

## **Southeastern Technical Institute**

### **Admissions Policy and Process 250-350 Hour Programs**

#### **Section I. Introduction:**

Programs at Southeastern Technical Institute are rigorous and prepare 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 short term training programs that are designed to provide students with the skills they need to enter the workforce. These programs are often between 250-350 hours and include Culinary Arts and Metal Fabrication and Joining Technologies.

#### **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](http://www.stitech.edu).
2. Candidates participating through CTI grants may have to meet additional eligibility requirements regarding residency, employment status, and income level as defined by the Commonwealth of Massachusetts and the MassHire Workforce Boards and Career Centers.
3. Satisfactory C.O.R.I. (Criminal Offense Record Information)

## **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.

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.

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. Conducts Southeastern Technical Institute open houses throughout the year.
2. Southeastern Technical Institute course catalog and individual program brochures are distributed to local career and trade centers, high school guidance departments, and at college and career fairs. STI works closely with MassHire Workforce Boards and Career Centers, students may have completed an application process through these agencies prior to beginning the STI application.
3. The school website is updated frequently. Prospective applicants may obtain information on the STI website at [www.stitech.edu](http://www.stitech.edu).

## **Section VI. Application Process:**

All candidates interested in applying for admissions must complete an application online at [www.stitech.edu](http://www.stitech.edu).

1. Upon receipt of the completed application candidates will be contacted to schedule a WorkKeys® Assessment. Admission to the program is not dependent on the results of the WorkKeys® Assessment, but rather is provided as a tool to inform a candidate's decision regarding their compatibility to the career field.

2. Admissions examinations are given in person at Southeastern Technical Institute 250 Foundry Street, South Easton, MA 02375.
3. Candidates should allow approximately 90 minutes for the testing process, but no more than three hours will be allowed to complete the exam
4. An interview with the Director of the Technical Institute, or a designee will be scheduled.
5. 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 42 points, using the following criteria:

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 Director of the Technical Institute. The Director of the Technical Institute will respond in writing to the letter with the findings of the review within thirty days.

### **Section IX. Program Admission**

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

1. Signed enrollment agreement.
2. Completion of additional enrollment documents that may be required by agencies or organizations that are providing funding for student tuition.
3. 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.*
4. 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, and specific program requirements.

5. Proof of Health Insurance.
6. 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 2021 Edition, Standard 10, Criteria 17-19
2. Cross References:
  - 2.1. STI Course Catalog
  - 2.2. STI website
3. Approvals:
  - 3.1. Initial Approval 5/2022
  - 3.2. Review
  - 3.3. Revised