transcripts</li> </ul>

## TESTING SCHEDULE

TABE and TEAS testing is by appointment only on the Emerald Coast Technical College campus. Test dates are listed on the Emerald Coast Technical College calendar website ([www.ectc.edu](http://www.ectc.edu))

You should schedule a test date and time. Required picture identification must be presented at time of testing.

If you need assistance in choosing the right program for you, make an appointment to see our counselor – 850 892 1240 X 5182

Testing fee for TABE is \$25 and for TEAS is \$65.

### Summary of Reported Crimes on Campus

This annual security report is prepared as part of the annual catalog/student handbook and in compliance with the Federal Student Right-to-Know and Campus Security Act. Crime statistical data is based on information obtained through local police agencies. Reports concerning criminal actions or other emergencies should be directed to the office of the Principal/Director. (Building 100).

Reported Crime	2013		2014		2015	
	Total Stat.	Hate Crime	Total Stat.	Hate Crime	Total Stat.	Hate Crime
Homicide Offenses	0	0	0	0	0	0
Forcible Sex Offenses	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary (B&E)	0	0	0	0	0	0
Larceny/Theft Offenses	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0	0

Federal and Florida laws require that a person designated as a "sexual predator or offender" register with the Florida Department of Law Enforcement. The Florida Department of Law Enforcement (FDLE) is then required to notify the appropriate local law enforcement agency where the predator/offender registrant resides or attends an institution of higher learning. Information regarding sexual predators or sexual offenders attending such institutions may be accessed from local law enforcement agencies, by calling the FDLE hotline (1-888-357-7332), or through the FDLE website: [www.fdle.state.fl.us/sexual\\_predators](http://www.fdle.state.fl.us/sexual_predators)