



Enrollment Procedures for Career Tech

**Career Tech - 801 SW Highway 101, Suite 404 - Lincoln City, OR 97367
541-996-5534**

You are about to apply for a job at Career Tech. The process has seven steps. You must complete all the steps in order to be enrolled.

Step One: Get an application packet which includes:

- Career Tech Application Form
- Writing Sample Questions
- Career Tech Handbook and quiz
- Letters of Recommendation Form (2)

Step Two: Complete and return these to Career Tech:

- Career Tech Application Form
- Writing Samples (typed)
- Letters of Recommendation (2)
- Handbook Quiz

(If you have a current IEP, we will arrange an IEP meeting with you and your special education representative to determine whether Career Tech will be an appropriate educational placement for you. If it is so determined, you move on to the next step.)

Step Three: Make an appointment.

- Find out the dates and times that the Test of Adult Basic Education (TABE) may be taken.

Step Four: TABE

- Take the TABE test.

Step Five: The Lottery

- If you are enrolling at the start of a school year, you may be subject to a lottery to determine who will fill the available spaces at Career Tech. If your name is pulled, you will go to Step Six. If your name is not pulled, you will be on the waiting list in the order that you completed Step Four.

Step Six: The Intake

- An Intake appointment will be set for you and your parents/guardians to meet with Career Tech staff to discuss the program and to fill out Career Tech and LCSD enrollment paperwork.

Step Seven: Enrollment

- When the paperwork and the intake are completed, you are enrolled as a student at Career Tech.