

## **4.13 Kentucky Community and Technical College System Student Assessment and Placement Policy**

Students enrolling in KCTCS colleges for the purpose of earning credit applicable toward an educational credential (certificate, diploma, associate degree) must demonstrate through the submission of scores on specified assessment instruments that they possess the minimum academic skills essential for success. Students who do not demonstrate these academic skills must remedy the identified skill deficiencies prior to enrolling in entry-level courses for which those skills are essential.

Students who do not intend to seek an educational credential (non-degree) are exempt from taking the assessment instrument. However, all students must meet individual course pre-requisites such as those for entry-level English and mathematics courses.

This assessment and placement policy specifically applies to:

- ❑ Degree-seeking students who will enroll in a KCTCS college for the first time in fall 2001 or later. Students who intend to transfer to a university are defined as degree seeking.
- ❑ Students who are undecided about their choice of program.
- ❑ Transfer students who have not demonstrated academic skills appropriate for the educational credential they seek, either through assessment results or successful completion of relevant entry-level courses.
- ❑ Students who change their status from non-credential seeking to credential-seeking and who have not demonstrated the academic skills appropriate for the educational credential they seek.
- ❑ Students in certificate and diploma programs who will enroll in a KCTCS college for the first time in fall 2001 or later, except students in programs identified in Attachment 1.

### **4.13.1 General Provisions**

Assessment instruments from ACT, Inc. are the preferred assessment instruments. However, SAT scores will be accepted in lieu of ACT scores. SAT scores cannot be used to determine placement in developmental courses. Minimum admission scores in reading, English, and mathematics are included in each placement chart to indicate the level of academic skills required for placement in KCTCS courses and programs.

Students with disabilities may request accommodation consistent with the provisions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Students who are undecided about their choice of program may be eligible for financial aid programs. Students who do not intend to seek a credential (non-degree) are not eligible for financial aid.

#### **4.13.1.1 Associate Degree-Seeking Students**

For students seeking any associate degree, a minimum score of 18 on the ACT in reading, mathematics, and English qualifies the student to enroll in the appropriate entry-level course in the discipline. For

## KCTCS ADMINISTRATIVE POLICIES AND PROCEDURES

students who do not submit ACT scores or whose ACT scores are below the minimum for placement into entry-level courses, refer to the mathematics, reading, and English charts for the relevant COMPASS or ASSET score and associated course placement. Students whose COMPASS or ASSET scores are below the level for placement in developmental courses will be referred to adult basic education services.

### MATHEMATICS ASSESSMENT AND COURSE PLACEMENT

ACT	COMPASS Algebra Domain	ASSET	KCTCS Colleges
20 or Higher	48-100	El. Alg. 45-55 Int. Alg. 40-55	MT 150 or any course listed below
19	41-47	El. Alg. 43-44 Int. Alg. 39	MT 150 with MT 100 or any course listed below
18	35-40	El. Alg. 41-42 Int. Alg. 38	MT 145, MT 150 with MT 100, or any course listed below
	30-34	El. Alg. 39-40 Int. Alg. 36-37	MT 120, MT 122, MT 105, MT 110, MT 115, MT 125, or any course listed below
	16-29	El. Alg. 23-38 Int. Alg. 23-35	MT 065 or any course listed below
	<b>COMPASS Pre-algebra Domain</b>		
	41-100	N. Skills 42-55	MT 065 or any course listed below
	17-40	N. Skills 29-41	MT 055
			N. Skills 23-28

### READING ASSESSMENT AND COURSE PLACEMENT

COMPASS	ASSET	Community Colleges	Technical Colleges
ACT 18 or above COMPASS 81-100	ACT 18 or above ASSET 42-55	Entry-level courses	Entry-level courses
COMPASS 70-80	ASSET 38-41	RDG 030	Remedial Reading (ARI 020), RDG 010, RDG 020, RDG 030
COMPASS 51-69	ASSET 34-37	RDG 020	
COMPASS 44-50	ASSET 23-33	RDG 010	

*Note: During the Stage I implementation period (2001-2002, and 2002-2003) students who place into RDG 030 will be permitted to enroll in selected entry-level courses.*

<b>ENGLISH ASSESSMENT AND COURSE PLACEMENT</b>			
<b>COMPASS</b>	<b>ASSET</b>	<b>Community Colleges</b>	<b>Technical Colleges</b>
ACT 18 or above COMPASS 70-100	ACT 18 or above ASSET 41-54	ENG 101	Entry-level course
COMPASS 38-69	ASSET 35-40	ENC 091	Developmental Writing (ARI 010)
COMPASS 21-37	ASSET 23-34	ENC 090	
COMPASS 14-20		Refer to Adult Basic Education	Refer to Adult Basic Education

*Note: Students may be advised to enroll in ENC 092 (Writing Laboratory) concurrent with their enrollment in ENG 101 if they have completed ENC 091 and need the assistance provided by the writing laboratory.*

### **4.13.1.2 Certificate and Diploma-Seeking Students**

As stipulated in the CPE administrative regulation on admission (13KAR 2:020), KCTCS has determined cut-off scores for placing students in certificate and diploma programs. Certificate and diploma programs with their cut-off scores are presented in Attachment 2 (COMPASS) and Attachment 3 (WorkKeys). Colleges may exempt students enrolled in selected certificate and diploma programs from assessment and placement in mathematics, English, and reading by using the waiver process described below.

## **4.13.2 Special Provisions**

### **4.13.2.1 Students with Borderline Scores**

KCTCS colleges may place students seeking a credential who score below the system-wide standard into an entry-level college course, if the course offers supplementary academic support, such as extra class sessions, additional labs, tutoring, and increased monitoring of students, beyond that which is usually associated with an entry-level course. Students whose COMPASS score is within three points of the minimum admission level for the desired course or program and who have taken the diagnostic portion of the relevant subtest(s) may enroll in the course or program.

### **4.13.2.2 Waivers**

A college may establish procedures to exempt students from placement determinations based on assessment results. The procedure must include the conditions under which a waiver will be granted. COMPASS scores may be waived for students applying for certificate or diploma programs whose WorkKeys scores at or within one level identified through the WorkKeys program profile. The college must identify the students who are granted a waiver and the reason for the waiver. The college's waiver policy must be on file in the college and system Academic Affairs Office.

### 4.13.2.3 High School Students

Alternative 1: High school students may enroll in KCTCS courses under collaborative dual credit and articulation agreements that contain alternative assessment and placement procedures. Collaborative agreements may be at the college level or systemwide.

Alternative 2: Individual high school students may enroll in KCTCS courses according to the same standards as college students.

### 4.13.2.4 English as a Second Language (ESL)

Some KCTCS colleges offer instruction to non-native English speakers. The ESL portion of the ACT/COMPASS (reading and grammar/usage) should be administered to non-native English speakers to determine appropriate placement in entry-level or ESL courses. ESL students will take COMPASS for mathematics placement.

<b>ENGLISH AS A SECOND LANGUAGE</b>	
<b>READING ASSESSMENT AND COURSE PLACEMENT</b>	
92-99	Entry-level course
80-91	ESL 053 (High-Intermediate Reading for Non-Native Speakers)
65-79	ESL 052 (Improved College Reading for Low-Intermediate Non-Native Speakers)
38-64	ESL 051 (Introduction to College Reading for Non-Native Speakers)
1-37	Refer to Adult Basic Education
<b>ENGLISH (GRAMMAR/USAGE) ASSESSMENT AND COURSE PLACEMENT</b>	
94-99	ENG 101
84-93	ESL 063 (Foundations of College Writing III for Non-Native Speakers)
63-83	ESL 062 (Foundations of College Writing II for Non-Native Speakers)
42-62	ESL 061 (Foundations of College Writing I for Non-Native Speakers)
1-41	Refer to Adult Basic Education

*Note: Grammar and usage scores are to be used in conjunction with a writing sample.*

2-2-00	6-19-01; 3-16-04; 10-4-05; 8-30-06; 5-10-07	6-19-01; 3-16-04; 10-4-05; 8-30-06; 5-10-07
Date Approved by President, KCTCS	Date(s) of Last Review <i>(Include all dates in chronological order)</i>	Date(s) of Last Revision <i>(Include all dates in chronological order)</i>
(SIGNED)	5-10-07	(SIGNED)
Recommended by	Date	President, KCTCS
		5-10-07
		Date

**Attachment 1**

***Certificate and Diploma-Seeking Students: Exempt from Assessment and Placement***

Students who enroll in the following certificate and diploma programs at any college are exempt from assessment and placement requirements. Students who are enrolled in continuing education certificate programs at any college are exempt from assessment and placement requirements. Other exemptions may be granted through the college waiver process.

Certificate – Medicaid Nurse Aide

***Certificate and Diploma-Seeking Students: COMPASS Scores***

For students seeking a certificate or diploma, minimum assessment (COMPASS) scores in mathematics, reading, and English (writing) are required for program admission. Each certificate and diploma program is assigned an admission placement level. Refer to *KCTCS COMPASS Program Admission Criteria, June 2006*, included with this attachment, for appropriate scores for programs approved prior to June 2006. Students intending to enroll in these programs are not exempt from admission requirements; however, concurrent enrollment in program courses and academic-related (developmental) instruction is permitted. Certificates approved in 2006 or later individually specify assessment and program placement levels, which may differ from, but not be less than those presented in the chart below. Certificates embedded in associate degree programs may have placement levels less than the minimum ACT 18 required for associate degrees.

<b>CERTIFICATE/DIPLOMA ASSESSMENT AND PROGRAM PLACEMENT</b>						
	<b>Reading</b>		<b>Mathematics (Pre-Algebra Domain)</b>		<b>English (Writing)</b>	
	<b>COMPASS</b>	<b>ASSET</b>	<b>COMPASS</b>	<b>ASSET</b>	<b>COMPASS</b>	<b>ASSET</b>
<b>I</b>	76	40	34	37-38	57	41-42
<b>II</b>	69	37-38	29	36	47	39-40
<b>III</b>	62	35	25	33	32	35
<b>IV</b>	44-61	23-34	17-24	23-32	14-31	23-34

Students who score at level IV and who do not have a high school credential are not eligible for some federal financial aid programs.

**KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM**

**COMPASS  
PROGRAM ADMISSIONS CRITERIA  
June 2006**

**COMPASS  
UNCONDITIONAL ADMISSIONS SCORES  
MASTER LIST  
MATH – READING – WRITING**

**Alternate Admissions**

ACTE - 16 - All Programs

ATB\*  
M - 25  
R - 62  
W - 32

Credit Hours

12 Hours of Postsecondary Non-Dev. w/2.0 GPA in last 7 years

**All Programs**

**\*Ability to Benefit (ATB) – No H.S. / GED diploma, but seeks Financial Aid**

**General Area – AGRICULTURE TECHNOLOGY**

<b>Program Area (Major)</b>	<b>C/D</b>	<b>Math</b>	<b>Reading</b>	<b>Writing</b>
<b>Agricultural Technology</b>		29	69	47
Agricultural Technician	C			

**General Area – AIR CONDITIONING TECHNOLOGY**

<b>Program Area (Major)</b>	<b>C/D</b>	<b>Math</b>	<b>Reading</b>	<b>Writing</b>
<b>Air Conditioning Technology</b>		34	76	57
Heating, Ventilation, and Air Conditioning Mechanic	D			
Environmental Control System Servicer	C			
Environmental System Repair Helper	C			
Domestic Air Conditioner and Furnace Installer	C			
Refrigeration Mechanic	C			

**General Area – APPLIED PROCESS TECHNOLOGIES**

<b>Program Area (Major)</b>	<b>C/D</b>	<b>Math</b>	<b>Reading</b>	<b>Writing</b>
<b>Applied Process Technologies</b>		34	76	57
Chemical Operator III & Refinery Operator	D			
Industrial Worker	C			

**General Area – AUTO BODY REPAIR**

<b>Program Area (Major)</b>	<b>C/D</b>	<b>Math</b>	<b>Reading</b>	<b>Writing</b>
<b>Auto Body Repair</b>		29	69	47
Collision Repair Technician	D			
Auto Body Helper	C			
Auto Body Painter Helper	C			
Automotive Painter	C			

### General Area – AUTOMOTIVE TECHNOLOGY

Program Area (Major)	C/D	Math	Reading	Writing
<b>Automotive Technology</b>		29	69	47
Automotive Technician	D			
Automotive Parts/Service Writer	D			
Automotive Air Conditioning Mechanic	C			
Automotive Electrician Manual	C			
Transmission/Drive Train Technician				
Automatic Transmission/ Transaxle Technician	C			
Brake Repairer	C			
Engine Repairer	C			
Front End Mechanic	C			
Tune Up Mechanic	C			

### General Area – AVIATION MAINTENANCE TECHNOLOGY

Program Area (Major)	C/D	Math	Reading	Writing
<b>Aviation Maintenance Technology</b>		29	69	47
Airframe & Power Plant Maintenance Technician	D			
Airframe Maintenance Technician	D			
Power Plant Technician	D			
Power Plant Maintenance Technician	C			
Airframe Maintenance Technician	C			

### General Area – BARBERING

Program Area (Major)	C/D	Math	Reading	Writing
<b>Barbering</b>		29	69	47
Barber/Stylist	D			
Barber	C			

### General Area – BIOTECHNOLOGY

Program Area (Major)	C/D	Math	Reading	Writing
<b>Biotechnology</b>		34	76	57
Biotechnology	C			

### General Area – BUSINESS STUDIES

Program Area (Major)	C/D	Math	Reading	Writing
<b>Accounting Technology</b>		29	69	47
Accounting	D			
Accounting Trainee II	C			
Accounting Trainee I	C			
<b>Business Administration</b>		34	76	57
Office Systems	D			
Organizational Leadership	D			
Small Business Management	D			
Accounting	C			

## KCTCS ADMINISTRATIVE POLICIES AND PROCEDURES

Advanced Business Administration	C			
Basic Business Administration	C			
Business Transfer	C			
Financial Perspectives	C			
General Business	C			
Hospitality Management	C			
Information Systems Management	C			
Leadership Management	C			
Office Systems	C			
Quality Management	C			
Pre-Licensing Real Estate	C			
Residential Real Estate	C			
Sales	C			
Supervisory Management	C			
Small Business Management	C			
Telecommunication	C			
Systems Management	C			
Turf Grass/Landscaping Management	C			
Team Leadership	C			
Industrial Supervisor	C			
<b>Medical Information Technology</b>		29	76	57
Medical Administrative Assistant	D			
Medical Office Assistant	D			
Medical Insurance Coding	D			
Medical Records Clerk	D			
Medical Transcriptionist	D			
Hospital Admissions Clerk	C			
Medical Unit Coordinator	C			
Medical Receptionist	C			
Medical Office Trainee	C			
<b>Office Systems Technology</b>		29	69	47
Administrative Assistant	D			
Office Assistant	D			
Financial Assistant	D			
Desktop Publishing Specialist	D			
Legal Office Assistant	D			
Medical Office Assistant	D			
Medical Admissions Clerk	C			
Medical Administrative Assistant	C			
Integrated Office Skills	C			
Financial Assistant Clerk	C			
Financial Assistant Trainee	C			
Financial Record Keeper	C			
Basic Business Presentation	C			

**KCTCS ADMINISTRATIVE POLICIES AND PROCEDURES**

Desktop Publishing	C			
Legal Receptionist	C			
Medical Coding	C			
Apprentice				
Medical	C			
Transcriptionist				
Apprentice				
		25	62	32
Data Entry Operator	C			
Receptionist	C			
<b>Realtime Captioning Technology</b>		34	76	57
Judicial Reporter	D			
Scopist	D			

**General Area – BUILDING & APARTMENT MAINTENANCE**

Program Area (Major)	C/D	Math	Reading	Writing
<b>Building &amp; Apartment Maintenance</b>		25	62	32
Bldg & Maintenance	D			
Tech				
Building Maintenance	C			
Building	C			
Inspector/Reviewer				
Residential Interior	C			
Maintenance Helper				
Residential	C			
Maintenance				
Carpenter Helper				
Residential Electrical	C			
Helper				
Residential	C			
Maintenance				
Plumber Helper				

**General Area – CLINICAL LABORATORY TECHNOLOGY**

Program Area (Major)	C/D	Math	Reading	Writing
<b>Clinical Laboratory Technology</b>		34	76	57
Physicians Office	C			
Laboratory				
Phlebotomy for the	C			
Health Care Worker				
Advanced Phlebotomy	C			
Technician				
Phlebotomist	C			

**General Area – CONSTRUCTION CARPENTRY**

Program Area (Major)	C/D	Math	Reading	Writing
<b>Carpentry</b>		25	62	32
Construction Carpenter	D			
Finish Carpenter	D			
Acoustical Carpenter	C			
Carpenter Helper	C			
Construction Forms	C			
Helper				
Dry Waller	C			
Painter, Interior	C			
Finish				
Painter, Paper Hanger	C			
Residential Carpenter	C			
Residential Roofer	C			
Residential Site	C			
Layout				
Assistant				
Rough Carpenter	C			

**KCTCS ADMINISTRATIVE POLICIES AND PROCEDURES**

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Basic Carpenter C

**General Area – COSMETOLOGY**

Program Area (Major)	C/D	Math	Reading	Writing
<b>Cosmetology</b>		29	69	47
Cosmetologist	D			
Apprentice Instructor	C			
Nail Technician	C			
Cosmetologist	C			
Esthetician	C			

**General Area – CULINARY ARTS**

Program Area (Major)	C/D	Math	Reading	Writing
<b>Culinary Arts</b>		34	76	57
Catering & Personal Chef	D			
Culinary Arts	D			
Food & Beverage Management	D			
Fundamentals of Culinary Arts	C			
Catering	C			
Advanced Catering	C			
Culinary Arts	C			
Advanced Culinary Arts	C			
Food & Beverage Management	C			
Advanced Food & Beverage Management	C			
Culinary Arts Professional Development	C			

**General Area – DENTAL ASSISTING**

Program Area (Major)	C/D	Math	Reading	Writing
<b>Dental Assisting</b>		34	76	57
Dental Assistant	D			
Expanded Duties - Dental Assisting	C			

**General Area – DIAGNOSTIC MEDICAL SONOGRAPHY**

Program Area (Major)	C/D	Math	Reading	Writing
<b>Diagnostic Medical Sonography</b>		34	76	57
Diagnostic Medical Sonography	D			
Basic Vascular Technology	C			

**General Area – DIESEL TECHNOLOGY**

Program Area (Major)	C/D	Math	Reading	Writing
<b>Diesel Technology</b>		29	69	47
Construction Equipment Technician	D			
Agriculture Equipment Technician	D			
Medium and Heavy Truck Mechanic Technician	D			
Construction Equipment Mechanic Helper	C			

## KCTCS ADMINISTRATIVE POLICIES AND PROCEDURES

Heavy Duty Brake Mechanic	C
Electrical/Electronics Systems Mechanic	C
Diesel Steering and Suspension Mechanic	C
Diesel Engine Mechanic	C
Heavy Duty Drive Train Mechanic	C
Agriculture Equipment Mechanic Helper	C
Fluid Power Mechanic	C
Undercarriage Mechanic	C
Mobile Air Conditioning Mechanic	C
Diesel Mechanics Assistant	C
Preventive Maintenance Mechanic	C
Medium & Heavy Truck Mechanic Helper	C

### General Area – EDUCATION

Program Area (Major)	C/D	Math	Reading	Writing
<b>Education</b>		34	76	57
Paraeducator	C			

### General Area – ENVIRONMENTAL TECHNOLOGY

Program Area (Major)	C/D	Math	Reading	Writing
<b>Environmental Technology</b>		29	69	47
Environmental Technician	D			
Hazardous Materials Technician	C			
Waste Processing Attendant	C			
Wastewater Treatment Plant Attendant	C			
Wastewater Treatment Plant Operator	C			
Water Treatment Plant Attendant	C			
Water Treatment Plant Operator	C			

### General Area – FIRE/RESCUE SCIENCE TECHNOLOGY

Program Area (Major)	C/D	Math	Reading	Writing
<b>Fire/Rescue Science Technology</b>		29	69	47
Fire Chief	D			
Firefighter I	C			
Firefighter II	C			
Fire Officer	C			
Emergency Medical Technician (EMT)	C			

### General Area – HORTICULTURE

Program Area (Major)	C/D	Math	Reading	Writing
<b>Horticulture</b>		25	62	32
Landscape Technician	D			
Ornamental	D			

## KCTCS ADMINISTRATIVE POLICIES AND PROCEDURES

Horticulture	
Greenhouse Production	C
Greenhouse Operations	C
Horticulture Sales	C
Landscape Installation	C
Landscape Planning	C
Lawn Maintenance	C
Nursery Production	C
Nursery Operations	C

### General Area – HEALTH INFORMATION TECHNOLOGY

Program Area (Major)	C/D	Math	Reading	Writing
<b>Health Information Technology</b>		34	76	57
Medical Records Coding	C			

### General Area – HEALTH PHYSICS

Program Area (Major)	C/D	Math	Reading	Writing
<b>Health Physics</b>		34	76	57
Health Physics Technician	C			

### General Area – HEAVY EQUIPMENT OPERATOR

Program Area (Major)	C/D	Math	Reading	Writing
<b>Heavy Equipment Operator</b>		25	62	32
Operating Engineer	D			
Backhoe Operator	C			
Bulldozer Operator	C			
Front-End Loader Operator	C			
Motor-Grader Operator	C			
Hydraulic Excavator Operator	C			

### General Area – HISTORICAL INFORMATION MANAGEMENT

Program Area (Major)	C/D	Math	Reading	Writing
<b>Historical Information Management</b>		34	76	57
Archival Management	C			
Museum Management	C			
Records Management	C			

### General Area – HUMAN SERVICES

Program Area (Major)	C/D	Math	Reading	Writing
<b>Human Services</b>		34	76	57
Resource Parent	C			
Youth Care Work	C			
Direct Work Support	C			

### General Area – INDUSTRIAL AUTOMATION TECHNOLOGY

Program Area (Major)	C/D	Math	Reading	Writing
<b>Industrial Automation Technology</b>		34	76	57
Industrial Automation Specialist	D			
Industrial Automation	D			

## KCTCS ADMINISTRATIVE POLICIES AND PROCEDURES

Technician Fluid Power Technician	C
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### General Area – INDUSTRIAL CHEMICAL TECHNOLOGY

Program Area (Major)	C/D	Math	Reading	Writing
<b>Industrial Chemical Technology</b>		34	76	57
Industrial Chemical Technology	C			

### General Area – INFORMATION TECHNOLOGY

Program Area (Major)	C/D	Math	Reading	Writing
<b>Information Technology</b>		34	76	57
GIS Essentials	C			
Information Security	C			
Information Technology Fundamentals	C			
A+ Certification	C			
Computer Programming	C			
Database	C			
Administration - Basic Oracle Track				
Database	C			
Administration - Enhanced Oracle Track				
Database	C			
Administration - Microsoft Track				
Web/Database	C			
Administration - Oracle Track				
Web/Database	C			
Administration - Microsoft Track				
Electronic Commerce	C			
Computer Support Specialist	C			
Cisco Networking Basic	C			
Cisco Networking Enhanced	C			
Cisco Networking Professional	C			
MS Networking MCSE Track	C			
MS Networking MCSA Track	C			
Web Administrator	C			
Web Site Developer	C			

### General Area – INTERDISCIPLINARY EARLY CHILDHOOD EDUCATION

Program Area (Major)	C/D	Math	Reading	Writing
<b>Interdisciplinary Early Childhood Education</b>		29	69	47
Interdisciplinary Early Childhood Education	D			
Interdisciplinary Early Childhood Education Technical	C			
Kentucky Early	C			

## KCTCS ADMINISTRATIVE POLICIES AND PROCEDURES

Childhood	
Childcare Assistant	C
Kentucky Childcare Provider	C
Early Childhood Administrator	C

### General Area – INTERIOR DESIGN

<b>Interior Design</b>		25	62	32
Interior Design	D			

### General Area – LOCOMOTIVE TECHNOLOGY

Program Area (Major)	C/D	Math	Reading	Writing
<b>Locomotive Technology</b>		34	76	57
Locomotive Electrical Technician	C			
Locomotive Mechanical Technician	C			

### General Area – MACHINE TOOL TECHNOLOGY

Program Area (Major)	C/D	Math	Reading	Writing
<b>Machine Tool Technology</b>		34	76	57
CNC Machinist	D			
Machinist	D			
Exploratory Machining I	C			
Exploratory Machining II	C			
Machine Operator I	C			
Machine Operator II	C			
CNC Operator	C			
Tool and Die Apprenticeship	C			

### General Area – MAJOR APPLIANCE TECHNOLOGY

Program Area (Major)	C/D	Math	Reading	Writing
<b>Major Appliance Technology</b>		29	69	47
Major Appliance Technician	D			
Air Conditioner Installer - Servicer	C			
Electrician Assistant	C			
Gas Appliance Servicer	C			
Refrigerator Unit Repairer	C			

### General Area – MANUFACTURING ENGINEERING TECHNOLOGY

Program Area (Major)	C/D	Math	Reading	Writing
<b>Manufacturing Engineering Technology</b>		34	76	57
Integrated Manufacturing Technologies	C			
Quality Control Manufacturing Operations	C			
Robotics and Automation Helper	C			
Electronics Tester	C			
Exploratory Machining	C			

**General Area – MANUFACTURING & INDUSTRIAL TECHNOLOGY**

<b>Program Area (Major)</b>	<b>C/D</b>	<b>Math</b>	<b>Reading</b>	<b>Writing</b>
<b>Computer Aided Drafting</b>		34	76	57
Architectural Drafter Option	D			
Mechanical Drafter Option	D			
Computer Assisted Drafter	C			
Detailer	C			
Drafter Assistant	C			
Civil Drafter	C			
<b>Electrical Technology</b>		34	76	57
Industrial Electrician Construction	D			
Electrician Motor Controls	D			
Electrician Electrician Apprentice	C			
Electrician Helper I	C			
Electrician Helper II	C			
Residential Electrician I	C			
Residential Electrician II	C			
Motor Controls Electrician I	C			
Motor Controls Electrician II	C			
Voice & Data Wiring Installer - Level I	C			
Voice & Data Wiring Installer - Level II	C			
Voice & Data Wiring Technician	C			
<b>Engineering Technology</b>		34	76	57
Electronics	D			
Computer Maintenance Apprenticeship	D			
Mechanical Industrial	D			
Engineering Design Technician	D			
Robotics & Automation Communications	D			
Instrumentation Digital Telephony	D			
Medical Equipment Service Technician	D			
Electronics Tester	C			
Electronics Mechanic Apprentice	C			
Electronics Technician Apprentice	C			
Robotics & Automation Helper	C			
Robotics & Automation Technician I	C			
Digital Telephony Technician I	C			
Computer Maintenance Technician I	C			
Mechanical Technician I	C			
Industrial Technician I	C			
Industrial Technician	C			

## KCTCS ADMINISTRATIVE POLICIES AND PROCEDURES

II	
Automation Technician	C
I	
Communications	C
Technician I	
Instrumentation	C
Technician I	
Maintenance Technician	C
I	
Maintenance Technician	C
II	
General Medical	C
Equipment Service	
Provider	

<b>Industrial Maintenance Technology</b>		29	69	47
Industrial Maintenance	D			
Technician				
Fluid Power Mechanic	C			
Industrial Maintenance	C			
Machinists Mechanic				
Industrial Maintenance	C			
Electrical Mechanic				
Industrial Maintenance	C			
Mechanic Level I				
Industrial Maintenance	C			
Mechanic Level II				
Electro-Hydraulic	C			
Technician				

### General Area – MASONRY

Program Area (Major)	C/D	Math	Reading	Writing
<b>Masonry</b>		25	62	32
Construction Mason	D			
Bricklayer Apprentice	C			
Bricklayer Helper	C			
Construction	C			
Bricklayer				
Stone Mason	C			

### General Area – MASSAGE THERAPY

Program Area (Major)	C/D	Math	Reading	Writing
<b>Massage Therapy</b>		34	76	57
Massage Therapist	C			

### General Area – MEDICAL ADMINISTRATIVE SERVICES

Program Area (Major)	C/D	Math	Reading	Writing
<b>Medical Administrative Services</b>		34	76	57
Health Unit	C			
Coordinator				
Health Unit Secretary	C			
& Monitor Tech				
Medical Coding and	C			
Reimbursement				
Specialist				
Monitor Tech	C			

### General Area – MEDICAL ASSISTING

Program Area (Major)	C/D	Math	Reading	Writing
<b>Medical Assisting</b>		34	76	57
Medical Assisting	D			

## **KCTCS ADMINISTRATIVE POLICIES AND PROCEDURES**

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Medical Office Clinical Assistant	C
Medical Office Insurance Billing & Coding	C
Medical Office Administrative Assistant	C
Electrocardiograph Technician	C
Medical Office Limited Radiography	C

### **General Area – METAL FABRICATION**

<b>Program Area (Major)</b>	<b>C/D</b>	<b>Math</b>	<b>Reading</b>	<b>Writing</b>
<b>Metal Fabrication</b>		25	62	32
Sheet Metal Assistant	C			
Sheet Metal Layout Worker	C			

### **General Area – MINING TECHNOLOGY**

<b>Program Area (Major)</b>	<b>C/D</b>	<b>Math</b>	<b>Reading</b>	<b>Writing</b>
<b>Mining Technology</b>		25	62	32
Underground Operator	C			
Underground Mechanic/Electrician	C			
Underground Supervisor	C			
Surface Operator	C			
Surface Supervisor	C			
Surface Field Mechanic	C			
Surface Technician/Greaser	C			
Apprentice I	C			
Apprentice II	C			
Technician I	C			
Technician II	C			

### **General Area – NATURAL GAS TECHNOLOGY**

<b>Program Area (Major)</b>	<b>C/D</b>	<b>Math</b>	<b>Reading</b>	<b>Writing</b>
<b>Natural Gas Technology</b>		34	76	57
Leakage and Corrosion Control Technician	C			
Gas Service Technician	C			
Measurement and Regulation Technician	C			
Construction and Maintenance Technician	C			

### **General Area – NURSING ASSISTANT**

<b>Program Area (Major)</b>	<b>C/D</b>	<b>Math</b>	<b>Reading</b>	<b>Writing</b>
<b>Nursing Assistant</b>		34	76	57
Advanced Nursing Assistant	C			

**KCTCS ADMINISTRATIVE POLICIES AND PROCEDURES**

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**General Area – PARAMEDICAL TECHNOLOGY**

<b>Program Area (Major)</b>	<b>C/D</b>	<b>Math</b>	<b>Reading</b>	<b>Writing</b>
<b>Paramedical Technology</b>		34	76	57
Paramedic	D			
Paramedicine	C			

**General Area – PHARMACY TECHNOLOGY**

<b>Program Area (Major)</b>	<b>C/D</b>	<b>Math</b>	<b>Reading</b>	<b>Writing</b>
<b>Pharmacy Technology</b>		34	76	57
Pharmacy Technician	D			
Community Pharmacy Assistant	C			
Pharmacy Technician Assistant	C			

**General Area – PLUMBING TECHNOLOGY**

<b>Program Area (Major)</b>	<b>C/D</b>	<b>Math</b>	<b>Reading</b>	<b>Writing</b>
<b>Plumbing Technology</b>		25	62	32
Plumber Apprentice	D			
Certified Backflow Tester	C			
Finish Plumber	C			
Maintenance Plumber	C			
Plumber Apprentice - 1 <sup>st</sup> Year	C			
Plumber Apprentice - 2 <sup>nd</sup> Year	C			
Plumber Estimator	C			
Plumber Helper	C			
Rough Plumber	C			
Service & Repair Plumber	C			

**General Area – PRACTICAL NURSING**

<b>Program Area (Major)</b>	<b>C/D</b>	<b>Math</b>	<b>Reading</b>	<b>Writing</b>
<b>Practical Nursing</b>		34	76	57
Practical Nurse	D			
Kentucky Medication Aide	C			
Medicaid Nurse Aide	C	25	62	32

**General Area – PROFESSIONAL STUDIO ARTIST**

<b>Program Area (Major)</b>	<b>C/D</b>	<b>Math</b>	<b>Reading</b>	<b>Writing</b>
<b>Professional Studio Artist</b>		34	76	57
Wood Studio Technician	D			
Jewelry/Metals Studio Technician	D			
Furniture Making Fundamentals	C			
Jewelry/Metals Fundamentals	C			

**General Area – QUALITY MANAGEMENT SYSTEMS**

<b>Program Area (Major)</b>	<b>C/D</b>	<b>Math</b>	<b>Reading</b>	<b>Writing</b>
<b>Quality Management Systems</b>		34	76	57

**KCTCS ADMINISTRATIVE POLICIES AND PROCEDURES**

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Quality Technician	D
Quality Support	C
Quality Monitor	C
Quality Leader	C
Quality Specialist I	C
Quality Specialist II	C
Quality Auditor	C

**General Area – RADIOGRAPHY**

<b>Program Area (Major)</b>	<b>C/D</b>	<b>Math</b>	<b>Reading</b>	<b>Writing</b>
<b>Radiography</b>		34	76	57
Radiographer	D			

**General Area – REAL ESTATE**

<b>Program Area (Major)</b>	<b>C/D</b>	<b>Math</b>	<b>Reading</b>	<b>Writing</b>
<b>Real Estate</b>		34	76	57
Real Estate Pre-Licensing	C			
Residential Real Estate	C			

**General Area – RESPIRATORY CARE**

<b>Program Area (Major)</b>	<b>C/D</b>	<b>Math</b>	<b>Reading</b>	<b>Writing</b>
<b>Respiratory Care</b>		34	76	57
Electrocardiographic & Cardiac Monitoring Technician	C			
Polysomnographic Technologist	C			

**General Area – SECURITY MANAGEMENT**

<b>Program Area (Major)</b>	<b>C/D</b>	<b>Math</b>	<b>Reading</b>	<b>Writing</b>
<b>Security Management</b>		25	62	32
Security Management Coordinator	C			
Supply Chain Security	C			
Antiterrorism Physical Security Specialist	C			
Safe & Lock Technician	C			

**General Area – SMALL ENGINE REPAIR**

<b>Program Area (Major)</b>	<b>C/D</b>	<b>Math</b>	<b>Reading</b>	<b>Writing</b>
<b>Small Engine Repair</b>		25	62	32
Small Engine Mechanic	D			
Marine Technician	D			
Motorcycle Technician	D			
Engine Technician	C			
Four Cycle Equipment Specialist	C			
Marine Technician Helper	C			
Motorcycle Technician Helper	C			
Small Engine Technician Helper	C			
Two Cycle Engine Specialist	C			

**General Area – SURGICAL TECHNOLOGY**

<b>Program Area (Major)</b>	<b>C/D</b>	<b>Math</b>	<b>Reading</b>	<b>Writing</b>
<b>Surgical Technology</b>		34	76	57
Surgical Technologist	D			
Surgical Technology Bridge Program	C			
Surgical First Assistant	C			

**General Area – SURVEYING & MAPPING TECHNOLOGY**

<b>Program Area (Major)</b>	<b>C/D</b>	<b>Math</b>	<b>Reading</b>	<b>Writing</b>
<b>Surveying &amp; Mapping Technology</b>		34	76	57
Surveying Technician III	D			
Surveying Technician II	C			
Surveying Technician I	C			

**General Area – TRUCK DRIVER TRAINING**

<b>Program Area (Major)</b>	<b>C/D</b>	<b>Math</b>	<b>Reading</b>	<b>Writing</b>
<b>Truck Driver Training</b>		25	62	32
Truck Driver Training	C			

**General Area – UPHOLSTERY**

<b>Program Area (Major)</b>	<b>C/D</b>	<b>Math</b>	<b>Reading</b>	<b>Writing</b>
<b>Upholstery</b>		25	62	32
Furniture Upholsterer	D			
Upholstery Repairer	C			
Upholstery Helper	C			

**General Area – WELDING TECHNOLOGY**

<b>Program Area (Major)</b>	<b>C/D</b>	<b>Math</b>	<b>Reading</b>	<b>Writing</b>
<b>Welding Technology</b>		25	62	32
Combination Welder	D			
ARC Cutter	C			
ARC Welder	C			
AWS National Skills Standards Level I	C			
Gas Welder	C			
Pipeline Welder	C			
Production Line Welder	C			
Tack Welder	C			
Welder Helper	C			

**General Area – WOOD MANUFACTURING TECHNOLOGY**

<b>Program Area (Major)</b>	<b>C/D</b>	<b>Math</b>	<b>Reading</b>	<b>Writing</b>
<b>Wood Manufacturing Technology</b>		25	62	32
Wood Technologist	D			
CNC Operator/Programmer	C			
CNC Technician	C			
Cabinetmaker	C			
Commercial Cabinetmaker	C			

## KCTCS ADMINISTRATIVE POLICIES AND PROCEDURES

Furniture Maker C  
Millworker

### General Area – VISUAL COMMUNICATION

Program Area (Major)	C/D	Math	Reading	Writing
<b>Art &amp; Design</b>		29	69	47
Graphic Design	D			
Production Art	D			
Digital Media Design	C			
Layout Artist	C			
Illustrator (Deactivated)	C			
Multimedia	C			
<b>Printing</b>		29	69	47
Digital Production Artist	D			
Flexography Specialist	D			
Printer	D			
Digital Production Assistant	C			
Print Shop Assistant	C			
Offset Press Operator	C			
Flexography Press Operator	C			
<b>Multimedia</b>		29	69	47
Generalist	D			
Web Design	D			
Animation	D			
Multimedia	C			
Animation	C			
Web Design Assistant	C			
Digital Media	C			
<b>Visual Arts</b>		29	69	47
2-Dimensional Design	C			
3-Dimensional Design	C			

**Attachment 3**

***Certificate and Diploma-Seeking Students: WorkKeys Scores***

WorkKeys scores may be used for admission to the certificate and diploma programs identified in the chart for students who have a high school diploma or GED, or who do not seek federal financial aid.