

- Complete a **Registration Form** and pay a \$10 Registration Fee. This can be emailed to [adultregistration@apollocc.org](mailto:adultregistration@apollocc.org) or turned into the Adult Education Office.
- Schedule a meeting with the Early Childhood Education Program Manager by calling 419-998-2985 or emailing [wendy.fannin@apollocc.org](mailto:wendy.fannin@apollocc.org)
- Fill out a **FAFSA** form using our School Code 017290. Find detailed instructions for filing FAFSA on the Financial Aid webpage at the “apply for financial aid” button: <https://bit.ly/ApolloAdultEdFinancialAid>
- Provide High School Diploma, Transcript, or High School Equivalency (or GED)
- Provide an unexpired Driver’s License or State ID
- Connect with a childcare center that you will be able to work at or volunteer at to get your required daycare hours completed. Contact the Early Childhood Education Program Manager if you need assistance finding a childcare center.
- Complete a physical exam and verify all immunizations are up to date by having your healthcare provider fill out this form to be turned into the Early Childhood Program Manager: <http://www.odjfs.state.oh.us/forms/num/JFS01296/pdf/> If you are already employed at a childcare center and have this on file with your employer, please have them forward to [wendy.fannin@apollocc.org](mailto:wendy.fannin@apollocc.org).
- FBI/BCI Fingerprinting to be completed at Apollo Adult Education office, or copy of results forwarded to [wendy.fannin@apollocc.org](mailto:wendy.fannin@apollocc.org) from current childcare employer if employed. May be required to pay \$50 for fingerprinting if not covered by financial aid.
- Final Step to Secure Your Seat!** Meet with the Financial Aid Specialist to finalize the plan to finance your education. Make an appointment with Joy Baeumel by calling 419-998-2990 or emailing [joy.baeumel@apollocc.org](mailto:joy.baeumel@apollocc.org).
  - If you file a FAFSA, a Financial Aid Offer will be prepared to include any Pell Grant availability and Federal Student loans that can be borrowed.
  - Any program costs not covered by financial aid can be set up on a monthly payment plan option to be paid during the course of your program.
  - This program is also eligible to utilize Veterans Education benefits by providing a copy of your Certificate of Eligibility from Veterans Affairs to the Financial Aid Specialist.