

## Human Services Program Application Checklist

Please check the program for which you are applying:

- Nail Specialty
- Facial Specialty
- Cosmetology\*

**All applicants must be 16 years of age upon completion of the program or have a high school diploma.**

\* **Valid TABE scores on file are required to enter this program.**

**If you meet the above requirements, please continue with this Human Services Application Checklist**

- Complete the Human Services Application** on pages 4 – 5 then print and pay \$10 Fee at Registration.
- Apply for **Federal Student Aid** Go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) FCTC School Code is 012544  
For more information click [Financial Aid – Only available for full Cosmetology Program if the applicant has a high school diploma or GED.](#)
- Complete your [Florida Residency Affidavit](#)
- Provide official sealed [Transcripts](#)
- Take the [Test of Adult Basic Education \(TABE Test\) – Only full Cosmetology Program](#) or apply for **Basic Skills Exemption**
- Go to your program on [FCTC.edu](http://FCTC.edu) and click on **Create My FCTC Account** to start your pre-registration.



Prospective Student,

FCTC is accepting applications for the Human Services Programs. Classes will meet in St. Johns County at our St. Augustine main campus.

### Course Length

<b>Cosmetology- Day</b>	<b>Total: 1200 Hours / 37 Weeks / 10.5 Months</b>
<b>Facial Specialty</b>	<b>Total: 260 Hours / 8 Weeks / 2 Months</b>
<b>Nail Specialty</b>	<b>Total: 240 Hours / 8 Weeks / 2 Months</b>

### Program Fees

#### Prior to Program Start

Application Fee	\$10.00
TABE Assessment Fee – <b>Full Cosmo Only</b>	\$25.00

\*All Fees are non-refundable, non-transferable and subject to change

### Program Requirements

<b>Age</b>	All students must be 16 years of age upon completion of the program	
<b>Education</b>	Cosmetology	<i>High School Diploma, GED or Higher Degree</i>
	Facial Specialty	<i>High School Diploma not required</i>
	Nail Specialty	<i>High School Diploma not required</i>

(904) 547-3282 • 2980 Collins Avenue St. Augustine, Florida 32084 • [FCTC.edu](http://FCTC.edu)

## TABE Assessment

Contact Registration to pay your \$25 test fee which includes TABE assessment or exemption. Then contact [Test Center](#) to schedule at [fctctesting@stjohns.k12.fl.us](mailto:fctctesting@stjohns.k12.fl.us) or (904) 547-3390.

TABE Requirements are new as of July 1, 2018.

For additional information regarding the TABE, visit [Test Center](#).

<b>Program</b>	<b>Required TABE Scores</b>		
	<b>Reading</b>	<b>Math</b>	<b>Language</b>
<i>Cosmetology</i>	576	577	577
<i>Facial Specialty</i>	<i>no requirements</i>		
<i>Nail Specialty</i>	<i>no requirements</i>		

## Auxiliary Aid

FCTC provides auxiliary aids and services for persons with disabilities. If you need assistance during the course of your study, please contact your Student Advisor in Building A or [fctcstudentservices@stjohns.k12.fl.us](mailto:fctcstudentservices@stjohns.k12.fl.us)



FCTC USE ONLY:	
FOCUS ID	_____
DATE	_____
Initials	_____

## Human Services Application

**All fees are non-refundable, non-transferable and subject to change.**

The application fee is \$10.00

Check the program to which you are applying:

- Cosmetology     Facial Specialty     Nail Specialty

Name \_\_\_\_\_  
Last                                      First                                      Full Middle                                      Maiden/Other Names

Social Security # \_\_\_\_\_    Date of Birth \_\_\_\_\_    Place of Birth \_\_\_\_\_

Address \_\_\_\_\_  
Street                                      Apt/Unit Number                                      City

County \_\_\_\_\_    State \_\_\_\_\_    Zip \_\_\_\_\_

Home Phone \_\_\_\_\_    Work \_\_\_\_\_    Cell \_\_\_\_\_

Email \_\_\_\_\_

Emergency contact \_\_\_\_\_    Phone Number \_\_\_\_\_

Check Highest Grade Completed:  8  9  10  11  12    College:  1  2  3  4 years  Graduate

Prior Career and Technical Education (CTE) Training     Yes     No

Type of Program \_\_\_\_\_    Dates of Attendance \_\_\_\_\_

Reason for Leaving Program \_\_\_\_\_



List courses taken since high school

Three horizontal lines for listing courses taken since high school.

Have you ever been convicted of a crime, found guilty or entered a plea of no-contest to a crime other than a traffic violation?  Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

**The following information is not used in the eligibility process.**  
Applicant's Gender  Female  Male  
Race  White, Not Hispanic  Black, Not Hispanic  Asian/Pacific Islander  Hispanic  
 American Indian/Alaskan Native  Multi-Racial  Other \_\_\_\_\_  
Are you a United States citizen?  Yes  No  
Is English your second language?  Yes  No

I have been provided the consumer information notice at <http://fctc.edu/consumer/gainful-employment/> and campus security report on the FCTC website at <http://fctc.edu/about/safety/>. FCTC will also provide a paper copy of the campus security report upon student request. FCTC Student Handbook is located <http://fctc.edu/students/handbook/>.

I verify that all information contained in this application is true and correct. I authorize First Coast Technical College to contact former employers and educational institutions listed in this application, and further authorize these employers and educational institutions to release information to officials of First Coast Technical College concerning my performance and progress while under their employ or enrolled in their program(s).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date