

Southeastern Technical Institute Admissions Policy and Process

Section I. Introduction:

Programs at Southeastern Technical Institute are rigorous and prepares learners to meet the challenges of their selected career and industry. In order to meet program rigor and outcomes, applicants must apply for selective admission to the Southeastern Technical Institute program. Southeastern Technical Institute offers M.G.L. Chapter 74 state-approved post-secondary programs in Cosmetology, Culinary Arts, Dental Assisting, Electricity, Heating, Ventilation, Air Conditioning, and Refrigeration, Machine Tool Technology (Advanced Manufacturing), Metal Fabrication and Joining Technologies, Medical Assisting, and Plumbing.

Section II. Equal Education Opportunity:

Chapter 282 of the Acts of 1993, General Laws Chapter 76, Section 5 now includes the following provision: Southeastern Technical Institute hereby provides notice that it does not discriminate in admission or employment in any of its educational programs or activities on the basis of race, color, sex, gender identity, religion, national origin, age, sexual orientation, disability, or housing status. Enforcement of this law advances efforts to ensure that all students can attend school in a safe, supportive environment that is conducive to serious learning. This law makes it clear that all aspects of public school education must be fully open and available to members of both sexes and minority groups. No school may exclude a student from any course, activity, service or resource available in that public school on account of race, color, sex, gender identity, religion, national origin, age, sexual orientation, disability, or housing status of such student.

Students with disabilities may voluntarily self-identify in writing for the purpose of requesting reasonable accommodations during the application and admissions process.

Information on limited English proficiency and/or disability submitted voluntarily by the applicant for the purpose of receiving assistance and accommodations during the entire application and admission process will not affect the applicant's admission to the vocational technical education programs.

Section III. Eligibility:

1. Candidates from any town or state are eligible to apply to STI programs at www.stitech.edu.
2. High school students who meet the STI Dual Enrollment requirements.
3. High school graduate with an official transcript, or official GED (scores included) or Official HiSET (scores included). Certified translations must be provided for transcripts supplied in a language other than English and equivalency to U.S. education must be provided.

Section IV. Organizational Structure

Southeastern Technical Institute is a public post-secondary technical school located in South Easton, Massachusetts. Southeastern Technical Institute is a member of the Southeastern Regional School District and is accredited by the Council on Occupational Education. The mission statement of Southeastern Technical Institute is to transform students into lifelong learners, and transition graduates into entry level positions within their career field.

The Chapter 74 state-approved post-secondary vocational education programs are accredited by the American Dental Association Commission on Dental Accreditation, the Commission on Accreditation of Allied Health Education Programs, the Board of State Examiners of Electricians,

and the Massachusetts Board of Registration of Cosmetology. STI maintains institutional accreditation through the Council on Occupational Education (COE).

It is the responsibility of the Director of the Technical Institute to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with the admission policy. The Director of the Technical Institute reports to the Southeastern Regional School District Superintendent of Schools.

Each Program Director or lead teacher, in conjunction with the Director of the Technical Institute is responsible for the admissions policies and procedures, including:

1. Determination of standards for admission
2. Development and implementation of admission procedures
3. Processing of applications
4. Ranking of students
5. Acceptance of students according to the procedure and criteria in the admission policy
6. Establishment and maintenance of a waiting list of acceptable candidates

Section V. Recruitment Process

Southeastern Technical Institute disseminates information about each program through a variety of methods:

1. Participation in the annual School District Open House every fall.
2. Conducts two Southeastern Technical Institute open houses in the spring.
3. Southeastern Technical Institute course catalog, the view book, and individual program brochures are distributed to local career and trade centers, high school guidance departments, and at college and career fairs.
4. The school website is updated frequently. Prospective applicants may obtain information on the STI website at: stitech.edu.

Section VI. Application Process:

1. All candidates interested in applying for admissions must complete an application online at www.stitech.edu.
2. Submit the completed application form and the application fee (non-refundable).
3. Upon receipt of the application and testing fee the candidate will be contacted to schedule an Accuplacer® Admissions Examination. Accuplacer® Admissions Examinations are a computer based examination. At the beginning of the testing process, candidates will be introduced to the Accuplacer® software, and they will be required to answer demographic questions before they begin the actual test.
 - a) Admissions examinations are given remotely through Examity or in person at Southeastern Technical Institute 250 Foundry Street, South Easton, MA 02375.
 - b) Candidates should allow approximately 90 minutes for the testing process, but no more than three hours will be allowed to complete the exam
 - c) Applicants that are late or miss a scheduled exam forfeit the testing fee. Testing fees are non-refundable.
 - d) Test scores are acceptable for one academic year.
 - e) Candidates will only be allowed to test a maximum of three times in any section of the Accuplacer® during an academic year.

4. Accuplacer® Admissions Examination. The applicant must meet a minimum individual score in all three sections as identified below to continue with the selective admissions process.

Content Selection	Minimum Score
Reading	240
Arithmetic	236
Writing	245

Information about the test and sample test questions can be found at <http://www.collegeboard.com/student/testing/accuplacer/>.

Alternative Testing Arrangements:

Candidates who may be eligible for alternative testing arrangements are:

- Candidates whose religious practices do not allow them to take tests on Saturdays; or
- Candidates with physical disabilities

Alternative testing arrangements that are reasonable in the context of this examination and supported by documentation may be provided, upon request, to candidates that would not be able to take the test under standard conditions. Candidates that may be eligible for alternative testing arrangements are candidates with physical disabilities (*e.g., visual impairments, motor disabilities, illness, or injury*) or cognitive disabilities (*e.g., learning disabilities*).

You may make a request for alternative testing arrangements when you register for the STI admissions examination. The STI Director will review your request and determine on a case-by-case basis whether to grant requested alternative testing arrangements. In some cases, the supporting documentation may not be sufficient to make a determination or may not support the requested accommodation. In such cases, you will need to submit additional documentation.

5. All Candidates will be contacted via email regarding their testing scores.
6. Candidates meeting the minimum adjusted score on all three (3) sections of the Accuplacer® Admissions Examination will be asked to send :
 - a) Proof of high school graduation with an official transcript, or official GED (scores included). Certified translations must be provided for transcripts supplied in a language other than English and equivalency to U.S. education must be provided.
 - b) One (1) online letter of reference.
7. Upon receipt of documentation an interview with the Director of the Technical Institute, or a designee will be scheduled.
8. Applications that remain incomplete for more than 60 days will not be reviewed and not included in the admissions process.

Section VII. Selection Process:

All applicants for the Southeastern Technical Institute's Post-Secondary Programs are evaluated using the selection criteria outlined in the admission policy. All completed applications are reviewed and receive a response.

Candidates are reviewed and evaluated for a maximum total score of 70 points, using the following criteria:

Accuplacer® Admissions Examination Scores	Maximum of 24 points
Academic Records	Maximum of 4 points
Written Responses	Maximum of 6 points
Work / Life Experience	Maximum of 4 points
Interview Responses	Maximum of 32 points
Letter of Reference	Required – 0 points

All candidates will be notified of the admission decision by email. Candidates may be accepted, not accepted, or deferred. Candidates whose applications are deferred will be reviewed one month prior to the start of the program.

Once the program reaches capacity a wait list will be established. The wait list will include any candidates that have not been accepted but have received deferred status. Once a program has reached capacity, applications will still be processed. Acceptable candidates, however, will be placed on the wait list. The wait list is valid for the current academic year.

Section VIII. Review and Appeal Process

The applicant, upon receipt of notification from Southeastern Technical Institute indicating that the applicant was not accepted or was placed on a wait list for admission, may submit a written request for review of the decision to the lead teacher or program director. The lead teacher or program director will respond in writing to the letter with the findings of the review within thirty days. If the applicant chooses to appeal the lead teachers' or program directors decision, the applicant may submit a written request of appeal to the Director of the Technical Institute within thirty days of the receipt of the program directors letter. The Director of the Technical Institute will respond in writing to the appeal letter with the findings within thirty days.

Section IX. Program Admission

Upon acceptance, the candidate must complete the following for admission into the program:

1. Signed enrollment agreement and a \$200 seat deposit within 10 business days. Within 1 month of the start of the program, candidates will have 5 business days to complete and sign their enrollment agreement and to pay their \$200 seat deposit. A candidate that fails to sign their enrollment agreement or pay their seat deposit within the allotted time frame may have their acceptance rescinded.
2. Satisfactory C.O.R.I. (Criminal Offense Record Information) all students entering and continuing in a program are subject to CORI review.
Note that final admission may be contingent upon satisfactory results of Criminal Offender Record Information (CORI) if 18 years or older.
3. Health Criteria: Immunizations are required by the Department of Public Health. STI's Immunization requirements are in accordance with College Immunization Chapter 76, Section 15C, specific program, and clinical agency requirements
4. Proof of In-District Residence Form: Form must be completed, signed, and stamped by the school district member city or town by October 1 in order to receive the in-district tuition rate.
5. Proof of Health Insurance
6. Educational Purpose form
7. Emergency Contact Information

Accepted students who choose not to complete the admissions process and wish to apply in the future, must begin the application process again. Applications are valid for the current academic year only.

Section VIII. References

1. Regulations:
 - 1.1. COE: Handbook of Accreditation 2020 Edition, Standard 2-A-1, Standard 2-A-2, Criteria A 1-13
 - 1.2. DESE: Chapter 74 Manual for Vocational Technical Education Admission Policies
 - 1.3. CODA: Accreditation Standards for Dental Assisting Education Programs, Standard 2-1
 - 1.4. CAAHEP: Standards and Guidelines for the Accreditation of Educational Programs in Medical Assisting, V.A.2, V.B, and V.D.
2. Cross References:
 - 2.1. STI Student Catalog
 - 2.2. STI website
3. Approvals:
 - 3.1. Initial Approval 10/2012
 - 3.2. Review 9/2017
 - 3.3. Revised 12/11/2018, 2/9/2021