

## VOCATIONAL TRAINING GUIDELINES

Meeting the demands of today's industry and workforce, Michigan Career and Technical Institute provides individualized career development, education, training, and support services for individuals with disabilities preparing for and engaging in competitive integrated employment.

### **AUTOMOTIVE TECHNOLOGY (AT)**

#### Program Description

MCTI's Automotive Technology program is based on the ASE Education Foundation competency standards. Students train in the diagnosis and repair of brakes, suspensions, and electrical, heating/air conditioning, and engine performance systems, working toward State of Michigan and national (ASE) certifications.

#### CASAS Scaled Score

- Reading & Math 218 – 228
- Aptitudes
- General Learning (G) CareerScope: 80+
- Verbal (V) CareerScope: 80+
- Numerical (N) CareerScope: 80+
- Spatial (S) CareerScope: 80+
- Motor Coordination (K) Career Scope: 80+
- Manual Dexterity (M) CareerScope: 80+
- Finger Dexterity (F) CareerScope: 80+

#### Temperaments

- Attain precise limits, tolerances, and standards using precision measuring instruments, prepare detailed records, and comply with precise specifications.
- Perform a variety of duties involving different techniques, procedures, and physical demands without loss of efficiency or composure.
- Make judgments, evaluations, and generalizations based on sensory criteria or knowledge gained through experience in a wide variety of activities.

#### Physical Demands & Work Environment

[Minimum Physical Requirements - AT 2.0.pdf](#)

#### Requirement

Students must have a valid driver's license before being enrolled in the Automotive trade.

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### CABINETMAKING/MILLWORK (CM)

#### Program Description

Students are trained in the operation of CNC panel processing equipment, spindle molders, profile grinders, and numerous other woodworking machines. Students train to set up, operate or tend milling or planing machines to mill, plane, shape, groove, or profile wood materials.

#### CASAS Scaled Score

- Reading 208 – 220
- Math 218 – 228

#### Aptitudes

- General Learning (G) CareerScope: 80+
- Form (P) CareerScope: 80+
- Manual Dexterity (M) CareerScope: 80+
- Finger Dexterity (F) CareerScope: 80+

#### Temperaments

- Attain precise limits, tolerances, and standards using precision measuring instruments, prepare detailed records, and comply with precise specifications.
- Perform a variety of duties involving different techniques, procedures, and physical demands without loss of efficiency or composure.
- Make judgments, evaluations, and generalizations based on sensory criteria or knowledge gained through experience in a wide variety of activities.

#### Physical Demands & Work Environment

[Minimum Physical Requirements - CM 2.0.pdf](#)

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### CERTIFIED NURSE ASSISTANT (CNA)

#### Program Description

The Certified Nurse Assistant (CNA) program has one term of curriculum. Students learn to care for patients in a caring and compassionate manner. Students first learn patient care techniques in a simulated lab environment, followed by a clinical rotation at a nursing home. Study and practice sessions are held to prepare for the State of Michigan competency certification exam.

#### CASAS Scaled Scores

Reading 208 – 220

#### Aptitudes

General Learning (G), CareerScope: 70+

#### Temperaments

- Requires cooperative and agreeable interpersonal relationships, beyond merely giving and receiving instructions.
- Perform a variety of duties involving different techniques, procedures, and physical demands without loss of efficiency or composure.
- Continuously following instructions in oral, written, or diagrammatic form, precluding independent judgment in solving problems.
- Respond to situations that require speed, risk, and situational attention.

#### Physical Demands & Work Environment

[Minimum Physical Requirements - CNA 2.0.pdf](#)

#### Considerations

- Background screening as outlined in Public Act (2006) No. 27, 28, & 29  
[https://www.michigan.gov/-/media/Project/Websites/mdhhs/Folder1/Folder50/MSA0635\\_FINAL.pdf?rev=c5d653a0b20f494bba3862c90bf99db9](https://www.michigan.gov/-/media/Project/Websites/mdhhs/Folder1/Folder50/MSA0635_FINAL.pdf?rev=c5d653a0b20f494bba3862c90bf99db9)
- Must not have any pending charges
- Will be drug tested at the start of the program and remain drug-free
- It is highly recommended that you have the Influenza vaccine

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### COMMERCIAL PRINTING (CP)

#### Program Description

In this production environment, students train to operate specialized printing equipment. Students learn to produce brochures, booklets, forms, screen printing and other commercial printed products. Students produce labels and multi-colored packaging products.

#### CASAS Scaled Scores

- Reading 208 – 220
- Math 218 – 228

#### Aptitudes

- Numerical (N) CareerScope: 80+
- Spatial (S) CareerScope: 80+
- Form (P) CareerScope: 80+
- Motor Coordination (K) Career Scope: 80+
- Manual Dexterity (M) CareerScope: 80+
- Finger Dexterity (F) CareerScope: 80+

#### Temperaments

- Attain precise limits using precision measuring instruments, preparing detailed records, and complying with precise specifications.
- Perform repetitive or short-cycle work entailing the completion of routine tasks according to set procedures with little opportunity for independent judgment.
- Perform a variety of duties involving different aptitudes, techniques, procedures, and physical demands without loss of efficiency or composure.

#### Physical Demands & Work Environment

[Minimum Physical Requirements - CP 2.0.pdf](#)

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### **CULINARY ARTS (CUL)**

#### Program Description

Students gain experience in the student run restaurant, the Pine Cove, and train in the school cafeteria, where they learn large-quantity food preparation, food safety and serving. The program offers the required classes for cook certification and ServSafe.

#### CASAS Scaled Scores

Reading & Math 208 – 220

#### Aptitudes

General Learning (G) CareerScope: 70+

#### Temperaments

- Continuously follow instructions in oral and written form
- Perform effectively in jobs that require speed, urgency, and situational attention.

#### Physical Demands & Work Environment

[Minimum Physical Requirements - CUL 2.0.pdf](#)

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### CUSTODIAL (CUS)

#### Program Description

Students train to be capable, well-qualified building and commercial custodians. Students gain experience in daily cleaning, restroom sanitation, chemical safety, carpet cleaning and shampooing, floor stripping and maintaining equipment.

#### CASAS Scaled Scores

Reading & Math 208 – 220

#### Aptitudes

General Learning (G) CareerScope: 70+

#### Temperaments

- Perform repetitive or short-cycle work.
- Complete routine tasks according to set procedures with little opportunity for independent judgment.

#### Physical Demands & Work Environment

[Minimum Physical Requirements - CUS 2.0.pdf](#)

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### **GROUNDS MAINTENANCE AND LANDSCAPING (GM)**

#### Program Description

Students use and maintain power equipment and tools to mow and trim lawns; trim and prune hedges and bushes; and plant trees, shrubs, and flowers to maintain the grounds at MCTI. In the winter months, they train in safe removal of ice and snow. Students prepare to take the State of Michigan Pesticide Application exam.

#### CASAS Scaled Scores

Reading & Math 208 – 220

#### Aptitudes

General Learning (G) CareerScope: 70+

#### Temperaments

- Perform repetitive or short-cycle work, Complete of routine tasks according to set procedures with little opportunity for independent judgment.
- Perform a variety of duties involving different equipment and procedures. Complete physical demands without loss of efficiency or composure.

#### Physical Demands & Work Environment

[Minimum Physical Requirements - GM 2.0.pdf](#)

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### INDUSTRIAL ELECTRONICS (IE)

#### Program Description

Students learn to operate, troubleshoot, repair, and maintain equipment in an industrial/manufacturing setting. Students learn a combination of theory and hands-on skills in AC/DC electronics, power distribution, control panel wiring, mechanical systems, fluid power, automation and controls, manufacturing machines and troubleshooting. Students may train for industry certificates from Manufacturing Skills Institute (MSI) to earn a Manufacturing Technician, Manufacturing Specialist, and/or Business certificate.

#### CASAS Scaled Scores

Reading & Math 228+

#### Aptitudes

- General Learning (G) CareerScope: 80+
- Verbal (V) CareerScope: 80+
- Numerical (N) CareerScope: 80+
- Spatial (S) CareerScope: 80+
- Motor Coordination (K) Career Scope: 80+
- Finger Dexterity (F) CareerScope: 80+
- Manual Dexterity (M) CareerScope: 80+

#### Temperaments

- Attain precise limits and standards using precision measuring instruments, prepare detailed records, and comply with precise specifications.
- Perform a variety of duties involving different equipment and procedures. Complete tasks without loss of efficiency or composure.

#### Physical Demands & Work Environment Minimum

[Physical Requirements - IE 2.0.pdf](#)



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### INFORMATION TECHNOLOGY (IT)

#### Program Description

Students learn how to maintain and troubleshoot computers, laptops, mobile devices, and printers. Depending on interest and ability, students may pass up to 5 internationally recognized certifications for the IT industry from Certiport and CompTIA. MCTI's Information Technology program is a recognized CompTIA Authorized Academy.

#### CASAS Scaled Scores

Reading & Math 228+

#### Aptitudes

- General Learning (G) CareerScope: 95+
- Verbal (V) CareerScope: 95+
- Numerical (N) CareerScope: 95+

#### Temperaments

- Attain precise limits and standards using precision measuring instruments, prepare detailed records, and comply with precise specifications.
- Perform a variety of duties involving different equipment and procedures. Complete tasks without loss of efficiency or composure.
- Work alone, without face-to-face interaction for extended periods of time and workability to work collaboratively in groups.

#### Physical Demands & Work Environment

[Minimum Physical Requirements - IT 2.0.pdf](#)

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### MACHINE TECHNOLOGY (MT)

#### Program Description

Students may take a Machining or Welding path. Machining students work with equipment like lathes, milling machines, and grinders. Students may learn setup and operation of CNC turning/machining centers, are introduced to manual CNC programming, and the use of CAD/CAM software for CNC machining. Welding students focus on GMAW (MIG) and GTAW (TIG) processes with different materials and joint configurations, learn material identification and handling, and possibly welding fabrication techniques based on performance.

#### CASAS Scaled Scores

- Reading 208 – 220
- Math 218 – 228

#### Aptitudes

- General Learning (G) CareerScope: 80+
- Form (P) CareerScope: 80+
- Spatial (S) CareerScope: 80+
- Finger Dexterity (F) CareerScope: 80+
- Motor Coordination (K) Career Scope: 80+

#### Temperaments

- Attain precise limits using precision measuring instruments, preparing detailed records, and complying with precise specifications.
- Perform repetitive or short-cycle work entailing the completion of routine tasks according to set procedures with little opportunity for independent judgment.
- Perform a variety of duties involving different aptitudes, techniques, procedures, and physical demands without loss of efficiency or composure.

#### Physical Demands & Work Environment

[Minimum Physical Requirements - MT 2.0.pdf](#)

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### PHARMACY TECHNICIAN (PT)

#### Program Description

Students acquire essential customer service skills needed to interact professionally with pharmacy customers, co-workers, and other healthcare professionals. Students receive hands-on experience related to cashiering and inventory management in the retail and pharmacy lab. Students also receive hands-on experience in receiving, processing, and distributing prescriptions, following all pharmacy related laws and regulations.

#### CASAS Scaled Scores

Reading & Math 218 – 228

#### Aptitudes

- Verbal (V) CareerScope: 80+
- Clerical (Q) CareerScope: 80+

#### Temperaments

- Requires cooperative and agreeable interpersonal relationships, beyond merely giving and receiving instructions.
- Requires continuously following instructions in oral, written, or diagrammatic form.
- Perform repetitive or short-cycle work entailing the completion of routine tasks according to set procedures without loss of efficiency or composure
- Perform effectively in jobs that require speed, risk, and situational attention.
- Attain precise limits, tolerances, and standards using precision measuring instruments, preparing detailed records, and complying with precise specifications.

#### Physical Demands & Work Environment

[Minimum Physical Requirements – PT 2.0.pdf](#)

#### Considerations

The Pharmacy Technician certification test requires students must have earned a high school diploma or GED and maintain a government issued photo ID.

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### RETAIL MARKETING (RM)

#### Program Description

Students learn customer service, stocking, cash handling, inventory control, merchandising, and promotion/advertising. Students gain valuable experience in running the school store, the Eagle Shack.

#### CASAS Scaled Scores

Reading & Math 208 – 220

#### Aptitudes

- Verbal (V) CareerScope: 70+
- Clerical (Q) CareerScope: 70+
- Manual Dexterity (M) CareerScope: 70+

#### Temperaments

- Requires cooperative and agreeable interpersonal relationships, beyond merely giving and receiving instructions.
- Perform a variety of duties, techniques, procedures, and physical demands without loss of efficiency or composure.
- Maintain and prepare detailed records and complying with precise specifications.

#### Physical Demands & Work Environment

[Minimum Physical Requirements - RM 2.0.pdf](#)

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### 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 time but may involve walking or standing for 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.

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### GENERAL MCTI ADMITTANCE INFORMATION

Students must be 18 years of age or older.

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

- The individual is able to benefit from participation in MCTI's pre-vocational and vocational programs.
- The individual can manage themselves independently in a dormitory environment with limited supervision.
- The individual wants to take an active role in their rehabilitation and vocational program.
- Full Scale IQ must be at or above 70
- The individual verbalizes motivation and willingness to learn.
- The individual can stay on task which will enable them to complete the program within specified time frames.
- The individual's disability is stable.
- The individual verbalizes desire to obtain employment upon training completion.
- The individual seems to understand acceptable behavior including the ability to get along with peers, follow rules and accept supervision.
- The individual does not have a history of harming self or others. If the individual has a history of harm to self or others, documentation from mental health provider should be submitted for review. A clean criminal background check may also be required for individuals with a history of harming others.
- The individual has the potential to exercise good judgment related to balancing academic, social and leisure activities.
- Individuals with a criminal history will be reviewed on a case-by-case basis. MCTI Admissions staff will run a criminal background check on all students with known criminal history.

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



**Comprehensive Adult Student Assessment Systems  
For WIOA Title I Funded Agencies and Youth Providers**

CASAS recommends agencies use grade level information *only* for administrative purposes when state or federal regulations call for a grade level.

**CASAS ABE Reading Scores by EFLs and Grade Level Equivalents (GLEs) for WIOA Title I**

NRS Levels	Reading ABE/ASE EFLs		Reading GOALS Score Ranges	Grade Level
1	Beginning ABE Literacy	Basic Skills Deficient	193 and below 194 - 203	K 1
2	Beginning Basic Education		204 – 210 211 - 216	2 3
3	Low Intermediate		217 – 222 223 – 227	4 5
4	High Intermediate		228 – 230 231 – 234 235 – 238	6 7 8
5	Low Adult Secondary Education	Not Basic Skills Deficient	239 – 243 244 – 248	9 10
6	High Adult Secondary Education		249 – 253 254 and above	11 12

**CASAS ABE Math Scores by EFLs and Grade Level Equivalents (GLEs) for WIOA Title I**

NRS Levels	Mathematics ABE/ASE EFLs		Math GOALS Score Ranges	Grade Level
1	Beginning ABE Literacy	Basic Skills Deficient	184 and below 185 – 193	K 1
2	Beginning Basic Education		194 – 198 199 – 203	2 3
3	Low Intermediate		204 – 209 210 – 214	4 5
4	Middle Intermediate		215 – 221 222 – 225	6 7
5	High Intermediate	Not Basic Skills Deficient	226 – 228 229 – 235	7 8
6	Adult Secondary Education		236 – 240	9
			241 – 244	10
			245 – 248	11
		249 and above	12	

# CASAS® Skill Level Descriptors for ABE

Scale Scores	CASAS Levels	Descriptors
250	E	<b>Advanced Adult Secondary</b> With some assistance, persons at this level are able to interpret technical information, more complex manuals, and material safety data sheets (MSDS). Can comprehend some college textbooks and apprenticeship manuals.
245		<b>Adult Secondary</b> Can read and follow multi-step directions; read and interpret common legal forms and manuals; use math in business, such as calculating discounts; create and use tables and graphs; communicate personal opinion in written form; write an accident or incident report. Can integrate information from multiple texts, charts, and graphs as well as evaluate and organize information. Can perform tasks that involve oral and written instructions in both familiar and unfamiliar situations.
240	D	<b>Advanced Basic Skills</b> Can handle most routine reading, writing, and computational tasks related to their life roles. Can interpret routine charts, graphs, and labels; read and interpret a simple handbook for employees; interpret a payroll stub; complete an order form and do calculations; compute tips; reconcile a bank statement; fill out medical information forms and job applications. Can follow multi-step diagrams and written instructions; maintain a family budget; and write a simple accident or incident report. Can handle jobs and job training situations that involve following oral and simple written instructions and diagrams. Persons at the upper end of this score range are able to begin HSE preparation.
235		<b>Intermediate Basic Skills</b> Can handle basic reading, writing, and computational tasks related to life roles. Can read and interpret simplified and some authentic materials on familiar topics. Can interpret simple charts, graphs, and labels; interpret a basic payroll stub; follow basic written instructions and diagrams. Can complete a simple order form and do calculations; fill out basic medical information forms and basic job applications; follow basic oral and written instructions and diagrams. Can handle jobs and/or job training that involve following basic oral or written instructions and diagrams if they can be clarified orally.
230	C	<b>Beginning Basic Skills</b> Can fill out simple forms requiring basic personal information, write a simple list or telephone message, calculate a single simple operation when numbers are given, and make simple change. Can read and interpret simple sentences on familiar topics. Can read and interpret simple directions, signs, maps, and simple menus. Can handle entry-level jobs that involve some simple written communication.
225		<b>Beginning Literacy/Pre-Beginning</b> Very limited ability to read or write. Persons at the upper end of this score range can read and write numbers and letters and simple words and phrases related to immediate needs. Can provide very basic personal identification in written form such as on job applications. Can handle routine entry-level jobs that require only basic written communication.
220	B	
215		
210	A	
205		
200		
190		
180		
150		

Note: This chart provides general skill descriptors by level. Refer to test administration manuals for specific cut scores by test series





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Council on Occupational Education (COE) located at 7840 Roswell Road, Building 300 Suite, 325 Atlanta, GA 30350.

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The Michigan Department of Labor and Economic Opportunity (LEO) 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, 11611 West Pine Lake Rd, Plainwell, MI 49080, or call 877-901-7360 (Toll Free). TTY users may contact MCTI by dialing 711 and providing the relay operator with the toll-free number.

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