

Nashoba Career Technical Institute (NCTI)

Admissions Policy

Section I – Introduction

Nashoba Valley Regional Vocational Technical School District conducts Chapter 74-approved secondary vocational technical education programs through the Nashoba Valley Technical High School educational division. Nashoba Career Technical Institute (NCTI) is an educational division of the district designed to provide postsecondary Chapter 74-approved vocational education to adults.

On October 8, 2018, The District School Committee of Nashoba Valley Regional Vocational Technical School District approved revisions to the policy manual for Policy #6102 (Legal Status) and Policy #6110 (Regional School District Organizational Plan) designating Nashoba Career Technical Institute (NCTI) as the educational division providing postsecondary education to adults. As part of the CH74 Postsecondary Program approval process, on October 31, 2019, the Department of Elementary and Secondary Education (DESE) approved this NCTI admissions policy (Draft dated 10/17/19).

Programs at Nashoba Career Technical Institute (NCTI), are rigorous and prepare learners to meet the challenges of their selected career and industry. In order to meet program rigor and outcomes applicants must apply for selective admission to the Nashoba Career Technical Institute programs. All applicants for the postsecondary slots will be evaluated using the selection criteria contained in this Admission Policy.

Section II – Equal Educational Opportunity

Chapter 282 of the Acts of 1993, General Laws Chapter 76, Section 5 now includes the following provision: Nashoba Career Technical Institute hereby provides notice that it does not discriminate in admission or employment in any of its educational programs or activities on the basis of race, color, sex, gender identity, religion, national origin, age, sexual orientation, disability, marital status, veteran status, or housing status. Enforcement of this law advances efforts to ensure that all students can attend school in a safe, supportive environment that is conducive to serious learning. This law makes it clear that all aspects of public school education must be fully open and available to members of both sexes and minority groups. No school may exclude a student from any course, activity, service or resource available in that public school on account of race, color, sex, gender identity, religion, national origin, age, sexual orientation, disability, marital status, veteran status, or housing status.

Students with disabilities may voluntarily self-identify in writing for the purpose of requesting reasonable accommodations during the application and admission process.

Information on limited English proficiency and/or disability, submitted voluntarily by the applicant for the purpose of receiving assistance and accommodations during the entire application and admission process, will not affect the applicant's admission to the vocational technical education programs.

Section III – Eligibility

- 1) Candidates from in-district and out-of-district communities are eligible to apply to NCTI programs. Member district towns include: Ayer, Chelmsford, Groton, Littleton, Pepperell, Shirley, Townsend and Westford. Nonresident applicants, those who do not reside in a member district town, are also eligible to apply. Information is available on our district website at www.nashobatech.net.
- 2) Applicants must be 18 years of age or older, a U.S. citizen or permanent resident and provide documentation of such.
- 3) Applicants must have graduated from high school, earned a GED, or earned a HiSET and must submit proof of high school graduation with an official transcript, official GED (scores included), or official HiSET (scores included). Certified translations must be provided for transcripts supplied in a language other than English and equivalency to U.S. education must be provided. An average of C or better in high school is preferred with consideration for trends demonstrating improvement and motivation. *If applicable, proof of coursework/higher degree earned with official transcripts.
- 4) For applicants who have not yet graduated from high school, a letter from current high school is required stating that the student is on track to graduate.

Section IV – Organizational Structure

Nashoba Career Technical Institute (NCTI) is a public regional technical school located in Westford, Massachusetts. Nashoba Career Technical Institute is an educational division of the Nashoba Valley Technical School District, which is accredited by The New England Association of Schools and Colleges. Postsecondary accreditation is being pursued through the Council on Occupational Education. Nashoba Career Technical Institute is committed to providing quality vocational technical education programs.

It is the responsibility of the Nashoba Career Technical Institute Postsecondary Director to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with the Admission Policy. The Postsecondary Technical Institute Director reports to the Nashoba Valley Regional Vocational Technical School District Superintendent.

The Principal and each Program Director or lead teacher, in conjunction with the Postsecondary Director of the Technical Institute, is responsible for the admissions policies and procedures, including:

- A. Determination of standards for admission
- B. Development and implementation of admission procedures
- C. Processing of applications
- D. Ranking of students
- E. Acceptance of students according to the procedure and criteria in the admission policy
- F. Establishment and maintenance of a waiting list of acceptable candidates

Section V – Recruitment Process

The Nashoba Career Technical Institute Postsecondary Director is responsible for disseminating information about Nashoba Career Technical Institute's vocational/technical education programs. The Nashoba Career Technical Institute disseminates information about each program through a variety of methods:

- a. Participation in the annual School District Open House.
- b. Conducts Nashoba Career Technical Institute open houses in the spring.
- c. Press releases and other print marketing is distributed to local career centers, high school guidance departments, and college and career fairs.
- d. Presentations to local business associations, Chambers of Commerce, and MassHire personnel.
- e. Social media and other marketing forums (radio, TV, movie, e-news feeds) to NCTI communities.
- f. Information is posted on the district website.

Section VI – Application Process

1. Both in-district and out-of-district candidates interested in applying for admission must obtain an application from the Nashoba Career Technical Institute Director of Postsecondary Programs, or call 978-692-4711 x 11157 to have it mailed to them, or download a PDF application from www.nashobatech.net.
2. Submit the completed application form and the \$20 testing fee (non-refundable).
3. Upon receipt of the application and testing fee, the candidate will be contacted to schedule a Test of Adult Basic Education (TABE) Admissions Examination in Reading, Language, and Mathematics. A 10th grade proficiency level is desired. Students may request to retake the test once at no additional fee, but will be required to pay the \$20 fee for any additional retakes.
 - a. Admissions examinations are given at Nashoba Career Technical Institute 100 Littleton Road, Westford, MA 01886
 - b. Arrive 15-minutes prior to your exam time to check in and bring photo identification.
 - c. Once registered, candidates must remain in the building until testing has been completed.
 - d. Late arrivals will not be permitted to take the exam; applicants that are late or miss a scheduled exam forfeit their testing fee (non-refundable).
 - e. Test scores are acceptable for one academic year.
 - f. All candidates will be contacted by phone regarding their testing scores
4. As part of the application process, candidates must submit supporting documentation:
 - a. Proof of high school graduation with an official transcript, official GED (scores included), or official HiSET (scores included). Certified translations must be provided for transcripts supplied in a language other than English and equivalency to U.S. education must be provided.
 - b. Two (2) letters of reference from employer, supervisor, colleague, counselor or teacher (Practical Nursing candidates must provide 3 letters of reference)
5. Upon receiving above listed documentation, an interview will be scheduled with the Nashoba Career Technical Institute Director of Postsecondary Programs or a designee.

6. Applicants must complete a C.O.R.I. (Criminal Offender Record Information) to be considered for admission into the program. A valid photo ID must be provided with the CORI form, to be completed on-site, at the time of the testing or interview.
7. Upon completion of all preceding steps, final determination for enrollment is made by the Director of Postsecondary Programs based on all components of the application.
8. Applications that remain incomplete for more than 60 days will not be reviewed and not included in the admissions process.

Section VII – Selection Process

All applicants for the Nashoba Career Technical Institutes Postsecondary Programs are evaluated using the selection criteria outlined in the admission policy. All completed applications are reviewed and receive a response.

Candidates are reviewed and evaluated for a maximum total score of 100 points, using the following criteria:

▪ TABE Admissions Examination Scores	Maximum of 30 points
▪ Academic Records	Maximum of 10 points
▪ Reference Letters	Maximum of 10 points
▪ Essay Response	Maximum of 10 points
▪ Work/Life Experiences	Maximum of 10 points
▪ Interview Responses	Maximum of 30 points

All candidates will be notified of the admission decision by mail. Candidates may be accepted, not accepted, or deferred. Candidates whose applications are deferred will be reviewed one month prior to the start of the program. Once the program reaches capacity a waitlist will be established. The waitlist will include any candidates that have not been accepted but have received deferred status. Once a program has reached capacity, applications will still be processed. Acceptable candidates, however, will be placed on the waitlist. The waitlist is valid for the current academic year.

Section VIII – Review and Appeal Process

The applicant, upon receipt of a letter from Nashoba Career Technical Institute indicating that the applicant was not accepted or was placed on a waitlist for admission, may submit a written request for review of the decision to the lead teacher or program director. The lead teacher or program director will respond in writing to the letter with the findings of the review within thirty days. If the applicant chooses to appeal the decision of the lead teacher or program director, the applicant may submit a written request of appeal to the Nashoba Career Technical Institute Director of Postsecondary Programs within thirty days of the receipt of the program director's letter. The Nashoba Career Technical Institute Director of Postsecondary Programs will respond in writing to the appeal letter with the findings within thirty days. The appeal decision of the Director of Postsecondary Programs is final.

Section IX – Program Admission

Upon receipt of the acceptance letter, the candidate must complete the following for full admission into the program:

1. Signed enrollment agreement and a \$200 seat deposit within 10 business days. Within 1 month of the start of the program, candidates will have 5 business days to complete and sign their enrollment agreement and to pay their \$200 seat deposit. A candidate that fails to sign their enrollment agreement or pay their seat deposit within the allotted time frame may have their acceptance rescinded.
2. Satisfactory C.O.R.I. (Criminal Offense Record Information) --all students entering and continuing in a program are subject to CORI review. *Note: final admission may be contingent upon satisfactory results of Criminal Offender Record Information (CORI) if 18 years or older.*
3. Health Criteria: Immunizations are required by the Department of Public Health. Nashoba Career Technical Institute's immunization requirements are in accordance with College Immunization Chapter 76, Section 15C and clinical agency requirements.
4. A proof of residency letter is required for applicants living in our in-district towns to qualify for in-district tuition rates.
5. Proof of Health Insurance Form (with copy of insure card, front and back).

Accepted students who choose not to complete the admissions process and wish to apply in the future, must begin the application process again. Applications are valid for the current academic year only.

Notice of Non-Discrimination and Compliance

Title IX Ch. 622, S.504

Nashoba Career Technical Institute does not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities on the basis of race, color, sex, or national origin, in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA); or on the basis of age, in accordance with the Age Discrimination Act of 1974 (Age Discrimination Act). Nor does it discriminate on the basis of race, color, sex, national origin, sexual orientation or gender identity, religion, disability, or homelessness status in accordance with Chapter 622 of the Acts of 1971 (M.G.L. c.76 §5) and Chapter 151B of the General Laws.