



## Admission Requirements

### Administrative Professional Program

#### Standard Admission:

Students must meet **ONE** of the following criteria.

1. Alberta high school diploma or proof of higher education or a non-Alberta equivalent  
OR
2. Successful completion of the General Equivalency Diploma

#### Mature Admission:

Students must meet **ALL** four of the following criteria.

1. Out of school for one year
2. Successful Entrance Test results - 75% or better in English  
- 60% or better in Math  
(Basic Math skills, English reading comprehension, and writing abilities)
3. Thirty-three credits toward an Alberta high school diploma, or non-Alberta equivalent
4. Achieved a score of grade 11 or higher in the English portion of the Canadian Achievement Test  
(the school's chosen aptitude test)

In addition to the above requirements, **ALL** individuals must:

- Successfully pass the Entrance Test
- Submit an essay describing why the student wants to take this program (Entrance Test)
- Submit a current resume
- Complete and submit a "Career and Training Investigation Report" related to this field
- Attend an assessment interview with the school to determine readiness for the commitment of this program, and appropriateness of the career path