



C-TEC Postsecondary Center Steps to Start

1. Create an Achademix Account

Visit ctec.axstudent.com ; click on “Sign In”, then click “Don’t have an account yet”; follow the prompts.

2. Show ‘Interest’ in the program of your choice

Upload required documents into your AX account, or bring with you to testing:

- HS Diploma OR GED
- Photo ID

3. Meet with Program Instructor

This is an opportunity to learn more about the program, tour the facility, meet the instructors, and discuss program requirements. Instructor contact information for each program can be found on the programs landing page of our main website: www.ctec.edu

4. Assess Your Skill Level

Pre-assessment – Any person registering for a C-TEC program must take the WorkKeys Assessment (Applied Math, Graphic Literacy, and Workplace Documents).

- Current NHS and NCSD students- Contact Lori Mye to take the WorkKeys lmeye@newarkcityschools.org
- Current C-TEC students- Contact Ellen Nixon at C-TEC enixon@c-tec.edu

Practice tests can be found here:

<https://jobseeker.ohiomeansjobs.monster.com/Assessments/Home.aspx>

5. Fill out Registration Paperwork

Once you reach the cut scores for the program, you will fill out registration paperwork on your student portal.

6.a) Full time, set up Appointment with Financial Aid Coordinator

Once you have completed your FAFSA application and taken your WorkKeys, call Janet Fletcher in the Financial Aid Office at **(740) 364-2359** to schedule an appointment.

Financial Aid – Financial aid may be available for full-time program participants.

Go to www.studentaid.gov and fill out the application in order to be considered for funding. **The school code for C-TEC is 015692.**

b) Part time, set up Appointment with Registrar

7. Enrollment into the Program