

- Complete an **Application Packet** and turn in with a \$30 application fee
- Schedule and pass WorkKeys® Assessments. The program manager will contact you to schedule your WorkKeys® Assessment once your application and fee, official HS transcript or GED/HSE, 1 work and 2 personal references are received.

Practice tests can be found here: <https://jobseeker.ohiomeansjobs.monster.com/Assessments/Home.aspx>

- Required Scores-Math (4) Graphic Literacy (4) Workplace Documents (4)

- Provide unexpired Driver's License or State ID
- 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://www.apollocareercenter.com/adult-education/apollo-financial-aid/>
- Meet with the Medical Assistant Program Manager for acceptance, sign-off on required documents, and tour the lab.
- 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.

### Program Manager Contact Information:

Jessica Sanders | [jessica.sanders@apollocc.org](mailto:jessica.sanders@apollocc.org) | 419-998-2930

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