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# Admissions Check Sheet

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**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](http://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.**

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### 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

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*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.



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# Completing the Free Application for Federal Student Aid (FAFSA)

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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](http://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 1<sup>st</sup> and end June 30<sup>th</sup>. 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.



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# Program Specific Requirements

## Police Academy

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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.

### 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

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

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

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

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

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

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

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

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

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 specialist.




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## WorkKeys® Test Information

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### 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!





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## How to Prepare for WorkKeys®

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➤ **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](http://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.