

Pine Technical and Community College Procedure

3.PTCC.4.4 Admission to Gunsmithing & Firearms Technology Program

Chapter: 3 – Educational Policies

Date: 05/01/2026

Part 1: Purpose

To establish clear, consistent, and transparent procedures for admission into Pine Technical & Community College's (PTCC) Gunsmithing programs, including Gunsmithing & Firearms Technology Diploma and Gunsmithing & Firearms Technology A.A.S. This procedure ensures equitable access to limited-enrollment seats, compliance with accreditation and regulatory standards, and alignment with PTCC's Selective Admissions Programs procedure 3.PTCC.4.2 Selective Admissions.

Part 2: Designated Department

The Admissions Office is responsible for administering all program-specific admissions processes for Gunsmithing and Firearms Technology.

Part 3: General Admission

Admission to Pine Technical and Community College does not guarantee admission to the Gunsmithing and Firearms Technology program. Applicants must meet:

- General admission requirements for PTCC, and
- Program-specific selective admissions requirements outlined below.

Part 4: Program Entrance Requirements

Applicants must:

- Be at least 18 years of age at the start of the program;
- Submit a clear state criminal background check from their state of residence, completed within one year of the start of the program; and

- Complete and submit the PTCC Gunsmithing & Firearms Technology checklist, which includes required disclosures related to firearms regulations and criminal history.

Incomplete documentation or unresolved background check issues may result in denial of admission.

Part 5: Admissions and Review Process

- Applications are reviewed by the Admissions Office to verify completion of all requirements, including background check clearance and required disclosures.
- Admission is offered on a space-available basis. Program capacity may vary by year based on faculty, facilities, and equipment availability.
- If the number of qualified applicants exceeds available seats, a wait list will be established and managed by the Admissions Office.

Part 6: Notification of Status

Applicants will receive written notice of one of the following outcomes:

- **Accepted** – admitted into the program.
- **Wait List** – eligible for admission if a seat becomes available.
- **Not Accepted** – may reapply in a future term after addressing any unmet requirements or incomplete application materials.

Part 7: Additional Requirements for Accepted Students

Students accepted into the program must:

- Complete the Gunsmithing and Firearms Technology Intent Form by the specified deadline to confirm their spot and declare their intended pathway (Gunsmithing & Firearms Technology only or Gunsmithing & Machining Three-Year, Two-Career option).
- Register for courses by the specified deadline. Failure to register may result in forfeiture of the student's seat in the program.
- Attend a mandatory in-person GSTP program orientation.
- Submit an updated state criminal background check if the original was completed prior to the applicant turning 18 or falls outside the one-year validity requirement.

Part 8: Wait List Management

If the number of qualified applicants exceeds program capacity, a wait list will be established and managed by Admissions Office. Applicants admitted from the wait list must still meet all program entrance requirements.

Related Documents:

PTCC Policy 3.PTCC.4 – Admission to the College

PTCC Procedure 3.PTCC.4.1 – Admission to the College

PTCC Procedure 3.PTCC.4.2 – Selective Admissions Programs

Date of Adoption:

Last Reviewed: 5/01/2026

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Cabinet Approved: :4/23/2026

Custodian of Policy: Dean of Outreach and Strategic Partnerships

Procedure History:

Date and Subject of Amendments:

03/24/2026 – Newly developed procedure.