



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, fee, **and all accompanying documentation** by mail, email, fax, or in person to:

Email: askcareercenter@scsbluestreaks.net

Fax: 419-621-2850

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

2. Pre-entrance Assessments (WorkKeys®):

A pre-entrance assessment is required of all applicants. Required assessments may include Applied Math, Workplace Documents, and/or Graphic Literacy. To schedule assessments, please call the SCC office. Minimum required scores for your specific program must be achieved on assessments to continue with the application process.

3. Criminal Background Check:

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 Interview:

Attendance at an Admissions Information Interview is a prerequisite to all of the Sandusky Career Center programs. These sessions will address questions and concerns related to your enrollment in one of our programs and financial aid.

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 / Postsecondary Transcripts:

Contact the high school and all postsecondary schools 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@scsbluestreaks.net.

7. Program Specific Admissions Requirements:

Applicants may be obligated to complete program specific requirements in addition to the information listed above.

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



Program Specific Requirements

Police Academy

1. Complete all items on “Admissions Check Sheet”
2. Schedule Background Check to be completed at Erie County Sheriff Office
3. Schedule Physical Testing to be completed with Commander Rankins
*To schedule Steps 2 and 3, please call Commander Rankins at 419-357-7690

****Deadline to apply is August 2, 2024****

Police Academy Code of Ethics

AS A LAW ENFORCEMENT OFFICER, my fundamental duty is to serve mankind; protect the innocent against deception, intimidation, and the peaceful against violence or disorder, and to respect the Constitutional rights of all men to liberty, equality, and justice.

I WILL keep my private life unsullied as an example to all. **I WILL** maintain courageous calm in the face of danger, scorn, or ridicule. **I WILL** develop self-restraint; and be constantly mindful of the welfare of others. **I WILL** be honest in thought and deed in both my personal and official life. **I WILL** be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I WILL never act officiously or permit my personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless persecution of criminals, **I WILL** enforce the law courteously and appropriately without fear of favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I RECOGNIZE the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. **I WILL** constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession – Law Enforcement.

Police FAQ's:

What can I expect the salary of a Police Officer to be in Ohio?

The average salary for police officers is \$66,020. Salary ranges can vary widely depending on the city, education, certifications, additional skills, the number of years you have spent in your profession and many other important factors.

How long does it take to complete the Police Academy?

The State of Ohio requires the academy to have 737 hours of training, although local academies may mandate additional hours. The Police Academy at Sandusky Career Center is a part time program totaling 740 hours. The program lasts approximately 8 months.

What are some career options as a Certified Peace Officer?

Some of the career options as a Certified Peace Officer in the State of Ohio are local police officer, deputy sheriff, state trooper, border patrol agent, fish and game warden, special jurisdiction officers, and much more.

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

Physical fitness benchmarks required at the start and the end of peace officer basic training:

* Modified form per OPOTC

MALES (≤29)		
EXERCISE	START	END
Situps (1 min.)	32	40
Pushups (1 min.)	19	33
1.5-mile run	14:34	11:58

MALES (30-39)		
EXERCISE	START	END
Situps (1 min.)	28	36
Pushups (1 min.)	15	27
1.5-mile run	15:13	12:25

MALES (40-49)		
EXERCISE	START	END
Situps (1 min.)	22	31
Pushups (1 min.)	10	21
1.5-mile run	15:58	13:11

MALES (50-59)		
EXERCISE	START	END
Situps (1 min.)	17	26
Pushups (1 min.)	7	15
1.5-mile run	17:38	14:16

MALES (60+)		
EXERCISE	START	END
Situps (1 min.)	13	20
Pushups (1 min.)	5	15
1.5-mile run	20:12	15:56

FEMALES (≤29)		
EXERCISE	START	END
Situps (1 min.)	23	35
Pushups (1 min.)	9	18
1.5-mile run	17:49	14:07

FEMALES (30-39)		
EXERCISE	START	END
Situps (1 min.)	18	27
Pushups (1 min.)	7	14
1.5-mile run	18:37	14:34

FEMALES (40-49)		
EXERCISE	START	END
Situps (1 min.)	13	22
Pushups (1 min.)	5	11
1.5-mile run	19:32	15:24

FEMALES (50-59)		
EXERCISE	START	END
Situps (1 min.)	7	17
Pushups (1 min.)	4*	13*
1.5-mile run	21:31	17:13

FEMALES (60+)		
EXERCISE	START	END
Situps (1 min.)	2	8
Pushups (1 min.)	1*	8*
1.5-mile run	23:32	18:52



DAVE YOST
OHIO ATTORNEY GENERAL

For more information, call the Ohio Peace Officer Training Commission at **740-845-2700** and ask to speak with a certification officer.



APPLICATION FOR ADMISSION
2024-2025

Sandusky Career Center

4501 Venice Heights Blvd, Sandusky, Ohio 44870

**Please return application with non-refundable processing fee of \$125.
Please be sure that all information requested has been documented on this form.**

Name _____
First Middle Last

Aliases/Maiden Name _____ Nickname _____

Social Security Number _____ Driver's License State and # _____

Mailing Address _____

Home Phone _____ Cell Phone _____
City State Zip

Birth Date _____ Age _____ Race _____

Male Female Nonbinary Other Prefer not to answer

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

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.

If yes, please list all schools attended:

School	Dates	Degree

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

Entrance Testing

You may schedule your **WorkKeys®** assessment date when turning in your complete application and fee. Potential LPN and RN students are required to take the **WorkKeys®** assessments at Sandusky Career Center within 30 days of turning in their application.

Course Selection

- | | |
|---|---|
| <input type="checkbox"/> Advanced Cosmetology (1800 CREDIT HOURS) | <input type="checkbox"/> Licensed Practical Nursing (FULL-TIME) |
| <input type="checkbox"/> Cosmetology (1500 CREDIT HOURS) | <input type="checkbox"/> LPN to RN Diploma Program (PART-TIME) |
| <input type="checkbox"/> Barber | <input type="checkbox"/> LPN to RN Diploma Program (FULL-TIME) |
| <input type="checkbox"/> Licensed Practical Nursing (PART-TIME) | <input type="checkbox"/> Police Academy |

Financial Aid

How do you plan to fund your program? Check all that apply.

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Employer Assistance | <input type="checkbox"/> Loans |
| <input type="checkbox"/> Financial Aid (grants and student loans) | <input type="checkbox"/> Scholarships |
| <input type="checkbox"/> Government Funding (OOD, TAA, WIOA, LYFE, etc.) | <input type="checkbox"/> Self-pay |

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 Sandusky Career Center.

Signature of Applicant _____ Date _____

Applications must be completed and returned to Sandusky Career Center with all required documents by the application deadline in the program specific form.

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

Application Fee Paid Date: _____ Receipt Number: _____ Amount: _____

Cash Money Order Number: _____ Check Number: _____

Credit Card #: _____ Credit Card Type: _____ Expiration Date: _____

Application received by: _____ (initials) WorkKeys® Assessment 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.



SCHOOL TRANSCRIPT RELEASE FORM

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.

*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
4501 Venice Heights Blvd
Sandusky, Ohio 44870

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



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 repaid) 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 meet with financial aid** to discuss their financial plan. The financial aid coordinator will reach out to you to schedule this mandatory appointment. If you have questions prior to this meeting, please call 419-984-1104.



Free Application for Federal Student Aid (FAFSA) Guide

Filing the FAFSA® does not obligate you to attend school or use financial assistance in any way; however, it must be completed to determine financial aid eligibility. Financial aid is available for most of our programs that are 600+ clock hours.

Step 1

Gather items that will assist you in completing the FAFSA®, for example: Your social security number, tax return from 2022, current bank statements, untaxed income (such as workers' compensation and disability), child support received January 2022 - December 2022, and etc. Go to [StudentAid.gov](https://studentaid.gov) to complete the FAFSA® form.

Step 2

Do you and each of your Contributors (*see Step 3 for who is a Contributor*) have a Federal Student Aid (FSA) ID username & password? Please visit [StudentAid.gov](https://studentaid.gov) to either create or retrieve your individual FSA ID for yourself and each contributor must have an FSA ID as well.

Step 3

Determine if you are required to add any *CONTRIBUTORS* to your FAFSA®, and gather the following information from them:

Name > Date of Birth > Social Security Number > Email Address

Your Contributors will receive an email to “contribute” their information to your FAFSA after you enter their information into your FAFSA.

WHO ARE YOUR CONTRIBUTORS?

Under Age 24? (Not married? Not supporting any children? Not in military?) – You are *DEPENDENT*

- Your parent and their current spouse are your contributors, and they must each contribute to your FAFSA in order to receive Federal Student Aid.
- If your parents are divorced or separated, the parent who provided the most financial support in the last calendar year will complete the FAFSA with you. If that parent has remarried, you must include their current spouse as a contributor as well.
- Even if neither parent provided you support, they are required to provide their information into the FAFSA form for you to receive Federal Student Aid.

Age 24 or older? (Or under age 24 but meet a condition above) – You are *INDEPENDENT*

- Your spouse is a contributor (if married as of the date of filing FAFSA®).
 - If you are married as of the date of filing your FAFSA®, but you did not file a joint tax return in 2022, your spouse **MUST** still be a contributor and provide consent and approval to access their tax information.

Step 4

Your consent and approval is needed to retrieve and disclose federal tax information (FTI). With your consent and approval, tax return information is obtained automatically from the IRS to help you complete the FAFSA® form.

If you (or one of your contributors, if required) don't provide consent and approval, you will not be eligible for federal student aid, including grants and loans. **You must provide consent and approval even if you didn't file a U.S. federal tax return or any tax return at all.**

Step 5

You will answer questions regarding gender, race, and ethnicity. Please note that these have no effect on federal student aid eligibility and are included for statistical purposes and data collection only.

Step 6

Assets questions must be completed; if not applicable, you must still enter \$0:

- Enter total cash on hand, plus savings and checking account balances as of day filling out the FAFSA®
- Net worth of investments including real estate (do NOT include the value of the home you live in, and do NOT include retirement investments)
- Net worth of family farms and small businesses are now required to be reported (enter the net worth of the business or for-profit agricultural operations. Net worth is the value of the business or farms minus any debts owed against them).

Step 7

When you get to School Selection screen, please choose Sandusky Career Center as your school by entering our federal school code which is **026200**. Note: You can add up to 20 schools you are interested in attending for the FAFSA award year. By adding a school, you are allowing their financial aid office to access your information.

Step 8

Once you have entered all your information, you will need to agree to the terms and "sign" your FAFSA. If you have any required *Contributors*, they will need to complete their contributor section through their email invitation. Once all your Contributors complete and approve consent and sign their portions, your FAFSA will be submitted for processing.

Step 9

If there are any issues that need to be resolved we will contact you and may ask you to schedule an appointment, or you may receive a request for verification from the financial aid office. The verification paperwork will need to be completed before your financial aid can be processed.

Step 10

Need loans? If you would like to borrow student loans to assist with school, you will need to complete the **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.

Step 11

Once you have been accepted into the program you applied for and your FAFSA has no unresolved issues, a financial aid offer will be prepared for you. You will receive contact by phone or email from the financial aid coordinator to schedule your required appointment to go over your financial aid offer.



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 including all 3 tests. If you would like to divide your tests across multiple sessions, please let us know.

Program Score Requirements:

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

NOTE: There are only 7 seats available per testing date. Please schedule your exam as soon as possible.

Testing Tips:

- Spread tests across multiple sessions, if need be.
- Get a good night's rest the night before.
- Eat a good breakfast.
- Read the test directions closely.
- Read each question closely.
- Relax.
- Remember to 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 the assessment, you can “Select a New Title” and do another exam. You are able to do one exam more than one time.

➤ Google

Please follow the below steps:

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

➤ WorkKeys® Preparation Classes

Classes are available in Room 18 at Sandusky Career Center, 4501 Venice Heights Blvd., Sandusky, Ohio, 44870. Please call 419-984-1135 for more information.