

Admissions Guide

☐ **Step 1: Submit an Interest Inquiry**

To begin the application process, complete an Interest Inquiry is on the [Rapid IT Academy webpage](#).

☐ **Step 2: Schedule and complete assessments**

Candidates must complete a National Career Readiness Assessment (NCRC), O*Net Interest Profiler Assessment, and a Learning Styles Assessment. For the O*Net and Learning Styles Assessments, you will need to screen shot your results and email them to rapidIT@mccneb.edu.

Schedule a [NCRC Assessment](#)

Complete an [O*Net Interest Profiler Assessment](#)

Complete one of the following Learning Styles Assessments – [option 1](#) or [option 2](#)

☐ **Step 3: Submit application forms and supporting documentation**

Once MCC receives an Interest Inquiry, a MCC staff member email you the application and supporting documents. Complete the documents and send to rapidIT@mccneb.edu.

Required Forms	Conditional Forms
MCC Grant Application Packet (20 pages) One Workforce Grant Application (online)	SNAP Next Step Application <ul style="list-style-type: none"> Completed only if receiving SNAP Attestation Letter <ul style="list-style-type: none"> Completed if no source of income

Supporting documentation
State issued photo ID or Driver's License Most recent year federal tax return (IRS Form 1040 or similar) Most recent paycheck stubs for self and spouse, if applicable Verification of other sources of income, if applicable Green card, if applicable Resume, if available

☐ **Step 4: Complete intake meeting and register for classes**

Upon completing assessments and application materials, you will schedule a one-hour meeting with a Career Coach to discuss goals, program expectations, finalize paperwork, and register for classes.