Old Colony Technical Institute Evening Education Admissions Policy and Process 200-350 Hour Programs

Section I. Introduction:

Programs in the Old Colony Adult Continuing Education programs are rigorous and prepare learners to meet the challenges of their selected career and industry. Old Colony offers short term training programs that are designed to provide students with the skills they need to enter the workforce; these programs typically range between 250-350 hours.

Section II. Equal Education Opportunity:

Chapter 282 of the Acts of 1993, General Laws Chapter 76, Section 5 now includes the following provision: The Old Colony Regional School District hereby provides notice that it does not discriminate in admission or employment in any of its educational programs or activities on the basis of race, color, sex, gender identity, religion, national origin, age, sexual orientation, disability, or housing status. Enforcement of this law advances efforts to ensure that all students can attend school in a safe, supportive environment that is conducive to serious learning. This law makes it clear that all aspects of public-school education must be fully open and available to members of both sexes and minority groups. No school may exclude a student from any course, activity, service or resource available in that public school on account of race, color, sex, gender identity, religion, national origin, age, sexual orientation, disability, or housing status of such student.

Students with disabilities may voluntarily self-identify in writing for the purpose of requesting reasonable accommodations during the application and admissions process.

Section III. Eligibility:

1. Candidates from any town or state are eligible to apply to the Old Colony's Adult Continuing Education programs at https://oldcolony.us/departments/technical-programs/old-colony-career-technical-instituteocti/

2. Candidates participating through CTI grants may have to meet additional eligibility requirements regarding residency, employment status, and income level as defined by the Commonwealth of Massachusetts and the Mass-Hire Workforce Boards and Career Centers.

3. Satisfactory C.O.R.I. (Criminal Offense Record Information)

Section IV. Organizational Structure:

The Old Colony Technical Institute offers public post-secondary technical education, and is located in Rochester, Massachusetts. The mission statement of the Old Colony Regional School District is to prepare and support students for the global demands of society and the workforce through rigorous, vocational-technical and academic courses. This foundation is established within a safe environment that values students' interest, needs, and diversity fostering responsible, productive citizens in our community.

It is the responsibility of the Director of Adult Education to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with the admission policy. The Director of Adult Education reports to the Old Colony Regional School District Superintendent-Director.

The Director of Adult Education is responsible for the admissions policies and procedures, including:
1. Determination of standards for admission
2. Development and implementation of admission procedures
3. Processing of applications
4. Acceptance of students according to the procedure and criteria in the admission policy
5. Establishment and maintenance of a waiting list of acceptable candidates

Section V. Recruitment Process:

The Old Colony Regional School District disseminates information about each program through a variety of methods:
1. Conducts Old Colony open houses throughout the year.
2. Individual program brochures are distributed to local career and trade centers, high school guidance departments, and at college and career fairs. Old Colony works closely with Mass-Hire Workforce Boards and Career Centers. Students may have completed an application process through these agencies prior to beginning the Old Colony application.
3. The school website is updated frequently. Prospective applicants may obtain information on the Old Colony website at www.OldColony.us.

Section VI. Application Process:

1. All Candidates interested in applying for admissions must complete an application online at https://oldcolony.us/departments/technical-programs/old-colony-career-technical-instituteocti/

2. An interview with the Director of Adult Education, or a designee will be scheduled.

3. Applications that remain incomplete for more than 60 days will not be reviewed and not included in the admissions process.

Section VII. Selection Process:

All candidates for the Old Colony Post-Secondary Programs will be reviewed in a timely manner and accepted on a first come, first serve basis. All candidates will be notified of the admission decision by email. Once the program reaches capacity a wait list will be established. The wait list will include any candidates that have not been accepted. Once a program has reached capacity, applications will still be processed. Acceptable candidates, however, will be placed on the waitlist. The wait list is valid for the current academic year.

Section VIII. Review and Appeal Process:

The applicant, upon receipt of notification from Old Colony indicating that the applicant was not accepted or was placed on a waitlist for admission, may submit a written request for review of the decision to the Director of Adult Education. The Director of Adult Education will respond in writing to the letter with the findings of the review within thirty days.

Section IX. Program Admission:

Upon acceptance, the candidate must complete the following for admission into the program:
- Signed enrollment agreement.
- Completion of additional enrollment documents that may be required by agencies or organizations that are providing funding for student tuition.
- Satisfactory C.O.R.I. (Criminal Offense Record Information) all students entering and continuing in a program are subject to CORI review.
  Note that final admission may be contingent upon satisfactory results of Criminal Offender Record Information (CORI) if 18 years or older.
- Proof of Health Insurance.
- Emergency Contact Information.

Accepted students who choose not to complete the admissions process and wish to apply in the future, must begin the application process again. Applications are valid for the current academic year only.

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