



2017 Heavy Equipment Operations Application Requirements
Program is a Certificate Program (Starts in June, ends in May)

For priority consideration for this program, all of the items listed below must be received by the Office of Admissions by February 15. Candidates may submit applications after February 15 until program seats are filled.

1. **Application for Admission**, available online at www.statetechmo.edu (no application fee).
 - List school and/or work activities on your application
2. **Education Record*** - Submit all that apply to you:
 - High school students will be given tentative admission based on a sixth or seventh semester transcript. An official eight-semester transcript from an accredited high school must be submitted after high school graduation and be mailed directly from your high school to the Office of Admissions. The final, original transcript must be in a sealed, unopened envelope (not faxed) and should include the date of graduation, final GPA, school seal, and signature of school official.
 - OR
 - Official passing high school equivalency test (HiSET or GED) score report - Missouri HiSET or GED score reports will be obtained online by the Office of Admissions. Faxed copies are not accepted. High school equivalency graduates outside of Missouri should request that the State Department of Education in the capital city of the state in which they tested send an official copy of their score report to the Office of Admissions.
 - OR
 - A home-school transcript
 - OR
 - Transfer Student - Official college transcript(s) with 24 or more semester credits from an accredited higher education institution. If the applicant has earned less than 24 college semester credits, submit **both** the official college transcript and an official high school transcript or official passing high school equivalency test (HiSET or GED) score report or home-school transcript.

*Applicants who do not have an Education Record should contact the Office of Admissions.

3. **High School Attendance Record Form** completed and signed by your high school counselor. Transfer students (students with 24 or more college semester credits from an accredited higher education institution), home school students, and students who earned high school equivalencies rather than high school diplomas do not need to submit the high school attendance record form.
4. **Test Scores:** Submit either ACT, ACCUPLACER, and/or COMPASS test scores.
 - Test scores are used for course placement and program admittance.

Certificate Requirements:

Test	Minimum Algebra Score	Minimum English Score	Minimum Reading Score
ACT	15	0-15	17
ACCUPLACER	34	54	71
COMPASS	18	0-54	75

- Results from these tests must be less than five years old.
 - Test scores may be waived with approved transfer credit.
 - The ACCUPLACER test is offered on the State Technical College of Missouri campus for a nominal fee. To prepare for the test, visit <https://accuplacer.collegeboard.org/students/prepare-for-accuplacer>. Contact the Office of Admissions to schedule a test appointment.
 - Check www.actstudent.org for ACT test locations, fees, and details for registering for the test. State Tech is a testing location and our test code is 5105.
5. **Driving record** which qualifies you for a Missouri Class A Commercial Driver's License (CDL). The Driving Record may be obtained from your local License Bureau or from the Department of Revenue. If you have a CDL, submit both a Driving Record and a copy of your license. The Driving Record should be requested after **January 15th** as close to the application deadline as possible to ensure it is the most current record available. Your typed name needs to be included at the top of the driving record.
 6. Two (2) **recommendation forms** from individuals not related to the applicant, but who are familiar with the applicant's attitude, dependability, honesty, and work ethic needs to be check marked and include signature of individual. Section to be completed by applicant needs to be marked and signed.
 7. Successfully completed **Department of Transportation physical**. It must be signed by a physician and submitted to the Office of Admissions. Call 573-897-5000 to request the form if necessary. The student can be under 18 years old and still be qualified to have a DOT Physical completed. The first three pages and a copy of the medical examiner's certificate must be completed entirely before submitting to the Office of Admissions.

NOTES: Applicants may be contacted for an **interview** with Heavy Equipment Operations faculty members.

Students selected for the program will be required to: 1.) Submit an updated driving record may be requested at enrollment. 2.) Verify that they can perform essential physical functions of the Heavy Equipment Operations program. 3.) Successfully pass pre-enrollment and random drug screens. These drug screens are required to enter and remain enrolled in the program. Refusing or failing any of the drug screens will result in separation from the program.

Reminder: Apply for scholarships - details at www.statetechmo.edu/scholarship-guidelines/ - Application Deadlines Vary!

Mail to: State Technical College of Missouri
One Technology Drive
Linn, MO 65051

Fax: 573-897-5026
Phone: 573-897-5000 or 1-800-743-8324
Email: admissions@statetechmo.edu

Note: Completing all application requirements does not guarantee admission into a program.