

# Transitions Technical College, Inc.



## Program Enrollment Requirements Checklist (Effective 1 January 2022)

- **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 application*)
- **Application Fee (Non-Refundable) \$30** (*due at time of application*)
- **Proof of Student Income and Income of Co-Signer when one is required** (*for candidates desiring to participate in the installment 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 valid, and 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

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