



Sandusky Career Center

4501 Venice Heights Blvd., Sandusky, OH 44870

Phone: 419-984-1100 o Fax: 419-621-2850

www.sanduskycareercenter.org

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 enclosed enrollment procedures. Please pay close attention to deadlines; they will differ for each program. All prospective students will be required take a WorkKeys® test or turn in WorkKeys scores from another testing site within the last 5 years.

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

See you in class!

A handwritten signature in blue ink that reads 'Crystal Cook/UB'. The signature is written in a cursive, flowing style.

Crystal Cook
Financial Aid & Admissions Coordinator



Welcome to Sandusky Career Center's Enrollment Procedure

APPLICATION – MUST be received by appropriate deadline

- Fill out and return the application for admission by mail, email, fax or in person to:
Mail to: Sandusky Career Center
4501 Venice Heights Blvd.
Sandusky, Ohio 44870
Email to: sanduskycareercenter@gmail.com
Fax to: 419-621-2850
- **\$100 non-refundable application fee must be paid at the time application is submitted.** Cash, check, money order or bank card accepted in person or card by phone @ 419-984-1100.
- **If no application fee is received, the application will not be processed.**

TRANSCRIPTS

- Fill out "SCHOOL TRANSCRIPT RELEASE FORM" and mail/take it to the High School you attended
- **High School Equivalency** - Obtain your transcript on www.diplomasender.com
- **Nursing Students - Please also obtain all college transcripts at this time:**
Mail to: Sandusky Career Center
4501 Venice Heights Blvd.
Sandusky, Ohio 44870
Email to: sanduskycareercenter@gmail.com
Fax to: 419-621-2850

WORKKEYS®

- Applicants **MUST** complete or have completed the 3 **REQUIRED** exams within the last 5 years and be able to provide documentation of such:
 - ❖ Applied Math
 - ❖ Graphic Literacy
 - ❖ Workplace Documents
- There are only 8 seats available per test date. Without these scores, your application is incomplete. Please sign up as soon as possible.
- If you need to cancel your appointment, you **MUST** call 24 hours prior to your test date.
- There is a retest fee of \$17 per test.

FINANCIAL AID – Please complete these AS SOON AS your application is submitted

- All of these are located at www.studentaid.gov
 - ❖ FAFSA – Under 'APPLY FOR AID'
 - ❖ Entrance Counseling - Under 'COMPLETE AID PROCESS'
 - ❖ Master Promissory Note (MPN) - Under 'COMPLETE AID PROCESS'
 - ❖ Annual Student Loan Acknowledgment – Under 'COMPLETE AID PROCESS'
 - ❖ **DO NOT WAIT, COMPLETE AS SOON AS POSSIBLE!**

If you have questions regarding the enrollment procedure or financial aid, please contact
Sandusky Career Center at 419-984-1100

PLEASE VISIT OUR WEB SITE AT WWW.SANDUSKYCAREERCENTER.ORG



APPLICATION FOR ADMISSION ~ 2021-2022

Sandusky Career Center, 4501 Venice Heights Blvd., Sandusky, OH 44870 419-984-1100

Please return application with non-refundable processing fee of \$100 for all programs.

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
Have you served in the military? 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 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 and fee.

Course Selection

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

Program Information

Program Name	Application Deadline	Acceptance Deadline	Program Start Date	Coordinator Name	Coordinator Contact
Facilities Maintenance	July 16	August 6	September 5	Wendy Nitschke	419-984-1132
Managing Cosmetology	August 31	September 21	September 28	Wendy Nitschke	419-984-1132
Medical Assisting & Phlebotomy	August 31	September 21	September 28	Elizabeth Moots	419-984-1870
Police Academy	August 17	August 31	September 13	Ken Rankins	419-357-7690
School of Practical Nursing	September 29	October 30	January 3	Lauralee Krabill	419-984-1108
LPN to RN Diploma Program	September 29	October 30	January 3	Elizabeth Moots	419-984-1870

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 \$100.00 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.



SCHOOL TRANSCRIPT RELEASE FORM

Students:

Please complete this form and send it to your high school, postsecondary school, college and/or university to authorize the release of your transcript to Sandusky Career Center admissions office. If necessary, make copies of this form. **Please do not send to SCC, as we are unable to request transcripts for you. You MUST send or take this form to the school you are requesting from.**

*Transcripts must be “official”.

**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, OH 44870

sanduskycareercenter@gmail.com

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



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

WORKKEYS® PRACTICE TESTS – Please follow the below steps:

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 that 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.

WORKKEYS TESTING SCORES

Program	Test	Scores
Facilities Maintenance	Applied Math	3
	Graphic Literacy	4
	Workplace Documents	4
Advanced Cosmetology	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	4
	Workplace Documents	5
Police Academy	Applied Math	4
	Graphic Literacy	4
	Workplace Documents	4

****NOTE:** There are only 8 seats available per testing date. Your application is not complete without your WorkKeys scores. Please schedule your exam as soon as possible.



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 1st. 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.studentaid.gov.
2. Click Login.
3. Click Create an Account.
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) |

What Happens Next?

Sandusky Career Center will begin processing your Financial Aid awards. 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 financial aid steps.



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.myfedloan.org.
- 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, 2020 and July 1, 2021:

2.75%

Direct Unsubsidized Loans for undergraduates with a first disbursement date July 1, 2020 and July 1, 2021:

2.75%

Direct PLUS Loans:

5.30%

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

1. Go to www.studentaid.gov
2. Click on the **Complete Aid Process** tab at the top of the page.
3. Sign in using your FSA User ID from your FAFSA application.
4. Complete the Entrance Counseling session, Annual Student Loan Acknowledgement 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.

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.



BCI/FBI Criminal Records Check

The State of Ohio passed a law requiring anyone working with specific public entities to obtain a criminal background check. This entails fingerprinting a person who will serve as a volunteer or employee of public schools, hospitals, doctor's offices, public entities, etc. The Ohio Bureau of Criminal Identification will review each individual and report any disqualifying criminal activity.

Sandusky Schools and The Sandusky Career Center use the *Webcheck* system. Individuals must present a valid Ohio Driver's License or State ID at the time of being fingerprinted. Students are requested to make an appointment by calling the Adult Education Office at 419-984-1100. Students will be served on a "first-come, first-serve" basis.

**Sandusky Career Center
4501 Venice Heights Blvd
Sandusky, OH 44870**

Background Check Hours

School Year: Monday- Friday 8:00 a.m. to 3:00 p.m.

Summer: Monday-Friday 8:00 a.m. to 2:00 p.m.



Welcome to Sandusky Career Center's Enrollment Procedures for Health Careers (LPN and LPN to RN)

1. Complete Application – \$100 application fee required
2. Schedule WorkKeys tests
3. Schedule Background Check
4. Schedule Program Seminar and Financial Aid Seminar
5. Request ALL transcripts (High School, GED, Post-Secondary, Previous Schooling)
6. Fill out and turn in CLINICAL AVAILABILITY and MENTAL AND PHYSICAL REQUIREMENTS SHEET
7. Turn in a Letter of Recommendation from current or previous employer or instructor
8. Complete and turn in ESSAY – 500 words or less
 - Topic: “Why do you want to be an LPN or RN?”
9. Pay \$35 Orientation Fee – after acceptance letter has been received
10. Turn in current/valid CPR Card
11. Turn in IMMUNIZATIONS:
 - *Titer is accepted
 - 2 Step TB Test, T-Spot
 - Hepatitis B Series
 - Flu Shot
 - MMR
 - Tetanus
 - Varicella

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

Sandusky Career Center
4501 Venice Heights Blvd
Sandusky, Ohio 44870

Email: sanduskycareercenter@gmail.com

Fax: 419-621-2850

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

Sandusky Career Center at 419-984-1100

CLINICAL AVAILABILITY

Sandusky Career Center
4501 Venice Heights Blvd
Sandusky, Ohio 44870
FAX 419-621-2850

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 Coordinator prior to signing.

Mental and Physical Requirements

Sandusky Career Center

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, pled 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.

Signature of Applicant

Date



**Sandusky Career Center - Health Careers
Immunization and Testing**

TB Information

Information Regarding the TB Skin Testing or T-Spot	All students enrolled in our Health Career Programs are required to have the TB testing done. If you have never been tested before you are required to have a 2 step done. If you have had one in the past that is not over a year old you can have a one step. OR a blood test call the T-spot can also be done. This test doesn't need to be read like the skin testing. Skin test or blood test but you don't need to do both.
Date Done	
Results	
Signature of Person Reading the Results	
Date Done Only if doing a 2 Step	
Results	
Signature of Person Reading the Results	

Hepatitis B Series

	All students enrolled in our Health Career Programs are required to have the Hepatitis B series started prior to clinical. This is a series of three injections. The second injection is normally given four weeks after the first dose and the third dose is eight weeks from the second dose.
Injections	1 st Injection Date _____ 2 nd Injection Date _____ 3 rd Injection Date _____

M.M.R.

	All students enrolled in our Health Career Programs are required to have the M.M.R. series started prior to clinical. This is a series of two injections.
Injections	1 st Injection Date _____ 2 nd Injection Date _____

Flu Shot

	The health care agencies require that you have the flu vaccine or wear a mask. Normally the flu vaccines are available in October.
Immunization	Date that you received the flu shot _____
	I received the flu shot at _____

Varicella

	All students enrolled in our Health Career Programs are required to have the Varicella series started prior to clinical.
Injections	1 st Injection Date _____ 2 nd Injection Date _____

(ON BACK)

Tetanus

	All students enrolled in our Health Career Programs are required to have a Tetanus shot within the last 10 years.
Injections	Injection Date

Titers providing immunity can be submitted for M.M.R., Tetanus, Hepatitis B and Varicella.

The above information is accurate. _____
Student's Printed Name

Student's Signature _____ Date _____



Welcome to Sandusky Career Center's Enrollment Procedures for Health Careers (Medical Assisting/Phlebotomy)

1. Complete Application – \$100 application fee required
2. Schedule WorkKeys tests
3. Schedule Background Check
4. Schedule Program Seminar and Financial Aid Seminar
5. Request ALL transcripts (High School, GED, Post-Secondary, Previous Schooling)
6. Fill out and turn in CLINICAL AVAILABILITY and MENTAL AND PHYSICAL REQUIREMENTS SHEET
7. Turn in a Letter of Recommendation from current or previously employer
8. Complete and turn in ESSAY – 500 words or less
 - Topic: “Why do you want to be a Medical Assistant/Phlebotomist?”
9. Turn in IMMUNIZATIONS:
 - *Titers accepted
 - 2 Step TB Test, T Spot
 - Hepatitis B Series
 - Flu Shot
 - MMR
 - Tetanus
 - Varicella (Chicken Pox)

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

Sandusky Career Center
4501 Venice Heights Blvd
Sandusky, Ohio 44870

Email: sanduskycareercenter@gmail.com

Fax: 419-621-2850

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

Sandusky Career Center at 419-984-1100

CLINICAL AVAILABILITY

Sandusky Career Center
4501 Venice Heights Blvd
Sandusky, Ohio 44870
FAX 419-621-2850

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 Coordinator prior to signing.

Mental and Physical Requirements

Sandusky Career Center

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.

Signature of Applicant

Date



Sandusky Career Center - Health Careers
Immunization and Testing

TB Information

Information Regarding the TB Skin Testing or T-Spot	All students enrolled in our Health Career Programs are required to have the TB testing done. If you have never been tested before you are required to have a 2 step done. If you have had one in the past that is not over a year old you can have a one step. OR a blood test call the T-spot can also be done. This test doesn't need to be read like the skin testing. Skin test or blood test but you don't need to do both.
Date Done	
Results	
Signature of Person Reading the Results	
Date Done Only if doing a 2 Step	
Results	
Signature of Person Reading the Results	

Hepatitis B Series

	All students enrolled in our Health Career Programs are required to have the Hepatitis B series started prior to clinical. This is a series of three injections. The second injection is normally given four weeks after the first dose and the third dose is eight weeks from the second dose.
Injections	1 st Injection Date _____ 2 nd Injection Date _____ 3 rd Injection Date _____

M.M.R.

	All students enrolled in our Health Career Programs are required to have the M.M.R. series started prior to clinical. This is a series of two injections.
Injections	1 st Injection Date _____ 2 nd Injection Date _____

Flu Shot

	The health care agencies require that you have the flu vaccine or wear a mask. Normally the flu vaccines are available in October.
Immunization	Date that you received the flu shot _____
	I received the flu shot at _____

Varicella

	All students enrolled in our Health Career Programs are required to have the Varicella series started prior to clinical.
Injections	1 st Injection Date _____ 2 nd Injection Date _____

(ON BACK)

Tetanus

	All students enrolled in our Health Career Programs are required to have a Tetanus shot within the last 10 years.
Injections	Injection Date _____

Titers providing immunity can be submitted for M.M.R., Tetanus, Hepatitis B and Varicella.

The above information is accurate. _____
Student's Printed Name

Student's Signature _____ Date _____



Welcome to Sandusky Career Center's Enrollment Procedures for Facilities Maintenance

1. Complete Application – \$100 application fee required
2. Schedule WorkKeys tests
3. Schedule Financial Aid Seminar
4. Request ALL transcripts (High School, GED, Post-Secondary, Previous Schooling)

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

Sandusky Career Center
4501 Venice Heights Blvd
Sandusky, Ohio 44870

Email: sanduskycareercenter@gmail.com

Fax: 419-621-2850

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

Sandusky Career Center at 419-984-1100



Welcome to Sandusky Career Center's Enrollment Procedures for Police Academy

1. Complete Application – \$100 application fee required
2. Schedule WorkKeys tests
3. Schedule Financial Aid Seminar
4. Request ALL transcripts (High School, GED, Post-Secondary, Previous Schooling)
5. Schedule Background Check and Physical with Commander Rankins

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

Sandusky Career Center
4501 Venice Heights Blvd
Sandusky, Ohio 44870

Email: sanduskycareercenter@gmail.com

Fax: 419-621-2850

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

Sandusky Career Center at 419-984-1100



Welcome to Sandusky Career Center's Enrollment Procedures for Advanced Cosmetology

1. Complete Application – \$100 application fee required
2. Schedule WorkKeys tests
3. Schedule Background Check
4. Schedule Financial Aid Seminar
5. Request ALL transcripts (High School, GED, Post-Secondary, Previous Schooling)

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

Sandusky Career Center
4501 Venice Heights Blvd
Sandusky, Ohio 44870

Email: sanduskycareercenter@gmail.com

Fax: 419-621-2850

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

Sandusky Career Center at 419-984-1100