



**ADMISSIONS REQUIREMENTS**

Admission and registration are administered equitably and fairly to all applicants. Applicants who meet all standards and requirements for enrollment are deemed capable of benefiting from the training offered.

Prior to enrollment, all potential students must take the TABE reading and math assessments and meet the *minimum* requirements as listed below. Some programs have **additional** requirements or pre-requisites that are clearly stated in the program brochure, handbook and individual program links.

Clovis Adult Education will admit any student who is 18 years or older and not attending high school.

**ACADEMICS**

**(High School Diploma/Adult Basic Education (ABE)/ GED®)**

- You must take a TABE Placement Test
- You must have a valid government issued I.D.
- You must attend an Orientation

**IMPORTANT REMINDER:** You must be at **least 18 years old** to attend any of the following programs:

**CAREER TECHNICAL EDUCATION (CTE) PROGRAMS**

**BUSINESS PROGRAMS**

**Administrative Support**

- You must attend an **Informational Meeting** held every Monday and Wednesday mornings at 9:00 am in the administration building.
- You must pass a TABE Placement Test at 7.0
- You must have a high school diploma from an accredited institution or a GED®
- You must have a valid government issued I.D.

**Medical Front Office Assistant**

- You must attend an **Informational Meeting** held every Monday and Wednesday mornings at 9:00 am in the administration building.
- You must pass a TABE Placement Test at 7.0
- You must have a high school diploma from an accredited institution or a GED®
- You must have a valid government issued I.D.

**HEALTHCARE PROGRAMS**

**Clinical Medical Assistant (CMA)**

- You must have a High School Diploma from an accredited institution /GED®
- No felony convictions or misdemeanors
- You must pass a TABE Placement Test at 10.0
- You must have a valid government issued I.D.

**Nursing Assistant (NA)**

- You must submit a Nurse Assistant application
- No felony convictions or misdemeanors
- You must pass a TABE Placement Test at 8.0
- You must have a valid government issued I.D.

**Home Health Aide (HHA)**

You must have:

- A current Nursing Assistant Certification
- A current Basic Life Support American Heart CPR card
- A current Physical/Clearance
- Proof of TB clearance (not older than 6 months)
- No felony convictions or misdemeanors
- A valid government issued I.D.

**Vocational Nurse (VN)**

You must have:

- High School Diploma from an accredited institution GED®/Associate’s Degree/Bachelor’s Degree
- Passed a TABE Placement Test at 11.0
- A current Nursing Assistant Certification
- Completed ALL required Pre-requisites
- A current Basic Life Support American Heart CPR card
- Submitted a Vocational Nurse application
- No felony convictions or misdemeanors
- A valid government issued I.D.

For registration process or information on “Getting Started”, please see the individual program link of your choice.