



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

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

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.