

## ENROLLING IN CAREER DEVELOPMENT PROGRAMS



- Call MACC 419.589.6363 for your program's enrollment packet
- Begin testing, forms & financial aid processes.
- Finalize enrollment.
- Attend class.
- Graduate with certification(s)!

### **COMPLETE 2021-2022 FAFSA, & CHECK INTO ADDITIONAL FINANCIAL AID RESOURCES** (WIOA, BVR, GI Bill, etc.).

- A Pell Grant will not cover the entire cost of your program.
- WIOA grant funds may be available through your county. Start soon, the funding process can take some time!
- See **Financial Aid Information** (page 3)

### **COMPLETE/RETURN/SUBMIT REQUIRED FORMS & PAPERWORK:** (You may bring forms with you to WorkKeys testing and we can copy.)

- **Enrollment Information Form, Questionnaire/Advisement Form**
- **High school diploma/GED and Photo Identification**
- **Review student catalog** at <http://www.mlsd.net/adulted/studentcatalog.pdf>
- **Complete OhioMeansJobs registration** at <http://omj.ohio.gov> (turn in proof of registration to MACC)

### **SCHEDULE/PASS WORKKEYS ASSESSMENTS**

There is no fee for first-time testing. (Re-test fees are \$15 per assessment.)

Required scores are:

- Graphic Literacy - score of 4 or higher (on a scale of <3 to 6)
- Applied Math – score of 4 or higher (on a scale of <3 to 7)
- Find practice tests with an account on Ohiomeansjobs.com (<http://omj.ohio.gov>)
  - Click > For Job Seekers > Career Skills > Get Training & Improve Skills > Launch (Complete Learner or Practice Tests – NOT simulations)

### **AFTER COMPLETING ALL STEPS ABOVE COMPLETE REGISTRATION:**

- **Submit enrollment deposit of \$100**
- **or submit proof of funding from an outside agency**
- **or complete Student Loan Entrance Counseling and Master Promissory Note**

Deposits are deducted from fees and refundable until 14 calendar days prior to program start date.

- **Complete Release of Information Form**
- **Review catalog and sign Enrollment Agreement**
- **Wait List** – Once a program enrollment fills, students who have completed all enrollment requirements may be placed on a waiting list for future openings or for start dates.

### **BEFORE CLASS BEGINS:**

- **Program requirements** – Check all programs for openings or future start dates and ensure you are meeting all deadlines (testing, screenings, etc.)!
- **Finalize payment/financial aid** – After you have filed FAFSA, etc. call our office to arrange an appointment with a Financial Aid Administrator to finalize your financial aid, payment plan, etc.

**Please call us at 419.589.6363, with questions. We look forward to working with you!**