

Career & Technical Education (CTE)

Admissions Checklist

Florida
Shines

What is CTE, and is it right for me?

Career & technical training combines classroom lessons with hands-on training to teach you the skills needed for a specific job or trade. Most CTE institutions also offer certifications that can help you get hired and grow in your career. Since CTE programs are shorter and less expensive than 4-year college degrees, you're able to start your career faster and at a lower cost. CTE is a practical and affordable way to get the skills you need for a great job!



CTE Admissions Checklist

Explore Institutions & Programs

- ☐ **Find the Right Technical College or Center for You**
You can see profiles of all technical colleges and centers in Florida at floridashines.org/tech.
- ☐ **Discover a Program or Certificate that Interests You**
Once you've found your CTE institution, use the "Keywords" box to search for programs and certificates that they offer. After that, consider contacting them to find out more about classes and availability.

Gather Your Documents

- ☐ **CASAS Assessment/ Basic Skills Test**
Students enrolled in a career and technical program of 450 hours or more must demonstrate specific levels of reading, language, and mathematic competency. Contact the CTE institution to schedule a test or to see if you're eligible for an exemption.
- ☐ **Transcript**
To enroll in a program, you'll need your unofficial or official transcripts from HS, proof of GED, a college diploma, or TABE results. Contact the CTE institution for more information.
- ☐ **Residency Affidavit**
Florida Residency Declaration requires two (2) documents proving state residency. For a list of documents, visit floridashines.org/residency-for-in-state-tuition.
- ☐ **Time to Apply!**
Visit the CTE institution's website and complete your application.

Discover Financial Resources

- ☐ **Find Ways to Make Your Education Affordable**
There are lots of sources that can help make your education more affordable. Here are a few:
 - **Florida Bright Futures Scholarship**
floridashines.org/bf-scholarships.pdf
 - **Florida's Open Door Grant Program**
floridastudentfinancialaidsg.org
 - **FAFSA: Free Application for Federal Student Aid**
studentaid.gov/fafsa
 - **Florida Financial Aid Application (FFAA)**
floridastudentfinancialaidsg.org

Enroll, Register, and Pay!

- ☐ **Once you've been accepted**, complete the institution's enrollment requirements.
- ☐ **Register** for your first classes!
- ☐ **Pay for your courses** by contacting the institution's Financial Services Office.

For more information about careers and technical training, visit:
floridashines.org/careers-middle-high-school