

*Potential students who meet the vocational trade training program requirements and who most closely match the occupational profile are selected for enrollment. Admissions staff places the potential student's name on the enrollment list as soon as requirements are met, and a match is determined.*

**Automotive Technology Admissions Requirements:**

- Interview with instructor prior to acceptance into the program.
- Valid Driver's License.

**Department of Labor Occupational Profile:** *Students who most closely match the occupational profile for an Automotive Service Technician are selected for enrollment.*

- **Aptitude/Abilities:** Average verbal and numeric skills, average spatial, motor coordination; high manual dexterity, mechanical reasoning and ability to problem solve, interpersonal communications; strong learning ability; computer literate.
- **Work Keys Levels:** Workplace Documents/Graphic Literacy/Applied Math-4.
- **CASAS Scaled Score:** Reading and Math 226-235.
- **Environment:** Loud, Exposure to Fumes.
- **Physical Demands:** Medium
- **Temperament:** Performs a variety of tasks, ability to make judgments, and perform precision work.

**Cabinetmaking/Millwork Admission Requirements:** None.

**U.S. Department of Labor Occupational Profile:** *Students who most closely match the occupational profile for a Cabinetmaker are selected for enrollment.*

- **Aptitude/Abilities:** Average learning ability, demonstrated ability to compute dimensions, average finger and manual dexterity, average form perception, strong mechanical aptitude.
- **Work Keys Levels:** Workplace Documents/Graphic Literacy-3, Applied Math-4.
- **CASAS Scaled Score:** Reading 216-225 and Math 226-235.
- **Environment:** Loud, Dusty, Hazardous Materials.
- **Physical Demands:** Medium to heavy.
- **Temperament:** Performs a variety of tasks, ability to make judgments and execute precision work.

### **Certified Nursing Assistant Admission Requirements:**

- Interview with instructor prior to acceptance.
- Must be crime free as outlined by Public Acts 27.28 and 29 (2006).
- No current charges pending.

**U.S. Department of Labor Occupational Profile:** *Students who most closely match the occupational profile for a Certified Nursing Assistant are selected for enrollment.*

- **Aptitude/Abilities:** Ability to follow orders, work under close supervision, caring and empathetic, good interpersonal communication skills, ability to perform well under stress and demonstrate emotional stability.
- **Work Keys Levels:** Workplace Documents-3, Applied Math-3.
- **CASAS Scaled Score:** Reading 216-225 and Math 216-225.
- **Environment:** Quiet, Exposure to infectious bacteria and viruses.
- **Physical Demands:** Medium.
- **Temperament:** Performs a variety of tasks, enjoys dealing with people beyond receiving work instructions.

**Culinary Arts Admission Requirements:** Good personal hygiene, appearance, and general good health.

**U.S. Department of Labor Occupational Profile:** *Students who most closely match the occupational profile for a Food Service Worker are selected for enrollment.*

- **Aptitude/Abilities:** Interpersonal communication, work effectively under stress, task planning/organizing, learning ability, carry out detailed written or oral instructions.
- **Work Keys Levels:** Workplace Documents/Graphic Literacy/Applied Math-3 for Helper, Level 4 for Cook.
- **CASAS Scaled Score:** Reading and Math 216-225 for Helper, Reading and Math 226-235 for Cook.
- **Environment:** Extreme heat, varying conditions, flexible work schedule.
- **Physical Demands:** Medium, standing for long periods.
- **Temperament:** Performs a variety of tasks, able to prioritize, and make good judgments.

**Custodial Admission Requirements:** None

**U.S. Department of Labor Occupational Profile:** *Students who most closely match the occupational profile for a Custodian are selected for enrollment.*

- **Aptitude/Abilities:** Observation skills, interpersonal communications, job/task planning, follow/remember instructions, work without supervision.
- **Work Keys Levels:** Workplace Documents/Graphic Literacy/Applied Math-3 (less may be considered).
- **CASAS Scaled Score:** Reading and Math 216-225 (less may be considered).
- **Environment:** Exposure to wet/humid weather and hazardous, caustic chemicals.
- **Physical Demands:** Heavy.
- **Temperament:** Likes repetitive work; enjoys working with hands.

**Electronics Admission Requirements:** None.

**U.S. Department of Labor Occupational Profile:** *Students who most closely match the occupational profile for an Electronics Service Technician are selected for enrollment.*

- **Aptitude/Abilities:** Above average verbal and numeric aptitudes, manual/finger dexterity, motor coordination, spatial/form perception, learning ability and mechanical reasoning skills. Demonstrated ability to interpret technical instructions in mathematical and diagrammatic form and the ability to logically solve problems with abstract and concrete variables.
- **Work Keys Levels:** Workplace Documents/Graphic Literacy/Applied Math-4.
- **CASAS Scaled Score:** Reading and Math 236-240.
- **Environment:** Industrial.
- **Physical Demands:** Light to Medium.
- **Temperament:** Is able to make good judgments; can perform precision work and a variety of tasks.

**Graphic Communications (Printing) Admission Requirements:** None

**U.S. Department of Labor Occupational Profile:** *Students who most closely match the occupational profile for a Printing Machine Operator are selected for enrollment.*

- **Aptitude/Abilities:** Mechanical, manual dexterity, motor coordination, color and form perception, computer literate, numeric, task planning/organizing, attention to detail.
- **Work Keys Levels:** Workplace Documents-3, Graphic Literacy/Applied Math-4.
- **CASAS Scaled Score:** Reading 216-225 and Math 226-235.
- **Environment:** Loud, hazardous machinery, fumes.
- **Physical Demands:** Medium.
- **Temperament:** Performs a variety of tasks; is able to execute precision work.

**Grounds Maintenance and Landscaping Admissions Requirements:** Valid Driver's License.

**U.S. Department of Labor Occupational Profile:** *Students who most closely match the occupational profile for a Groundskeeper are selected for enrollment.*

- **Aptitude/Abilities:** Low to fair manual dexterity and motor coordination, demonstrated ability to follow written/oral instructions, make judgments and observations regarding prioritizing tasks and quality of work standards, effective interpersonal communication skills, and the ability to work with/without supervision.
- **Work Keys Levels:** Workplace Documents/Graphic Literacy/Applied Math-3 (less may be considered).
- **CASAS Scaled Score:** Reading and Math 216-225 (less may be considered)
- **Environment:** Loud, outside.
- **Physical Demands:** Heavy.
- **Temperament:** Performs a variety of tasks.

**Machine Technology Admissions Requirements:** None

**U.S. Department of Labor Occupational Profile:** *Students who most closely match the occupational profile for a Machinist are selected for enrollment.*

- **Aptitude/Abilities:** Average learning ability, spatial and form perception, motor, and fine finger dexterity. Demonstrated mechanical reasoning ability, computer literate, ability to problem solve and compute dimensions.

### **Machine Technology Admissions Requirements: (continued)**

- **Work Keys Levels:** Workplace Documents-3, Graphic Literacy/Applied Math-4.
- **CASAS Scaled Score:** Reading 216-225 and Math 226-235.
- **Environment:** Loud, hazardous machines.
- **Physical Demands:** Medium.
- **Temperament:** Perform precision work and a variety of tasks.

### **Office Automation Admission Requirements:** None

**U.S. Department of Labor Occupational Profile:** *Students who most closely match the occupational profile for a Computer/Office Machine Technician are selected for enrollment.*

- **Aptitude/Abilities:** Above average learning ability, including mechanical reasoning and verbal and math skills. Average spatial/form perception. Demonstrated ability to logically solve problems with abstract and concrete variables, strong interpersonal communication skills and computer literate.
- **Work Keys Levels:** Workplace Documents/Graphic Literacy/Applied Math-5.
- **CASAS Scaled Score:** Reading and Math 236-240.
- **Environment:** Office.
- **Physical Demands:** Medium.
- **Temperament:** Able to make good judgments, multi-task and perform precision work; enjoys working with/without others.

### **Pharmacy Technician Admission Requirements:** None

**U.S. Department of Labor Occupational Profile:** *Students who most closely match the occupational profile for a Pharmacy Technician are selected for enrollment.*

- **Aptitude/Abilities:** Above average learning ability, including the ability to apply ratios and proportions in converting measurements. Strong interpersonal communication skills and computer literate.
- **Work Keys Levels:** Workplace Documents/Graphic Literacy/Applied Math-4.
- **CASAS Scaled Score:** Reading and Math 236-240.
- **Environment:** Store.

**Pharmacy Technician Admission Requirements:** (continued)

- **Physical Demands:** Light to Medium.
- **Temperament:** Ability to work under stress, performs a variety of tasks, follow specific instructions, and enjoys working with people.

**Retail Marketing Admissions Requirements:** None

**U.S. Department of Labor Occupational Profile:** *Students who most closely match the occupational profile for a Cashier are selected for enrollment.*

- **Aptitude/Abilities:** Average verbal and math skills, clerical perception; low to air manual dexterity, effective interpersonal relations.
- **Work Keys Levels:** Workplace Documents/Graphic Literacy/Applied Math-3.
- **CASAS Scaled Score:** Reading and Math 216-225.
- **Environment:** Store.
- **Physical Demands:** Light to Medium.
- **Temperament:** Is able to multi-task, perform precision work and likes to work with people.

**Weatherization Admissions Requirements:** None

**U.S. Department of Labor Occupational Profile:** *Students who most closely match the occupational profile for a Weatherization Installer are selected for enrollment.*

- **Aptitude/Abilities:** Ability to work effectively under stress, carry out detailed written and oral instructions, task planning/organizing. Average learning ability, demonstrated ability to problem solve, compute dimensions, average finger and manual dexterity, average form perception, strong mechanical aptitude.
- **Work Keys Levels:** Workplace Documents/Graphic Literacy/Applied Math-3.
- **CASAS Scaled Score:** Reading 216-225 and Math 226-235.
- **Environment:** Extreme heat, varying conditions, flexible work schedule
- **Physical Demands:** Medium to Heavy.
- **Temperament:** Performs a variety of task, able to prioritize, and make judgments.

## National Reporting Systems (NRS) Implementation Guidelines\*

*The National Reporting System for Adult Education (NRS) is the accountability system for the federally funded adult education program mandated by the Workforce Investment Act (WIA). WIA required a system of outcome measures and performance standards for adult education programs, which led to the formal adoption of the NRS. NRS is administered by the Division of Adult Education and Literacy in the Office of Vocational and Adult Education at the U.S. Department of Education ([www.nrsweb.org](http://www.nrsweb.org)).*

### **Educational Level - Descriptors**

	2 - Beginning Basic	3 – Low Intermediate	4 – High Intermediate Basic
<b>TABE</b>	7-8 and 9-10 scale scores (grade level 2 – 3.9): Reading: 368-460 Total Math: 314-441 Language: 390-490	7-8 and 9-10 scale scores (grade level 4 – 5.9): Reading: 461-517 Total Math: 442-505 Language: 491-523	7-8 and 9-10 scale scores (grade level 6 – 8.9): Reading: 518-566 Total Math: 506-565 Language: 524-559
<b>CASAS</b>	Scale scores: Reading: 201-210 Math: 201-210 Writing: 201-225	Scale scores: Reading: 211-220 Math: 211-220 Writing: 226-242	Scale scores: Reading: 221-235 Math: 221-235 Writing: 243-260
<b>ABLE</b>	Scale Scores (grade level 2 – 3.9): Reading: 526-612 Math: 530-591	Scale scores (grade level 4 – 5.9): Reading: 613-644 Math: 593-641	Scale scores (grade level 6 – 8.9): Reading: 646-680 Math: 643-693
<b>Work Keys</b>	Scale scores Read for Information: 65-72 Writing: 67-71 Applied Mathematics: 65-70	Scale scores: Read for Information: 73-74 Writing: 72-77 Applied Mathematics: 71-74	Scale scores: Read for Information: 75-78 Writing: 75-77 Applied Mathematics: 75-77

**TABE = Test of Adult Basic Education**

**CASAS = Comprehensive Adult Assessment System**

**ABLE = Adult Basic Learning Examination**

**Work Keys = ACT Job Skills Assessment**

*Michigan Career and Technical Institute conducts vocational and technical training programs and provides the supportive services needed to prepare Michigan citizens with disabilities for competitive employment .*

## **Educational Level - Descriptors**

### **Reading and Writing**

<b>2</b>	<b>3</b>	<b>4</b>
Individual can read simple material on familiar subjects and comprehend simple and compound sentences in single or linked paragraphs containing familiar vocabulary; can write simple notes and message on familiar situations but lacks clarity and focus. Sentence structure lacks variety, but individual shows some control of basic grammar (e.g. present and past tense) and consistent use of punctuation (e.g., periods, capitalization).	Individual can read text on familiar subjects that have a simple and clear underlying structure (e.g., clear main idea, chronological order); can use context to determine meaning; can interpret actions required in specific written directions; can write simple paragraphs with a main idea and supporting details on familiar topics (e.g., daily activities, person issues) by recombining learned vocabulary and structures; and can self and peer edit for spelling and punctuation errors.	Individual can read simple descriptions and narratives on familiar subjects or from which new vocabulary can be determined by context and can make some minimal inferences about familiar texts and compare and contrast information from such texts but not consistently. The individual can write simple narrative descriptions and short essays on familiar topics and has consistent use of basic punctuation but makes grammatical errors with complex structures.

### **Numeracy**

<b>2</b>	<b>3</b>	<b>4</b>
Individual can count, add, and subtract three-digit numbers, can perform multiplication through 12, can identify simple fractions, and perform other simple arithmetic operations.	Individual can perform with high accuracy all four basic math operations using whole numbers up to three digits and can identify and use all basic mathematical symbols.	Individual can perform all four basic math operations with whole numbers and fractions; can determine correct math operations for solving narrative math problems and can convert fractions to decimals and decimals to fractions; and can perform basic operations on fractions.



## Functional and Workplace Skills

2	3	4
<p>Individual is able to read simple directions, signs, and maps, fill out simple forms requiring basic personal information, write phone messages, and make simple changes. There is minimal knowledge of an experience using computers and related technology. The individual can handle basic entry level jobs that require minimal literacy skills; can recognize very short, explicit, pictorial texts (e.g., understands logos related to worker safety before using a machine); can read want ads and complete simple job applications.</p>	<p>Individual can handle basic reading, writing, and computational tasks related to life roles, such as completing medical forms, order forms, or job applications, and can read simple charts, graphs, labels, and payroll stubs and simple authentic material if familiar with the topic. The individual can use simple computer programs and perform a sequence of routine tasks given directions using technology (e.g., fax machine, computer operation). The individual can qualify for entry level jobs that require following basic written instructions and diagrams with assistance, such as oral clarification, can write a short report or message to fellow workers; and can read simple dials and scales and take routine measurements.</p>	<p>Individual can handle basic life skills tasks such as graphs, charts, and labels and can follow multi-stop diagrams; can read authentic materials on familiar topics such as simple employee handbooks and payroll stubs; can complete forms such as a job application and reconcile a bank statement. Can handle jobs that involve following simple written instructions and diagrams; can read procedural texts, where information is supported by diagrams, to remedy a problem, such as locating a problem with a machine or carrying out repairs using a repair manual. The individual can learn or work with most basic computer software, such as using a word processor to produce own texts, and can follow simple instructions for using technology.</p>

## **Physical Demands (Strengths)**

**S-Sedentary Work:** Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the duration, but may involve walking or standing brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**L-Light Work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.

**M-Medium Work:** Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.

**H-Heavy Work:** Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Medium Work.

## GENERAL MCTI ADMITTANCE INFORMATION

Students must be 18 years age or older.

MCTI expects that individuals who are referred to MCTI are able to manage in a way that will enable them to succeed. Suggested criteria to determine if the student is able to manage including the following: The individual...

- Verbalizes a desire to obtain employment upon training completion.
- Wants to take an active role in their rehabilitation and vocational program.
- Verbalizes a motivation and a willingness to learn.
- Can stay on task, enabling them to complete the program within specified time frames.
- Has a stabilized disability.
- Seems to understand acceptable social behavior, including getting along with peers, following rules, and accepting supervision.
- Can live independently in the MCTI dormitory environment.
- Has the potential to exercise good judgment when balancing academic, social and leisure activities.
- Does not have a history of harming self or others.

Note: Referrals with a Full-Scale IQ score below 75 may be asked to participate in a preadmissions interview with MCTI staff to determine if the prospective student has the potential to succeed at MCTI.

If the agency believes that the potential student meets the suggested criteria, the agency sends a re-referral to MCTI. The referral contains the application and supporting documentation needed to verify that the prospective student has the ability to benefit from the services and training offered at MCTI.

Admission to MCTI for a Career Readiness Program, including assessment, does not ensure admission or enrollment into a vocational trade program. Each vocational trade program has specific requirements that must be met prior to enrollment.



The Michigan Department of Health and Human Services (MDHHS) does not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, genetic information, sex, sexual orientation, gender identity or expression, political beliefs or disability. Any person suspecting a discriminatory practice should contact Michigan Career and Technical Institute (MCTI) Director, 1611 West Pine Lake road, Plainwell, MI 49080. 877-901-7360 (Toll Free)\*

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**\*TTY users may contact MCTI by dialing 711 and providing the relay operator with the toll free number.**

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