



Martin University Ability to Benefit (ATB) Program

ABILITY TO BENEFIT (ATB)

2186 N. Sherman drive, Indianapolis, IN 46218 | 317-543-3235 | www.martin.edu

Revised January 28, 2020

Dr. Mattie Solomon



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Policy

Martin University will admit students into The Ability to Benefit (ATB) program who have not obtained a high school diploma (the recognized equivalent of a high school diploma (GED/HSE), or who have not completed a secondary education program, and who are at least 18 years old. Enrollment will be based on the Ability to Benefit (ATB) requirements defined in section 484 (d) (2) of the Higher Education Act. The Ability to Benefit (ATB) implies that a prospective student/applicant has the capability and aptitude to perform the academic work required to complete a college-level program of study.

Students must adhere to Martin University's Satisfactory Academic Progress (SAP) standards.

Ability to Benefit ATB Application and Enrollment Procedure

A prospective student/applicant who applies under the Ability to Benefit provision must take the following steps:

- Begin the Martin University (MU) Application Process by:
 - a. Completing a Martin University Application for Admission
 - b. Providing two pieces of identification
 - c. Providing verification of Selective Service Registration verification (males only)
 - d. Select a course of study (Early Childhood Education, Microsoft Office Specialist, or National Bookkeeper)
- Schedule an appointment to meet with the Financial Aid Department to complete the Free Application for Federal Student Aid (FAFSA)
- Schedule to take Accuplacer **Pre-Assessment**:
 - If successfully passed, (80% or higher), schedule an appointment to take the Accuplacer assessment.
 - If you score less than 80%, register for and attend an Accuplacer preparation course from a qualified provider. (List of providers will be made available)
 - After completing the preparation course, schedule an appointment with the Director of SSC to take the Accuplacer.

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Ability to Benefit (ATB) passing scores:
233—Reading Comprehension, 235—Sentence Structure, 230—Arithmetic

- Upon successfully passing the Accuplacer student must,
 - Meet with HSE representative
 - Register for and attend MU college level courses
 - Meet with Director of Student Success to discuss results and referral to Warren Township HSE Program (located on Martin University campus)
- Upon successfully passing the Accuplacer and meeting with HSE representative, the student must
 - Provide proof of HSE registration to Martin University Student Success Center Director/Staff
 - Register for and attend one of Martin University’s approved ATB “eligible career pathway program” certification courses.
 - Attend MU Orientation (date TBD each semester prior to start of classes)
 - Meet regularly with Student Success Center (SSC) staff

ATB Students Academic Support

1. MU Student Success Center
2. Accuplacer Tutorial
3. Edna Martin Center - HSE testing
4. Warren Township HSE program

ATB Students Career Pathway Support

1. Meet with MU Careers for the following preparation: (Complete and submit confirmation of Careers meeting form)
 - a. Employment/Job Research
 - b. Interview Prep (resume, dress, etiquettes etc.)
 - c. Possible Internship opportunities

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Career and Academic Goals

Date: _____

ATB Program: _____

Student Name: _____

Name:				
Career Goal(s):				
Career Development Objective	Career Development Opportunities	Estimated Completion	Actual Completion	Form of Documentation
Complete High School Diploma or its equivalent	Enroll in a High School Diploma seeking program			
Start a degree program at Martin University by the following semester: _____, while maintaining	Enroll in courses each semester and attend them as scheduled			

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Satisfactory Academic Progress (SAP).	Complete all coursework in all enrolled courses			
	Make use of learning resources beyond the classroom (tutoring, office hours, computer labs, writing and math centers, CAREERS office, etc.)			
	Dedicate time outside the classroom to academic study.			



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National Bookkeeper Association (NBA) Certification Program

Martin University's National Bookkeeper Association (NBA) Certification program will enable students to develop the knowledge and skills necessary to perform bookkeeping accurately and efficiently. NBA is a leading provider of bookkeeping education and certification.

Students will earn 60 college credit hours, which will prepare them to continue in higher education if they obtain a high school diploma or HSE (GED). The NBA Certification program will be targeted for individuals preparing for careers related to Bookkeeping such as those associated with:

- Bookkeepers
- Data entry
- General Office Management Specialist
- Customer Service Specialist

Early Childhood Education (Pre-Pac) Certification Program

Martin University Early Childhood Education Certification program will address a skill set necessary for success in early childhood education settings. Students will earn 60 college

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credits, which will prepare them to continue in higher education if they obtain a high school diploma or HSE (GED). The PRE-PAC (Pre Professional Assessments & Certification) Competency Assessment and Certification will be targeted for individuals preparing for careers related to early childhood education such as those associated with:

- Childcare
- Teaching assistants
- Community-based children's programs
- After school programs

Microsoft Office Specialist (MOS) Certification

Martin University Microsoft Office Specialist (MOS) Certification program will provide students with a deeper understanding of Microsoft Office applications. Students who take and pass the required courses will be prepared to receive a Microsoft Office Specialist (MOS) certification in Microsoft Word, PowerPoint, Excel and Access. MOS certification provides students with workplace skills, industry-recognized certification and the computing skills that companies are looking for in employees.

Students will earn 60 college credits, which will prepare them to continue in higher education if they obtain a high school diploma or HSE (GED). The Microsoft Office Specialist (MOS) Certification program will be targeted for individuals preparing for careers related to Computer Office Skills such as those associated with:

- Office Assistant
- Data entry

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- Customer Service Specialist

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