

- ☐ Complete the online **application** 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
- ☐ Meet with the Spa Program Manager for acceptance, sign-off of required documents, and tour the lab. An \$800 Deposit will be required at the time of meeting with the Spa Program Manager. All payment methods accepted: cash, check, or card. All major credit cards are accepted except American Express.
- ☐ **Final Step to Secure Your Seat!** Once the \$800 deposit is paid your spot in the program will be secured. A payment plan will be set up to make the remaining balance payments throughout the program. For questions concerning payments or payment plans please contact Trisha Kroeger by calling 419-998-2961 or emailing [trisha.kroeger@apollocc.org](mailto:trisha.kroeger@apollocc.org).
  - 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.