



ADMISSION PROCESS

NO APPLICATION FEE

ALL STUDENTS MUST MEET THE SANDUSKY CAREER CENTER'S ADMISSION REQUIREMENTS. APPLICANTS RETURNING THE CORRECT INFORMATION IN A TIMELY MANNER WILL HAVE A QUICKER ENROLLMENT PROCESS.

REQUIRED PROCESS FOR ADMISSIONS TO ALL SANDUSKY CAREER CENTER PROGRAMS:

1. Fill out the enclosed admission application. Be sure to sign up for a date and time you plan to take the WorkKeys® entrance test.
2. Police Academy, Paramedic, and Fire Fighter applicants will need to fill out an additional required application.
3. Fill out a request for your high school or GED transcripts. Forward that request to the school you graduated from or the state from which you received your GED.
4. Return the application and all required forms to:

Sandusky Career Center
2130 Hayes Ave.
Sandusky Ohio 44870

5. Successfully complete all entrance test requirements specific to your program.
6. Complete all background checks, shot requirements, and physical tests, if any, related to your specific program.
7. Apply for financial aid. Be aware of all deadlines. No student will be permitted to begin class until financial aid is in place. You may begin the financial aid process by going to the links under financial aid on our website.

Additional documents or requirements may be needed for certain programs, please check with the Admissions & Financial Aid office or the Program Coordinator to learn more.

If you have questions regarding the application process please contact:

Admissions & Financial Aid office at 419-621-2717 or Sandusky Career Center at 419-625-9294

PLEASE VISIT OUR WEB SITE AT WWW.SANDUSKYCAREERCENTER.ORG



APPLICATION FOR ADMISSION

Sandusky Career Center 2130 Hayes Avenue Sandusky, OH 44870

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

Social Security Number _____ Drivers License Number _____

Name _____
First Middle Last

Name if different than in high school _____ Nickname _____
(if applicable)

Mailing Address _____
City State Zip

Phone Number _____ Cell Phone _____

Birth Date _____ Age _____ Race _____ Male Female
(optional) (optional) (optional)

Email Address _____

Emergency Contact _____
Name Phone number

How did you hear about the Sandusky Career Center? _____

Previous Academic Information

Are you or will you be a high school graduate? Yes No Actual/projected graduation date _____

Name of High School attended _____ City _____ State _____

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

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:

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 entrance WorkKeys® testing date in person when turning in your application or by calling the Sandusky Career Center at 419-625-9294 to register for the test after submitting your application. Dates and times for the test can be found on the flyer in your admissions packet or on the web at www.sandsukycareercenter.org.

Course Selection

- | | | | |
|---------------------------------------|--------------------------|-------------------------------|--------------------------|
| Computer Support & Systems Specialist | <input type="checkbox"/> | Diversified Office Specialist | <input type="checkbox"/> |
| Facilities Maintenance | <input type="checkbox"/> | Fire Fighter/EMT | <input type="checkbox"/> |
| Managing Cosmetology | <input type="checkbox"/> | Managing Esthetician | <input type="checkbox"/> |
| Medical Assisting & Phlebotomy | <input type="checkbox"/> | Paramedic | <input type="checkbox"/> |
| Police Academy | <input type="checkbox"/> | School of Practical Nursing | <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 Contact Information

Computer Support & Systems Specialist	MeLinda Ricci	419-621-2779
Diversified Office Specialist	MeLinda Ricci	419-621-2779
Facilities Maintenance	Paul Leslie	419-621-2767
Firefighter/EMT	Lauren Yeagle	419-621-2727
Managing Cosmetology	Paula Camella	419-621-2769
Managing Esthetician	Paula Camella	419-621-2769
Medical Assisting & Phlebotomy	Karen Roshon	419-626-6184
Paramedic	Lauren Yeagle	419-621-2727
Police Academy	Lauren Yeagle	419-621-2727
School of Practical Nursing	Lauralee Krabill	419-624-3260

OFFICE USE ONLY

Application received by: _____ (initials) WorkKeys Testing Date _____

Notes: _____

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WORKKEYS TEST DATES 2012

\$17.00 per subject for *retest* fees

**Please select a date to complete testing and return with your application.*

January 6	Friday	8:30 a.m.	Room 122	<input type="checkbox"/>
January 18	Wednesday	5:30 p.m.	Room 312	<input type="checkbox"/>
February 3	Friday	8:30 a.m.	Room 122	<input type="checkbox"/>
February 15	Wednesday	5:30 p.m.	Room 312	<input type="checkbox"/>
March 2	Friday	8:30 a.m.	Room 122	<input type="checkbox"/>
March 21	Wednesday	5:30 p.m.	Room 312	<input type="checkbox"/>
April 13	Friday	8:30 a.m.	Room 122	<input type="checkbox"/>
April 25	Wednesday	5:30 p.m.	Room 312	<input type="checkbox"/>
May 11	Friday	8:30 a.m.	Room 122	<input type="checkbox"/>
May 16	Wednesday	5:30 p.m.	Room 312	<input type="checkbox"/>
May 30	Wednesday	5:30 p.m.	Room 312	<input type="checkbox"/>
June 8	Friday	8:30 a.m.	Room 312*	<input type="checkbox"/>
June 20	Wednesday	5:30 p.m.	Room 312	<input type="checkbox"/>
June 27	Wednesday	5:30 p.m.	Room 312	<input type="checkbox"/>
July 6	Friday	8:30 a.m.	Room 312*	<input type="checkbox"/>
July 11	Wednesday	5:30 p.m.	Room 312	<input type="checkbox"/>
July 20	Friday	8:30 a.m.	Room 312*	<input type="checkbox"/>
July 25	Wednesday	5:30 p.m.	Room 312	<input type="checkbox"/>
August 10	Friday	8:30 a.m.	Room 312*	<input type="checkbox"/>
August 15	Wednesday	5:30 p.m.	Room 312	<input type="checkbox"/>
August 24	Friday	8:30 a.m.	Room 312*	<input type="checkbox"/>
August 29	Wednesday	5:30 p.m.	Room 312	<input type="checkbox"/>
September 5	Wednesday	5:30 p.m.	Room 312	<input type="checkbox"/>
September 14	Friday	8:30 a.m.	Room 122	<input type="checkbox"/>
September 19	Wednesday	5:30 p.m.	Room 312	<input type="checkbox"/>
September 28	Friday	8:30 a.m.	Room 122	<input type="checkbox"/>
October 5	Friday	8:30 a.m.	Room 122	<input type="checkbox"/>
October 10	Wednesday	5:30 p.m.	Room 312	<input type="checkbox"/>
October 24	Wednesday	5:30 p.m.	Room 312	<input type="checkbox"/>
November 9	Friday	8:30 a.m.	Room 122	<input type="checkbox"/>
November 14	Wednesday	5:30 p.m.	Room 312	<input type="checkbox"/>
December 7	Friday	8:30 a.m.	Room 122	<input type="checkbox"/>
December 19	Wednesday	5:30 p.m.	Room 312	<input type="checkbox"/>

***Note: Friday 8:30 a.m. (during summer months test in room 312)**



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.

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

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

Current name of student _____

Your name during school if different from above _____

Student address _____

City _____ State _____ Zip _____

Date of birth _____ Year of graduation _____

Name of school _____

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

Student's Signature

Date