

IBEST – Integrated Basic Education & Skills Training APPLICATION CHECKLIST

IBEST is a program that lets qualified ABE students take college credit classes and earn an Office Clerk or Customer Service Specialist Certificate. Students go to college classes that have two instructors. They also go to an ABE class that helps them keep working on their reading, writing or math skills. Students earn 36 college credits and a certificate that qualifies them for a career as an Office Clerk or Customer Service Specialist. After the program, students can continue their education toward an Office Assistant certificate and an Associate of Technical Arts (ATA) degree in Administrative Assistant, Medical Administrative Assistant, Legal Administrative Assistant, or Web Administrative Assistant.

- I qualify for ABE/GED/ESL classes (placement test or working on GED).
- My Reading CASAS score is at least 230 on test Form 185 or higher (see your ABE advisor for your score) **OR** I am a Level 5 or 6 ESL student.
- I am interested in a job or career in an office.
- I am able to attend school full time (Monday through Friday, between 9:00 am and 3:00 pm).
- I am able to sit and work at a computer for at least 4 hours a day.
- I am willing to participate in all the program classes scheduled each quarter.
- I am willing to complete the homework assigned in my college level classes on time and to the best of my ability.
- I am prepared to participate for the next three quarters in this program.
- I am able to pay for tuition, books and fees for my college level classes (financial aid information is available through the Financial Aid Office or your case manager).
- I understand that I must qualify and agree to all of these conditions to participate in IBEST. I will be enrolled in IBEST classes now, but must show my qualification in all areas before January 2, 2008, to stay enrolled in the program.

Signature

Date

Printed Name

Contact Phone / Email

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Date