



Welcome to Northcentral Technical College! Thank you for your interest in the Air Conditioning, Refrigeration & Heating program. Please utilize the following admission guidelines when applying.

**How to Apply**

All applicants for the Air Conditioning, Refrigeration & Heating program must submit the following items to the NTC Admissions Office at 1000 W. Campus Drive, Wausau, WI 54401.

1. **Application for Admission.** The application may be obtained by calling NTC at 1.888.NTC.7144 or online at [www.ntc.edu](http://www.ntc.edu).
2. **\$30.00 nonrefundable application fee.** Attach your check or money order for \$30 to the completed application. Do not send cash.
3. **College transcripts.** Contact all colleges and/or universities previously attended and ask to have your official transcripts mailed directly to the NTC Admissions Office. This may require a fee.

*Note: High school transcripts are not required for acceptance to this program, but may be used to show proof of prerequisite program or class requirements. High school transcripts may also contain ACT or Accuplacer scores taken while still in high school (may meet testing requirements if taken within the last 5 years).*

**Admission Testing**

After receipt of items above, the candidate will be asked to schedule a date to take the Accuplacer (\$15 fee) or provide proof of appropriate testing from within the past five years.

*Applicants with associate or bachelor's degrees will not be required to complete Accuplacer testing. Additionally the following courses (successfully completed with grades of C or better) may be used in lieu of specific test areas. Transcripts will confirm degrees received and/or classes completed.*

Test Subject Area	Accuplacer	ACT	Asset	College Classes*
Arithmetic (or Math):	38	19	40	Intro to College Math College Tech Math MATH100/104/110 College Alg MATH105 Intro to College Alg
<i>*If you feel you have completed a course to meet these requirements (which is not listed here), please contact a member of the NTC Admissions Team to have it evaluated.</i>				

Students not meeting minimum Accuplacer/ACT/Asset program entry requirements will be required to do remedial work to improve their skills prior to being admitted to the program. Free remedial courses are available through the Learning Center at NTC.

**Additional Program Requirements**

*\*If you have an outstanding balance at NTC you are required to pay it in full prior to submitting an application. All application materials will be returned to you if the outstanding balance is not paid in full at the time of application.*

**Admission and Notification Priority**

Applicants who meet the admission requirements will be admitted or placed on a wait list (if applicable) in order of completed application dates. A completed application consists of the following: application, application fee, transcripts. Applicants are admitted in both the spring and fall semesters.

Accepted students will be given the option to defer their start date two consecutive times without losing their wait list order (if applicable). Should a candidate accept an admittance date and then withdraw less than one month before the semester begins, the candidate will lose his or her place on the wait list and will need to reapply.

**Scheduling Classes**

Concerns about schedules and registering for classes should be directed to an admissions specialist.

**Financial Aid**

Financial aid is available for eligible students who are accepted into a program.

**Transfer Credit and Advanced Standing**

The Records Office will evaluate transfer credits after program acceptance is achieved.

**Contact Information**

Toll Free (all campuses): 1.888.NTC.7144

Wausau:	715.675.3331	Phillips:	715.339.4555
Antigo:	715.623.7601	Spencer:	715.659.5120
Medford:	715.748.3603	Wittenberg:	715.253.3500