The Career Center
Adult Technical Training
21740 State Route 676
Marietta, Ohio 45750
800-648-3695   740-373-6283
www.mycareerschool.com

ADULT TECHNICAL TRAINING PROGRAM(S)	HEI SUBJECT CODE	O*NET	From Student Handbook	AM	GL	WD
Building Technology	46.0415 Building Construction Technology	47-2031.01 Construction Carpenters		4*	3	4*
CDL (Class A & B)	49.0205 Truck & Bus Driver/ Commercial Vehicle Operator & Instructor	53-3032.00 Heavy and Tractor-Trailer Truck Drivers		Obtain CDL permit		
Chemical Operator	41.0303 Chemical Process Technology	51-9011.00 Chemical Equipment Operators and Tenders		5	5	5
Chemical Technician	41.0301 Chemical Technology/Technician	19-4031.00 Chemical Technicians		4*	4*	5*
Chemical Lab Technician	41.0301 Chemical Technology/Technician	19-4031.00 Chemical Technicians		4*	4*	5*
Intro to Industrial Maintenance	41.0303 Chemical Process Technology	51-9011.00 Chemical Equipment Operators and Tenders		4*	4*	4*
HVAC-R	47.0201 Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician	49-9021.01 Heating and Air Conditioning Mechanics and Installers		4*	4*	4*
Information Technology Professional	11.0901 Computer Systems Networking and Telecommunications	15-1143.00 Computer Network Architects 15-1152.00 Computer Network Support Specialist		4*	4*	4*
Instrumentation & Electricity	47.0105 Industrial Electronics Technology/Technician	49-2094.00 Electrical and Electronics Repairers, Commercial and Industrial Equipment		4*	4*	5*
Medical Assistant	51.0801 Medical/Clinical Assistant	31-9092.00 Medical Assistants		4	4	5
Medical Billing Specialist	51.0714 Medical Insurance Specialist/Medical Biller	29-2071.00 Medical Records and Health Information Technicians		3	4	4
Phlebotomy	51.1009 Phlebotomy Technology/Technician	29.2012.00 Medical and Clinical Laboratory Technicians	31-9097.00 Phlebotomists (code not found on ACT site)	3	4	4
Maintenance Mechanic Millwright	47.0303 Industrial Mechanics and Maintenance Technology	49-9041.00 - Industrial Machinery Mechanics		4*	4*	4*
Surgical Technologist	51.0909 Surgical Technology/Technologist	29-2055.00 Surgical Technologists		3	4	5

WORKKEYS ENTRY REQUIREMENTS
2018-2019. Last updated June 27, 2018

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State Tested Nursing Assistant	51.3902 Nursing Assistant/Aide and Patient Care Assistant/Aide	31-1014.00 Nursing Assistants		3	3	3
Welding	48.0508 Welding Technology/Welder	51-4121.06 Welders, Cutters, and Welder Fitters		3	4*	3
Advanced Welding		51-2041.00 - Structural Metal Fabricators and Fitters		3	4*	3
Pipe Welding		51-4121.00 Welders, Cutters, Solderers, and Brazers		3	4*	3
Business Office Skills Specialist (B.O.S.S.)	11.0301 Data Processing and Data Processing Technology/Technician	43-9061 Office Clerks, General		3	4	4*
A+ Certification	11.0401 Information Sciences/Studies	11.3021 Computer and Information Systems Managers		3	4	4*
EKG Technician Certificate	51.0902 Electrocardiograph Technology/Technician	29-2031.00 Cardiovascular Technologists and Technicians		4	4	5
Pharmacy Technician	51.0805 Pharmacy Technician/Assistant	29-2052.00 Pharmacy Technician		4	4	4

WorkKeys scores to be considered for admissions must be obtained at least three days prior to the start of a program.

There are three possible outcomes after taking WorkKeys:
1. Receive a remediation-free score in each of the three categories indicating admission into the program after all other registration requirements have been met.
2. Score within one point of a cut score with an asterisk indicated. In this instance, individuals can either (A) be waitlisted and retest (at least three days prior to the first day of the program) to attempt a remediation-free score or (B) be admitted into a program with their current score (within one point of the cut score where an asterisk is indicated) and follow remediation plan through Aspire office.
3. Score <3 (less than three), within one point of a cut score underline without an asterisk indicated, or two or more points away from the cut score. In this instance, individuals can either (A) retest (at least three days prior to the first day of the program) to attempt a higher score or (B) follow a remediation plan through Aspire office and retest (at least three days prior to the first day of the program) when ready.

After registering for a program, students must meet required scores before being admitted to the program unless:
1. An asterisk (*) indicates admission into programs if within one point of cut score and student consents to Aspire referral and follows remediation plan through Success class or KeyTrain. Or:
2. Students pursuing Adult Diploma Program should consult with Aspire/Ohio Options Coordinator to discuss WorkKeys benchmark scores and timelines of obtainment of scores.

AM-Applied Math   GL-Graphic Literacy   WD-Workplace Documents