



Policy Title: Admissions Process Policy

Objective: To establish and define CDA Technical Institutes policy regarding the admissions process, requirements, sequencing and responsibilities.

The Admissions Department will be the focal point for assuring that students comply with all admissions requirements and supply all necessary documentation.

Requirements for enrollment are:

1. Be at least 18 years of age (with parental consent 17), be a High School graduate or possess a GED or equivalent (proof required) and submit the following in order to be admitted to CDA Technical Institute:
 - a. Proof of date of birth (DL, State ID, or Birth Certificate)
 - b. Proof of education (HS Diploma, transcript, GED, or Equivalent)
 - c. Proof of Health insurance or signed waiver
2. For students receiving assistance from Department of Veteran Affairs, the following must be submitted in addition to the above items:
 - a. Official Joint Services Transcript
 - b. Official school transcripts for any other post-secondary schools attended
3. Consent to an interview by the Admissions Department and demonstrate the desire and ability to graduate and go to work.
4. Complete and sign an Enrollment Agreement
 - a. Submit a non-refundable application fee of \$100. (Military personal in good standing or with a Honorable discharge CDA will waive the application fee)
5. Complete the enrollment process for program of choice.

Program specific Requirements

1. Air/Mixed Gas Commercial Diver Program
 - a. Complete and sign Medical History Form
 - b. Pass a physical examination administered by a physician who is certified through the Undersea Hyperbaric & Medical Society (UHMS) and approved by the Diver Certification Board of Canada (DCBC.) The physical is available on the first day of school
 - c. Pass the U.S. Navy Standard Pressure Tolerance Test. This test is given during the first week of class
 - d. Ability to obtain a TWIC card
 - e. Must be able to swim
 - f. Mechanically inclined as determined by discussion with Admissions Advisor.
2. Voltage Line Worker Program
 - a. Pass a Department of Transportation (DOT) physical. Available on first day of school.



- b. Mechanically inclined
3. Medical Programs
 - a. Pass a Tuberculosis Test and a physical, both available on the first day of class.
4. International applicants
 - a. Provide a copy of a current passport
 - b. Submit proof of funding to cover cost of program and living expenses while in the United States. (bank statement)
 - c. Obtain a Student Visa
 - d. Provide TOEFL score showing passing scores

Note:

1. All items, except as noted above, must be received by CDA before a prospect can be enrolled. And documents that are incomplete or illegible will be resubmitted by the prospect and received by CDA prior to enrollment.
2. Students whose primary language is other than English, and who are not US citizens, must take a test of English as a foreign language (TOEFL) and achieve a score in the intermediate range for reading and listening skills. Scores must be presented to CDA prior to acceptance/enrollment.

The following is the sequencing and areas of responsibilities for the admissions process:

1. A prospective student contacts the school or submits an electronic request for information and is referred to an Admissions Representative (AR). If the AR is not immediately available, whoever takes the initial call will get prospect's name and telephone number and forward this information to an AR. A prospect may also be transferred to an admission's representatives voice mail, but not in lieu of a name and number unless unavoidable.
2. The Admissions Representative will conduct an intake interview over the phone, or face to face according to CDA's standard practice. Additionally, the AR will inform the prospect of the requirements for enrollment and stress that CDA must have these documents prior to enrollment. Prospects will be directed to the web page to complete the enrollment process and upload all required documents.
3. Once the student has selected their start date and the Enrollment Agreement is completed, the Receptionist will be responsible for updating all information in the school's student information system (SIS), and notifying the Admissions Representative that the Enrollment Agreement has been completed. The accounting department is responsible for posting the receipt of the \$100 application fee.
4. The Admissions Representative will contact the prospective student and work with the prospect until the application fee and FAFSA is completed, at which time the prospect will be transferred to the Financial Aid Department.
5. The Financial Aid Representative (FAR) will coordinate with prospects to determine their need and/or method of payment. The FAR will assist the student through the financial aid process to ensure the cost of the program is fully covered. Once all funding



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has been confirmed and is in place, the FAR will send the prospect a "Student Welcome Package" that will include an acceptance letter/welcome letter, school catalog, and a What to bring letter.

6. The Admissions Representative and Enrollment Coordinator will stay in contact with the potential student until the start date, to keep the individual motivated and engaged in the process.
7. The Director of Financial Aid is responsible to ensure all required documents have been received and the potential student has covered the full cost of the program, prior to the acceptance package being submitted to the potential student.

NOTE: All staff and faculty are available during any part of the Admissions process to answer questions and/or concerns a prospect may have. A tour is optional to the admissions process that prospects may request. Tours are encouraged by CDA and given by qualified CDA employees.