This rubric is intended to create an impartial, consistently applied system by which potential students are evaluated for admissions into the TAACCCT-funded, ICAPS program. Students in this program receive tuition-free college credit courses, academic support, and personalized advising while completing an Office Software Specialist Certificate.

Applicant Name: Click here to enter text.

Date of Admissions Appointment: Click here to enter a date.

|  | **Criterion Description** | **Does Not Meet**  **(0 points)** | **Meets**  **(1 point)** | **Exceeds**  **(2 points unless otherwise specified)** | **Applicant Rating** |
| --- | --- | --- | --- | --- | --- |
| 1 | TAA - eligibility | Applicant is not TAA-eligible |  | Applicant is TAA-eligible  (5 points) | Choose an item. |
| 2 | Veteran’s status | Applicant is not a veteran per TAACCCT definition |  | Applicant is a veteran as defined by TAACCCT  (5 points) | Choose an item. |
| 3 | TABE scores | < 9.0 reading score or < 6.0 math score  (A TABE score in this range disqualifies applicant regardless of other criteria) | >= 11.0 – 12.9 reading score or >=9.0 – 12.9 math score | >= 9.0 – 10.9 reading score or >= 6.0 – 8.0 math score | Choose an item. |
| 4 | Prior college credit | Have college credit from an accredited U.S. institution | Have no U.S. college credit or have credit from a non-accredited institution |  | Choose an item. |
| 5 | Phone call for TABE score and appointment | Did not call | Returned call outside of specified time | Returned call within specified time | Choose an item. |
| 6 | Attendance at required sessions or appointments. | Missed one or more meetings without notice or with minimal notice. | Missed no more than one meeting with sufficient notice. Alternative arrangements for missed meeting were made and kept. | Attended all required meetings as originally planned. | Choose an item. |
| 7 | Punctuality at required meetings. | More than 5 minutes late for two or more meetings. | Less than 5 minutes late for one or more meetings, or more than 5 minutes late for one meeting. | On time for all meetings. | Choose an item. |
| 8 | Current employment status |  | Currently employed, including underemployed | Currently unemployed | Choose an item. |
| 9 | Commitment to employment. See *Commitment to Employment* questions below | Question 1 = no | Question 1 = yes **and** question 2 = a – d, or f (at evaluator’s discretion) | Question 1 = yes **and** question 2 = e, or f (at evaluator’s discretion) | Choose an item. |
| 10 | Current level of computer literacy. Assessed using the *Computer Skills Inventory* | Score of 0 – 64 | Score of 65 – 128 | Score of 129 - 192 | Choose an item. |
| 11 | Recommendation form | No recommendation form, or incomplete recommendation form received | Fully complete recommendation form received |  | Choose an item. |
| 12 | Returned application packet | Application packet not returned, or returned incomplete | Complete application packet returned |  | Choose an item. |
|  | **Total score**  *(Maximum points = 25)* | | | | **!Unexpected End of Formula** |
| Foreign educational attainment  Not applicable | | Click here to enter text. | | | |
| Other/comments | | Click here to enter text. | | | |

Items in yellow are disqualifying criteria. A *Does Not Meet* rating in any one of these areas designates applicant ineligibility for this program regardless of other criteria and ratings.

Is applicant recommended for admission into program? Choose an item.

Form completed by: Click here to enter text. Date rubic was completed : Click here to enter a date.

Signature

Commitment to Employment questions

1. Are you currently seeking employment? Choose an item.
2. What is your current source of income? Choose an item.

Comments: Click here to enter text.

The program was made possible by a $2,867,712 federal Trade Adjustment Assistance Community College and Career Training grant. Approximately 61% of funds were from federal sources. WCC does not discriminate based on any characteristic protected by law in its programs and activities.