

CENTUREON INSTITUTE

The School of the People®

4011 W Flagler St, Suite 306, Miami, FL 33134

877-CENTUREON | (877) 236-8873

www.CENTUREON.edu | info@CENTUREON.edu

ADMISSIONS

Admission Requirement and Procedures

Prospective students must comply with the following requirements to enroll:

- ✓ Applicants must present a Valid picture ID
- ✓ Applicants must present a High School diploma or GED (program specific)
- ✓ In order to qualify for enrollment, a one-on-one appointment with one of the school admissions representatives is required. During the one-on-one appointment, the admission's representative will provide advisement services to assist the student in planning and completing the occupational education program for enrollment.
- ✓ Documentation from another country must be accompanied by the corresponding translation and evaluation by a Florida approved agency or individual. For a listing visit the American Translators Association www.atanet.org or the National Association of Credential Evaluation Services www.naces.org
- ✓ Applicants who are at least 17 but younger than 18 years of age may enroll in any program under parental or legal guardian consent. A parent or legal guardian is required to sign the Enrollment Agreement.
- ✓ Prior to beginning their externship, applicants for the Medical Assistant program must present verifiable documentation from a Florida licensed health care provider showing that the student has received a medical clearance or is immunized against communicable diseases and able to pass a criminal background check

High School Validation Policy

Centureon Institute has developed procedures that are used in order to evaluate the validity of a student's high school completion. These procedures are followed if the high school information the student presents, appears to be questionable, for example (age and date of graduation are not reasonable, or the documentation does not look official, etc.)

Centureon Institute High School Validation Process:

The school's Admissions Officer will research the school by searching for the institutions' online presence including the institution's website and any other online indicators of its establishment. The Admissions Officer will verify the school is licensed by the state and that the website indicates a valid physical address. The website will be checked to determine the requirements for graduation. The student must have completed these courses in a proper time frame and legitimate fashion, not just pay a fee to obtain the diploma, without actually attending/ completing the academic requirements. If the school is claiming to be accredited, the accreditation website will be checked in order to determine the date the school's accreditation was granted. Diplomas from unaccredited high schools can be valid and qualify

students to receive FAFSA funds. However, a student's self-certification is not enough to validate a high school diploma. If there is conflicting information between the students' certification on the FAFSA and other documentation or information received from the student, the institution will resolve the conflict.

Diploma Translation and Evaluation:

Centureon Institute utilizes services from an Approved Credential Evaluation Agency that is approved to evaluate and translate diplomas for students with diplomas from other countries and translate them to English by the Bureau of Educator Certification.

In cases where students have completed their secondary school education in a foreign country and are unable to obtain a copy of their foreign high school diploma or transcript, applicants can document their high school completion status by obtaining a copy of a "secondary school leaving certificate" (other similar documents are available) from the Ministry of Education in the country where they completed secondary school. For assistance in obtaining documentation of their secondary school education, applicants can contact the foreign high school, the Ministry of Education or that country's consulate in the United States. Rare cases where it may be impossible for a refugee, an asylee, or a victim of human trafficking to obtain documentation of their completion of a secondary school education in a foreign country.

With these rare cases, applicants must submit to the institution:

- Proof of their attempt to obtain the documentation of completion of a secondary school education in a foreign country, i.e., a copy of an e-mail or letter, including proof of mailing
- Signed and dated statement that is indicating that the applicant completed their secondary school education in a foreign country, the name and address of the foreign high school where the applicant completed the secondary school education and the date when the diploma from the foreign high school was awarded.
- And lastly, a copy of the entry status documentation that is identifying the applicant's current or prior status as a refugee, an asylee, or as a victim of human trafficking and who entered the United States after the age of 15.

Required Verification:

If the student is selected for Verification under V-4 or V-5, the student must provide alternate documentation. In this case, self-certification is not acceptable.