

Application Checklist for the following programs:

- **Diesel Systems Technician 1 & 2**
- **Heating, Ventilation, Air-Conditioning/Refrigeration 1 & 2**
- **Industrial Machinery Maintenance 1 & 2**
- **Landscape and Turf Management**
- **Master Automotive Service Technology 1 & 2**
- **Nursery Management**
- **Professional Culinary Arts & Hospitality**
- **Welding Technology & Welding Technology - Advanced**

Program Requirements

All applicants must be 16 years of age and not enrolled in high school prior to entering these programs.

**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 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.

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 if you have questions.