



## Application Process

1. Pick up a VACTE application from your academic advisor or in your school's counseling office. Applications can also be found online at [www.vacte.com](http://www.vacte.com)
2. Complete the application and obtain parent/guardian signature.
3. Return completed application to your academic advisor.
4. If you are applying for either certified nursing assistant, phlebotomy, emergency medical services (EMS), or teacher training you will be required to take the Yavapai College placement exam(s). Schedule an appointment to take the exam(s) by contacting Yavapai College - Clarkdale Campus at 928-634-6561.
5. After reviewing your application, a VACTE representative will contact you and inform you if you have been accepted into the program.
6. Once notification of acceptance has been made, work with your academic advisor or a VACTE representative to "wish list" the appropriate Yavapai College classes. You must know your social security number in order to complete this process.
7. Upon approval of your "wish listed" classes, you will register for the Yavapai College classes either with your academic advisor or a VACTE representative.
8. Upon completion of all steps above, you are ready to begin the VACTE/ classes.

**VACTE pays tuition, uniform expenses, book fees, and industry certification costs. If a student withdraws from a program, the student WILL BE RESPONSIBLE for reimbursing VACTE tuition expenses.**

**QUESTIONS? Contact Bob Weir, VACTE at 928-634-7131, Ext. 12  
- OR - Laurie Lozano, VACTE at 928-634-7131, Ext. 18**