

## JOB POINT ADMISSION REQUIREMENTS

### Certified Nursing Assistant

- 18 years+
- Negative Drug Screen
- Negative TB test
- Clear legal background check (misdemeanor considered case by case, good cause waiver accepted)
- 8<sup>th</sup> grade reading level, as determined by Test of Adult Basic Education (TABE)\*
- Physically capable of performing CNA duties.

### Construction Trades/Warehousing

- At least 17 years old\*\*
- 8<sup>th</sup> grade reading and math levels, as determined by Test of Adult Basic Education (TABE)\*
- Medical clearance; Physical tolerance for light - moderate work, lifting requirement (5 to 40 lbs)
- Negative Drug Screen for Internship

The following also apply:

#### Highway Maintenance & Repair

- High school diploma/ equivalency (if none, will be required to attend classes and acquire prior to graduation)
- Valid driver's license.
- Access to reliable vehicle (waivers may be considered).

#### Heating Ventilation and Air Conditioning (HVAC)

- Minimum score of 56% on the Bennett Mechanical Test\*\*\*

### Commercial Driver's License – Class A

- 17.5 years of age or older
- Valid Driver's License
- Physical tolerance/medical clearance

### Office Technology

- High school diploma/equivalency prior to completion of program
- 9<sup>th</sup> grade reading and math skills, as determined by Test of Adult Basic Education (TABE)\*
- Physical tolerance for sedentary work

The following also applies to these Office Technology Courses:

#### Secretarial Refresher

#### Executive Office Administration

#### Legal Office Administration

#### Medical Office Administration

- Typing speed of 40 wpm preferred\*\*\*\*

### Retail Sales

- High school diploma/equivalency prior to completion of program.
- 9<sup>th</sup> grade reading comprehension, vocabulary, spelling and math skills, as determined by Test of Adult Basic Education (TABE)\*
- Physical tolerance for sedentary work/ light to medium work

\*TABE Testing offered at Job Point every Thursday at 9:00am. Reasonable accommodations may be requested for all required testing.

\*\*Construction Trades - Some credentials/program components may not be available to individuals who are not at least 18 years old.

\*\*\*Bennett Mechanical Testing immediately follows TABE test on Thursdays at approximately 11:30am.

\*\*\*\*Office Technology Typing Test Testing by appointment only.