Adult Admissions Policy

Reviewed 3/2021
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To ensure successful completion of the course of study, students must meet course requirements and complete all enrollment procedures before being admitted to class. Exceptions to the requirements are not permitted.

To be considered for admissions to any adult program, adult students must provide an official high school transcript, official state equivalent transcript, or GED® transcript prior to admission into an occupational training program. Those who are required but do not possess a high school diploma or GED® are referred to Adult Basic Education and must earn a West Virginia High School Equivalency Diploma before enrolling.

Admissions requirements vary by program. Individual program requirements may include, but are not limited to pre-admission testing, completed background checks, immunizations, etc.

Any applicant that falsifies or omits required information on any of the required documents is subject to immediate termination from the process. The Mercer County Technical Education Center reserves the right to refuse admission to any applicant.