



**Clovis Adult Education**  
*Improving Lives Through Education*



## **Career Technical Education - Business FAQ's**

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## General Program Questions

1. **Do you have night classes?** *You cannot complete a certificate program by only attending at night, however, we offer three medically related classes in the evening only; Medical Terminology, Medical Coding and Medical Billing*
2. **Is it possible to take a singular class and not the whole program?** *Yes*
3. **Can I come part-time or do I have to be full-time only?** *Yes, self-pay students may attend on a part time basis. Agency students must be enrolled full-time or three classes per session.*
4. **Do we have to get to 55wpm in keyboarding to graduate** *No, the industry minimum standard of 55 wpm is not required, but non-compliant (low) scores will be imprinted on the front of the Program Certificate.*
5. **How long will it take me to get through Keyboarding** *on average, 8 to 16 weeks; to become proficient in all of the computer software programs 24 – 32 weeks; to get through the whole program for Medical Assistant Front office (MAFO) 8 to 10 months and for Administrative Assistant (AA) 6 to 8 months.*
6. **What if I don't know if I want a certificate right now?** *You must declare your intent for a certificate program at the time of your original enrollment*



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## Requirements to enter the programs

- 1. Do I have to have a HS diploma to take just one class?** *Yes, our Accreditation requires that all Career Technical Education (CTE) students have either a high school diploma, or a high school equivalency (HSE®) from an accredited institution. These items must be shown at the time of placement testing. We will direct individuals lacking a high school diploma or GED® to the Academics department for classes.*
- 2. What if I don't pass the Placement Test? How do I study for it?** *Test preparation sources include: TABE Practice Book, Level D, for sale at the CAE bookstore; Adult Basic Education classes, please refer to Academics department; [www.khanacademy.com](http://www.khanacademy.com) or [www.google.com](http://www.google.com).*
- 3. How long will you hold my Placement Test results?** *For one year following the test date.*
- 4. Can I test out of any classes?** *Yes, Keyboarding. If you obtain the minimum industry standard of 55wpm, with five (5) errors or less, you will not be required to enroll in the keyboarding class.*



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## Finance Questions

- 1. Can I get financial aid for this program?** *Both the MAFO and the AA certificate programs qualify for the PELL grant. **How do I qualify?** The qualification process begins by passing the CTE placement tests and attending the orientation, completing the registration process and by completing an on-line FAFSA application at <https://fafsa.ed.gov>. Then make an appointment with the Financial Aid Coordinator, Josie Gallegos by calling 559.327.2803.*
- 2. Does all the money have to be paid up front?** *You pay as you go, only paying for the classes you enroll in each session.*
- 3. Do you have a refund policy?** *Yes, this policy is available as both a hand out or on our website [www.clovisadulthoodschool.com](http://www.clovisadulthoodschool.com). Students must notify the CTE department of their withdrawal.*
- 4. What if I'm not sure if I want the PELL Grant or not?** *This question is best addressed by contacting Josie Gallegos at 559.327.2803.*
- 5. What disqualifies you from the PELL Grant? What is required?** *These questions are best addressed by contacting Josie Gallegos at 559.327.2803.*



## Daily Attendance Questions

1. **Do I have to come every day?** *Yes, most of our classes are held daily, Monday through Friday and all classes have attendance policies in place, these policies are clearly outlined in the class syllabus.*
2. **What if I don't want the certificate?** *If you are a self-pay student in a lab class the attendance policy can be "relaxed." However attendance policies are enforced in all lecture classes and for all Agency students at all times.*

## Miscellaneous Questions

1. **My kids are home in the summer and I can't come. What then?** *If a student has a break in attendance lasting more than one year, all course work must be repeated.*
2. **Is there job placement in this department?** *Clovis Adult offers employment placement services to career oriented students, for up to one year following their successful completion of our certificate programs. Please contact Ricky Talley at 559.327-2822 for further questions.*
3. **What if I'm on Unemployment?** *Prospective students must notify their EDD counselor prior to beginning a certificate program at Clovis Adult. Many of our students are on unemployment and successfully progressing through our training programs.*