

Final Application Deadline is January 13

Linn State Technical College 2012 Heavy Equipment Operations Program Requirements

Program is a Certificate Program (June to May)

For consideration in the Heavy Equipment Operations program, all of the items listed below must be received by the Office of Admissions by January 13 or with a postmark date of January 13.

1. Application for Admission, available online at www.linnstate.edu (no application fee).
 - List school and/or work activities on your application
2. Education Record - Submit all that apply to you:
 - High School students are given tentative admission based on a sixth or seventh semester transcript. After high school graduation, a final original transcript must be mailed directly from your high school to the Office of Admissions. The final transcript must be in a sealed, unopened envelope (not faxed) and should include the date of graduation, final GPA, school seal, and signature of school official.
 - Missouri GED score reports will be obtained online by the Admissions Office. Faxed copies are not accepted. GED graduates outside of Missouri should request that the State Department of Education in the capital city of the state in which they tested send an official copy of their GED Score Report to the Office of Admissions.
 - Home-school graduates that do not have a GED score report should contact the Office of Admissions for information regarding the "ability to benefit."
 - Transfer students:
 - Students with less than 24 credit hours need to submit college transcripts and high school transcripts.
 - Students with more than 24 credit hours need to submit college transcripts only.
3. Completed High School Attendance Record form signed by your high school counselor. Transfer students and students who earned GEDs rather than high school diplomas do not need to submit the high school attendance record form.
4. Test Scores: Submit either ACT, SAT (Critical Reading + Math and Writing) or COMPASS test scores.
 - Test scores are used for course placement and program admittance.

▪ **Certificate Requirements:**

Test	Minimum Algebra Score	Minimum English Score	Minimum Reading Score
ACT	0-14	18	14
COMPASS	0-17	68	61
SAT	530-690	430-550	N/A

- The COMPASS test is offered on the Linn State Technical College campus most Wednesdays. Contact the Office of Admissions to set up an appointment. The charge is \$10.00. To prepare for the test, visit www.act.org/compass/sample.
 - Check www.actstudent.org for ACT test locations, fees, and details for registering for the test. LSTC is a testing location and our test code is 5105.
5. Driving record which qualifies you for a Missouri Class A Commercial Driver's License (CDL). The Driving Record may be obtained from your local License Bureau or from the Department of Revenue. If you have a CDL, submit both a Driving Record and a copy of your license. The Driving Record should be submitted after **December 13th** as close to the application deadline as possible to ensure it is the most current record available.
 6. Two (2) recommendation letters from individuals not related to the applicant, but who are familiar with the applicant's attitude, dependability, honesty, and work ethic.
 7. Successfully completed Department of Transportation physical. It must be signed by a physician and submitted to the Office of Admissions. Call 573-897-5000 to request the form if necessary.

NOTES: Applicants may be contacted for an interview with Heavy Equipment Operations faculty members.

Students selected for the program will be required to: 1.) An updated driving record may be requested at enrollment. 2.) Verify that they can perform essential physical functions of the Heavy Equipment Operations program. 3.) Successfully pass pre-enrollment and random drug screens. These drug screens are required to enter and remain enrolled in the program. Refusing or failing any of the drug screens will result in dismissal from the program.

Mail to: Linn State Technical College
Office of Admissions
One Technology Drive
Linn, MO 65051

Fax: 573-897-5026
Phone: 573-897-5000 or 1-800-743-8324
Email: admissions@linnstate.edu