*The mission of CTK Healthcare and Career Institute is to offer quality professional trainings in Healthcare, Information Technology and Business related disciplines.*

## Admission Procedure for Ability-To-Benefit (ATB) Students
### CTK Healthcare & Career Institute

**Overview:**
This document outlines the official procedures for admitting Ability-To-Benefit (ATB) students into eligible programs at CTK Healthcare & Career Institute. The process ensures compliance with federal regulations, institutional policies, and accreditation standards.

**Purpose:**
To establish a consistent, compliant method for evaluating and admitting students who do not possess a high school diploma or GED but demonstrate academic readiness through approved ATB testing.

**Eligibility Criteria:**

• Students must be at least 16 years of age (unless program requirements specify higher).
• Students must NOT possess a high school diploma or GED.
• Students must take and PASS an approved ATB exam before enrollment.
• Students must meet program-specific age or background requirements (if applicable).

**Required Documents:**

• Government-issued photo ID.
• Completed CTK Enrollment Application.
• Social Security Card (if applicable).
• ATB Exam Eligibility Form.
• Signed ATB Disclosure and Consent Form.

**Admission Procedure (Step-by-Step):**

1. Student Inquiry & Initial Screening
• The admissions team conducts an initial inquiry to confirm the student does not have a high school diploma or GED.
• Student is informed about ATB requirements and testing expectations.
2. Document Collection & Eligibility Verification
• Admissions collects ID and basic information.
• Student signs ATB acknowledgment and consent forms.
• File is reviewed to confirm student qualifies for ATB testing.
3. ATB Testing Registration

• Student is scheduled for an approved ATB test (e.g., Wonderlic, ACCUPLACER ATB).
• Testing instructions and preparation materials are provided.
• Student must complete the exam in a proctored, compliant testing environment.

4. ATB Test Administration
• A certified proctor administers the exam following all testing protocols.
• The test is scored according to approved ATB guidelines.
• Exam results are documented and stored in the student's admissions file.

5. Pass/Fail Determination
• If the student PASSES: Proceed with enrollment and financial aid processing.
• If the student FAILS: Student must receive written notification and retest instructions.
• Retesting must follow federally required waiting periods.

6. Enrollment Finalization
• If ATB requirements are met, the student completes the enrollment packet.
• Student meets with Financial Aid to determine eligibility for Title IV (if applicable).
• Admissions creates the student file and enters the student into the system.

7. Compliance Documentation
• A complete ATB file must include: student ID, ATB test score sheet, consent forms, proctor information, and enrollment forms.
• All documents must be stored securely and made available for audit review.

**ATB Retesting Guidelines:**

• Students may retest according to federal retest timelines (usually 14 days).
• Retesting must be conducted by an authorized proctor.
• New results must be stored in the student's file.

**Compliance Requirements:**

• Follow all ATB regulations under Title IV of the Higher Education Act.
• Maintain testing integrity and proper recordkeeping.
• Ensure proctors are certified and impartial.
• Keep all ATB files audit-ready for TWC, COE, and Department of Education review.

**Conclusion:**
This Admission Procedure for ATB students ensures CTK Healthcare & Career Institute maintains compliance, supports academic readiness, and provides fair access to eligible students seeking career-focused education.