

## Steps for Enrollment in our Program

1. If you have not already done so, please [SCHEDULE](#) yourself for our next Orientation Session.
2. Once you have scheduled your orientation session, please fill out our [PRE-APPLICATION](#). Please note that we communicate with you via email and text messaging, so please make sure that you fill in your email address and cell phone number accordingly.
3. It is very important that you attend your scheduled orientation, if you miss, you can re-schedule. Your information is purged after 30 days if you decide to not attend our session.
4. Once you are done with your orientation, we will review your pre-app. If denied you will receive an email. Based on the basic eligibility, if your approved to proceed with the enrollment process, you will receive an email with a link and password to fill out our main application. Any questions we may have, we will contact you.
5. After submitting your enrollment app, you will then call our office to schedule yourself for our TEST for Adult Basic Education (TABE), in which days and times available by appointment are Monday – Thursday, 9 am, 10 am, 11 am, & 12 pm.
6. Your TABE results will be emailed on the same day you test. If the requirements to pass the TABE are met, you will be contacted to schedule an Intake appointment. You will then receive an email with your appointment confirmation, once it's been scheduled and on the same email you will receive important forms you must review and sign before your appointment date.
7. It is at this Intake and Individual Service Strategy meeting that you will interact with your enrollment navigator to get your digital file in order. The navigator will forward the completed file to the CEO for final review and decision for program sponsorship.
8. If you have any questions on this process, please contact Angie Guerra ([aguerra@projectarriba.org](mailto:aguerra@projectarriba.org)) or Sandra Aguirre ([saguirre@projectarriba.org](mailto:saguirre@projectarriba.org)).

**Thank you!**