

# Transitions Technical College, Inc.



## Program Enrollment Requirements Checklist (Effective 10 June 2019)

- **Provide Proof of age** (*minimum 16 years age required to enroll*)
- **Proof of Identity and Citizenship**-(*current state issued driver's license or non-driver's id, passport, social security card, military id, resident alien or green card*)
- **High School, GED or College Transcripts** (*sealed and verifiable transcripts*)
- **Proof and Transfer of Previous Earned Credit/Clock Hours** (*Sealed Official Transcripts ONLY will be accepted*)
- **Enrollment Fee (Non-Refundable) \$50** (*due at time of enrollment*)
- **Application Fee (Non-Refundable) \$30** (*due at time of application*)
- **Proof of Income and or Co-Signer** (*for candidates desiring to participate in the payment plan program*)

### \*\*\*ALL Instructor Trainee Candidates MUST SUBMIT/COMPLETE THE FOLLOWING ADDITIONAL ITEMS FOR ACCEPTANCE:

- 2 Professional Letters of Recommendation
- Take and pass a 50 question licensure knowledge/skills test with a minimum score of 70%
- Submit a 250-word essay, via mail or email on the topic "Why I Chose to be an Educator"
- Interview with the school's President and or Director of Education

### \*\*\*ALL Massage Therapy Candidates MUST SUBMIT/COMPLETE THE FOLLOWING ADDITIONAL ITEMS FOR ACCEPTANCE:

- Submit a current Health Certificate completed by a physician (Form available in the Admissions Office)

\*All documents must be verifiable and forms of identification must be government issued.

**\*For students desiring a payment plan for tuition costs, proof of income verifying the ability to pay a minimum of 2 times the monthly payment is required prior to enrollment.**

\*All transferred credit/clock hours must be received prior to enrollment for proper program level evaluation. (Requests from previous schools must be sealed and mailed directly to Transitions Technical College. Only credit/clock hours previously earned not less than two years prior to enrollment with TTC will be accepted.

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**"Investing in your education today, to ensure your greater tomorrow"-Koniqueka R. Thompson, Founder**