

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)
- 8th grade reading level, as determined by Test of Adult Basic Education (TABE)*
- Physically capable of performing CNA duties.

Construction Trades

- At least 17 years old**
- 8th 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/Heavy Construction Trades (HHCT)

- 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***

Office Technology

- High school diploma/equivalency prior to completion of program
- 9th 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.
- 9th 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.