

2023-2024



1000 Mississippi Street  
Morgantown, WV 26501

Phone: 304-291-9240  
Fax: 304-291-9247

## ADULT TECHNICAL PROGRAM APPLICATION

**Mission Statement:** MTEC prepares students to succeed in high-demand occupations and post-secondary education by promoting quality instruction, active engagement and collaborative partnerships.

### Core Beliefs

- Every student has the opportunity to be career and college ready
- Performance-based learning narrows the skills gap
- Learning is rigorous, relevant, diverse and promotes positive relationships

Technical Program(s) of Interest: \_\_\_\_\_  
\_\_\_\_\_

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Maiden name or former name \_\_\_\_\_

Social Security #: \_\_\_\_\_ US Citizen: Yes \_\_\_ No \_\_\_

Date of Birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Birth Place: \_\_\_\_\_

Mailing Address: Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Do you have a high school diploma or a West Virginia-recognized equivalency diploma? Yes \_\_\_ No \_\_\_

Proof of graduation/high school equivalency will be required for enrollment.

Have you been convicted of a felony? Yes \_\_\_ No \_\_\_

A felony would eliminate the ability to enroll in day programs at MTEC. All adult applicants are required to complete a criminal background check that must be received by the school prior to the start date. All students are also drug tested throughout the academic year at MTEC.

\*\*\*\*See page 2 of application\*\*\*\*

What is your ethnic group? (Optional: Federal Government for statistical reporting purposes only)

\_\_\_\_\_ American Indian/Alaska Native

\_\_\_\_\_ Black or African American

\_\_\_\_\_ Two of More Races

\_\_\_\_\_ Caucasian/White

\_\_\_\_\_ Hispanic/Latino

\_\_\_\_\_ Asian

\_\_\_\_\_ Native Hawaiian/Other Pacific Islander

\_\_\_\_\_ Nonresident Alien

Will you live: \_\_\_\_\_ Off-Campus with Parents

\_\_\_\_\_ Off-Campus not with Parents

How did you learn about MTEC? TV \_\_\_\_\_ Newspaper \_\_\_\_\_ Family/friends \_\_\_\_\_ Other \_\_\_\_\_

Have you previously attended the Monongalia County Technical Education Center? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what year? \_\_\_\_\_ High School? \_\_\_\_\_ Adult? \_\_\_\_\_ If yes, what program? \_\_\_\_\_

Have you previously attended a post-secondary (college/technical) school? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, provide name(s) of school(s) \_\_\_\_\_

#### EMERGENCY INFORMATION

Parent/Guardian/Spouse: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

Required test: TABE (Test of Adult Basic Education); Schedule at <https://www.formality.io/v/NUHbNnd63>. Applicants are interviewed by the instructor. After acceptance, students will be required to submit \$50 seat fee, evidence of high school diploma/transcript (equivalency diploma) and fingerprint/background check prior to the start of a technical program. Through the Monongalia County Schools Simulated Workplace Policy Section 9-34, students will be screened for illegal drug use as described in West Virginia Code 60A-1-101 and Policy 9-20 (Alcohol and Controlled Substance Abuse).

If admitted to MTEC, I agree to abide by the rules and regulations of the school. I have read this application and certify that the statements contained herein are correct. I also assume responsibility for any financial obligations incurred including the \$50.00 seat fee.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Monongalia County Schools operates as an equal opportunity institution and will not discriminate in programs or employment practices as required in Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans Disability Act (ADA) of 1990.

Monongalia County Technical Education Center Title IX Information: Monongalia County Schools does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender identity, or disability. The following employees have been designated to handle questions and complaints of alleged discrimination:

Adam Henkins, [ahenkins@k12.wv.us](mailto:ahenkins@k12.wv.us), Director of Safe, Supportive Schools and Athletics, Monongalia County Schools, Phone: 304-291-9210, ext. 1516.

Danielle Uglik, [duglik@k12.wv.us](mailto:duglik@k12.wv.us), MTEC Assistant Principal, Title IX and 504 Coordinator, 304-291-9240, ext. 2718. Grievances may also be directed to the Council on Occupational Education at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350; 1-800-917-2081; 1-770-396-3898; [www.Council.org](http://www.Council.org).

Return application to: Financial Aid Administrator, MTEC; 304-291-9240, ext. 2723 Upon acceptance, submit proof of high school diploma or transcript (or equivalency diploma/transcript) and \$50.00 seat fee. Complete the background check by the deadline prior to the start of school.

**RETAIN THIS PAGE FOR YOUR RECORDS/FOLLOW INSTRUCTIONS BELOW**

**Mandatory Criminal Background Check—must be received prior to August 11, 2023**

**Upon acceptance in a technical program, applicant will be responsible for the background check as instructed below:**

- The student will be responsible for all costs associated with the background check. (approximate cost is \$35.00)
- Background checks are performed by MorphoTrust USA.
- MorphoTrust USA is located at PACE Enterprises (next to Mylan Park Elementary) 889 Mylan Park Lane, Morgantown, WV 26501. Other locations are available on their website; please schedule where most convenient.
- Applicants will need to request a WV Employers Record Check.
- Appointments can be made online at [www.identogo.com](http://www.identogo.com) or by calling 1-855-766-7746. Please follow instructions carefully.
- When you arrive at PACE Enterprises for your scheduled appointment, you will need to have an **unexpired photo ID**.
- Criminal background check results can take 4 to 6 weeks to process. These results must be received by MTEC prior to **August 11, 2023**.
- **Out-of-state residents must have criminal background checks performed in their home state at any local, county or state police department.**
- Results must be received at MTEC, not your home address (see address below).

Online application: [www.identogo.com](http://www.identogo.com)

[This may appear different depending on your access through a phone, laptop or desktop](#)

- On the main page, “Search for services by state” and select West Virginia **GO**
- Scroll down to “Digital Fingerprinting” and click on fingerprint in blue circle
- “Enter your Service Code to get started”: **228QQN (this is Employer Record Check--WV)**
- “Schedule or Manage Appointment” (select at top)
- Enter information on following pages and select “Next”
- Complete information/Ensure all \* areas are completed—the following information will be required in order to send your background check to MTEC

Employer Name: MTEC

Occupation: example: HVAC Tech (or another program)

Employer Address: Line 1: 1000 Mississippi Street/Employer

City: Morgantown/Employer ZIP: 26501

Select citizenship status: No or Yes

**Please complete this process in a timely manner to allow for weeks to be processed. Thank you.**

**Must be received by MTEC prior to **August 11, 2023****

## **\*Please retain this page of the application for your records\***

**Return application: Financial Aid Administrator, MTEC; 304-291-9240, ext. 2723**

As a reminder, Required test: **TABE (Test of Adult Basic Education)**; Call 304-291-9226 to schedule the TABE. Applicants are interviewed by the instructor. After acceptance, students will be required to submit \$50 seat fee, evidence of high school diploma/transcript (equivalency diploma) and fingerprint/background check prior to the start of a technical program. Through the Monongalia County Schools Simulated Workplace Policy Section 9-34, students will be screened for illegal drug use as described in West Virginia Code 60A-1-101 and Policy 9-20 (Alcohol and Controlled Substance Abuse).

For information about your rights or grievance procedures, contact the Monongalia County Schools Superintendent's Office, 1751 Earl L. Core Rd., Morgantown, WV 26505, (304) 291-9210. Grievances may also be directed to the Council on Occupational Education at 7840 Roswell Road, Building 300, Suite 325, Atlanta GA 30350, 1-800-917-2081; 1-770-396-3898; [Council.org](http://Council.org)

## **WELCOME to MTEC Financial Aid** **the school that does not offer debt as we do not process loans**

In order to be eligible for financial aid at MTEC, please do the following:

- **please adhere to the MTEC May 15 FAFSA application deadline**
- prior to completing the FAFSA, student (and parent, if applicable) apply for FSA ID @ [fsaid.ed.gov](http://fsaid.ed.gov); the FSA ID will be your electronic signature on the FAFSA
- complete FAFSA (FREE Application for Federal Student Aid @ [www.fafsa.gov](http://www.fafsa.gov) by **May 15** (NOT [www.fafsa.com](http://www.fafsa.com)--this website will charge a fee upon completion)
- dependency status is explained @ <https://studentaid.ed.gov/sa/fafsa/filling-out/dependency>
- the Federal Student Aid code for MTEC is **012904**
- respond **"Certificate or Diploma of Less than 2 Years"** (not Associate Degree)
- please attempt to transfer **2021 taxes** using the **IRS data retrieval tool** for yourself and parents
- **questions regarding the FAFSA, call 1-800-4-FED-AID (1-800-433-3243)**

(The IRS data retrieval tool enables the student and parent to transfer accurate information from the IRS. **It's quick and easy in most cases.**) FAFSAs are randomly selected for verification by Federal Student Aid--**please utilize the IRS data retrieval tool to transfer taxes to the FAFSA.** If unable to do so, and selected for verification, provide signed copy of tax return(s) or request a tax return transcript @ [www.irs.gov](http://www.irs.gov).

Upon submission (**SUBMIT...not SAVE**) of the FAFSA, the applicant will receive a submission confirmation and an email to confirm processing. The email should indicate whether the student is eligible for a Pell Grant; **if loan information is given, please disregard as loans are not disbursed by MTEC.** Please read the Federal Student Aid email carefully as more information may be required of you to determine eligibility. **It is very important that you check your email for responses from FSA and MTEC. Please confirm that an accurate email address is on the FAFSA for Federal Student Aid and/or MTEC to contact you.**

If no aid amounts are provided, you may not be eligible for the Pell Grant or the application may be incomplete (possibly no signatures provided through FSA ID). **Students who have earned a Bachelor Degree OR are in DEFAULT on Title IV loans are not eligible for Pell Grants.**

Practical Nurse applicants are processed first, with Surg Tech, Pre-LPN/Medical Assistant, and HVAC to follow.

\*\*\*\*\*See reverse side for more important financial aid funding information\*\*\*\*\*

## Financial Aid at MTEC (Continued)

**Only tuition is deducted from the Pell Grant. The remaining funds are disbursed to the student typically in December and May. Students may be responsible for \*fees, textbooks, uniforms, etc.**

The Financial Aid Advisor will contact you to finalize documents. **Confirm that an accurate email address is on the FAFSA for Federal Student Aid and/or MTEC to contact you.**

**Professional Judgment for Special Circumstances**--If FAFSA has determined that you are not eligible for a Pell Grant and your family has experienced significant changes to your financial situation (such as loss of employment) or other unusual circumstances (such as high unreimbursed medical expenses), please consult with the financial aid advisor at MTEC at 304-291-9240, ext. 2723.

### **Other sources of financial aid:**

**\*MTEC received funding from the West Virginia Department of Education for 2021-2022 and 2022-2023 and anticipates receiving funds for 2023-2024. Students were not responsible for fees, uniforms, and textbooks. Savings varied based on program costs.**

To be considered for the **Workforce Innovation and Opportunity Act (WIOA)**, contact HRDF: Kelly Shough (304) 296-8223, Ext. 1031, or [tburch@hrdfwv.org](mailto:tburch@hrdfwv.org), HRDF, 1369 Stewartstown Road Morgantown, WV

Caleb Davis (681) 404-6338 or [cdavis@hrdfwv.org](mailto:cdavis@hrdfwv.org), HRDF, 320 Adams Street, Suite 103, Fairmont, WV  
Lorrie Mayle (681) 285-5629 or [lmayle@hrdfwv.org](mailto:lmayle@hrdfwv.org), HRDF, 153 West Main Street, Clarksburg, WV  
(724) 229-1350 Southwest Training Services, Washington, PA

WIOA funding is limited and based on eligibility as a “dislocated” employee or “adult funding” for low income (as determined by WIOA). WIOA requires that you complete the FAFSA but do not have to be eligible for the Pell Grant to qualify for WIOA. **These funds typically cover expenses beyond tuition (if Pell eligible).** Only tuition is deducted from the Pell Grant. (students receive a budget when enrolled). If eligible, these expenses are reimbursed through WIOA funds. **In most cases, if a student is not Pell eligible, WIOA funds will cover tuition as well.**

**\*\*\*VERY IMPORTANT\*\*\***

**Two Region VI West Virginia WIOA referral forms are attached to this application. Please complete the top section and sign as “participant” on both copies and return to MTEC with this application. One copy will be dated for the applicant to take to Workforce WV; the other form will be retained by MTEC to complete the referral process.**

Additional sources:

Division of Rehabilitation Services (DRS) @ (304) 285-3155

Veterans benefits @ [www.gibill.va.gov](http://www.gibill.va.gov) or 1-888-GIBILL-1 (1-888-442-4551)

MTEC financial aid links including scholarships: <https://mtec.mono.k12.wv.us/adult-learning/financial-aid-adult-learning>

**Best wishes as you pursue a career.**

**Affordable Education is Within your Reach!**

**\*Receiving Agency, please scan and return to April Pierson at [apierson@hrdfwv.org](mailto:apierson@hrdfwv.org)**

## REGION VI AMERICAN JOB CENTERS

### COMMON REFERRAL FORM FOR PARTNERS

#### Part A:

##### Referring Agency

Date: \_\_\_\_\_ Client Name: \_\_\_\_\_

Address: \_\_\_\_\_ County: \_\_\_\_\_

Telephone: \_\_\_\_\_

**\*Note this form expires 90 days from the date it is signed\***

Reason for Referral: \_\_\_\_\_

The client is being referred to HRDF to apply for the WIOA Program.

Agency Making the Referral: Monongalia County Technical Education Center

Contact Name and Title: Karen Martinez, Financial Aid Administrator

Phone Number: 304-291-9240 ext 2723 Email: karen.baileymartinez@k12.wv.us

Name and Address of Agency Referral is being made to: (CIRCLE ADDRESS)

HRDF, 1369 Stewartstown Road, Morgantown, WV 26508 or 320 Adam St., Suite 103, Fairmont, WV

By signing this Document, I understand and hereby give my consent to release information about me to WIOA Partner Staff that may have the ability to assist me with career and training services.

\_\_\_\_\_  
Participant Signature (or Legal Guardian, if applicable) Date

\_\_\_\_\_  
Referring WIOA Partner Staff Signature Date

\*Referring agency, please scan and send to April Pierson at [apierson@hrdfwv.org](mailto:apierson@hrdfwv.org)

#### TO BE COMPLETED BY RECEIVING AGENCY

##### Part B: Receiving Agency

_____ Customer served _____	Services Refused _____	Unable to Contact _____
_____ Failed to appear _____	Other: _____	
Completed by: _____	Email: _____	Date: _____

Original - To participant

Copy - Placed in Participant's file