☐ 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 (3) Graphic Literacy (4) Workplace Documents (3)

☐ Provide an 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://bit.ly/ApolloAdultEdFinancialAid***

☐ Meet with the Spa Program Manager for acceptance, sign-off of 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.
  - 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:
Allison Williamson | allison.williamson@apollocc.org | 567-940-3889