

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

- 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:

Intermediate Construction Trades (ICT)

- 17½ years+

Highway/Heavy Construction Trades (HHCT)

- 18 years+
- 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)

- 18 years+
- 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.

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

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

Reservation required for all testing – call 573-777-1524.