



# Sandusky Career Center

**Career Technical and Adult Education**

2130A Hayes Ave., Sandusky, OH 44870-4740

Phone: 419-984-1100 ◦ Fax: 419-621-2893

[www.sanduskycareercenter.org](http://www.sanduskycareercenter.org)

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Dear Prospective Student,

We are pleased that you have expressed an interest in the Sandusky Career Center. Enclosed you will find an application for admission and all the information needed to walk you through the process. Please take some time to read through the information.

If you wish to be considered for admission, you must complete the enrollment procedures on the enclosed list. Please pay close attention to deadlines; they will differ for each program. All prospective students will be required to take a WorkKeys® test; dates and times for this test are located on the enclosed flyer.

We are looking forward to the opportunity to work with you as you begin furthering your education.

See you in class!

Crystal Cook  
Admissions & Financial Aid Coordinator



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# Welcome to Sandusky Career Center's Step By Step Enrollment Procedure

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## 1 APPLICATION

Students are encouraged to apply early to ensure timely completion of enrollment processes and availability of courses. **Application must be received by the application deadline.** Fill out and return the enclosed application for admission by mail or in person to:

Sandusky Career Center  
2130A Hayes Avenue  
Sandusky, Ohio 44870

**A \$75 non-refundable processing fee must be paid at the time application is submitted.** The fee may be paid with cash, check, money order, or credit card. All credit cards are assessed a 2.5% processing fee.

## 2 TRANSCRIPTS

Fill out a request for your high school transcript (see "SCHOOL TRANSCRIPT RELEASE FORM" in the application packet). Forward the request to the school from which you graduated. If you obtained a GED, please refer to the "GED TRANSCRIPT REQUEST". **Please also obtain all college transcripts at this time. LPN to RN Diploma students must submit LPN transcripts at this time.**

## 3 WORKKEYS®

Applicants must schedule a WorkKeys® entrance test. **WorkKeys® refresher classes are available through the Sandusky Career Center's Aspire Program FREE OF CHARGE!** For more information regarding test practice please contact the ABL Department at 419-984-1135. WorkKeys® scores remain effective for 5 years.

## 4 FINANCIAL AID

No student will be permitted to begin class until financial aid is in place. **AS SOON AS YOUR APPLICATION IS SUBMITTED**, complete your FAFSA, Entrance Counseling and Master Promissory Note (MPN). Instructions are included in the enrollment packet. *Do not wait until you are accepted into the program...complete these items as soon as your application is submitted.*

### PROGRAM-SPECIFIC REQUIREMENTS

Applicants must complete all entrance test requirements, background checks, shot requirements, and physical tests related to applicant's specific programs. Upon completion of the above items, applicant will be informed of additional program-specific requirements.

**If you have questions regarding the enrollment procedure, please contact:**

**Admissions & Financial Aid office at 419-984-1104 or Sandusky Career Center at 419-984-1100**

***PLEASE VISIT OUR WEB SITE AT [WWW.SANDUSKYCAREERCENTER.ORG](http://WWW.SANDUSKYCAREERCENTER.ORG)***

### Mission Statement

To provide a diverse educational experience where all students will become respected, productive, and valued members of our community.



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# APPLICATION FOR ADMISSION ~ 2020-2021

*Mission Statement: To provide a diverse educational experience where all students will become respected, productive, and valued members of our community.*

**Sandusky Career Center, 2130A Hayes Avenue, Sandusky, OH 44870 419-984-1100**

**Please return application with non-refundable processing fee of \$75 for all programs, \$45 for STNA**

Please read carefully, answer all questions, and print clearly.

Social Security Number \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Name \_\_\_\_\_  
First Middle Last

Name during high school/Maiden Name \_\_\_\_\_ Nickname \_\_\_\_\_  
(if applicable)

Mailing Address \_\_\_\_\_  
City State Zip

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
(if applicable)

Birth Date \_\_\_\_\_ Age \_\_\_\_\_ Race \_\_\_\_\_ Male  Female

Email Address \_\_\_\_\_ Marital Status \_\_\_\_\_

Emergency Contact \_\_\_\_\_  
Name Relationship Phone number

How did you hear about the Sandusky Career Center? \_\_\_\_\_

### Previous Academic Information

Are you or will you be a high school graduate? Yes  No  Actual/projected graduation date \_\_\_\_\_  
Have you served in the military? Yes  No

Name of High School attended \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

If you are not a high school graduate, have you passed the GED test? Yes  No  Not applicable   
If you are not a high school graduate, last grade completed: 9  10  11  12   
Have you previously attended the Sandusky Career Center? Yes  No   
If yes, did you complete the program attended? Yes  No  Not applicable   
Have you ever attended another college or Adult Education program? Yes  No

If yes, please list all schools attended:

School	Dates	Degrees

*Official transcripts must be sent from any school you have attended.*

The Sandusky Career Center hereby gives notice that it does not discriminate on the basis of race, color, national origin, religion, sex and disability in the educational programs and activities operated by the district. It is the policy of the Sandusky Career Center that educational programs and activities are provided without regard to race, color, national origin, religion, sex and disability. No student shall be denied admission to the Sandusky School District or to a particular course or instructional program or otherwise discriminated against for reasons of race, color, national origin, sex and disability or any other basis of unlawful discrimination.

## Entrance Testing

You may schedule your WorkKeys® testing date in person when turning in your application or by calling the Sandusky Career Center at 419-984-1100 after submitting your application. Dates and times for the test can be found on the flyer in your admissions packet or on our website at [www.sanduskycareercenter.org](http://www.sanduskycareercenter.org).

## Course Selection

- |                                       |                          |   |                          |
|---------------------------------------|--------------------------|---|--------------------------|
| Advanced Cosmetology                  | <input type="checkbox"/> | Medical Assisting & Phlebotomy                | <input type="checkbox"/> |
| Facilities Maintenance                | <input type="checkbox"/> | Police Academy                                | <input type="checkbox"/> |
| LPN to RN Diploma Program FULL-TIME   | <input type="checkbox"/> | School of Practical Nursing (LPN) (FULL-TIME) | <input type="checkbox"/> |
| LPN to RN Diploma Program PART-TIME   | <input type="checkbox"/> | School of Practical Nursing (LPN) (PART-TIME) | <input type="checkbox"/> |
| State Tested Nursing Assistant (STNA) | <input type="checkbox"/> |   |                          |

## Application Agreement

I certify that the information I have provided on the admission application is true and accurate to the best of my knowledge. Knowingly providing false information may lead to dismissal from the Career Center.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

## Program Information

Program Name	Application Deadline	Acceptance Deadline	Program Start Date	Coordinator Name	Coordinator Contact
Facilities Maintenance	August 31	September 21	September 28	Paul Leslie	419-984-1106
Managing Cosmetology	August 31	September 21	September 28	Wendy Nitschke	419-984-1132
Medical Assisting & Phlebotomy	August 31	September 21	September 28	Lauralee Krabill	419-984-1108
Police Academy	August 17	August 31	September 14	Ken Rankins	419-357-7690
School of Practical Nursing	September 29	October 30	January 4	Lauralee Krabill	419-984-1108
LPN to RN Diploma Program	September 29	October 30	January 4	Elizabeth Moots	419-984-1870
State Tested Nursing Assistant (STNA)	2 weeks prior to class start	1 week prior to class start	Once month *call for dates	Leah McSwain	419-984-1917

Applications **must** be completed and returned to Sandusky Career Center by the above application deadlines.

The Sandusky Career Center reserves the right to extend the start date or cancel a program due to insufficient enrollment, up to the day the program is to begin.

There is a non-refundable processing fee of \$75.00 (\$45 for STNA) that **must** be submitted with this application.

### OFFICE USE ONLY

Processing Fee Paid: Date: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Cash       Money Order Number: \_\_\_\_\_       Check Number: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Credit Card Type: \_\_\_\_\_ Expire Date: \_\_\_\_\_

Application received by: \_\_\_\_\_ (initials)      WorkKeys Testing Date: \_\_\_\_\_

Notes: \_\_\_\_\_

The Sandusky Career Center hereby gives notice that it does not discriminate on the basis of race, color, national origin, religion, sex and disability in the educational programs and activities operated by the district. It is the policy of the Sandusky Career Center that educational programs and activities are provided without regard to race, color, national origin, religion, sex and disability. No student shall be denied admission to the Sandusky School District or to a particular course or instructional program or otherwise discriminated against for reasons of race, color, national origin, sex and disability or any other basis of unlawful discrimination.



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2 SCHOOL TRANSCRIPT RELEASE FORM

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Students: Please complete this form and **send it to your high school, postsecondary school, college or university** to authorize the release of your transcript to Sandusky Career Center admissions office. Make copies of this form if necessary. **Please do not send to SCC, as we are unable to request transcripts for you.**

\*Transcripts must be "official"; sent in a sealed envelope directly from your school to our Career Center.

\*\*Please be aware that some schools may charge a fee for a transcript. Please contact your school for more information.

Please send an official copy of this student's transcript to:

Sandusky Career Center  
2130A Hayes Avenue  
Sandusky, OH 44870  
Attn: Admissions & Financial Aid Coordinator

Current name of student \_\_\_\_\_

Your name during high school (if different from above) \_\_\_\_\_

Student address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date of birth \_\_\_\_\_ Year of graduation \_\_\_\_\_

Name of school \_\_\_\_\_

Phone \_\_\_\_\_

I, the undersigned, consent to the release of my school transcript to the Sandusky Career Center.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

## High School Equivalence TRANSCRIPT REQUEST

**Effective February 2018:** all High School Equivalence (HSE) transcripts and diplomas will be processed through DiplomaSender.

### **This is the new process for obtaining High School Equivalence transcripts:**

- The person requesting will have to have access to a computer
- Must have an email account
- Test takers who have taken the GED® , HiSET, or TASC test will need to register their account at [diplomasender.com](http://diplomasender.com).
- The fee is \$15.00
- Transcripts should be emailed to [ccook@scs-k12.net](mailto:ccook@scs-k12.net) OR mailed to Attn: Crystal Cook, Sandusky Career Center, 2130 Hayes Avenue, Sandusky, Ohio 44870

\*Sandusky Career Center does not retain copies of High School Equivalence Transcripts.

Crystal Cook is the Financial Aid Coordinator at the Sandusky Career Center. The transcripts must be sent to her as an ORIGINAL email. We are unable to accept any transcripts if you have them sent to yourself and plan to forward them to us. Please email them to [ccook@scs-k12.net](mailto:ccook@scs-k12.net) to avoid any delays in the financial aid process.

### **You may also obtain your transcript via telephone; however, there is an ADDITIONAL \$6.00 CHARGE:**

- Phone number : 1-855-313-5799

## WorkKeys Test Information

The WorkKeys Test identifies skill and ability through performance based testing. The results will aid schools and employers in assessing career readiness, both skilled and professional. The test consists of three subjects: Applied Math, Graphic Literacy, and Workplace Documents. The tests are computer based (online testing) and are 55 minutes in length for each. It will be necessary to allow three and on half hours for a test session. WorkKeys preparation classes are available in room 122 at Sandusky High School. Call (419) 984-1135 for information.

- A **valid photo I.D.** (not expired) is required. A driver's license or state I.D. is acceptable.
- Wednesday PM test location is in room 122 at Sandusky High School, 2130 Hayes Avenue.  
**Arrive at 5:15 pm.**
- Friday AM location is in room 216 (second floor) of the Sandusky Board of Education Building, 407 Decatur Street.  
**Arrive at 9:15 am.**
- No food or drink allowed.
- The test proctor will share the results of your test after all are completed.

**Applied Math** will consist of addition, subtraction, multiplication, division, fractions, percentages, ratios, proportions, decimals, nonlinear functions, volume, spheres, and cylinders. A calculator will be provided.

**Graphic Literacy** will consist of diagrams, floor plans, tables, forms, graphs, charts, instrument gauges, maps, and dashboards.

**Workplace Documents** will consist of memos, letters, directions, signs, notices, bulletins, policies, regulations, procedures, announcements, contracts, and legal documents.

Call (419) 984-1100 to schedule, re-schedule, or cancel an appointment.

**\*\*\*All ACT WorkKeys Online Testing guidelines can be found at:**

<https://www.act.org/content/dam/act/unsecured/documents/WorkKeysAdminManualOnlineTestingNational.pdf>

## WorkKeys Online Practice Tests

1. Go to: <https://jobseeker.ohiomeansjobs.monster.com>
2. You will see twelve icons along the bottom of the webpage.
3. Click the Online Training icon (fourth icon from the left).
4. Under the Assessments and Training title you will see four practice tests listed on the screen: WorkKeys Applied Math Practice Test 1, WorkKeys Graphic Literacy Practice Test 1, WorkKeys Workplace Documents Practice Test 1, and Computer Basics 2: Personal Computer Fundamentals.
5. Next to each test is a Launch button. Click the Launch button next to the test you want to take.
6. A Confirmation Required box will pop-up. Read the information and choose Continue or Cancel. If you choose Cancel the box will disappear. If you choose Continue you will be directed to the test.
7. You have the option of three testing modes on the right side of the screen: Simulation, Practice, and Learner with explanations for each.
8. Choose the mode that best suits your needs and click the Start Test button.



# Sandusky City Schools

## Sandusky Career Center

2130 Hayes Avenue, Sandusky, OH 44870-4740 • 419-984-1100 • www.scs-k12.net

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### 2020 WorkKeys Test Dates

Room 122 at Sandusky High School, 2130 Hayes Avenue, Sandusky, OH 44870 or  
BOE Computer Lab at Sandusky Board of Education, 407 Decatur Street, Sandusky, OH 44870

**Students canceling a test must give 24 hour advance notice. If notice is not received tester will be assessed a \$17 fee per subject to register again. Students required to retest will be assessed a fee of \$17 per subject which has to be paid in advance of the rescheduled test date. Fee is payable directly to the Sandusky Career Center office.**

The Sandusky Career Center reserves the right to cancel a test date if the number of applicants registered is insufficient.

Jan 10	Friday	9:15 a.m.	BOE
Jan 29	Wednesday	5:15 p.m.	Room 122
Feb 7	Friday	9:15 a.m.	BOE
Feb 26	Wednesday	5:15 p.m.	Room 122
Mar 6	Friday	9:15 a.m.	BOE
Mar 11	Wednesday	5:15 p.m.	Room 122
Apr 3	Friday	9:15 a.m.	BOE
Apr 22	Wednesday	5:15 p.m.	Room 122
May 1	Friday	9:15 a.m.	BOE
May 20	Wednesday	5:15 p.m.	Room 122
May 29	Friday	9:15 a.m.	BOE
Jun 3	Wednesday	5:15 p.m.	Room 122
Jun 12	Friday	9:15 a.m.	BOE
Jun 17	Wednesday	5:15 p.m.	Room 122
Jul 10	Friday	9:15 a.m.	BOE
Jul 15	Wednesday	5:15 p.m.	Room 122
Jul 24	Friday	9:15 a.m.	BOE
Aug 7	Friday	9:15 a.m.	BOE
Aug 12	Wednesday	5:15 p.m.	Room 122
Aug 14	Friday	9:15 a.m.	BOE
Aug 19	Wednesday	5:15 p.m.	Room 122
Aug 21	Friday	9:15 a.m.	BOE
<b>*Aug 26</b>	<b>Wednesday</b>	<b>5:15 p.m.</b>	<b>Room 122</b>
Sep 2	Wednesday	5:15 p.m.	Room 122
<b>*Sep 4</b>	<b>Friday</b>	<b>9:15 a.m.</b>	<b>BOE</b>
<b>*Sep 11</b>	<b>Friday</b>	<b>9:15 a.m.</b>	<b>BOE</b>
Sep 16	Wednesday	5:15 p.m.	Room 122
Sep 18	Friday	9:15 a.m.	BOE
Sep 23	Wednesday	5:15 p.m.	Room 122
Sep 30	Wednesday	5:15 p.m.	Room 122
Oct 2	Friday	9:15 a.m.	BOE
Oct 7	Wednesday	5:15 p.m.	Room 122
Oct 9	Friday	9:15 a.m.	BOE
<b>*Oct 14</b>	<b>Wednesday</b>	<b>5:15 p.m.</b>	<b>Room 122</b>
Oct 16	Friday	9:15 a.m.	BOE
<b>*Oct 21</b>	<b>Wednesday</b>	<b>5:15 p.m.</b>	<b>Room 122</b>
Nov 6	Friday	9:15 p.m.	BOE
Nov 18	Wednesday	5:15 p.m.	Room 122
Dec 2	Wednesday	5:15 p.m.	Room 122

**\* FINAL TEST DATES FOR FULL TIME PROGRAMS – SCHEDULE EARLY!**

- Aug 26** Final test date for Police Academy
- Sep 04** Final test date for Medical Assisting/Phlebotomy (all 3 tests)
- Sep 11** Final test date for Advanced Cosmetology
- Sep 11** Final test date for Diversified Office Specialist (DOS)
- Sep 11** Final test date for Facilities Maintenance
- Sep 11** Final test date for Medical Assisting/Phlebotomy (re-takes--one test only)
- Oct 14** Final test date for LPN and LPN to RN (all 3 tests)
- Oct 21** Final test date for LPN and LPN to RN (re-takes—one test only)





## 4 FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

**START NOW!** Federal guidelines determine when a student is eligible to receive the Pell Grant. You will find the full amount for which you are eligible on your financial aid award letter. You must complete the FAFSA (Free Application for Federal Student Aid) in order for Sandusky Career Center to determine your eligibility. *The FAFSA will open yearly on October 1<sup>st</sup>. Please make sure that you are filing the FAFSA for the correct award year.*

Any program that is less than 900 hours in length will have awards that are prorated down to meet federal guidelines.

Grant money is free money gifted to students by the government; you are not required to pay back any funds you receive from the Pell Grant.

Follow the steps below to complete the FAFSA application process:

1. Go to [www.fafsa.gov](http://www.fafsa.gov).
2. Create a new FSA ID.
3. Start a new FAFSA.
4. Complete the application using the items listed below. **Our school code is 026200.**
5. Sign the application using your FSA User ID.

### Documents Needed

- |   |  |
|---|--|
| <input type="checkbox"/> Your Social Security Number (be sure it is correct!)                     | <input type="checkbox"/> Child support received  |
| <input type="checkbox"/> Your Driver's License or State ID  | <input type="checkbox"/> Veterans non-education benefit records  |
| <input type="checkbox"/> Your W-2 Forms and other records of money earned                         | <input type="checkbox"/> Worker's compensation records   |
| <input type="checkbox"/> Your (and your spouse's) Federal Income Tax Return                       | <input type="checkbox"/> Your current bank statements  |
| <input type="checkbox"/> Your Parent's Federal Income Tax Return (if you are a dependent student) | <input type="checkbox"/> Your current business and investment mortgage information, business and farm records, stock, bond, and other investment records |
| <input type="checkbox"/> Your untaxed income records  | <input type="checkbox"/> Your alien registration or permanent resident card (if you are not a U.S. citizen)  |

### No Internet Access?

Try the Sandusky Library or contact the Sandusky Career Center's Financial Aid office at 419-984-1104.

### What Happens Next?

Sandusky Career Center will begin processing your Financial Aid awards. Remember if you are interested in student loans, you will need to complete a separate application. The Financial Aid office will be in contact if anything else is needed. Please remember to apply for aid by the required deadlines. You might jeopardize your place in class if you do not complete the required applications.



## DIRECT LOANS

The William D. Ford Federal Direct Loan Program

Direct Loans are low-interest loans for students to help pay for the cost of education. The lender is The U.S. Department of Education rather than a bank or other financial institution.

With Direct Loans, you:

- Borrow directly from the federal government and have a single contact – the Direct Loan Servicing Center – for everything related to the repayment of your loans, even if you receive Direct Loans at different schools.
- Have online access to your Direct Loan account information 24 hours a day, 7 days a week at Direct Loans on the Web via [www.myedaccount.com](http://www.myedaccount.com).
- Can choose from several repayment plans that are designed to meet the needs of almost any borrower, and you can switch repayment plans if your needs change.

**It is your best interest to borrow only the amount needed to cover tuition, books, and fees.**

### Loan Features

#### ➤ Interest rates

Direct Subsidized Loans for undergraduates with a first disbursement date between July 1, 2018 and June 30, 2019:

**5.05%**

Direct Unsubsidized Loans for undergraduates with a first disbursement date between July 1, 2018 and June 30, 2019:

**5.05%**

Direct PLUS Loans:

**7.6%**

**DO THIS IMMEDIATELY.** Follow the steps below to complete the Stafford Loan applications process:

1. Go to [www.studentloans.gov](http://www.studentloans.gov)
2. Click on the **Entrance Counseling** or **Master Promissory Note (MPN)** links on the right side of the page.
3. Sign in using your FSA User ID from your FAFSA application.
4. Complete the Entrance Counseling session *and* Master Promissory Note (MPN) online. (Please select the Undergraduate student option; you are applying for Subsidized/Unsubsidized loans. Do not choose the Plus Loan option unless you are the parent of a dependent student.)

Allow approximately 30 minutes to complete. Be sure to have your social security number on hand as well as your driver's license number and two references with unique addresses.

### **No Internet Access?**

Try the Sandusky Library or contact the Sandusky Career Center's Financial Aid office at 419-984-1104 to discuss internet options.

### **What Happens Next?**

Sandusky Career Center will begin processing your Financial Aid awards. Remember if you are interested in student loans, you will need to complete the Master Promissory Note (MPN) and Entrance Counseling. The Financial Aid office will be in contact if anything else is needed.