



HOW TO GET STARTED IN.....

COSMETOLOGY

1. Contact the Program Coordinator to schedule a meeting.

This is an opportunity to learn more about the program, tour the facility, meet the instructors, and discuss program requirements.

Sheila Thompson, Cosmetology Program Coordinator
740-364-2270
sthompson@c-tec.edu

2. Take the ACT WorkKeys® Assessment.

You must take and pass the WorkKeys® assessment prior to your program start date. Call 740-364-2280 to schedule your assessment.

WorkKeys® identifies your reading and math skills as they pertain to your chosen training program. There are three test sections (Applied Math, Graphic Literacy, and Workplace Documents) and there is a \$60 non-refundable fee to take the test.

To enroll in Cosmetology, you must score at least a level 4 on each of the three tests.

[Click here for Work Keys practice tests.](#)

During the testing session, you will also complete a registration form and participate in an orientation for all C-TEC programs. Allow at least 4 hours for this session.

On your scheduled test date, please bring your high school diploma or GED and your driver's license (or state-issued photo ID).

3. Secure funding for your program tuition, books, and fees.

Financial aid may be available for those who qualify. If you intend to apply for financial aid, complete an application at <https://fafsa.ed.gov> for C-TEC. Our school code is **015692**.

Once you have met the WorkKeys requirements for your program and you have completed your FAFSA (if applying for financial aid), schedule an appointment with the Financial Aid Coordinator.

Contact Janet Fletcher in the Financial Aid Office at (740) 364-2359 or jfletcher@c-tec.edu to schedule an appointment.

4. Start your program!

Once you have completed your enrollment agreement with Financial Aid, your program coordinator will confirm your program start date, class meeting times, and location.