

## 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)
- Minimum NCRC scores of 3\*
- Physically capable of performing CNA duties

### Construction Trades/Warehousing

The following applies to all Construction Trades/Warehousing Courses:

- At least 17 years old\*\*
- Minimum NCRC scores of 3\*
- Medical clearance; Physical tolerance for light - moderate work, lifting requirement (5 to 40 lbs)
- Negative Drug Screen for Internship

### Highway Maintenance & Repair

The following also applies:

- High school diploma/ equivalency (if none, will be required to attend classes and acquire prior to graduation)
- Valid Full driver's license (not Intermediate)
- Access to reliable vehicle (waivers may be considered)

### Heating Ventilation and Air Conditioning (HVAC)

The following also applies:

- Minimum NCRC math score of 5 (applied technology class recommended)\*

### Commercial Driver's License – Class A

- 18 years of age or older
- Minimum NCRC scores of 3\*
- Valid Full Driver's License (not Intermediate)
- Physical tolerance/medical clearance

### Office Technology

- High school diploma/equivalency prior to completion of program
- Minimum NCRC scores of 3 for literacy and math; 4 for workplace documents (business writing course recommended)\*
- 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.
- Minimum NCRC scores of 3\*
- Physical tolerance for sedentary work/ light to medium work

### Hair Braiding

- 16 years of age or older
- Minimum NCRC scores of 3\*
- Clear legal background check
- Physical tolerance for standing/reaching

\*NCRC (National Career Readiness Certificate) Testing and courses offered at Job Point by appointment only.

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

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

Reasonable accommodations may be requested for all required testing.