



Admissions Check Sheet

**Thank you for your interest in Sandusky Career Center!
Please complete the following steps for admission.**

1. Application:

Students are encouraged to apply early to ensure timely completion of the enrollment process. Fill out and return the enclosed Application for Admission and fee by mail, email, fax or in person to:

Email: askcareercenter@scs-k12.net

Fax: 419-621-2850

Mail: Sandusky Career Center
4501 Venice Heights Blvd.
Sandusky, Ohio 44870

2. Pre-entrance Exam (WorkKeys®):

A pre-entrance work exam is required of all applicants. Tests required for this program are Applied Math, Workplace Documents, and Graphic Literacy. To schedule testing, please call the SCC office. Required scores on tests must be achieved to continue with the application process.

3. Criminal Background Check: Make an appointment with the SCC office staff

Individuals working in certain public career fields are required by law to obtain a criminal background check. Applicants ***must*** present a valid Driver's License or State ID at the time of being fingerprinted.

4. Attend an Admissions Information Session:

Attendance at an Admissions Information Session is a prerequisite to all of the Sandusky Career Center program. These sessions will address questions and concerns related to your enrollment in one of our programs. An email will be sent to you with a link to schedule your Admissions Information Session.

5. Financial Aid – Complete FAFSA: Sandusky Career Center School Code: 026200

Once SCC has received your Application for Admission and completed FAFSA, the Financial Aid Coordinator will contact you to go over details and to set up a meeting with you. **You may start applying for aid right away. Do not wait until you are accepted into the program.**

6. High School / High School Equivalency Transcript:

Contact the high school from which you graduated and request an official transcript be sent to Sandusky Career Center by mail, email or fax using the information provided in Step 1. If you received a form of high school equivalency, you can go to www.diplomasender.com to order a copy of your official transcript to be emailed to askcareercenter@scs-k12.net.

7. Program Specific Admissions Requirements:

Applicants may be obligated to complete program-specific requirements in addition to the information listed above. Applicants will receive an additional program-specific list of requirements at the information session.

If you have any questions regarding the admission process,
please contact SCC office at 419-984-1100.



APPLICATION FOR ADMISSION ~ 2023-2024

Sandusky Career Center

4501 Venice Heights Blvd, Sandusky, Ohio 44870

Please return application with non-refundable processing fee of \$100. Please be sure that all information requested has been documented on this form.

Social Security Number _____ Driver's License #: _____

Name _____
First Middle Last

Name during high school/Maiden Name _____ Nickname _____

Mailing Address _____
City State Zip

Home Phone _____ Cell Phone _____

Birth Date _____ Age _____ Race _____ Male [] Female []

Email Address _____ Marital Status _____

Emergency Contact _____
Name Relationship Phone number

Have you ever been convicted of a felony? Yes [] No []

(If yes, please attach an explanation. Please be advised in some cases sealed or expunged records may be considered for acceptance into some occupational programs, i.e. healthcare.)

Have you ever been convicted of, pleaded guilty to, or had a judicial finding of guilt for a misdemeanor of moral turpitude? Yes [] No []

Are you currently under indictment for a felony or misdemeanor involving moral turpitude? Yes [] No []

Are you a United States citizen? Yes [] No []

(If no, what is your current country of citizenship? _____)

Do you have immigration status? Yes [] No []

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 _____

Name of High School attended _____ City _____ State _____

If you are not a high school graduate, have you passed the GED test? Yes [] No []
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 []

Have you ever attended another college or Adult Education program? Yes [] No []

If yes, please list all schools attended:

Table with 3 columns: School, Dates, Degree

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 when turning in your application and fee.

Course Selection

Cosmetology	<input type="checkbox"/>	Police Academy	<input type="checkbox"/>
Medical Assisting & Phlebotomy	<input type="checkbox"/>	Barber	<input type="checkbox"/>
LPN to RN Diploma Program (FULL-TIME)	<input type="checkbox"/>	LPN to RN Diploma Program (PART-TIME)	<input type="checkbox"/>
Licensed Practical Nursing (FULL-TIME)	<input type="checkbox"/>	Licensed Practical Nursing (PART-TIME)	<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 _____

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.

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: _____

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Paying For Your Education

Your education is a big investment. There are several ways to plan for payment.

Payment Plans

Sandusky Career Center offers a convenient, interest free payment plan.

Employer Education Assistance Plans

Does your employer assist with continuing education? If so, you may be able to get assistance with program expenses.

Scholarships

Many local and national organizations offer scholarships. Sandusky Career Center will accept scholarships, and will work with the awarding organization to provide any required documentation.

Government Funding

There are several local, state, and federal programs available, including the following:

Opportunities for Ohioans with Disabilities – (OOD) Financial assistance may be available from this agency for students with physical, mental or emotional disabilities that present a handicap to employment. Partial to total aid may be available to cover tuition, books, and supplies. For more information, please visit <https://ood.ohio.gov/Services/Vocational-Rehabilitation>

Trade Adjustment Act (TAA) – Individuals who have lost their job due to foreign trade may be eligible to receive assistance through the Trade Adjustment Act. If your employer indicates you are eligible, SCC will help with the paperwork for this benefit.

Workforce Innovation and Opportunity Act (WIOA) - Financial assistance may be available from this program for adults and youth who qualify. Please contact your local Ohio Means Jobs center for more information and eligibility requirements. For more information, please visit <https://jfs.ohio.gov/owd/WIOA/>

Youth Programs – Funding may be available for youth ages 16-24. Partial to total aid may be available to cover tuition, books, and supplies if specific criteria are met. Some of the criteria include: Pregnant/Parenting, Disability, Aged out of Foster Care, Homelessness, English Language Learner. Contact your local Ohio Means Jobs office for more information.

Financial Aid - Students are encouraged to apply for federal financial aid by completing the Free Application for Federal Student Aid (FAFSA) online. There are two main types of aid including the Pell Grant (gift aid that does not need to be re-paid) and Student Loans (money borrowed from the government that is repaid after training). Students can obtain assistance in completing their FAFSA by contacting the Adult Education Office.

Arranging Your Financial Obligations

All students are **required to make an appointment** to discuss your financial plan. Please call the Financial Aid Coordinator at 419-984-1104.



Completing the Free Application for Federal Student Aid (FAFSA)

The Free Application for Federal Student Aid (FAFSA) is an online form that will help the Sandusky Career Center determine your eligibility.

Items you will need: recent tax returns, bank account balances, information on unemployment, SSI, child support, cash assistance, if applicable.

Where to go: On the internet, go to studentaid.gov. On the right hand side choose "Create Account"

FSA ID: Your financial aid account is called your FSA ID. You will get to create your own user name and password. It is very important you **WRITE THIS INFORMATION DOWN** and keep it in a safe place.

FAFSA: Once you've created your FSA ID you can use it to log in and complete your FAFSA form.

Which One? You will complete the FAFSA for the fiscal year you are attending. Fiscal years begin on July 1st and end June 30th. Depending on your program, you may need to complete two FAFSA forms.

How does SCC get your information? Be sure to enter Sandusky Career Center's code: **026200**. Your FAFSA information will be sent to SCC within 3-5 business days.

What is the DRT? The FAFSA site can communicate directly with the IRS site and import your tax information for you. Please try to use the Date Retrieval Tool (DRT) if possible.

I need help! Help is available at:

- Studentaid.gov - under 'FAFSA Form' there is a FAFSA Help page
- FAFSA Hotline: 1-800-433-3243
- Staff from SCC can assist with completing the FAFSA. Call 419-984-1100.

Need Loans? If you would like to borrow student loans to assist with school, you will need to complete:

Master Promissory Note and **Student Loan Entrance Counseling**. Both are available at studentaid.gov under the header "Loans and Grants." Use your FSA ID to log into these online forms.

What about my parents? If you are: under the age of 24, unmarried, have not earned a bachelor's degree, do not have a child that you support, have not served in the military, or are not homeless your parents will need to participate in the FAFSA process. They will set up their own FSA ID and supply tax information.

What's next? All students wanting to use financial aid will need to meet with the Financial Aid Coordinator to review aid eligibility. You will be contacted when it is time to have this meeting.



Program Specific Requirements

Medical Assisting/Phlebotomy

1. Complete all items on 'Admissions Check Sheet'
2. Complete and Return
 - Clinical Availability
 - Mental and Physical Requirements Sheet
 - Covid Vaccine Form
3. Request a Letter of Recommendation be sent directly to our office from current or previous employer or instructor
4. Complete and turn in ESSAY – 500 words or less
 - Topic: "Why do you want to be a Medical Assistant/Phlebotomist?"
5. Turn in IMMUNIZATIONS:
 - *Titers will be accepted (completed less than 3 years ago)
 - 2 Step TB Test, T Spot
 - Hepatitis B Series
 - Flu Shot
 - Covid

****You may submit your documents to:**

Sandusky Career Center
4501 Venice Heights Blvd
Sandusky, Ohio 44870

Email: askcareercenter@scs-k12.net

Fax: 419-621-2850

**If you have questions regarding the enrollment procedure, please contact:
Sandusky Career Center at 419-984-1100**



Clinical Availability Form

Is there a healthcare facility within a 60 mile radius of Sandusky Career Center in which you left employment negatively and cannot attend clinicals in that location?

Yes _____ No _____

If yes, please provide the name of the facility:

Signature of Applicant

Date

If this document is falsified, Sandusky Career Center can terminate your enrollment. If you require further explanation of this document, please see the program Director prior to signing.



Mental and Physical Requirements Form

Success as a health care provider depends on many variables. Among them is academic ability and certain technical abilities or competencies. Most health care positions involve standing for long hours and performing activities that require mobility. The inability to meet these competencies may interfere with meeting the course and program objectives and therefore may result in termination from the program. Health care workers need to be able to:

1. Carry out procedures that prevent the spread of infection (examples: frequent hand washing, using a mask and gloves, create and maintain sterile fields, etc.);
2. Lift and transfer patients, with appropriate assistance if needed, up to 6 inches from a stooped position, then push or pull the patient up to 3 feet; from a stooped to an upright position to accomplish bed-to chair and chair to bed transfers;
3. Physically apply adequate pressure to effectively control bleeding, or perform CPR;
4. Respond and react immediately to instruction/requests, monitor equipment and perform auscultation (example: listen to a patient's heart sounds through a stethoscope and respond immediately to any noted problems);
5. Satisfactorily complete clinical /laboratory experiences up to and including twelve hours in length;
6. Demonstrate ability to effectively perform a variety of nursing tasks involving observation of objects and person, depth and color perception and paperwork;
7. Tactilely discriminate between sharp/dull and hot/cold;
8. Perform mathematical calculation for medication preparation and administration;
9. Communicate effectively and appropriately, both orally and in writing;
10. Students are prohibited from being on school premises, including clinical sites, under the influence, possessing, consuming, using or distributing alcoholic substances, illegal drugs, and or legal prescriptive drugs that could alter your mental status. Prior to clinical, an unannounced drug screening will be done. This could be urine, saliva or hair. If the results come back as positive that the student has an illegal substance without a valid prescription, the student is dismissed. If it is a legal substance, but could alter the mental status including safety sensitive work, the student and Director will meet for an action plan. The possession and use of marijuana remains illegal under federal law. Consistent with federal law, the use and/or possession of marijuana continue to be prohibited while a student is on campus, including any time the student is in a clinical experience representing the school. Refusal to allow drug screening at any time is grounds for dismissal. The first drug test is paid for via tuition. If there is reasonable suspicion of an illegal drug or alcohol, the student can be required to do a drug screen at their own cost and the results reported to the Director.
11. Make appropriate decisions in a timely manner when stressful situation arise; and
12. Demonstrate ability to effectively perform nursing tasks using a variety of equipment.

When applying for a license or to be registered they will ask you a variety of questions about your background and compliance with rules. Below are some of the questions you could be asked. If you do not understand the question, please ask for an explanation BEFORE you sign. If you answer yes to any of the questions, you may be asked to supply additional information and it is possible the board will not grant you a license or place restrictions on the license.

1. Have you ever been convicted of, found guilty of, plead guilty to, pled no contest to, entered an Alford plea, received treatment or intervention in lieu of conviction, or received diversion for any of the following crimes (this includes crimes that have been expunged if the crime has a direct and substantial relationship to practice.) ?
 - A misdemeanor committed in the course of practice
 - A felony
 - A crime involving gross immorality or moral turpitude
 - A violation of any federal drug law – this does not include alcohol related offenses.
2. Has any board, bureau, department, agency or other public body in any way limited, restricted, suspended or revoked any professional license or certificate granted to you: placed you on probation, imposed a fine, censure or reprimand you? Have you ever entered into an agreement of any kind, whether oral or written with respect to a professional license in lieu of or in order to avoid formal disciplinary action?
3. Has any board, bureau, department, agency or other public body in any way notified you of any current investigation against you with respect to a professional license?
4. Have you ever been diagnosed as having, or have you been treated for, pedophilia, exhibitionism, or voyeurism?
5. Within the last five years, have you been diagnosed with or have you been treated for bipolar disorder, schizophrenia, paranoia, or any other psychotic disorder?
6. Have you, since attaining the age of eighteen or within the last five years, whichever period is shorter, been admitted to a hospital or other facility for the treatment of bipolar disorder, schizophrenia, paranoia, or any other psychotic disorder?

Your signature will indicate that you have read and understand the above information. If there are any changes to your responses to these questions, the Director is to be notified in writing immediately. Return this form with your application.

Name _____

Date _____



Covid Vaccine Information Form

Applicant Name: _____ Date: _____

Please check one of the following statements.

____ Yes, I have received the Covid-19 Vaccination. (Please include a copy of your card.)

____ I am NOT getting the Covid-19 vaccination.

Student Signature: _____ Date: _____



WorkKeys® Test Information

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 3 ½ hours for a test session.

Program Score Requirements:

Program	Test	Scores
STNA		
	Workplace Documents	3
Cosmetology/Barber	Applied Math	3
	Graphic Literacy	3
	Workplace Documents	4
Medical Assisting/Phlebotomy	Applied Math	4
	Graphic Literacy	4
	Workplace Documents	5
LPN to RN	Applied Math	5
	Graphic Literacy	5
	Workplace Documents	5
LPN	Applied Math	5
	Graphic Literacy	5
	Workplace Documents	5
Police Academy	Applied Math	4
	Graphic Literacy	4
	Workplace Documents	4

****NOTE:** There are only 7 seats available per testing date.

Please schedule your exam as soon as possible.

Testing Tips:

- Get a good nights rest the night before.
- Eat a good breakfast.
- Read the test directions closely.
- Read each question closely.
- Relax.
- Remember to just BREATHE!



How to Prepare for WorkKeys®

➤ **Ohio Means Jobs –**

Please follow the below steps:

1. Go to <https://jobseeker.ohiomeansjobs.monster.com/Assessments/Home.aspx>.
2. 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 PC Hardware, Software, and Network Basics
3. Next to each test is a Launch button. Click the Launch button next to the test that you want to take.
4. 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.
5. You have the option of three testing modes on the right side of the screen: Simulation, Practice and Learner with explanations for each.
6. Choose the mode that best suits your needs and click the 'Start Test' button.

➤ **ACT WorkKeys Website –**

Please follow the below steps:

1. Go to <https://www.act.org/content/act/en/products-and-services/workkeys-for-job-seekers/preparation.html>.
2. Under Online Practice Test, choose the blue box that says 'Select a Practice Test' with an arrow.
3. A 'login' screen will pop-up. Click the 'Create Account' option.*This account is free.
4. Fill in required information and click Continue.
5. On the screen that comes up, click 'Select a New Title'. Click the circle next to the exam you would like to study and click 'Select'.
6. When the exam shows, choose 'Launch'.
7. Once you have completed, you can 'Select a New Title' and do another exam. You are able to do one exam more than one time.

➤ **Google**

1. Go to www.google.com.
2. Type in 'ACT WorkKeys Practice Exams'

➤ **WorkKeys® Preparation Classes—**

available in Room K1 at Sandusky Career Center, 4501 Venice Heights Blvd, Sandusky, Ohio 44870. Please call 419-984-1135 for more information.