

Tennessee College of Applied Technology at Chattanooga State R-BEST PROGRAM: ADMISSIONS PROCESS

(Step 1) Apply for Admission – Parts A and B

- A. Submit a Chattanooga State admissions application to Student Services Department (room 20) in the TCAT or apply online at www.chattanoogastate.edu.
 - Request official transcripts (high school and/or college) be sent to the Records Office at Chattanooga State **and** to the Dean of the Tennessee College of Applied Technology Division
 - Provide proof of MMR immunization before enrollment.
- B. Submit an R-BEST application (available at <http://www.chattanoogastate.edu/tcat/programs/R-BEST>) to the Dean of the Tennessee College of Applied Technology Division (TCAT room 14).

(Step 2) Apply for the Wilder-Naifeh Technical Skills Grant (WNTSG)

Students who reside in Tennessee are encouraged to apply for the WNTSG lottery scholarship by completing a FAFSA application online. Students may visit or call the TCAT Financial Aid Counselor (423.697.3379) – located in room 20D in the TCAT – or online at www.chattanoogastate.edu for additional information. The maximum award for a full-time student is \$2,000 per year. Additional financial aid opportunities – Pell Grant and/or student loans – are available and may be explored with a financial aid counselor.

(Step 3) Take the Admissions Test (if necessary)

Prospective R-Best applicants must be at college level in reading and mathematics. To demonstrate proficiency in reading and math, applicants must provide a current (within the past 3 years) ACT with 19 or higher in reading and math (SAT of 460 in math and 460 in reading), **OR** achieve college level scores on the COMPASS test, **OR** submit a college transcript that shows a passing grade of “C” or better in mathematics and a course that requires reading (history, psychology, sociology, etc.). Chattanooga State offers the Residual ACT test and the COMPASS test for students who need to take either one for admission.

(Step 4) Interview with the Admissions Committee

Students who meet the admissions criteria will be contacted to schedule an interview with the R-BEST admissions committee.

(Step 5) Drug Testing

After the interviews, selected students must complete a drug test (paid by the sponsoring company) as a final step in the admissions process. Applicants who do not pass the drug test will not be admitted to the program.

(Step 6) See an Academic Advisor in the TCAT Division and Register for Class

Applicants selected for the R-BEST program will be required to meet with an advisor at TCAT to register for class.

(Step 7) Complete the Registration Process by Paying Tuition and Fees and Confirming Registration

Registration is not complete until the tuition and fees are paid at the Bursar’s Office (located on the first floor of the Student Center building) or online by the deadline for the semester in which the student plans to enroll.

Tennessee College of Applied Technology at Chattanooga State R-BEST PROGRAM: APPLICATION FORM

Note: *Before submitting your R-BEST Program Application Form, refer to the admission checklist in the program information packet to ensure you have successfully completed the application process. Submit this application to the TCAT dean in room 14. There is no fee required with the application.*

Also, make certain a separate Chattanooga State admissions application is submitted, admissions testing completed (if necessary) and request that all official transcripts (high school/GED or HiSET/College) be sent to the Dean of the Tennessee College of Applied Technology Division at Chattanooga State.

Minimum Requirements:

- ❖ have a high school diploma or GED/HiSET
- ❖ be at the college level in reading and mathematics as demonstrated by a 19 on the ACT test in reading and math (SAT score of 460 in math and reading) **or** have earned a grade of "C" or better in college level classes that require reading and math
- ❖ pass a drug test (paid for by sponsoring dealership)
- ❖ be able to perform the essential functions of the position with or without reasonable accommodations
- ❖ be able to clearly distinguish colors (required for electrical component)
- ❖ interview with the selection committee
- ❖ commit to complete the five semester program

Personal Data: I am applying for admission to the R-BEST program for the fall semester of 2015

Date _____ Social Security Number _____

Name _____

Last
First
Middle
Maiden (if applicable)

Address _____

City _____ State _____ Zip Code _____

Phone Number (home) _____ (work) _____ (cell) _____

E-mail address _____

In case of emergency please notify _____ Phone _____

Education:

Name of High School _____ Year of Graduation _____

Address _____

City _____ State _____ Zip Code _____

GED Year Completed _____ GED/HiSET Test Scores _____

Are you currently enrolled at a college? Yes _____ No _____ If Yes, where? _____

Previous Colleges Attended:

Name	Address	Dates Attended	Degree Earned

Has a Wirtgen America or a Wirtgen America dealer agreed to sponsor you during the R-BEST program?
 ____ Yes ____ NO (if yes, please include an R-BEST Sponsorship Approval Form, page 5, with this application).

Military Service:

Branch of Service _____ Where _____ When _____

Schooling (if applicable), type & ranking in school _____

Are you eligible to receive GI Benefits? ____ No ____ Yes: (____ Montgomery GI Bill ____ Post 9/11 Benefits)

Employment Record: (start with most recent)

Employer	Address	Dates	Position	Reason for Leaving

Lottery Scholarship Information:

Have you ever received a Tennessee Lottery Scholarship?

____ No ____ Yes (check one of the following): ____ HOPE ____ Wilder-Naifeh Technical Skills Grant

References:

Name	Address	Phone Number	E-mail Address	Number of Years Known	Relationship

Legal Information:

Have you ever been convicted of a crime other than a minor traffic violation? Yes _____ No _____

If yes, Date: _____

Describe _____

Drug Testing Policy:

Students accepted into the R-BEST Program must pass a drug test. Students whose drug test is positive will not be eligible to enroll in the program. Additionally, participants will be required to submit a random drug test during their enrollment in the program.

Certificate of Application: I affirm, agree, and/or understand that all statements on this form are true and accurate; any misrepresentation or omission of material facts may result in my expulsion from the R-BEST Program. I hereby authorize Chattanooga State or other appropriate state investigative agencies to make all necessary investigations concerning me, my work habits, character, or my action in any transaction. I further authorize and request each former employer, person given as a reference, educational institution, or organization to provide all information that may be sought in connection with this application.

I also understand it is my responsibility to read the program information packet and follow the admission checklist in order to successfully complete the program admissions process. I should submit all application forms and transcripts together and follow-up to make sure my file is complete with all program forms, transcripts, etc. before the program deadline date. Additionally, I also understand it is my responsibility to notify the Dean of the TCAT division of any changes (address, name change, etc.) so my program file will remain up-to-date.

Print Name _____ Signature _____ Date _____

Complete and return the R-BEST Application to:

Chattanooga State Community College
Dean, TCAT Division
4501 Amnicola Highway
Chattanooga, TN 37406



R-BEST PROGRAM

Sponsor's Approval Form

All R-BEST students must be sponsored by Wirtgen America or an authorized Wirtgen America dealer (hereafter referred to as the "Sponsor"). Before agreeing to sponsor a student, please ensure that they have applied to TCAT Chattanooga and meet the minimum requirements for the R-BEST program. Please review the following points with the applicant before approving sponsorship.

1. The structure of the R-BEST program and the location of the two internships.
2. Exactly what expenses will be covered by the Sponsor and what expenses will be covered by the student.
3. What happens if the student drops out of the program or is asked to leave before finishing.
4. What it is like to be a service technician and what kind of tasks service technicians perform.
5. Terms of employment and required length of service with the Sponsor after completing the program.
6. What happens if the student quits or is discharged before the required length of service (item No. 5).

Applicant Name: _____

Applicant's Address (street) _____

City, state, zip: _____

Applicant Student ID Number (ChattState): _____

APPROVAL: This applicant is approved for admission into the R-BEST program at the TCAT Chattanooga and we agree to provide sponsorship.

Name of Dealer (if applicable): _____

Approved by:

Name: _____

Title: _____

Date: _____

Send completed Sponsor Approval Form for each student to:
mike.ricketts@chattanoogastate.edu