Quick Tips

• Complete online application – May 1 through 31, 2015
• Schedule TABE Assessment from the following dates when completing your application:
  o Saturday, May 16th  9:00 am to 12:30 pm
  o Thursday, May 21st  5:30 pm to 9:00 pm
  o Monday, June 1st    5:30 pm to 9:00 pm
  o Saturday, June 6th  9:00 am to 12:30 pm
    ▪ Mark the date/time on your calendar and print confirmation sheet for future reference
• Gather OFFICIAL transcripts which include your high school, GED or TASC record, college and vocational and technical/career center coursework. Mail by deadline date of June 12, 2015 to:
  Lori Beth Kellum, CAMC NEAP Coordinator
  BridgeValley Community and Technical College
  Room 110F
  2001 Union Carbide Drive
  South Charleston, WV  25303
• If you received a certificate due to completing a medical/health science program, such as LPN, Medical Assisting, Nursing Assisting, Medical Coding, etc., from a vocational and technical school/career center or college, a copy of the certificate must also be submitted at the same time you submit your transcripts. **IMPORTANT NOTE:** Bundle all transcripts and certificates together and mail in one envelope to the address provided above. Make sure your current last name and return mailing address is reflected on the front of the envelope. Please do not open any official transcripts; all official transcripts must be opened by the appropriate BVCTC official.
• Eligibility letters will be emailed on or by July 3, 2015. (Make sure you have a valid email address). If your email address or any contact information changes, you will want to notify Debby.Roquet@camc.org and Loribeth.kellum@bridgevalley.edu immediately.
• Information Meeting for those eligible is July 18, 2015 @ 8:30 am. Reserve this date – no make-up meetings will be scheduled.