## Application Checklist

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| ☐ | 1. Pick up an application packet and complete 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. |
| ☐ | 2. Orientation – Online version on the website [www.ectc.edu](http://www.ectc.edu) or call 850.892.1241 for scheduled orientations. |
| ☐ | 3. Schedule required testing or make appointment with career planning counselor if unsure of program interest.  
   - TABE fee $25.00  
   - TEAS (for nursing) $65.00  
   Some programs require testing for interview process – ask admissions/reception  
   Test of Adult Basic Skills (TABE) some exemptions apply (See reverse side for exemptions) |
| ☐ | 4. Meet with a counselor to discuss your test scores and program expectations. |
| ☐ | 5. 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. |
| ☐ | 6. Request official transcripts from all high school and post-secondary institutions. This includes GED transcripts  
   MAIL TO: Emerald Coast Technical College  
   761 N. 20th 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. |
| ☐ | 7. Check residency classification forms with acceptable documentation (see attached)  
   Emerald Coast Technical College will need copies of these.  
   Complete all other admissions forms from the packet. |
| ☐ | 8. Call Admissions to make an appointment and review completed admissions packet items  
   850.892.1241 X 5111. |
| ☐ | 9. Make appointment to meet with Financial Aid if seeking funding  
   850.892.1241 X5185, Ms. Dailey. If no financial aid – be prepared to pay registration and tuition at time of registration. |
| ☐ | 10. Register and pay fees and tuition.  
   **NOTE:** **Beginning July 2015 there will be 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. |
| ☐ | 11. If necessary, finalize financial aid before first day of classes. |
The following students are exempt from taking the TABE:

1. Students who possess a college degree at the Associate of Applied Science level or higher
2. Students who have demonstrated readiness for college-level work:
   a. Students who have met the cut scores on any of the tests found in the Student Placement and Testing Chart
   b. Students who have successfully completed developmental education requirements
   c. Students with "C" or higher grades on both college-level English and mathematics courses
   d. Students who are exempt from Common Placement Testing:
3. Students who entered 9th grade in a Florida public high school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard public high school diploma
4. Students who are serving as active duty military of any branch of the United States Armed Forces
5. Students who have passed a state, national or industry certification or licensure examination that is identified on the most current Florida Department of Education’s Basic Skills and Licensure Exemption List
6. An adult student who is enrolled in an apprenticeship program that is registered with the Department of Education in accordance with Chapter 446, Florida Statute
7. Students with documented disabilities who have not met the basic skills exit requirement after an initial administration may request approval for an exemption from Student Services.

Official verification of degree, licensure, test scores or developmental education course completion must be submitted to Admissions. Test score results submitted from an agency other than ECTC should be mailed directly from that agency. For additional information, students should contact an advisor in Student Services.

No student is exempt from these requirements because of language deficiencies. Limited English Proficient (LEP) students shall be given English language instruction and remediation in basic skills as needed to improve proficiency.

Emerald Coast Technical College requires that any student seeking exemption from TABE testing be counseled as to the effect and outcomes in the chosen program of study.

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)

You should schedule a test date and time. Required identification must be presented at time of testing. Testing fee for TABE is $25 and for TEAS is $65.