

## Application Checklist for the following programs:

- **Cosmetology** (includes Hair, Facials and Nails)
- **Facials Specialty**
- **Nails Specialty**

### Program Requirements

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

Applicants cannot be enrolled in high school prior to entering these programs.

Facials Specialty and Nails Specialty are not eligible for financial aid.

### Education Requirements

Cosmetology	High School Diploma, GED or Higher Degree*
Facials Specialty	High School Diploma, GED and assessments not required**
Nails Specialty	High School Diploma, GED and assessments not required**

\* To obtain your Cosmetology Licensure under the Florida Department of Business & Professional Regulation (DBPR), you will be required to be at least 16 years of age or have received a high school diploma and possess a Social Security number.

\*\* Facials Specialty and Nails Specialty do not require taking an assessment. If you plan to move into a program more than 450 hours such as Cosmetology, you may be required to take an assessment. To obtain your Facials Specialty or Nails Specialty Licensure under the Florida Department of Business & Professional Regulation (DBPR), you will be required to be at least 16 years of age or have received a high school diploma and possess a Social Security number.

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

All students are encouraged to review the HOW TO ENROLL steps at <https://fctc.edu/enroll/>.

## Application Checklist

The following are required for a complete application packet.

- Request your **final official sealed high school or GED transcripts**. If you have an Associate degree or higher, this can be sent in lieu of high school or GED transcripts. Go to <https://fctc.edu/transcripts/> to learn how to submit your final official transcripts.
  - \*If you do not have a high school diploma, please contact [Recruiter@FCTC.edu](mailto:Recruiter@FCTC.edu) to learn how to move forward.
  - Once your official transcripts have been reviewed, you will receive an email detailing next steps. You will be notified if you need to schedule and take the CASAS assessment test. CASAS scores must be on file unless you meet the basic skills exemption requirement. *See below regarding accommodations.*
- Online Application:** FCTC will send you an email with instructions after your transcripts are received and reviewed. Complete your online application through your FOCUS account and submit.
- Complete **Florida Residency Affidavit for Tuition Purposes** and provide copies of two qualifying documents to prove residency.
- Application documents should be uploaded to your FOCUS account. Please see **IMPORTANT STUDENT LINKS** in your FOCUS account portal and click on **How to upload documents to FCTC**.

### Auxiliary Aid and Accommodations

FCTC provides auxiliary aids and services for persons with disabilities. If you need assistance during the course of your study, please visit Student Advising in Building A at the FCTC Main Campus or email [StudentAdvising@FCTC.edu](mailto:StudentAdvising@FCTC.edu).

FCTC does not make inquiries of a student concerning a disability or accommodations. Students with a disability, IEP or 504, etc. that are requesting special accommodations must meet with a student advisor and identify themselves prior to assessments and the beginning of classes. Self-advocacy is highly suggested. Please refer to the Student Handbook.

**It is the responsibility of the student to ensure all paperwork has been submitted to Admissions.**

Your application packet will be processed in the order it was received. Allow minimum of 15 business days for application processing. More time may be required during high volume periods.

**Admissions will email a request for missing information and documents. Please respond promptly.**

Once your application packet is complete, you will be contacted to pay the application fee. After the application fee is paid, you will receive an email detailing registration instructions.

**Seats are limited and fill on a first-come, first-served basis.** Please apply early. When/if a program is full, students will be emailed about Waitlist opportunities and next steps.

FCTC's primary method of communication is via email. Be sure to check your emails including spam/junk.

Contact [Admissions@fctc.edu](mailto:Admissions@fctc.edu) if you have questions.