



# Enrollment Procedures Checklist

## Automotive Technology

1

### Do you meet the prerequisites?

- Must be 18 years old.
- Have a high school diploma or WV-accepted equivalency diploma.
- Students must be in good health, able to lift approximately forty pounds, bend, and stand on concrete floors for up to six hours a day.

2

### What to do next

- Take the TABE (basic skills test) to evaluate your academic (reading, math, etc.) skills. Call the Jill S. Weekly Learning Center to schedule your test. 304-754-9712
- Fill out an application. The registration fee will be deferred until you have been accepted into the program. A copy of your driving record must be submitted with the application.
- Meet with the instructor for an interview. You can contact the instructor via email from the Automotive Technology program's page on our website.

3

### Final steps

- The instructor will contact you to inform you if you have met the requirements and have been accepted into the program.
- If you have been accepted, you will need to pay the registration fee to reserve your seat in the program.

### Financial Aid

Financial Aid information can be found at:

[www.jamesrumsey.com](http://www.jamesrumsey.com)

JRTI administers the Pell Grant, NOT student loans. Applicants may complete the FAFSA during the enrollment process.

Pell Grant-eligible applicants should contact Wendy Reeves, Office of Student Services when they receive JRTI acceptance notices so that the financial aid funding can be processed.

304-754-7925  
[wendy.reeves@k12.wv.us](mailto:wendy.reeves@k12.wv.us)

### Refund Policy

There is no refund for the registration fee. No refunds are issued after the 10th day of class. No refund is given for textbooks or tools.



# Enrollment Procedures Checklist

## Certified Nursing Assistant (CNA)

1

### Do you meet the prerequisites?

- Must be 18 years old.
- Have a high school diploma or WV-accepted equivalency diploma.
- A laptop is required.

2

### What to do next

- Fill out an application and pay the registration fee.
- Contact issuing agent of your high school diploma or equivalent and have your official transcript sent to:  
James Rumsey Technical Institute  
3274 Hedgesville Rd.  
Martinsburg, WV 25403  
ATTN: REGISTRAR

3

### Final steps

- Pay the tuition in full by the close of business (4:00 P.M.) the Thursday before class begins.
- Proceed to class by 4:30 P.M. the first day of class.

Just need to renew your license?

### CNA Refresher Course

- Must have a WV CNA license that has expired within the last 5 years.
- Contact the WV State Nursing Aide Board to verify you are eligible to take the refresher course.
- Call (304) 754-7925 for available dates and times.
- Sit for the CNA exam after completion.

### Refund Policy

There is no refund after the second class session.

There is no refund for the CNA Refresher course.



# Enrollment Procedures Checklist

## Culinary Arts

1

### Do you meet the prerequisites?

- Must be 18 years old.
- Have a high school diploma or WV-accepted equivalency diploma.
- Must be able to lift up to (approximately) 50 pounds, bend, and stand on concrete floors for up to six hours a day.

2

### What to do next

- Take the TABE (basic skills test) to evaluate your academic (reading, math, etc.) skills. Call the Jill S. Weekly Learning Center to schedule your test. 304-754-9712
- Fill out an application. The registration fee will be deferred until you have been accepted into the program.
- Meet with the instructor for an interview. You can contact the instructor via email from the Culinary Arts program's page on our website.

3

### Final steps

- The instructor will contact you to inform you if you have met the requirements and have been accepted into the program.
- If you have been accepted, you will need to pay the registration fee to reserve your seat in the program.

### Financial Aid

Financial Aid information can be found at:

[www.jamesrumsey.com](http://www.jamesrumsey.com)

JRTI administers the Pell Grant, NOT student loans. Applicants may complete the FAFSA during the enrollment process.

Pell Grant-eligible applicants should contact Wendy Reeves, Office of Student Services when they receive JRTI acceptance notices so that the financial aid funding can be processed.

304-754-7925

[wendy.reeves@k12.wv.us](mailto:wendy.reeves@k12.wv.us)

### Refund Policy

There is no refund for the registration fee. No refunds are issued after the 10th day of class. No refund is given for textbooks or tools.



# Enrollment Procedures Checklist

## Electrical Technician

1

### Do you meet the prerequisites?

- Must be 18 years old.
- Have a high school diploma or WV-accepted equivalency diploma.
- Electricians are required to work from ladders and scaffolding, lift loads up to 40 pounds, and stand for long periods of time on concrete floors. Students are required to have the strength and physical endurance to accomplish these tasks.

2

### What to do next

- Take the TABE (basic skills test) to evaluate your academic (reading, math, etc.) skills. Call the Jill S. Weekly Learning Center to schedule your test. 304-754-9712
- Fill out an application. The registration fee will be deferred until you have been accepted into the program.
- Meet with the instructor for an interview. You can contact the instructor via email from the Electrical Technician program's page on our website.

3

### Final steps

- The instructor will contact you to inform you if you have met the requirements and have been accepted into the program.
- If you have been accepted, you will need to pay the registration fee to reserve your seat in the program.

### Financial Aid

Financial Aid information can be found at:

[www.jamesrumsey.com](http://www.jamesrumsey.com)

JRTI administers the Pell Grant, NOT student loans. Applicants may complete the FAFSA during the enrollment process.

Pell Grant-eligible applicants should contact Wendy Reeves, Office of Student Services when they receive JRTI acceptance notices so that the financial aid funding can be processed.

304-754-7925

[wendy.reeves@k12.wv.us](mailto:wendy.reeves@k12.wv.us)

### Refund Policy

There is no refund for the registration fee. No refunds are issued after the 10th day of class. No refund is given for textbooks or tools.



# Enrollment Procedures Checklist

## Electromechanical Technology

1

### Do you meet the prerequisites?

- Must be 18 years old.
- Have a high school diploma or WV-accepted equivalency diploma.
- Must have completed High School Electrical, Electrical Technician HVAC/R program, or have an Apprentice license.
- Electricians are required to work from ladders and scaffolding, lift loads up to 40 pounds, and stand for long periods of time on concrete floors. Students are required to have the strength and physical endurance to accomplish these tasks.

2

### What to do next

- Take the TABE (basic skills test) to evaluate your academic (reading, math, etc.) skills. Call the Jill S. Weekly Learning Center to schedule your test. 304-754-9712
- Fill out an application. The registration fee will be deferred until you have been accepted into the program.
- Meet with the instructor for an interview. You can contact the instructor via email from the Electromechanical Technology program's page on our website.

3

### Final steps

- The instructor will contact you to inform you if you have met the requirements and have been accepted into the program.
- If you have been accepted, you will need to pay the registration fee to reserve your seat in the program.

### Financial Aid

Financial Aid information can be found at:

[www.jamesrumsey.com](http://www.jamesrumsey.com)

JRTI administers the Pell Grant, NOT student loans. Applicants may complete the FAFSA during the enrollment process.

Pell Grant-eligible applicants should contact Wendy Reeves, Office of Student Services when they receive JRTI acceptance notices so that the financial aid funding can be processed.

304-754-7925  
[wendy.reeves@k12.wv.us](mailto:wendy.reeves@k12.wv.us)

### Refund Policy

There is no refund for the registration fee. No refunds are issued after the 10th day of class. No refund is given for textbooks or tools.



# Enrollment Procedures Checklist

## HVAC/R

### 1 Do you meet the prerequisites?

- Must be 18 years old.
- Have a high school diploma or WV-accepted equivalency diploma.
- Must be in good health and able to lift, bend, and stand on concrete floors for up to six hours a day.

### 2 What to do next

- Take the TABE (basic skills test) to evaluate your academic (reading, math, etc.) skills. Call the Jill S. Weekly Learning Center to schedule your test. 304-754-9712
- Fill out an application. The registration fee will be deferred until you have been accepted into the program.
- Meet with the instructor for an interview. You can contact the instructor via email from the HVAC/R program's page on our website.

### 3 Final steps

- The instructor will contact you to inform you if you have met the requirements and have been accepted into the program.
- If you have been accepted, you will need to pay the registration fee to reserve your seat in the program.

### Financial Aid

Financial Aid information can be found at:

[www.jamesrumsey.com](http://www.jamesrumsey.com)

JRTI administers the Pell Grant, NOT student loans. Applicants may complete the FAFSA during the enrollment process.

Pell Grant-eligible applicants should contact Wendy Reeves, Office of Student Services when they receive JRTI acceptance notices so that the financial aid funding can be processed.

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[wendy.reeves@k12.wv.us](mailto:wendy.reeves@k12.wv.us)

### Refund Policy

There is no refund for the registration fee. No refunds are issued after the 10th day of class. No refund is given for textbooks or tools.



# Enrollment Procedures Checklist

## Massage Therapy

1

### Do you meet the prerequisites?

- Must be 18 years old.
- Have a high school diploma or WV-accepted equivalency diploma.

2

### What to do next

- Take the TABE (basic skills test) to evaluate your academic (reading, math, etc.) skills. Call the Jill S. Weekly Learning Center to schedule your test. 304-754-9712
- Fill out an application. The registration fee will be deferred until you have been accepted into the program.
- Have a physical and a drug test performed.
- Meet with the instructor for an interview. You can contact the instructor via email from the Massage Therapy program's page on our website.

3

### Final steps

- The instructor will contact you to inform you if you have met the requirements and have been accepted into the program.
- Have a background check performed. You will receive information in your acceptance letter explaining how and where to have this done.
- If you have been accepted, you will need to pay the registration fee to reserve your seat in the program.

### Financial Aid

Financial Aid information can be found at:  
[www.jamesrumsey.com](http://www.jamesrumsey.com)

JRTI administers the Pell Grant, NOT student loans. Applicants may complete the FAFSA during the enrollment process.

Pell Grant-eligible applicants should contact Wendy Reeves, Office of Student Services when they receive JRTI acceptance notices so that the financial aid funding can be processed.

304-754-7925  
[wendy.reeves@k12.wv.us](mailto:wendy.reeves@k12.wv.us)

### Refund Policy

There is no refund for the registration fee. No refunds are issued after the 10th day of class. No refund is given for textbooks or tools.





# Enrollment Procedures Checklist

## Practical Nursing

1

### Do you meet the prerequisites?

- Must be 18 years old.
- Have a high school diploma or WV-accepted equivalency diploma.
- A laptop is required.
- Have a transcript of all previous education.

2

### What to do next

- Attend a mandatory orientation. Call the Jill S. Weekly Learning Center to schedule your orientation. 304-754-9712
- Take the TEAS (basic skills test) to evaluate your academic (reading, math, etc.) skills.
- If you scored the desired % on the TEAS, you will receive an interview letter.
- Await an acceptance letter.
- Fill out an application, and pay the registration fee.

3

### Final steps

- Attend mandatory New Student Luncheon.
- Obtain a medical screening, background check, CPR certification (AHA Healthcare Provider only), drug screen, and provide proof of health insurance. You will receive information during the New Student Luncheon about where and how to have these performed.

### Financial Aid

Financial Aid information can be found at:

[www.jamesrumsey.com](http://www.jamesrumsey.com)

JRTI administers the Pell Grant, NOT student loans. Applicants may complete the FAFSA during the enrollment process.

Pell Grant-eligible applicants should contact Wendy Reeves, Office of Student Services when they receive JRTI acceptance notices so that the financial aid funding can be processed.

304-754-7925  
[wendy.reeves@k12.wv.us](mailto:wendy.reeves@k12.wv.us)

### Refund Policy

There is no refund for the registration fee. No refunds are issued after the 10th day of class. No refund is given for textbooks.





# Enrollment Procedures Checklist

## Surgical Technology

1

### Do you meet the prerequisites?

- Must be 18 years old.
- Have a high school diploma or wv accepted equivalency diploma.

2

### What to do next

- Attend orientation and take the TABE (basic skills test) to evaluate your academic (reading, math, etc.) skills. Call the Jill S. Weekeley Learning Center to schedule 304 754-9712.
- Fill out an application. The registration fee will be deferred until you have been accepted into the program.
- Instructor will contact you for an interview.

3

### Final steps

- When you receive your letter of acceptance, follow the steps outlined in the letter.
- Once you have been accepted, you will need to pay the registration fee to reserve your seat in the program.
- Provide up-to-date shot record, ppd, tetanus within 10 years, hep b vaccine, physical examination, and proof of health insurance.

### Financial Aid

Financial Aid information can be found at:  
[www.jamesrumsey.com](http://www.jamesrumsey.com)

JRTI administers the Pell Grant, NOT student loans. Applicants may complete the FAFSA during the enrollment process.

Pell Grant-eligible applicants should contact Wendy Reeves, Office of Student Services when they receive JRTI acceptance notices so that the financial aid funding can be processed.

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[wendy.reeves@k12.wv.us](mailto:wendy.reeves@k12.wv.us)

### Refund Policy

There is no refund for the registration fee. No refunds are issued after the 10th day of class. No refund is given for textbooks.



# Enrollment Procedures Checklist

## Truck Driving

### Do you meet the prerequisites?

- 1**
- Must be at least 21 years of age or 18 with two (2) years' experience as a licensed driver. If under 21, you may only drive within your state of residence.
  - Must have no physical impairments that would interfere with their ability to drive a CMV (Commercial Motor Vehicle) as outlined in the FMCSR (Federal Motor Carrier Safety Regulations). Certain medications are also prohibited. You can call the WV DOT @ 304.347.5935 to determine medical eligibility.
  - Must hold a valid driver's license in West Virginia, Virginia, Maryland, or Pennsylvania.
  - Must not have more than six (6) points against your driving record. It is the responsibility of the applicant to furnish a certified original copy of his/her lifetime Department of Motor Vehicle record prior to final acceptance.
  - Must not have been convicted of any of the following crimes:
    - a. Driving while under the influence of alcohol or illegal drugs within the past year.
    - b. Transporting drugs.
    - c. Leaving the scene of an accident during the year prior to enrollment.
    - d. Using a vehicle to commit a serious crime.
    - e. Be convicted of a felony offense during the year prior to enrollment.
- Note:** These are minimum CDL requirements. Company hiring policies may be more stringent. It is advisable to discuss personal situations with an instructor.

See the next page for Steps 2 & 3 



## For more information

Find tips, resources, and more detailed information on the JRTI Truck Driving Program's website: <https://jrtitruckdriving.wordpress.com/>

### 2 What to do next

- Visit the program any Wednesday at 2:00 p.m. to complete the interview process. You can contact the instructor via email from the Truck Driving program's page on our website.
- If you do not possess a high school diploma, HISET, TASC™, or GED®:** Take the TABE (basic skills test) to evaluate your academic (reading, math, etc.) skills. Call the Jill S. Weekly Learning Center to schedule your test. 304-754-9712
- Fill out an application and pay the registration fee.
- Schedule and pass a Department of Transportation approved physical examination and drug screen. After passing the physical, a copy must be sent to Charleston along with a CDL application from the DMV. See Instructor's site for complete details: [jrtitruckdriving.wordpress.com](https://jrtitruckdriving.wordpress.com).

### 3 Final steps

- Students will be permitted to begin after the tuition for the class has been paid or arrangements have been verified in writing from a sponsoring agency.

### Financial Aid

The Pell Grant is not available for the Trucking Driving program. However, students may be eligible for a Higher Education Adult Part-Time Student (HEAPS) Grant.

### Refund Policy

There is no refund for the registration fee, textbooks or tools.

Class meets from 8:00am-2:40pm Monday through Friday and follows the schedule for Berkeley County Schools openings & closings.

