



# Admission Requirements Guidance

The institution is responsible for setting appropriate requirements for each licensed program, which are to be submitted with your application. Admission requirements serve to ensure prospective students have the prerequisite education and skills needed to benefit from the training.

## Interviews:

Institutions must interview every applicant to determine their suitability for your program, including any required aptitude testing. You must collect records (e.g. official test results) to show that each student has met the admission requirements before being asked to sign the Alberta Student Enrollment Contract.

## Standard Admissions:

- Must require an Alberta high school diploma, verified by transcript, or non-Alberta Canadian equivalent, verified by transcript, or a GED, identifying any specific high school courses required for admission into the proposed program.
- Schools must verify transcripts of international students who have received their high school diploma outside of Canada, through International Qualifications Assessment Service (IQAS) or World Education Services (WES) to be eligible for admission to the proposed program.

## Mature Admissions:

- Mature students should be at least 18 years of age.
- Mature students must complete an academic achievement/aptitude test and must have achieved a minimum required score. Indicate in your admission requirements which test you will use and what your minimum acceptable score will be. Your Licensing Officer may ask you a few questions about the minimum acceptable score identified. Acceptable tests are:
  - Canadian Adult Achievement Test (CAAT)
  - Test of Adult Basic Education (TABE)
  - Canadian Achievement Survey Test for Adults (CAST)
  - Wonderlic Basic Skills Test (BST)
  - Wonderlic Scholastic Level Exam (SLE)

## English Language Learners:

All applicants under Standard and Mature Admission must demonstrate sufficient English Language Proficiency to succeed in your proposed program. Your institution may select any one or more of the below English language assessment exams and identify a minimum score in each skill category (reading, listening, writing, and speaking) to demonstrate the CLB level of the student. Example industry standard language assessment exams include:

- IELTS
- CELPIP – General
- Pearson
- CAEL
- TOEFL iBT
- Duolingo

## General Guidelines:

- If one program ladders into another, the requirements for each program should differ, and the pre-requisite program should be listed as a requirement for the more advanced program.
- Ensure all items listed in your Admission Requirements are measurable and not subjective in nature. Employ appropriate testing practices to ensure the reliability and validity of testing results.