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ADMISSION POLICY

Introduction:

An admissions process is necessary in order to provide a fair, equitable, and organized entrance into the Minuteman Technical Institute (MTI) Post-Secondary Programs. A specific maximum number of students will be admitted into each program to ensure that there will be space and resources to accommodate the needs and interests of all students. All Applicants to the Post-Secondary Programs at MTI will be evaluated using the criteria contained in this Admission Policy.

Equal Educational Opportunity:

MTI admits students and makes available to them its advantages, privileges and courses of study without regard to race, color, sex, religion, national origin, sexual orientation, gender identity or expression, disability, economic or homelessness status.

Students with disabilities may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application process.

Information on limited English proficiency and disability submitted voluntarily by the applicant, for the purpose of receiving assistance and accommodations during the entire application and admission process, will not affect the applicant's admission to the school.

Eligibility:

- Applicants from in-district and out-of-district communities are eligible to apply for any of MTI's Programs. Resident applicants would be those residing in Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Needham, Stow, Sudbury, Wayland, or Weston. Nonresident applicants, those who do not reside in a member district, are also eligible to apply.
- Applicants must be 18 years of age or older, a US citizen or permanent resident and provide documentation of this.
- Applicants must have graduated from high school, earned a GED, and/or earned a higher degree, and must submit a copy of their diploma or transcript. Certified translations must be provided for transcripts supplied in a language other than English and equivalency to US education must be provided. An average of C or better in high school is preferred, with consideration for trends demonstrating improvement and motivation. For applicants who have not yet graduated from high school, a letter from the current high school is required, stating that the student is on track to graduate.

Application Process:

- An MTI application must be filled out and submitted to the MTI Office, along with a \$20 testing and application fee (nonrefundable). Applicants can apply online at www.MinutemanTI.org, download a pdf application, or call the office to have an application mailed to them at 781.861.7151.
- Applicant must supply a recommendation letter from an employer, supervisor, colleague, or teacher.
- Once the application has been submitted, an appointment will be set up for the applicant to complete the TABE (Test of Adult Basic Education) in Reading, Mathematics Computation, and Applied Mathematics. A 10th grade proficiency level is preferred. Students may request to retake the test once at no additional fee, but will be required to pay the \$20 fee for any additional retakes.
- Applicants must complete a CORI (Criminal Offender Record Information) and SORI (Sex Offender Record Information) check to be considered for admission into the program. These forms must be filled out in person and turned in with a valid photo ID to the MTI office. This is required for admission.
- Once the above steps have been completed, an interview will be scheduled with the Director or designee. Final determination for enrollment is made by the Director based on all components of the application.

Selection Process:

Selection Criteria

- Recommendation letters of reference / 10 points
- TABE Testing / 10 points
- Official high school transcript/GED / 10 points
Average grade of C or better is preferred with considerations for trends demonstrating improvement
- Interview Rubric / 20 points

Once all of the applicant documents have been submitted and the applicant has completed the testing and interview, the Director will make a final determination for enrollment. Any wait lists for programs are valid for the current year. All applicants are notified by mail of their status.

- Accepted
- Wait list
- Not accepted

Review Process:

The applicant, upon receipt of a letter from the MTI indicating that the applicant was not accepted or was placed on a wait list for admission, may request a review of the decision by making an appointment with the Director. The Director will respond in writing to the letter with the findings of the review within thirty days. If further review is requested, the applicant may send a letter requesting a review to the Minuteman Regional Vocational Technical School District Superintendent within thirty days of the receipt of the rejection/wait list letter. The Superintendent will respond with the findings of the review within thirty days.

- Once the above steps have been completed, an interview will be scheduled with the Director or designee. Final determination for enrollment is made by the Director based on all components of the application.
- All candidates will be notified of the admission decision by mail. Upon acceptance into the program, a signed enrollment agreement and a \$250 non-refundable deposit is required within 15 days to hold your space in the program.

- A proof of residency letter is required for applicants living in our in-district towns to qualify for in-district tuition rates.
- After acceptance into the program, medical records and immunizations are required by the Department of Public Health. Incoming students must submit: proof of immunization, recent physical, emergency and student information forms, medication rules and regulations.

Additional Documents must be submitted upon acceptance:

- Proof of physical exam within six months prior to the program start date.
- Proof of current health insurance for the duration of the program.
- Proof of TB testing with a negative Mantoux result or a recent negative chest x-ray.
- DPH Required Immunizations (3 doses Hepatitis B, TD booster within last 10 years, 2 doses measles, one dose mumps, one dose rubella, one dose Varicella).

Organizational Structure:

MTI is a public regional technical school located on in Lexington, Massachusetts. Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Needham, Stow, Sudbury, Wayland, and Weston are members of the Minuteman Technical Regional Vocational School District and is accredited by the New England Association of Schools and Colleges. Minuteman is committed to providing quality technical programs.

It is the responsibility of the Minuteman Superintendent to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with this Admission Policy.

Minuteman has an Admissions Committee appointed by the superintendent. The committee consists of the Director of Community Education, Coordinator of Workforce Development, Post Graduate Guidance Counselor, and Post Graduate Instructors. Responsibilities of the Admissions Committee include:

- Determination of standards for admission
- Development and implementation of admission procedures
- Processing of applicants
- Acceptance of students according to the procedure and criteria in the Admission Policy
- Establishment and maintenance of a wait list of acceptable candidates

The Community Education/MTI staff are responsible for disseminating information about MTI's programs and collecting applications. MTI does not apportion seats to the towns and city in the district.

Recruitment Process:

MTI disseminates information about the school through a variety of methods.

- Information is posted on the school website.
- Monthly Open Houses during the school year. Prospective students have an opportunity to view presentations about our course offerings and view shop areas.
- Press releases to the local communities.
- Email marketing to Minuteman communities.
- Career and College fairs through area high schools and career centers.