



1. **Schedule an Appointment**

Set up an appointment with the Program Coordinator to go over the full-time program classes, schedule, and start date.

2. **Create an Achademix Account**

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

3. **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).

Register online at: ctec.axstudent.com; Click on “Assessments and Test Prep”

Cost for the WorkKeys assessment is \$60.

WorkKeys® identifies your reading and math skills as they pertain to your chosen training program. There are three test sections (Applied Math, Graphic Literacy, and Workplace Documents) and there is a \$60 non-refundable fee to take the test. Click here for WorkKeys® practice tests. -

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

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

- HS Diploma OR GED
- Photo ID

5. **Secure \$**

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

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

6. **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.

7. **Enrollment into the Program**

Once you have completed financial aid (FAFSA), completed your pre-assessment, filled out required paperwork, and have met with financial aid, you will be enrolled.