



MONONGALIA COUNTY TECHNICAL EDUCATION CENTER HEALTH OCCUPATIONS APPLICATION

2022-23

www.mtec.mono.k12.wv.us

MTEC 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 Values

- 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

Date: _____

1. Name: _____

(Last) (First) (M.I.) (Maiden) Social Security Number

2. List any other name you have used for work or school, including former names: _____

3. Address: _____

(Street) (City) (State) (Zip)

4. Phone: Home _____ Cell _____ Work _____

5. E-mail: _____

6. Date of Birth: _____ 7. United States Citizen: Yes _____ No _____ If not, what country: _____
Green Card/VISA (type): _____

*Federal Regulation prohibits discrimination based on age, sex, race, color, religion, or creed

8. ***CHECK PROGRAM(S) APPLYING FOR:**

**PRACTICAL NURSE **\$115 non-refundable testing fee (TEAS test) via ATI remote testing with Proctorio. Instructions included in application packet.	<input type="checkbox"/> SURGICAL TECHNOLOGY <input type="checkbox"/> MEDICAL ASSISTANT <input type="checkbox"/> DENTAL ASSISTANT
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***Applicants may check more than one program.**

9. EDUCATION, TRAINING AND SKILLS

High School: _____ 6 7 8 9 10 11 12 GED/TASC
Name City/State (circle highest grade completed)

TOEFL®iBT Exam required for international applicants with a minimum passing score: 84 with a minimum speaking score of 26.
 (send results with application)

College, University, Technical or Vocational School

Name & Location of School	Grade Point Average	Dates Attended				Major	Type of Degree or Certificate
		From		To			
		Month	Year	Month	Year		
1.							
2.							
3.							

10. Licenses, Registrations, Certifications (CNA) (Type, No., State, Expiration Date) _____

11. Provide **OFFICIAL COPIES** of all transcripts, (high school, college, technical school, GED/TASC), certificates and licenses _____ Attached to application _____ **TOEFL @ iBT attached to application** _____

12. Were you ever suspended from College or Technical School? ____ Yes ____ No
Was your college GPA a 2.00 (C) or better? ____ Yes ____ No
Have you attended a previous PN or RN School ____ Yes ____ No Explain _____

13. **LIST WORK EXPERIENCE: ADDRESS, PHONE NUMBERS, EMPLOYER AND DATES OF EMPLOYMENT**

1. Employer Name: _____
Employer Address: _____

Employer Phone Number: _____
Type of Business : _____
Name of Supervisor: _____
Your Job Title: _____ Work Reference letter attached ____ Yes ____ No
Employment Dates: From _____ to _____
Employment Status:
 Paid Employment: Full-time Part-time Number of hours per week _____
 Non paid Volunteer Number of hours per week _____

2. Employer Name: _____
Employer Address: _____

Employer Phone Number: _____
Type of Business : _____
Name of Supervisor: _____
Your Job Title: _____ Work Reference letter attached ____ Yes ____ No
Employment Dates: From _____ to _____
 Paid Employment: Full-time Part-time Number of hours per week _____
 Non paid Volunteer Number of hours per week _____

14. What caused you to apply with us? Social Media _____ Newspaper/Billboards _____
Radio _____ Family/friends _____ Other (please specify) _____

15. **Personal References:** List persons familiar with your qualifications or having knowledge of your character.
Do not list relatives.

Name

Street

City, State, Zip

Telephone Number

Name

Street

City, State, Zip

Telephone Number

REQUIRED TEST(S) FOR ALL APPLICANTS

16. _____ TABE Test (Surg Tech, Medical Asst, and Dental Asst) - To register go to: mtec.mono.k12.wv.us -> Adult Daytime Students, ->TABE Test registration. TABE exam completion will take several hours. Applicants are encouraged to bring snack/drink. Study guides are available: Adult Daytime Students -> Student Services -> Adult Health Occupation Study Guides -> TABE Level A Study Guides. Then scroll and locate TABE 11&12 Reading Sample Items A and TABE 11&12 Math Sample Items A. Click on these titles to load study guides.

17. _____ TEAS Test required for PN program applicants only \$115 non-refundable testing fee via ATI Remote testing with Proctorio. Instructions to register are included in the application packet.

FURTHER REQUIRED TEST FOR INTERNATIONAL APPLICANTS

18. _____ TOEFL® IBT Exam required for all international applicants. Call 1-800-GO-TOEFL to schedule or WVU (304)293-0699. Send results with application. Minimum passing score: 84 with a minimum speaking score of 26.

I am aware that the following characteristics are necessary to complete the Health Occupations program to be employed:

I must be able to:

- a. perform medium to heavy work
- b. walk and stand on hard surfaces for prolonged periods of time
- c. climb stairs, stoop, kneel, and crouch
- d. reach, stretch, feel, lift, push and pull
- e. hear acutely for auscultation of vital sign measurement or have appropriate corrective device
- f. see acutely close-up and at a distance, have depth perception, discriminate colors, or have appropriate correction
- g. communicate both verbally and in writing-grammar, punctuation, and spelling are critical
- h. function in stressful situations
- i. demonstrate integrity, honesty, and reliability
- j. function without drowsiness, ill health, or side effects of prescribed medications

19. _____ Yes _____ No Explain _____

NOTE: After acceptance, a physical is required for all Health Occupations programs which includes dates of PPD or chest x-ray, tetanus toxoid within 7 years, MMR titer, varicella titer, Hepatitis B titer, flu vaccination. Unannounced urine testing for drug/alcohol screenings for admission and year- long random drug/alcohol screenings are administered at MTEC. Criminal background checks are also required after being accepted into program.

20. Have you ever been convicted of or pled guilty or no contest to a felony or misdemeanor? _____ No _____ Yes
Explain:

21. Have you, in the last 5 years, been diagnosed with a substance use disorder or participated in a chemical dependency and/or alcohol or drug treatment? _____ Yes _____ No

I voluntarily give Monongalia County Technical Education Center permission to make an investigation of my background, to include school and employment, and hereby release from liability or responsibility all persons, places of business and municipalities supplying such information. I certify that all statements in the application are complete and true. I understand that any false information may be grounds for denial of my admission.

Signature _____ Date _____

The following items must be received in the Health Occupation's office prior to the application deadline to be considered for admission:

1. Official High School and/or GED/TASC transcripts, and college/technical transcripts if applicable. Please do not send diploma.
2. 2 reference letters from supervisors, employers, instructors, and or volunteer services.
3. **PN Program applicants only: TEAS test results emailed directly to Coordinator from ATI.**
4. TABE test results from our Adult Learning Center. No cost to applicant.
5. TOEFL® iBT test results sent with application for international applicants.

SEND COMPLETED APPLICATION TO:

Janice Collins, RN
Health Occupations Coordinator
jmcollins@k12.wv.us
1000 Mississippi Street
Monongalia County Technical Education Center
Morgantown, WV 26501
(304) 291-9246

APPLICATION DEADLINE:

PN Program – May 2nd
All other Health Occupations programs - May 2nd

Monongalia County Schools operates as an equal opportunity institution and will not discriminate on the basis of race, national origin, religion, gender, marital or family status, age, or disabling condition in its activities, 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 with Disabilities Act (ADA) of 1990.

For information about your rights or grievance procedures, contact the Monongalia County Schools Superintendent's Office, 12 S. High Street, Morgantown, WV 26501, (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

Please retain this page of the application for your records

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; the FSA ID will be your electronic signature on the FAFSA
- complete FAFSA (**FREE** Application for Federal Student Aid @ www.fafsa.gov by **May 15** (NOT 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 transfer **2020 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 or request a tax return transcript @ 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's degree OR are in DEFAULT on Title IV financial aid loans are not eligible for Pell Grants.**

MTEC financial aid procedures: Practical Nurse applicants are processed first, with Surg Tech, Pre-PN/Medical Assistant, and HVAC to follow.

Only students who have (1) been accepted in a health occupations program, (2) completed the FAFSA, (3) deemed eligible for a Pell Grant and (4) paid the \$100.00 seat fee will be contacted to finalize financial aid documents.

Only tuition is deducted from the Pell Grant. The remaining funds are disbursed to the student in December and May. Students are typically responsible for fees, textbooks, uniforms, etc. The Financial Aid Advisor will contact you to finalize documents.

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

Financial Aid at MTEC (Continued)

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—with receipts), 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 anticipate receiving funds for 2022-2023. Students were not responsible for fees, uniforms, and textbooks. The savings for the Practical Nurse program was approximately \$2,000 per student.

To be considered for the **Workforce Innovation and Opportunity Act (WIOA)**, contact HRDF: Tabetha Burch (304) 296-8223, Ext. 24 or tburch@hrdfwv.org 1644 Mileground Road, Morgantown, WV
Caleb Davis (681) 404-6338 or cdavis@hrdfwv.org 320 Adams Street, Suite 103, Fairmont, WV
Lorrie Mayle (681) 285-5629 or lmayle@hrdfwv.org 153 West Main Street, Clarksburg, WV

WIOA funding is limited and based on eligibility as a “**dislocated**” employee or “**adult funding**” for low income (as determined by WIOA). **It is highly recommended that students apply for consideration of this funding.** WIOA requires that you complete the FAFSA but **do not have to be eligible for the Pell Grant to qualify for WIOA.** **This is a process that may lead to great financial benefits for a student.** These funds typically cover all expenses beyond tuition (if Pell eligible) for health occupations programs at MTEC. **Beyond the fees, textbooks and uniforms that MTEC will cover, WIOA should reimburse eligible students for physical, immunizations, shoes, watch, stethoscope, CPR, criminal background check, NCLEX, State Board exam, AMT certification, NHA testing fee (students receive a budget with acceptance letter). Receipts are submitted to HRDF.**

IN MOST CASES, IF A STUDENT IS NOT PELL ELIGIBLE, WIOA FUNDS WILL COVER TUITION AND FEES.

******VERY IMPORTANT******

Two 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.

Division of Rehabilitation Services (DRS) @ (304) 285-3155
Veterans benefits @ www.gibill.va.gov or 1-888-GIBILL-1 (1-888-442-4551)
Mon Health Foundation may offer a Scholarship for students in Surgical Technology. Apply at <http://monhealth.com/main/scholarship-program>

MTEC financial aid links and scholarship opportunities @ <https://mtec.mono.k12.wv.us/18/Content2/866>

Best wishes as you pursue a career in health occupations.
Affordable Education is Within your Reach!

DO YOU NEED MONEY TO HELP PAY FOR SCHOOL?



MAY BE THE ANSWER!

**YOU COULD BE ELIGIBLE TO RECEIVE A
NON-REPAYABLE SCHOLARSHIP UP TO \$12,000.00
AND/OR
TRANSPORTATION SUPPORTIVE SERVICES
UP TO \$100.00 PER WEEK.**

**For More Information Contact The
WIOA Career Planner In Your County
At Least 2 Weeks Prior To Start Of Classes
To Determine Eligibility For WIOA Funds.**

Marion and Taylor County Residents:

Caleb Davis ~ cdavis@hrdfwv.org

Phone: 681-404-6338

320 Adams Street, Suite 103

Fairmont, WV 26554

**Barbour, Randolph, Tucker & Upshur
County Residents:**

Cassie Cox ~ ccox@hrdfwv.org

Phone: 681-298-4309

1200 Harrison Avenue, Suite 115

Elkins, WV 26241

Braxton, Doddridge, Gilmer, Harrison &

Lewis County Residents:

Lorrie Mayle ~ lmayle@hrdfwv.org

Phone: 681-285-5629

153 West Main Street

Clarksburg, WV 26301

Monongalia & Preston County Residents:

Tabetha Burch ~ tburch@hrdfwv.org

Phone: 304-296-8223, ext. 31

1644 Mileground Road

Morgantown, WV 26505

Region VI Workforce Development Board ~ 17 Middletown Road ~ White Hall, WV ~ 304-368-9530

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100% Federally funded program.

Equal opportunity employers/providers. Auxiliary aids and services available upon request to individuals with disabilities. TDD: WV Relay 7-1-1

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 Technical Education Center

Contact Name and Title: Angela Copeland

Phone Number: 304-291-9240

Email: arcopeland@k12.wv.us

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

HRDF, 1644 Mileground, Morgantown, WV 26508 or 320 Adam St, Suite 103, Fairmont, WV 26554

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 _____

Angela P. Copeland

Referring WIOA Partner Staff Signature _____ Date _____

*Referring agency, please scan and send to April Pierson at 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

*Receiving Agency, please scan and return to April Pierson at apierson@hrdfwv.org

REGION VI AMERICAN JOB CENTERS COMMON REFERRAL FORM FOR PARTNERS

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Date: _____ Client Name: _____

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Contact Name and Title: Angela Copeland

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Participant Signature (or Legal Guardian, if applicable) _____ Date _____

Angela R. Copeland

Referring WIOA Partner Staff Signature _____ Date _____

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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

*Receiving Agency, please scan and return to April Pierson at apierson@hrdfwv.org

Monongalia County Adult Education
Michael L. Johnston, Coordinator
1000 Mississippi Street
Morgantown, West Virginia 26501
304-291-9243
mjohnsto@k12.wv.us

As the Coordinator of Adult Education for Monongalia County Schools, I would like to take this opportunity to thank you for your interest in our Health Occupations Programs at MTEC and for taking that important step in continuing your education. I am a firm believer in the aspect of "Life Long Learning" and in today's job market you will find that the Health Occupations field is one of the fastest growing areas of employment in our community and around the country.

To assist you in your educational journey we offer evening classes in Medical Terminology, Health Occupations Math and CPR/BLS Health Care Provider.

Taking evening classes before you are accepted into a Health Occupations Program will assist you in preparing yourself ahead of time for your entrance exam as well as meeting pre-requisites for some health care programs.

We will offer classes starting in May in the following:

Medical Terminology – Medical Terminology is required for the LPN program and the Surgical Technology and can be taken as independent study or as an evening class. This 45 hour class meets one night a week in the fall and spring but two nights a week in the summer* with a registration fee of \$156.25. The name and ISBN number of the textbook used, will be given at the time of registration.**

Medical Math – This class is required for the LPN program and can be taken as independent study or as an evening class. Classes meet once a week in the fall and spring but two nights a week in the summer* for a total of 45 hours. Registration fee is \$156.25. The name and ISBN number of the textbook used, will be given at the time of registration.**

CPR/BLS Health Care Provider - This four hour class is required for all Health Occupations Programs before students can participate in the clinical portion of your selected program. Classes usually meet on Monday beginning at 5:30 pm. Class fee is \$67.75.

Our spring registration will begin December 1, 2021. Spring classes will begin the second week in January. We will begin our summer 2022 registration on April 18, 2022. Summer classes will begin the fourth or last week in May. You can call our office at 304-291-9243 for a list of classes.

*Class meets in the summer semester beginning in May, two nights per week.

** Students must make a grade of "A or B" to transfer a class to the Health Occupations Program.

If I can be of assistance to you in any way, please contact my office after 1:00 pm.

Respectfully,

Michael Johnston

Michael Johnston, Coordinator of Adult Education

HEALTH OCCUPATIONS PROGRAM COSTS

All programs are full time - daytime programs

PN – 12 MONTH PROGRAM		TUITION	3000.00
12 MONTH PROGRAM	AUGUST – AUGUST	FEES	1815.00
	8:00 a.m. to 3:00 p.m. Monday thru Friday		<u>\$4815.00</u>
MEDICAL ASSISTANT		TUITION	2000.00
9 MONTH PROGRAM	AUGUST - MAY	FEES	485.00
	8:00 a.m. to 2:15 p.m. Monday thru Friday		<u>\$2485.00</u>
SURGICAL TECHNOLOGY/CENTRAL SUPPLY TECHNOLOGY		TUITION	3400.00
9 MONTH PROGRAM	AUGUST- MAY	FEES	1205.00
	8:00 a.m. to 2:15 p.m. Monday thru Friday Clinicals 6:30 a.m. to 1:00 p.m.		<u>\$4605.00</u>
DENTAL ASSISTANT			
9 MONTH PROGRAM	AUGUST - MAY		
	7:40 a.m. to 2:10 p.m. Monday thru Friday		

****Please note that clinical hours may vary from classroom hours.**

Additional costs incurred by students:

Books	CPR/First Aid Card
Uniforms/Lab coat	Immunizations
Watch w/second hand	Physical
Shoes	Criminal Background Check
Certification Testing	Chromebook Fee

First semester tuition (unless Pell eligible) and all fees are due on orientation day. Late fee of \$100.00 applies after due date(s). Payments after the first two weeks of due date(s) will NOT be accepted and student will be dropped from the program.

Payment of fees and financial aid are the student's responsibility: Have an alternate plan for payment of tuition and fees in case financial aid is unavailable to you.

Explore: 1. Pell Grants 2. WIOA through Workforce WV 3. Veteran or Vocational Rehabilitation benefits

Direct Loans/Stafford Loans are NOT an option for MTEC students (answer "no" to questions regarding loans and work study on FAFSA app).

*All tuition/fees subject to change 9/19,9/20,9/21,1/22



Everything You Need To Know About The ATI TEAS® Exam.

PREPARE AND PASS WITH CONFIDENCE.

What is the ATI TEAS?

The ATI TEAS (Test of Essential Academic Skills) is designed to specifically assess a student's preparedness entering the health science fields. Most likely, you've been asked to take the TEAS as part of your basic admissions requirements for your nursing or allied health program. That's because studies show a consistent link between a student's performance on the TEAS and future academic success.

The ATI TEAS exam is comprised of 170 questions, 20 of which are unscored pretest items. Questions are designed to test the basic academic skills you will need to perform in class in the areas of: Reading, Math, Science and English and Language Usage.

170 209

QUESTIONS

MINUTES

How to register for TEAS at an Institution - Remote:

Have you been instructed by the school in which you're applying to register for remote version of the TEAS Exam at an Institution? Let's get started.

Step 1: Visit atitesting.com/teas/register and create a user account.

If you already have an existing account, proceed to Step 3.

Step 2: You will see a screen with three registration options. Select the Through my Institution option. You will then be directed to the online store.

Step 3: Once you are in the online store, find the "Register For" section in the left-hand navigation and select TEAS.

Register for the online TEAS exam session, through the institution in which you are applying, that works best for your schedule. Online sessions will be noted by a Remote Proctoring label.

*Please note that the institution you test through will receive your test transcript. You have the opportunity to purchase additional transcripts following your exam.

Step 4: Check your email! Following registration, you will receive an email confirmation from ATI. This includes test information and system requirements.

Needing advice on taking a remote proctored exam? [Learn more here.](#)

READ MORE 

Learn more at
atitesting.com/teas-prep



How to prep for the ATI TEAS:

Study with ATI, the creator of the TEAS. No matter your study style and timeline, ATI has the materials and study packages to help you pass the exam the first time and earn the score you need.

ATI TEAS SmartPrep™ Tutorial

SmartPrep tests your knowledge upfront so you're able to study what you need to know in a focused manner. Includes over 650 review questions, 65 in-depth lessons – including concept videos, images, glossary and links to additional learning – and is proven to improve scores by 7.5%.

Online Practice Assessments

There are two different versions of our practice assessments available. Each test has 150 questions, paired with detailed rationales for right and wrong answers, and includes an end-of-assessment score report.

Study Manual

Study manual covering the four subject areas – Reading, Mathematics, Science and English & Language Usage – as well as 325 practice questions, unit quizzes consisting of 150 questions, and a full-length comprehensive practice test with an equating table to determine your preparedness.

Our study materials are meant to be used together.
See our study bundles and additional prep details on our website
www.atitesting.com/teas-prep





ATI Remote Proctoring with Proctorio

Purpose

ATI is partnering with Proctorio to virtually proctor assessments. Proctorio is a remote proctoring platform that uses machine learning to proctor students from wherever they may be. Proctorio offers a variety of secure exam settings including video, audio, and screen recording designed to maintain the integrity of the assessment and ensure uncompromised exam results.

Set yourself up for success

- Ensure you are using a fully charged laptop or desktop computer.
- Install Google Chrome on your device by visiting <https://www.google.com/chrome/>. You **will not** be able to take the proctored assessment with any other browser.
- Check to see if your camera works in Chrome using <https://webcamtests.com/>.
- Check your microphone works in Chrome using <https://www.onlinemictest.com>.
- Ensure your internet speed is between 0.5 - 1 Mbps. You can test your internet speed using www.speedtest.net
- Have a school or government-issued ID card available.
- Find a well-lit space, and be ready for a room scan prior to the assessment.
- One piece of blank paper to be used during assessment. Please destroy the paper upon completion of the exam.

Before your exam

To ensure you are comfortable with Remote Proctoring with Proctorio, you should complete a dry-run assessment prior to exam day. You can find this dry-run assessment via the student portal > Test tab > Remote Proctoring Dry-Run. **IMPORTANT:** Take this dry-run exam at least one or two days prior to the ATI assessment in order to allow time to troubleshoot any issues. Ensure that you are taking the dry run on the same device in which you will be taking the ATI proctored assessment.

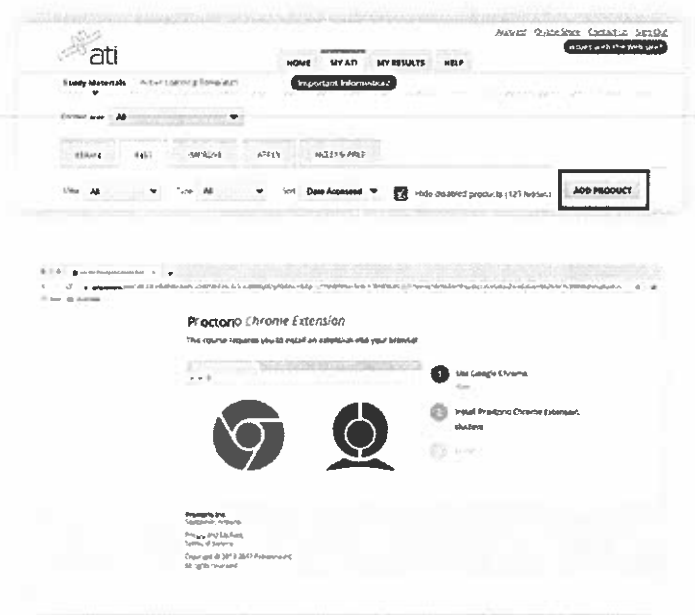
Ready to take the assessment?

1. Begin by opening Google Chrome. Log into your ATI student account: My ATI tab > Test tab.
2. The available proctored assessment will show. Click *Begin*.
3. You will be sent to the getproctorio.com webpage. Here, you will be prompted to install the Proctorio Chrome Extension. (You will only need to do this the first time you take a proctored assessment via Proctorio.)

Technical requirements

Find a full list of ATI's technical requirements at atitesting.com/technical-requirements.

- Microphone: Any microphone, either internal or external
- Webcam: 320x240 VGA resolution (minimum) internal or external
- Desktop or laptop computer (**NO iPads, tablets, or phones are to be used**) with the ability to download Google Chrome. To update your version of Chrome visit <https://support.google.com/chrome/answer/95414>

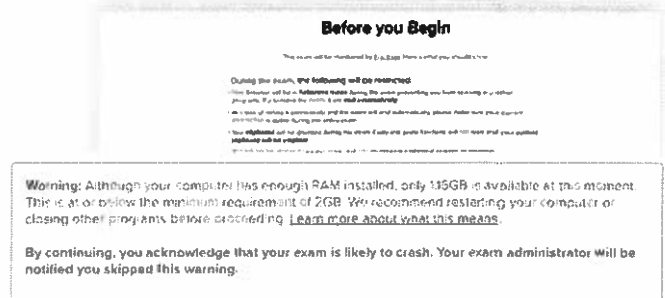


4. This will send you to the Proctorio page within the Chrome Web Store. Click Add to Chrome > Add extension.

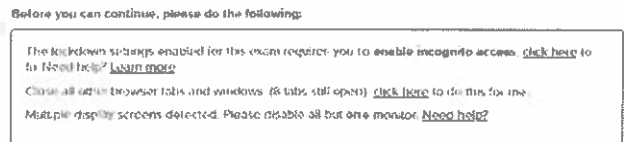


5. Once the extension is installed, navigate back to the getproctorio.com webpage. You will see a list of instructions, restrictions, and data collected during the assessment. **IMPORTANT:** At the bottom of the page, you may encounter warnings.

- **RAM:** We recommend closing all other systems or windows. You should be able to move forward to the exam pre-checks regardless of this error.
- **Incognito:** You may be prompted to enable incognito. Follow the instructions provided. Once it's enabled, you should proceed with the remaining pre-checks.
- **Second monitor:** Unplug any additional monitors you may have.



6. At the bottom of the page click *Start exam pre-checks*. You will be prompted to allow Proctorio to access your camera, microphone, and screen. Once the system has completed its checks click *Next* at the bottom of the screen.



7. You'll be prompted to allow screen share. **IMPORTANT:** You will need to click on the screen within the prompt, which will change the 'Share' button to blue. Once the system has completed its checks click *Next* at the bottom of the screen.



If you're using macOS Catalina - version 10.15 or later - or, any version of Big Sur you may experience an error when attempting to share screen. Take browser out of full-screen mode before sharing. To do this, move mouse cursor to the upper-left corner of browser window, exposing the green browser button. Click it.



8. Next, you will be asked to show a photo ID to the camera. This is used to validate your identity. Click *Next*.

9. The site will then conduct a webcam image test. The system will take five photos to verify that your webcam is working correctly. Click *Begin camera test*. **IMPORTANT:** If you are not in a well-lit room, your camera may not be recognized, and you will not be able to move forward. If you experience issues during the webcam test, click on the Proctorio Support chat for assistance. This can be found in the bottom, left corner of the screen.



10. Next, you will be asked to show your exam environment by using your device's camera to scan the room in which you will be testing. Click *I understand*.

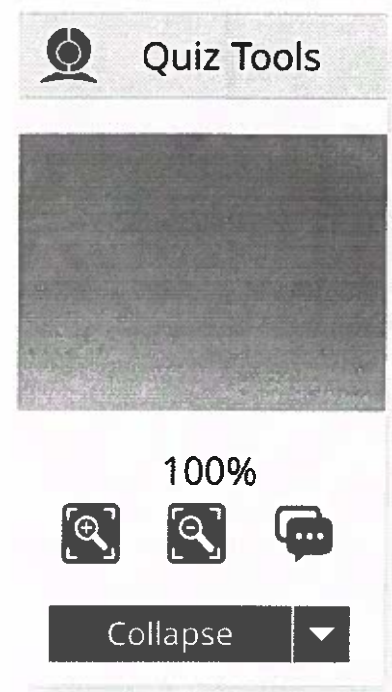
11. Finally, you'll be asked to sign the test taker agreement. Click *Start test*. **IMPORTANT:** You may have to move the screen sharing banner bar at the bottom of the screen. Once your instructor approves your admission into the exam, the system will automatically launch your test. Do not hit refresh.

During the test

While taking your assessment, there will be a box labeled Quiz Tools available to you on the screen. With Quiz Tools, you can zoom in/out. If you experience any issues with the system, you can begin a live chat with a Proctorio employee. This will not connect you with your instructor.

If your browser freezes during the exam, please exit out of the browser immediately to prevent losing time. Reopen the browser and navigate back to the Test tab. If this doesn't resolve the issue, please contact your proctor so they can troubleshoot with ATI Support.

Once you complete the assessment, your Proctorio session will end, and your results will be available to your instructor and the student portal (if enabled by your institution).



If you experience issues when installing the Proctorio Chrome extension, refer to the Support icon within the student portal. If you experience technical issues during your assessment, contact Proctorio directly via the chat option in the Quiz Tools window.