



# Northwest Technical Institute Adult Education Center

## STUDENT HANDBOOK 2022-2023

610 E. Emma, Suite 200  
Springdale, AR 72764

NTIAdultEducationCenter@nwti.edu

**(479) 751-0181**

### **Famous GED® Recipients**

Chris Rock, *Comedian & Actor*

Mark Wahlberg, *Actor*

Dave Thomas, *Founder of Wendy's*

Danica Patrick, *NASCAR Driver*

Jon Huntsman, *former US Ambassador to China*

Michael J. Fox, *Actor*

Oscar De La Hoya, *Professional Athlete*

# NWTI Adult Education Center

## Mission Statement

To serve the community by providing free instruction in a supportive environment.

## Objective

To help students:

1. Improve basic skills in reading, math, language, and technology.
2. Obtain an Arkansas High School Diploma.
3. Learn English as a second language.
4. Attain United States Citizenship.
5. Enhance and expand employability skills and options.

### Hours

Monday through Thursday, 7:30 a.m. to 8:00 p.m. (*GED® Preparation*)

Monday through Thursday, 7:30 a.m. to 8:00 p.m. (*ESL*)

Individuals may enroll on Monday through Thursday

From 8:00 a.m. to 6:00 p.m.,

### Summer Hours

Monday through Thursday, 7:30 a.m. to 4:30 p.m.

All Adult Education Services are *FREE* of charge.

In compliance with federal non-discrimination laws, the Adult Education Center does not discriminate in employment and education practices relative to race or national origin (Title VI of the Civil Rights Act of 1964), handicap or disability (Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act), sex (Title IX of the Educational Amendments of 1972), or age (the Age Discrimination Act of 1975). The Coordinator and contact person for all the above civil rights areas is Donald Raines, Human Resource Manager for Northwest Technical Institute 479-751-8824 extension 104, [draines@nwti.edu](mailto:draines@nwti.edu).

## **Enrollment/ Eligibility Procedures**

Any resident of Arkansas, 18 years of age or older, may enroll in adult education classes. The Adult Education Center works with Springdale Public Schools to serve students who are under the age of 18. Individuals aged 16-17 must meet specific requirements as defined by the NWTI Teen Policy. All adults have the right to an education that enhance their ability to affect positive changed in their lives. It is our job to assist the learner in obtaining his or her goal.

Enrollment and testing are conducted throughout the year. Most classes are managed enrollment with most classes allowing students to enroll each week. The pace of learning and length of attendance is dependent on each individual student.

Prospective students interested in the GED® program, must have a photo ID and Social Security number if possible. For all other classes, a photo ID and Social Security number are preferred, but not required. Enrollment procedures include completion of an intake form, locator test, learning styles inventory, and orientation.

### **GED® Testing**

GED® students enrolled at the center must make a minimum score of a 535 on all sections of the TABE 11/12 (Test of Adult Basic Education) assessment before taking the GED Ready® test with free voucher provided by Adult Education Center. The TABE test includes reading, math, and language and takes about two and half (2½) hours per section. We do not advise students to take all sections of the TABE 11/12 on the same day. The test is length and students may burn themselves out. The test enables teachers to diagnose, evaluate, and successfully place students. After 30 to 40 hours of instruction, the student may retake the TABE 11/12.

When students get obtains a minimum score of 535 all 3 TABE 11/12 sections, they can take the GED Ready® test. Students must score at least 145 on each section of the GED Ready® test in order to take that section on the official GED®.

Second language students planning to take the Spanish GED® test, qualify to take the GED Ready® test by passing the paper-based Spanish GED® Practice test.

The GED® test provides an opportunity to earn an Arkansas High School Diploma. The test includes Mathematical Reasoning (90 min.), Reasoning through Language (155 min.), Science (75 min.), and Social Studies (75 min.). A minimum score of 145 on each test is required for passing.

### **Assessment Policy**

The NWTI Adult Education Program will follow testing guidelines, rules, and procedures as outlined in the Arkansas Department of Workforce Services, Arkansas Adult Education Program Policies, and the assessment procedures detailed in the Arkansas National Reporting System for Adult Education Guidelines. All adult learners who are registering for classes must be pre-tested. Pre-testing should be administered at intake or shortly after intake, but before the adult learners receive 12 hours of instruction. Adult learners do not need to be assessed in all of the areas with the exception of 16-17 year olds. Assessments should be in the area(s) in which instruction will be focused.

The most commonly used standardized assessment instruments in adult education are the Tests of Adult Basic Education (TABE) and the TABE CLAS-E (ESL students). These instruments give the instructor information that serves several purposes:

- The student is “leveled” using the initial test results and the guidelines issued by the state adult education agency.
- The student’s strengths and weaknesses are identified from the resulting diagnostic information.
- The instructor uses the test profiles along with other information provided by the student to develop an Individual Learning Plan (ILP). Our program uses the results as printed out to develop the ILP.
- Initial test results serve as a baseline for determining the student’s progress in the program.

The student is post-tested, using another form of the initial testing instrument after a designated number of classroom hours, and then periodically when the instructor feels that testing would be beneficial, in order to determine outcomes.

## **Programs Offered**

### **Adult Basic Education (ABE)**

Adult Basic Education is designed to improve any student’s basic academic skill levels or to help prepare for the GED® program. Students are provided instruction and review in reading, math, English, and writing.

### **Arkansas High School Diploma (GED®)**

GED® classes and labs offer instruction to adults who are preparing to pass the GED® exam or who desire to enhance essential skills. Instruction is provided in all four subject areas: Mathematical Reasoning, Reasoning through Language, Science, and Social Studies.

### **English as a Second Language (ESL)**

English as a Second Language is designed for adults whose native language is not English. Classes are offered for a variety of skill levels, from beginning to advanced. ESL, Family Literacy, and Citizenship students are assessed with the BEST Literacy and placed in the appropriate class as determined by the scores. Classes, available at the center and at other locations in Springdale, are student-friendly and provide adults practice in reading, writing, listening, and speaking the English language.

### **Citizenship (EL/Civics)**

Instruction and practice is provided to prepare individuals to pass the U.S. Citizenship test. Classes cover potential exam questions, practice interviews, historical events, civic duties and responsibilities, and other important information about the citizenship process.

### **Family Literacy**

The Adult Education Center, in partnership with the Springdale Public School system, offers classes in Family Literacy in elementary and middle schools throughout the community. Parents of students attending a participating public school may enroll throughout the year based on availability of seats.

### **Basic Skills/Test Prep Instruction**

Adults who need extra help in areas such as reading, writing, or math, are welcome to contact or visit the Adult Education Center to determine if the desired services are available. Instruction in ACCUPLACER Prep and other postsecondary entrance exams are also available.

## **Academic Transitions with Technology**

Free training in keyboarding and computer skills are offered to adults of all levels through instructor-guided, self-paced lab classes. Each student receives training based on individual skill and need.

## **Workplace Education**

Workplace education provides English language classes, citizenship training, high school equivalency instruction, and career preparation in several businesses and industries throughout Washington County. By providing these classes at jobsites, students have more learning opportunities to fit their busy schedules.

## **Distance Learning**

The Adult Education Center offers online classes through Distance Learning. Online preparation for the GED<sup>®</sup> test, English classes, computer basics and training, and many other courses are offered to students working online. All courses are free. Adult Education Distance Learners can work from different mobile devices using an Internet connection. Students must have their own device and access their own Internet connection to work remotely.

Additionally, hybrid classes that support students both in the regular classroom and online, a virtual classroom, online resources for GED<sup>®</sup> test takers, career training, and other resources designed to make online learning effective and student friendly are built into the free Distance Learning program. Distance education allows students to continue pursuing their educational and career goals while also continuing their busy lives. Technology is the tool that makes this happen. Contact NWTI Adult Education for more information about Distance Learning.

## **WAGE (Workforce Alliance for Growth in the Economy)**

WAGE<sup>®</sup> is a FREE job readiness training program funded through the Arkansas Division of Workforce Services, Adult Education Division. The program is offered at no cost to job seekers, current employees, and employers; the program is fully provided by taxpayer dollars through Arkansas Adult Education Centers. WAGE<sup>®</sup> offers multiple certifications that can be earned to enhance a resume at a future or current employer while building new skills. More than one certification may be earned (stacked) by any individual. The certificates include the following:

### **1<sup>st</sup> Level Certificates**

Workforce Preparation Certificate

### **2<sup>nd</sup> Level Certificates**

\*One of 16 Career Clusters

\*Please see your instructor on which of the 16 career clusters the program is offering. The center can only offer a handful of the clusters and they are based on the job market of our area.

## **Career Preparation/Transitions**

Career planning and preparation are available to individuals as needed. The center has a certified Career Development Facilitators (CDF) on staff, and offers assistance in career search and preparation, postsecondary educational pursuits, and workplace competencies. Certificates may be available for individuals completing certain coursework.

## **Rules and Regulations**

In order that all adult education students may study uninterrupted, rules and regulations will be enforced and NWTI student policies will be followed. Students who do not abide by this policy, will be subject to the appropriate disciplinary action including dismissal from the program.

## **Attendance**

Attendance is voluntary for those students over the age of 18. Younger students will be required to attend according to the Teen Policy. Once on the NWTI campus, students should report to the Adult Education Center. Loitering or lingering around the campus is not allowed. Students should sign in and out on the appropriate form each time entering or exiting the building.

## **Dress Code**

Appropriate dress for adult education classes is expected. Most attire is acceptable, as long as it does not display inappropriate wording (such as advertising for drugs, tobacco, alcohol, or sexually explicit activities) or other content that may be deemed offensive to others. Please maintain proper hygiene.

## **Children and Visitors**

**Children and/or visitors** are not permitted in class or while students are studying or testing. Adult students are often bothered by such distractions and insurance/liability concerns do not allow the center to permit children and visitors on the premises.

## **Electronic Devices**

Cell phones and pagers must be put on "silent" or "vibrate" before entering the classroom to help reduce distractions. Leave the classroom to text or talk on the phone. Other electronic devices, such as those that play music, are not to be used in the classroom. Headphones are not appropriate in the classroom.

## **Tobacco Use**

There is to be **NO USE OF TOBACCO IN ANY FORM** in the Adult Education Center, Campus and Parking lot. Vaping is also not allowed in the Adult Education Center.

## **Drugs and Alcohol**

Under no conditions will alcoholic beverages or illegal drugs, or persons under the influence of drugs or alcohol, be permitted on the NWTI campus or Adult Education Center premises. Specific campus policies may be found in the NWTI Student Catalog and Handbook.

## **Unallowable Actions**

Engaging in acts such as stealing, gambling, profanity, verbal or physical abuse, and possession of firearms or other dangerous weapons is not allowed. Anything that constitutes disturbing normal center operations may be grounds for dismissal from the program.

## **Computer Use**

Students are required to sign a NWTI Network Computing Policy before using any computer on campus. All equipment, including computers, should only be used for educational purposes.

## **Parking**

Students are expected to park in Community Clinic's parking lot. The campus speed limit is no greater than 10 miles per hour. Students should not park in spaces designated for Community Clinic's patients.

## **Bullying Policy**

The purpose of this policy is to communicate to all employees that Northwest Technical Institute (NWTI) Adult Education will not in any instance tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination.

NWTI Education defines bullying as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or

others, at the place of work and/or in the course of employment. Such behavior violates NWTI Code of Ethics, which clearly states that all employees will be treated with dignity and respect.

Bullying may be intentional or unintentional. However, it must be noted that when an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior on the individual that is important. NWTI Adult Education considers the following types of behavior examples of bullying:

**Verbal bullying:** ridiculing or maligning a person or his or her family; persistent name calling that is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.

**Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property

**Gesture bullying:** Nonverbal threatening gestures; glances that can convey threatening messages.

**Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

Persistent singling out of one person.

Shouting or raising voice at an individual in public or in private.

Using verbal or obscene gestures.

Not allowing the person to speak or express himself or herself (i.e., ignoring or interrupting).

Personal insults and use of offensive nicknames.

Public humiliation in any form.

Constant criticism on matters unrelated or minimally related to the person's job performance or description.

Ignoring or interrupting an individual at meetings.

Public reprimands.

Repeatedly accusing someone of errors that cannot be documented.

Deliberately interfering with mail and other communications.

Spreading rumors and gossip regarding individuals.

Encouraging others to disregard a supervisor's instructions.

Manipulating the ability of someone to do his or her work (e.g., overloading, underloading, withholding information, assigning meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions).

Inflicting menial tasks not in keeping with the normal responsibilities of the job.

Taking credit for another person's ideas.

Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave.

Deliberately excluding an individual or isolating him or her from work-related activities, such as meetings.

Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).

Northwest Technical Institute (NWTI) Adult Education Center is committed to ensuring the right of each student to learn in a safe environment without fear. Bullying-intentional, repetitive, and hurtful behavior directed at a victim-creates an imbalance of power that is harmful to the victim and is disruptive to the educational climate at school.

It is the policy of the NWTI Adult Education Center not to tolerate bullying in any form, be it verbal, written, physical, psychological, and/or electronic. It is the responsibility of each employee to take an active role in reducing bullying and to report any incident to the Director of Adult Education Center in writing or in an e-mail at the teacher's discretion. The Director of Adult Education center and the NWTI Human Resources Manager are responsible for documenting any report of bullying, investigating the situation, and taking appropriate action. NWTI Adult Education Center will not tolerate bullying of any kind. Students who believe they

have been a victim of bullying should file a complaint by contacting the director. After an investigation of a complaint has been completed, and a record is made of the investigation, a student found to be in violation of this policy will be subject to disciplinary action including suspension and/or expulsion from the program.

## **Conduct Policy & Procedure**

The Adult Education Centers as part of Northwest Technical Institute encourages each student to take personal responsibility for their actions while on campus or participating in school-related events. In addition, the community should be protected from any behavior or actions that may be destructive or harmful. Each student is expected to comply with all policies, rules, and regulations of the Adult Education Center and NWTI, as well as all local, state, and federal laws. Specific rules are listed in the Adult Education Center Student Handbook and Northwest Technical Institute catalog and Student Handbook (p.50) which may be viewed on the NWTI website at [www.nwti.edu](http://www.nwti.edu). All students enrolling in the program will sign a statement indicating they have received a copy of the student handbook and agree to comply.

Any behavior or conduct, verbal or physical, which disrupts normal functions or violates the rights of others, will result in disciplinary action and possible expulsion. Any student terminated from the program for any conduct and disciplinary reason will not be allowed to return to the program without the approval of the Director of Adult Education.

The decision as to whether a specific student behavior is a conduct violation and the type of disciplinary actions imposed resides with the Director of Adult Education of his/her designee. Types of disciplinary actions/penalties include, but are not limited to the following:

1. Letters of Warning.
2. Restitution of center property, denial of certain privileges, or restriction of activities.
3. Mandatory counseling.
4. Suspension for a stated period of time.
5. Expulsion.

Below are the different levels of offense and rules that apply to all student enrolled at NWTI Adult Education Center. All Level One Offenses will result in immediate expulsion for the NWTI Adult Education Center. All Level Two Offenses will result in a letter of warning. If another issue arises with the same student, the student will be required to have mandatory counseling. After the third incident the student will be placed on suspension for a stated period of time. After the fourth incident the student will be expelled from the NWTI Adult Education Center. The Director will provide the contact information for other adult education centers in the area.

### **Level One Offenses:**

1. Students who negligently damage, destroy, lose, sell, or otherwise dispose of school property entrusted to them will be charged to the full extent of the damage or loss and are subject to prosecution under state laws and disciplinary action by the school.
2. NWTI Adult Education considers academic fraud/dishonesty/cheating to be conduct unbecoming to accepted standards, and will employ a zero-tolerance policy in regard to this issue. Falsifying any document pertaining to school activities will result in administrative dismissal. This includes fraudulently submitted homework assignments, class projects, and/or exams. Students who are suspected of academic dishonesty will meet with the instructor, department chair and/or administration. Student may be questioned or asked to show proof there is no concealed test material. If the student is not compliant, he or she is subject to dismissal. Students administratively dismissed from an NWTI Adult Education will not be allowed to re-

enter without the approval from the Director of Adult Education. Any student who feels they have been inappropriately expelled or suspended due to academic fraud/dishonesty may make an official grievance as outlined in the “Student Grievance Procedure” section of the Student Handbook.

3. Students who engage in such acts as stealing, interrupting classes or disturbing normal school operations, gambling, using profanity or vulgar language, engaging in personal combat, or possession of firearms and other dangerous weapons on campus make themselves liable to disciplinary action, probation, or expulsion.
4. There is to be NO SMOKING or any format of tobacco use inside the buildings or on campus. This includes vaping.
5. Alcohol and illegal drug use is strictly prohibited on campus. Persons found to be in violation of this rule will be suspended or dismissed immediately and will be subject to prosecution by local authorities.

### **Level Two Offenses:**

1. Cleanliness and orderliness are necessary. Students are expected to make use of the disposal containers in each classroom and in order to promote cleanliness and orderliness.
2. Students are expected to dress appropriately for attending class.
3. Cars must be driven in and out of the parking areas at a reasonable speed at all times. On-campus speed limit is 10 miles per hour.
4. Students will not use the office phones for making outside calls except in an emergency. Incoming calls for students will be noted and messages delivered during break or lunch periods, if possible, to the student’s instructor. No student will be called from class unless an emergency condition exists.
5. Students who inappropriately use the internet will be subject to disciplinary action, up to and including dismissal from school. See Network Computing Policy.

## **Student Conflict Resolution Policy & Procedure**

A student having a complaint should present the matter to and discuss it with an instructor first. If the instructor does not resolve the problem, the student should then make an appointment with the Director of Adult Education. Complaints should describe the cause, specific information, and the corrective action desired. Complaints may be presented for, but limited to, the following: sexual harassment; discrimination on the basis of color, religion, age, race, sex, national origin, disability; bullying; or unprofessional conduct. Student privacy will be observed.

If the student’s complaint is not resolved, the student has the right to follow through with the NWTI Grievance procedure.

## **Student Grievance Procedures**

It is the NWTI Adult Education Center’s belief that most problems can best be resolved with personal discussion. If you have a complaint about the way things are being handled at the center, please try to discuss your feelings with your Instructor or Director. However, as a part of due process, the following steps should be used in any formal complaint or grievance:

1. You must present your complaint in written form within five (5) working days of the alleged incident to an Instructor or Director; you must include the specific grievance/complaint and specific remedies sought.

2. The Instructor or Director has five (5) working days in which to investigate and respond in written form.
  3. If not satisfied, you may appeal within five (5) working days to the Director who must respond in writing within five (5) working days.
  4. If you are not satisfied with this result, an appeal may be made within five (5) working days to the President of NWTI, who will hear the complaint and render a decision within ten (10) working days.
- Accommodations for special needs are on an as-needed, individual basis. Interpreters, readers, note-takers, etc., can be made available to assist in the hearing and appeals process. Please contact the Counselor/ADA coordinator to request accommodations.

## **Sexual Harassment Policy**

Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. This Policy sets forth the options and resources available to an individual making a report of Sex Discrimination. For the purposes of this Policy, Sex Discrimination includes all forms of Sexual Misconduct including sexual harassment, sexual assault, sexual violence, stalking, domestic violence, or dating violence.

Title IX benefits both males and females, and is at the heart of efforts to create gender equitable schools. The law requires educational institutions to maintain policies, practices and programs that do not discriminate against anyone based on sex. Under this law, males and females are expected to receive fair and equitable treatment in all areas of public schooling including recruitment, admissions, educational programs, and activities, course offerings and access, counseling, financial aid, employment assistance, facilities, health and insurance benefits, marital and parental status, scholarships, and athletics.

Northwest Technical Institute has designated a Title IX Coordinator as the Director of Student Services at the main campus. Any incidence of sex discrimination including sexual harassment, sexual assault, sexual violence, stalking, domestic violence, or dating violence should be reported to the Title IX Coordinator who will take prompt action to secure a full and equitable review. In the event the sex discrimination allegation is against the Title IX Coordinator, the report should be made to the Office of the President.

Each campus provides educational materials and programs on sex discrimination. Contact the Human Resources Department or Title IX Coordinator for information on awareness and prevention of sexual discrimination.

To assure Northwest Technical Institute provides an educational and work environment for its adult learners, faculty, and staff that is free from sex discrimination including all forms of sexual misconduct, sexual harassment, sexual assault, domestic and dating violence, and stalking, it is the policy of the school to comply with Title IX of the Education Amendments of 1972 and its implementing regulations, which prohibit discrimination based on sex in the school's educational programs and activities, and also prohibit retaliation for asserting claims of sex discrimination.

## **Mentoring Policy**

Each NWTI Adult Education Instructor serves as a mentor for his or her students. Mentoring is defined as an advisor. The mentor/advisor assists the student with their overall learning goal and the stages needed to complete it. The mentor provides students with wisdom, technical knowledge, assistance,

support, empathy, and respect throughout, and often beyond, the student obtaining his or her educational goals.

## Confidentiality Policy

1. According to the Family Educational Rights and Privacy Act (FERPA) of 1974, enacted as Section 438 of the General Education Provisions Act, student information that is considered “private” cannot be shared with anyone who is not designated on a release of confidential information form that has been signed by the student. Examples of confidential information disclosures include disabilities, recovering substance abuse condition, medical information including AIDS/HIV. If the student discloses any condition or disability that falls under the Privacy Act, the disclosed information cannot be shared with anyone without a release of confidential information form, including all appropriate signatures.
2. Every program receiving state or federal adult education funds will have proper release forms for release and/or transfer of confidential information. Please note: School officials such as teachers and staff within the organization are allowed to share **educational related** information to one another.
3. No confidential information or any other assessment information regarding a student can be shared externally for referrals or recommended testing without a signed release of information form specifying the agency representative or diagnostician to whom the information is to be released. Hui is the ADA Coordinator for the center.
4. Standards for release forms:
  - o Release forms are in the Arkansas Adult Education Intake Form.
  - o Information to be released must be specified.
  - o Individuals/organizations to whom information is to be released must be specified.
5. No student information will be transferred unless appropriate release forms have been completed and are on file. Faxing and other electronic transfer methods (e.g. e-mail, Internet, telephone) are not permissible for transfer of confidential information.
6. **No confidential information** regarding a student can be shared with the internal program’s teaching, support, or administrative staff without a release of information form signed by the student or parent/guardian when appropriate. However, if information related to suicide or harming others you are instructed to disclose this information to Nick or Laura immediately. This is to ensure proper actions are taken.
7. Any documentation containing disclosures of disabilities or otherwise confidential information will be separated from routine student information and kept in a locked and secure filing cabinet.
8. Filing cabinets containing confidential information will remain locked, will be inaccessible to students or support staff, and will have a log filed foremost in each locked drawer upon which entries will be made when confidential files are accessed by any instructional or administrative staff. Log sheets should include, at a minimum, date of file entry, name of student’s file accessed, name of staff member accessing file, and actions taken.
9. Confidential information files will be maintained in the students file folder.

## Pandemic Response

There is always a chance that a pandemic could affect the way the center operates. Such as the COVID-19 Pandemic of 2020. In the event of a pandemic, the NWTI will take all precautions to ensure the safety of students, staff and faculty. If face to face classes are cancelled at any time. The NWTI Adult Education Center will provide a digital learning platform and paper alternative learning packets for students in all classes. The center will notify all students of the availability of the information above to help transition students to their alternative learning methods.

# Graduation

Adult Education Center students, who successfully pass the GED® Exam, have the opportunity to participate in a formal graduation ceremony. The ceremony is in combination with the Fayetteville Adult Education graduation event and is scheduled to be held on a Tuesday evening in May 2023 at a venue in Springdale, AR. More information will be provided in the spring 2023 semester. Upon permission, students will receive information on how to obtain graduation regalia (cap, gown, tassel) and order announcements.

## Scholarships after the GED®

Northwest Technical Institute will pay tuition charges for any full-time, diploma-granting program of study for one academic year to a current GED® graduate.

The Luther H. Black Scholarship was set up to recognize a GED® graduate who demonstrates outstanding leadership, citizenship, and professional promise. Each award will be a minimum of \$1,000.00 (\$500 per semester) applied toward tuition, fees, and books.

The LEAP Scholarship is awarded to a student of Latino descent to cover tuition expenses for an entire diploma program at NWTI.

Other scholarships are available. Check with your post-secondary school of choice for scholarship opportunities.

## 2022-2023 Calendar

August 8 & 9, 2022 .....	Registration
August 15, 2022.....	All Classes Begin
September 5, 2022 .....	Center Closed—Labor Day
November 21-24, 2022.....	Center Closed—Thanksgiving
December 19, 2022-January 3, 2023 .....	Center Closed—Christmas/New Year's/In-service
January 4-5, 2022 .....	Registration
January 9, 2023.....	Classes Begin/Resume
January 16, 2023.....	Martin Luther King Day-Center Open/No Classes
March 20-23, 2023 .....	Center Closed—Spring Break
May 29, 2023.....	Center Closed — Memorial Day
TBA 2023 .....	NWTI Graduation/Center Open

*Accommodations for disabilities are available upon request.*

*The NWTI Adult Education Center provides equal access to all programs and activities.*

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