

**MERCER COUNTY TECHNICAL SCHOOLS  
HEALTH CAREERS CENTER**

**GUIDE TO THE APPLICATION PROCESS**

The purpose of this guide is to answer frequently asked questions about applying to programs at the Health Careers Center (HCC). For details about a specific course, please read the application booklet or choose the program on our website.

***APPLICATION FORM***

In the back of the booklet is an application form or you applied online. This must be completed and returned with a passport photo (facial features must be clear and distinguishable). You will be scheduled for the first available pre-test date. A \$50 pre-test fee is due and payable on the day of testing. This fee is payable by ***certified check*** or ***money order ONLY***. We do **NOT** accept cash or personal checks. This fee should be made payable to “***Mercer County Technical Schools.***”

***HIGH SCHOOL TRANSCRIPT OR GED***

If you are applying for any of our programs, you must have your ***official*** high school transcript or GED scores ***mailed*** to the HCC. If you attended high school outside of the U.S., your transcript must be evaluated by an educational service agency in order to determine whether your education is equivalent to high school completion in the U.S. You must submit a copy of this report to the HCC. This process takes time. See attached list of possible agencies at the end of this guide.

***PRE-ENTRANCE EXAM***

All HCC programs require you to take a pre-entrance exam. This is a *Test of Adult Basic Education (TABE)*®. While all applicants take the same test, the required passing score depends upon the program for which you are applying. You will be assigned a date to take the exam. Arrive early on testing day. ***No one will be seated after the test begins.***

If you do not pass the test the first time, you may take it a second time for a \$30 fee. A second failure requires that you submit documentation of attendance in a remediation program before you will be allowed to test a third time.

## **AFTER YOU PASS THE WRITTEN EXAM**

The next step in the application process is the required Criminal Background Investigation (CBI). The office will provide you with instructions on the process. Once the school has received a report of your favorable CBI, you will be scheduled for an interview. At that time, you will be given forms for Medical and Dental examinations that will have to be completed by your doctor and dentist. Because all HCC programs have a clinical component, our students must meet the requirements of those health care facilities where we practice. This includes basic lab work and proof of having already had certain communicable diseases or the immunizations against them.

Acceptances are granted on a first come, first served basis and offered to Mercer County residents before non-residents. Passing the entrance exam does not guarantee you placement in the next class. Once a class is full, your name goes on a waiting list.

# **ABOUT THE TEST**

The TABE test or “Test of Adult Basic Education, has four parts: Reading, Math Computation, Applied Math and Language. Each part is a multiple-choice timed test. Paper for performing calculations is provided. Calculators are not permitted for the Math Computation test; however, they will be provided for taking the Applied Math test. The TABE measures an individual’s ability to:

## **PERFORM BASIC MATH COMPUTATIONS**

Add, subtract, multiply and divide:

- Whole numbers
- Decimal numbers
- Fractions
- Signed numbers (positive and negative)

Perform calculations involving money

Perform calculations involving percents

- Find the % of a number
- Find what % one number is of another
- Find a number when a % of it is given

## **APPLY MATH CONCEPTS TO SITUATIONS REQUIRING REASONING AND PROBLEM-SOLVING**

Use a simple algebraic formula – substitute a # for the unknown and solve

Geometry – shapes, perimeter, area

Find average

Interpret the information on a graph

Use a formula to convert temperatures between Celsius and Fahrenheit

Given the equivalent, convert from one unit of measure to another,

- within the Metric system
- between Metric and Household systems

Solve word problems, including those involving %

Calculate cost using different pricing systems

## **READ**

Recognize word meaning in context  
Use a prefix or suffix to change the meaning of a word  
Recall information  
Recognize main ideas and summarize  
Recognize cause and effect  
Distinguish between Fact and Opinion  
Predict an outcome, based upon facts read  
Interpret information on a schedule or infer meaning of a picture  
Extend meaning or draw a conclusion

## **USE THE ENGLISH LANGUAGE CORRECTLY**

Sentence structure – choosing a well-written sentence versus one that is incomplete, redundant, or has errors in agreement  
Parts of Speech – correct usage of adjectives, adverbs and pronouns  
Grammar

- Punctuation
- Capitalization

Paragraph Development

- Choosing the statement that best develops the topic sentence
- Choosing the best sentence to fill-in-the-blank in a paragraph

Language usage e.g. common abbreviations, contractions, double negatives  
Editing – deciding when something needs to be changed or is correct as written

**SAMPLE TEST ITEMS ARE INCLUDED AT THE END OF THIS PACKET.**

## Sample Reading Questions:

This is an example of part of a checklist that a Nursing Assistant might have to fill out when a new resident is admitted to a nursing home. Study the entries and then answer Questions 1-5.

<u>Pleasant View Nursing Home</u>	
Admissions Form	
1) Resident Name	<u>Mary Naylor</u>
2) Date of Admission	<u>2/14/00</u> Time <u>1</u> a.m. <input checked="" type="radio"/> a.m. <input type="radio"/> p.m. Room # <u>120A</u>
3) Referring Physician	<u>Dr. Howard Ellis</u>
4) Accompanied by	<u>George Naylor</u> Relationship <u>Husband</u>
5) Is resident oriented to Time?	<u>No</u> Person? <u>No</u> Place? <u>No</u>
6) How well can the resident answer questions?	<u>Not very well</u>
7) Is the Resident calm?	Yes <input type="radio"/> No <input checked="" type="radio"/> Is the Resident angry?
8) Is the Resident visually impaired?	Yes <input checked="" type="radio"/> No <input type="radio"/> Wear glasses?
9) Is the resident hard of hearing?	Yes <input type="radio"/> No <input checked="" type="radio"/> Hearing Aid?
10) Allergic to foods?	<u>No</u> Drugs? <u>Penicillin</u>
11) Did the resident bring medicines with him/her?	<input checked="" type="radio"/> Yes <input type="radio"/> No
12) Weight	<u>136 lbs</u> Height <u>5' 4"</u> Temperature <u>98.8°</u>

- Which of the following lines on the Checklist asks for the Nursing Assistant's opinion?
  - 1
  - 7
  - 10
  - 12
- What can you infer from the information on Lines #5 and #6?
  - That Mrs. Naylor cannot speak
  - That this resident is unconscious
  - That the client's husband is providing information
  - That Mrs. Naylor refuses to answer questions
- Lines #8 and #9 tell you that:
  - Mrs. Naylor wears glasses but not a hearing aid
  - Mrs. Naylor is blind
  - This resident is going to need to be fed her meals
  - This resident wears glasses for reading

4. Which line provides a measurable statement of Fact?
- 5
  - 6
  - 10
  - 12
5. Line #7 indicates that the resident:
- Is sad about being brought to a nursing home
  - Does not anger easily
  - Is not calm
  - Is crying

Pharmacists must provide information to customers to enable them to utilize prescription drugs safely. Below is an example of a prescription form designed to educate the patient and provide a receipt for tax or other purposes. Read the form and then answer Questions #6 - 10.

<b>COOLIDGE PHARMACY</b> 232 Second Street Cedarwood, NJ		
About your new medicine:		
Corey Schmit 2 Elm St Bimford, NJ 07891	Rx# 1234321	Refills: As needed until 02/01/01 Physician: Marks, Henry J.
<b>Drug: <u>Sleepwell</u> 10 mg Tablet</b>		
<b>Directions:</b> Take 1 tablet at bedtime. Take at least 2 hours after last meal of the day. Take with 8-oz of water.		
<b>Common Uses</b> Sleeplessness	<b>How to Take or Use</b> Take this by mouth once a day as directed. Talk to your doctor at once if you become ill, have allergies, are taking other drugs, or become pregnant.	<b>Possible Side Effects</b> Headache, mood swings. Tell your doctor if you experience chest pains. Discuss the risks and benefits with your doctor.
Other questions about your medicine? Contact your pharmacist, Jeffrey Coolidge Rx 1234321 1/31/00 State Health Benefits Prescription Plan Retain this receipt for your records. Retail: \$19.70 You pay: \$5.00		

6. Who is the doctor that prescribed this medication?
  - a. Jeffrey Coolidge, M.D.
  - b. Corey Schmit
  - c. Henry J. Marks
  - d. Not given
  
7. What are the four categories of information about the medicine that are provided on this form?
  - a. Cost of drug, Corey Schmit, name of drug and Common Uses
  - b. Directions, Common Uses, How to Take or Use, Possible Side Effects
  - c. Pharmacist's name, address of Corey Schmit, Directions, and Possible Side Effects
  - d. Name of patient, name of drug, name of pharmacist, cost of drug
  
8. What is similar about the four categories of information given about the drug?
  - a. All provide benefits of taking the drug
  - b. All give warnings about headaches
  - c. All give important information that the patient should know
  - d. All tell the patient to call the doctor
  
9. What category tells the patient why the doctor has prescribed the drug?
  - a. Directions
  - b. Common Uses
  - c. How to Take or Use
  - d. Possible Side Effects
  
10. Which of the following statements best describes how and when this drug is to be taken?
  - a. 1 tablet taken with the last meal of the day
  - b. As needed for sleep, on an empty stomach
  - c. 1 tablet swallowed with water at bedtime
  - d. By mouth as needed for headache or mood swings

You are applying to the Health Careers Center to gain the knowledge and skills for a new career. Below is a partial description of a program offered here. Read the course description and requirements. Then answer Questions #11 - 16.

### HEALTH TECHNOLOGY

This course is designed to provide the student with the basic skills and knowledge required for employment as a Multi-Skilled Health Care worker. Areas of employment include hospitals, physicians' offices, clinics and laboratories. The New Jersey Department of Education, the American Society of Phlebotomy Technicians and The American Society of Clinical Pathologists have approved the curriculum for the Health Technology Program. It is divided into 6 modules:

- Module I: Medical Terminology, Anatomy and Physiology and CPR
- Module II: Phlebotomy\*
- Module III: Electrocardiogram and Arrhythmia Recognition\*
- Module IV: Unit Secretary
- Module V: Medical Office Skills
- Module VI: Physical Therapy Aide

\*Upon successful completion of Modules II and III, students are eligible to take the National Certifying Exam for Phlebotomy and EKG through ASPT (The American Society of Phlebotomy Technicians.)

LENGTH OF PROGRAM: 6 months Sept to Feb/March to August

#### ENTRANCE REQUIREMENTS:

- Education: High School Diploma or equivalent (GED)
- Experience: Prior health care experience, preferably as a Certified Nurse Aide

11. The first paragraph of this program description tells:
- a. How the program teaches basic skills in Math and Reading
  - b. Places where a graduate is likely to find a job
  - c. Specific courses included in the program
  - d. That the NJ Department of Education requires that 6 specific modules be covered



12. If a student passes the standardized exam, who provides national certification in Phlebotomy and EKG?
- Mercer County Technical Schools
  - The New Jersey Department of Education
  - ASPT
  - The American Society of Clinical Pathologists
13. The Health Technology program is available to:
- High school students who have completed 10<sup>th</sup> grade
  - Anyone with prior health care experience
  - College graduates only
  - High school graduates with health care experience
14. Keyboarding skills are probably included in which Module(s)?
- I and II
  - III and IV
  - IV only
  - IV and V
15. In Module III students study the heart and "arrhythmia recognition." Since arrhythmia means "variation" from the normal rhythm of the heartbeat," the prefix "a-" probably means:
- against
  - no, not, without
  - after
  - before, forward
16. If a student enters the Health Technology program in March of 2000, when will he/she finish?
- August, 2001
  - February, 2001
  - August, 2000
  - September, 2000

18 months ago, portions of NJ highways had their speed limit increased to 65 mph, while the rest remained at 55 mph. The State Department of Transportation has been studying the effects of the increase. The following editorial, concerning this issue, appeared in *The Trentonian* newspaper on Friday, February 25, 2000. Read the article and then answer Questions #17 - 20.

## Unsettled Argument

The results are in on New Jersey's 18-month experiment with a 65 mph speed limit and they are---inconclusive.

According to the Department of Transportation study that was mandated when the new law was enacted, fatalities on the 475 miles of road on which the limit rose from 55 mph to 65 mph declined 9.6 percent. That's good. At the same time, however, accidents involving injuries rose 94 percent, and total accidents went up by 18.3 percent. That's bad. Average speed on the Turnpike rose by 3 to 4 mph, but on the other stretches with the higher limit the average went up by only 1 mph.

Accident statistics often fluctuate in the short term, and a continuation for the 65 mph trial for an additional 18 months of study – as recommended by DOT and endorsed by Gov. Whitman – makes sense. Certainly, the report offers no justification for making the higher speed limit permanent and extending it to more, or all, of the state's limited-access highways, as some lawmakers have urged.

The Legislature has 60 days to accept or reject DOT's findings and recommendations. It should accept them and allow the experiment to continue. The wisdom of a 65 mph speed limit in New Jersey remains an open question.

17. According to the editorial, what has/have increased 94% since the speed limit increased?
- Highway deaths in NJ
  - Accidents in which people were hurt
  - The speed limit on limited-access highways
  - Total accidents on NJ highways

18. The second paragraph states that the Department of Transportation study was *mandated* when the new law was enacted. In this context, what is the best meaning of the word *mandated*?
- a. recommended
  - b. performed
  - c. suggested
  - d. required
19. The author's opinion, as stated in the last paragraph, is that:
- a. The Legislature has 60 days to accept or reject DOT's findings
  - b. DOT should accept its findings and allow the speed limits to stay as they are
  - c. DOT should continue its study and see if it leads to more conclusive results
  - d. The 65 mph speed limit is a good idea
20. Which of the following could have been an alternate headline for this editorial?
- a. Extend the Experiment
  - b. Highway Deaths Rise on Faster Roads
  - c. Study Concludes Faster Highways Safer
  - d. State Legislature Wastes More of Our Money

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## READING ANSWERS:

- |     |   |     |   |
|-----|---|-----|---|
| 1.  | b | 11. | b |
| 2.  | c | 12. | c |
| 3.  | a | 13. | d |
| 4.  | d | 14. | d |
| 5.  | c | 15. | b |
| 6.  | c | 16. | c |
| 7.  | b | 17. | b |
| 8.  | c | 18. | d |
| 9.  | b | 19. | c |
| 10. | c | 20. | a |

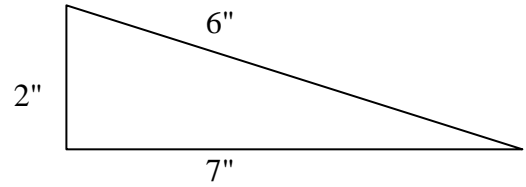
**MATH COMP QUESTIONS****(NO CALCULATOR)**

- 1)  $-60 - 5$       a. 65      8) Find 75% of 15      a. 20  
b. -65      b. 12  
c. 55      c. 0.05  
d. -55      d. 11.25  
e. None of these      e. None of these
- 2)  $3060 \div 85$       a. 306      9)  $208 \div 0.64$       a. 325.0  
b. 360      b. 32.5  
c. 36      c. 3.25  
d. 35 R 6      d. 0.0325  
e. None of these      e. None of these
- 3)  $27 = 60\%$  of \_\_\_\_\_      a. 162      10)  $\frac{5}{6} + \frac{1}{2}$       a.  $\frac{6}{8}$   
b. 16.2      b.  $\frac{3}{4}$   
c. 0.02      c.  $1\frac{1}{3}$   
d. 45      d.  $1\frac{1}{2}$   
e. None of these      e. None of these
- 4)  $15,800 - 4932$       a. 10,878      11)  $\frac{5}{8} \times 6$       a.  $\frac{5}{48}$   
b. 10,978      b.  $9\frac{1}{2}$   
c. 11,868      c.  $\frac{30}{64}$   
d. 9,868      d.  $3\frac{3}{4}$   
e. None of these      e. None of these
- 5)  $-225 \div -25$       a. 0.11      12)  $0.55 \div 11$       a. 0.55  
b. 9      b. 55  
c. -0.11      c. 0.05  
d. -9      d. 0.005  
e. None of these      e. None of these
- 6)  $5.02 + 0.51$       a. 5.071      13) 30 is what % of 150      a. 5%  
b. .0553      b. 20%  
c. 553      c. 45%  
d. 5.53      d. 2.0%  
e. None of these      e. None of these
- 7)  $\frac{8}{21} \div \frac{4}{7}$       a.  $\frac{32}{147}$       14)  $3214 - 65$       a. 3,149  
b.  $\frac{2}{3}$       b. 3,251  
c.  $1\frac{1}{2}$       c. 3,249  
d.  $4\frac{19}{32}$       d. 3,148  
e. None of these      e. None of these



Patient's Morning Temperatures

M. Smith	98.2 degrees
J. Jennings	99.0 degrees
P. Hodges	98.0 degrees
(Normal	98.6 degrees)

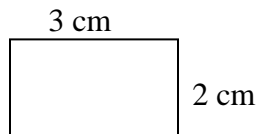


- 5) Which patient's temperature is exactly 0.4 degrees lower than the norm?
- P. Hodges
  - J. Jennings
  - M. Smith
  - None of these
- 6) By 4 p.m. Ms. Jennings temperature is 102.2°. How much has her temperature risen since the morning?
- 0.4°
  - 3.2°
  - 3.6°
  - 4.0°
- 7) The formulas used to convert temperature between the Fahrenheit system and Celsius system are:  
 $F^{\circ} = 9/5 C^{\circ} + 32^{\circ}$   
 $C^{\circ} = 5/9 (F^{\circ} - 32^{\circ})$   
 Use the correct formula to convert 45° C to Fahrenheit:
- 67°
  - 72°
  - 81°
  - 113°
  - 131°

- 9) How would you calculate the *Perimeter* of the above figure?
- length x width
  - base x height
  - sum of the sides
  - 2" x 6" x 7"
- 10) What is the *Area* of the above figure?
- 6 1/2 sq. "
  - 7 sq. "
  - 14 sq. "
  - 15 sq. "
- 11) It took you 6 hours to drive to your sister's house today. Two of those hours were spent in traffic. What part of the trip was slowed down by traffic?
- 2/3
  - 1/2
  - 1/4
  - 1/3

- 8) What is the shape of this figure?

- square
- rectangle
- oval
- triangle



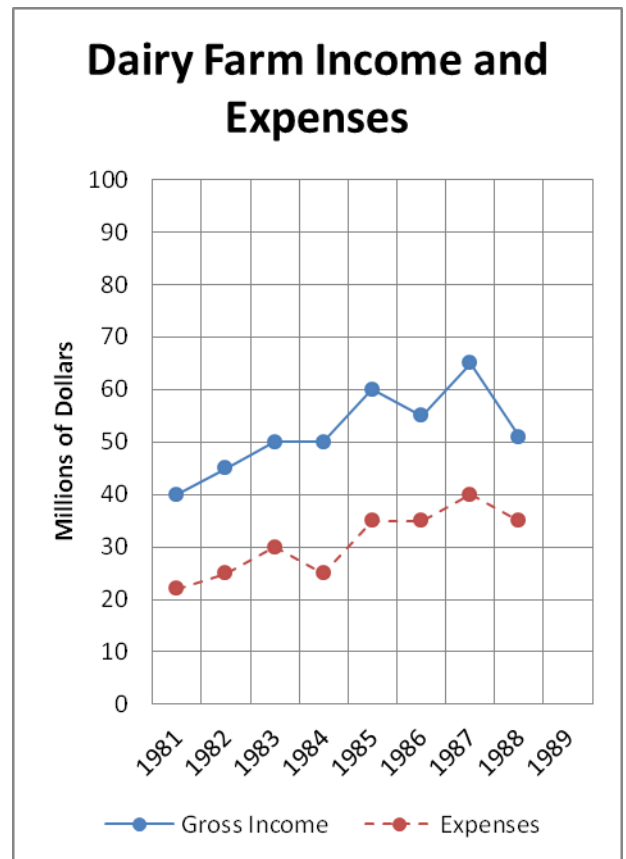
- 12) About what **percentage** (%) of the trip was slowed down by traffic?

- 25%
- 30%
- 33%
- 67%

- 13) On an exam with 120 questions, you must answer 90 of them correctly in order to pass. What is the passing percentage?
- 80%
  - 75%
  - 70%
  - 65%
- 14) Carol's phone bills were: April: \$45 and May: \$76. By how much did her phone bill increase in May?
- \$ 21
  - \$ 29
  - \$ 31
  - \$121
- 15) Laundry detergent is \$1.24 cheaper at Aldi than at Shop-Rite. Shop Rite sells it for \$3.79. What does Aldi charge?
- \$1.55
  - \$2.55
  - \$2.60
  - \$2.65
  - None of these
- 16) Your patient drank 12 fluid ounces of soda. How many cups is that? (1 cup = 8 fl oz)
- $\frac{3}{4}$  cup
  - $1 \frac{1}{4}$  cups
  - $1 \frac{1}{2}$  cups
  - $1 \frac{3}{4}$  cups

- 18) 140 of 200 employees in a candy factory are men. What % of the employees are men?
- 30%
  - 65%
  - 70%
  - 75%
- 19) If 112 employees called out sick in one week, what was the average number of absent workers per day?
- 6
  - 16
  - 17
  - 23

Questions 20, 21 and 22 pertain to the following graph:



- 17) Solve this equation:  $\frac{5(x+2)}{y}$   
Where  $x = 8$ ,  $y = 10$ .
- 50
  - 10
  - 5
  - $\frac{1}{5}$

20) What was the Gross Income for Dairy Farms In 1986?

- a. 35 million
- b. 50 million
- c. 51 million
- d. 55 million

21) Between what 2 years did the Gross Income of Dairy Farms drop the most?

- a. 1987-1988
- b. 1985-1986
- c. 1983-1984
- d. 1981-1982

22) If Net Income is the difference between Gross Income and Expenses, what was the Net Income for Dairy farms in 1982?

- a. 5 million
- b. 15 million
- c. 20 million
- d. 25 million



## MATH COMP ANSWERS

- 1) b
- 2) c
- 3) d
- 4) e
- 5) b
- 6) d
- 7) b
- 8) d
- 9) a
- 10) c
- 11) d
- 12) c
- 13) b
- 14) a
- 15) d
- 16) e
- 17) c
- 18) c
- 19) c
- 20) d

## APPLIED MATH ANSWERS

- 1) b
- 2) b
- 3) b
- 4) c
- 5) c
- 6) b
- 7) d
- 8) b
- 9) c
- 10) b
- 11) d
- 12) c
- 13) b
- 14) c
- 15) b
- 16) c
- 17) c
- 18) c
- 19) b
- 20) d
- 21) a
- 22) c

# LANGUAGE

**DIRECTIONS: Read the following paragraph and look at the numbered, underlined parts. Choose the answer that shows the best capitalization, punctuation, spelling and usage for Numbers 1-14.**

The third Monday of april<sup>1</sup> is an exciting day for Bostonians. Celebrated as “Patriot’s Day” in the state of massachusetts<sup>2</sup>, it is the day that the annual Boston Marathon is held. For over 100 years, runner walkers<sup>3</sup> and wheelchair racers are coming<sup>4</sup> to this city to test themselves<sup>5</sup> on a grueling course of 26.2 miles. The race begins at 12 PM<sup>6</sup> in Hopkington MA<sup>7</sup>. The official winners will cross the finish line in 2-3 hours<sup>8</sup>, but all who compete will be made to feel like winners by the crowds of people lining the streets. Who would want to put themselves thorough<sup>9</sup> such torture? In 1998, over 10,000 competitors came<sup>10</sup>. To participate<sup>11</sup> in the 100<sup>th</sup> running of this historical event. The male winner was a Kenyan Runner<sup>12</sup>, and the most fastest<sup>13</sup> female was from Sweden. The rest of the participants will probably tell you that there<sup>14</sup> not competing with nobody but with themselves.

- |  |  |
|--|--|
| 1) a. april,<br>b. April<br>c. April,<br>d. Correct as it is             | 3) a. , Runners, walkers<br>b. : runners, walkers<br>c. runners, walkers,<br>d. Correct as it is |
| 2) a. Massachusetts,<br>b. Massachusetts<br>c. MA<br>d. Correct as it is | 4) a. come<br>b. have come<br>c. will be coming<br>d. Correct as it is                           |

- 5) a. themselves  
b. theirselves  
c. them  
d. Correct as it is
- 6) a. 12 Pm  
b. 12 pm  
c. 12 p.m.  
d. Correct as it is
- 7) a. Hopkington M.A.  
b. Hopkington, MA.  
c. hopkington, Massachusetts.  
d. Correct as it is
- 8) a. hours; But  
b. hours. But  
c. hours: But  
d. Correct as it is
- 9) a. threw  
b. through  
c. throgh  
d. Correct as it is
- 10) a. came to participate  
b. came: to participate  
c. came – To participate  
d. Correct as it is
- 11) a. kenyan runner  
b. kenya runner  
c. Kenyan runner  
d. Correct as it is
- 12) a. more faster  
b. fast  
c. fastest  
d. Correct as it is
- 13) a. they're  
b. their  
c. the're  
d. Correct as it is
- 14) a. no one  
b. anyone  
c. everybody  
d. Correct as it is
- 

**DIRECTIONS: For Numbers 15-19, choose the word or phrase that best completes the sentence.**

- 15) Kari drives \_\_\_\_\_ than Sue.
- a. careful  
b. more careful  
c. carefully  
d. more carefully
- 16) Store brands are \_\_\_\_\_ than name brands.
- a. cheaper  
b. more cheap  
c. more cheaper  
d. cheapest

- 17) Every student asked to review \_\_\_\_\_ paper.
- a. its
  - b. his or her
  - c. their
  - d. them
- 18) The nurse must know and use medical terms appropriately. In addition it is important to be able to spell \_\_\_\_\_ correctly.
- a. it
  - b. those
  - c. they
  - d. them
- 19) Apple juice isn't \_\_\_\_\_ better for children than orange juice.
- a. no
  - b. any
  - c. hardly
  - d. not

**DIRECTIONS: For Questions 20-23, choose the sentence that is written correctly. Be sure that the sentence you choose is complete and the most clearly written.**

- 20) a. The package was sent to he and I by mistake.  
b. John had gone to the store.  
c. You wasn't home last night.  
d. Me and Mike are going to the game.
- 21) a. That man he is the best one for the job.  
b. Most employers are like my boss he treats us fairly.  
c. The class that was scheduled for Wednesday morning.  
d. The healthcare worker must be someone who can accept responsibility.
- 22) a. Danielle Steele, a famous author who writes will be at the local bookstore today.  
b. Danielle Steele, a famous author, will be at the local bookstore today.  
c. Danielle Steele, a book author who writes books, will be at the local bookstore today signing her books.  
d. Today at the local bookstore Danielle Steele who writes books will be signing copies of her books.

- 23) a. The functions of this machine are opening, sorting and to label envelopes.  
b. The functions of this machine are to open, to sort and to label envelopes.  
c. The functions of this machine are to open, sorting and labeling of envelopes.  
d. The functions of this machine are opening, to sort and to label envelopes.

**DIRECTIONS: For # 24 and 25, read the paragraph. Then, select the best sentence to fill in the blank section.**

- 24) The first step in applying to the Adult School is to mail in a completed application with a photo attached. Be sure to indicate the program for which you are applying.  
\_\_\_\_\_ Copies of diplomas are not acceptable. After submitting these documents, you will be assigned a date to take the pre-entrance examination.
- a. Applications for all programs will be considered on a first-come, first-served basis.  
b. A 100% refund of tuition will be given to anyone who withdraws before the first day of classes.  
c. Request that your high school transcript or GED scores be sent to the school office.  
d. The application can be typed or printed legibly.
- 25) When measuring someone's oral temperature, place the bulb of the thermometer under the tongue. Instruct the patient to close his/her mouth. Explain that the thermometer will have to remain in place for 5 minutes. \_\_\_\_\_ Read the thermometer at eye level. Wash the thermometer with soap and water and rinse it with cold water.
- a. Ask the person if he/she recently drank anything hot or cold  
b. Wash your hands.  
c. Remove the thermometer and wipe it from stem to bulb.  
d. Return the thermometer to its storage place.

**DIRECTIONS: For # 26, choose the statement that *best develops the boldface topic sentence*.**

- 26) Every day I drive 20 miles to and from work. Many nights I feel lucky to have gotten home alive! **Drivers are getting worse and worse!**
- a. More people die on the highways than in airplane crashes.  
b. Cell phones are making the roads more dangerous.  
c. Many people do not pay attention to their driving.  
d. I am surprised that the accident rate isn't higher than it is.

## LANGUAGE ANSWERS

- |     |   |     |   |
|-----|---|-----|---|
| 1)  | b | 21) | d |
| 2)  | a | 22) | b |
| 3)  | c | 23) | b |
| 4)  | b | 24) | c |
| 5)  | a | 25) | c |
| 6)  | c | 26) | c |
| 7)  | b |     |   |
| 8)  | d |     |   |
| 9)  | b |     |   |
| 10) | a |     |   |
| 11) | c |     |   |
| 12) | c |     |   |
| 13) | a |     |   |
| 14) | b |     |   |
| 15) | d |     |   |
| 16) | a |     |   |
| 17) | b |     |   |
| 18) | d |     |   |
| 19) | b |     |   |
| 20) | b |     |   |

## ***FOR INFORMATIONAL PURPOSES ONLY***

### **SOURCES OF FOREIGN CREDENTIAL INTERPRETATION ASSISTANCE**

The independent and private professional organizations listed below provide advisory assistance for the interpretation of specific foreign educational achievement in the United States. Each operates on a fee basis and supplies advisory interpretations directly to the requesting individuals, institutions, organizations and agencies for their respective purposes and needs.

1. CREDENTIALS EVALUATION SERVICE of the International Education Research Foundation, Inc. provides a *General Report* for a fee of \$85.00, which identifies the institution attended, dates of attendance, credential(s) earned and the U.S. educational equivalent. They are a member of the National Association of Credential Evaluation Services (NACES®). Further information may be obtained from Credentials Evaluation Service, P.O. Box 3665, Culver City, CA 90231 or by telephoning 310-258-9451. Website: [www.ierf.org](http://www.ierf.org)
2. GLOBE LANGUAGE SERVICES was established in 1982 as a translation and evaluation agency. Fee - \$90.00 for *Diploma/Degree* evaluation. Applications and additional information may be obtained from Globe Language Services, Evaluation Service, 319 Broadway 2<sup>nd</sup> Floor, New York, NY 10007. 212-227-1994 (8 AM – Noon). Website: [www.globelanguage.com](http://www.globelanguage.com)
3. INTERNATIONAL CONSULTANTS OF DELAWARE, INC. (ICD) – was established in 1977 and is a charter member of (NACES). They offer a *General Statement Report* for a fee of \$75.00. Their mailing address is P.O. Box 8629, Philadelphia, PA 19101-8629. 215-222-8454 x603, Monday – Friday 9 AM to Noon (EST). Website: [www.icdeval.com](http://www.icdeval.com)
4. WORLD EDUCATION SERVICES, INC. – provides a *Document-By-Document Report* for a fee of \$100.00. Additional information is available from World Education Services, Bowling Green Station, P.O. Box 5087, New York, NY 10274-5087. 212-966-6311. Website: [www.wes.org](http://www.wes.org)

As noted, the interpretations or opinions of the aforementioned organizations are advisory only and are in no way binding on any U.S. or State institution, agency or organization, each of which has the responsibility and authority for making its own decisions on the recognition it chooses to accord to educational credentials under decentralized system of education in the United States.

(List updated 10/2012)