



Applying Step by Step

Thank you for your interest in EHOVE Adult Career Center!
Please complete the following steps for admission

- 1) Attend an Information Session:**
Attendance at an Information Session is a prerequisite to acceptance into any EHOVE Adult Career Center Occupational Program. These sessions will address questions and concerns related to the courses and the application procedures. There is no charge for these sessions; however, you must register with the Adult Education Office at ext. 280 to schedule a session. Please see the enclosed page for dates and times.
- 2) Financial Aid- Complete FAFSA :** EHOVE Federal School Code: 030153
Once EHOVE receives your completed FAFSA, a financial representative will contact you to go over details and to set up a meeting with you. **Do not wait until you are accepted into the program to begin applying for aid. You may start completing these items right away.**
- 3) Pre-entrance Exam (WorkKeys®):**
A pre-entrance exam is required of all applicants. Tests required for this program are Applied Math, Workplace Documents, and Graphic Literacy. Each test is \$27.00, making a total of \$81.00. This \$81.00 is due when you schedule your testing. Career Testing fees are non-refundable and are not credited toward your tuition. To schedule and pay for testing, please call ext. 280. Required scores on tests must be achieved to continue with the application process.
- 4) Application:**
Students are encouraged to apply early to ensure timely completion of the enrollment process. Fill out and return the enclosed application for admission by mail or in person to:

EHOVE Adult Career Center
316 West Mason Road
Milan, Ohio 44846

Students required to receive an FBI/BCI background check may complete this step at EHOVE Adult Career Center when submitting the application and fee for no additional charge.
- 5) Transcript Request:**
Send the enclosed "Transcript Request" form to the high school from which you graduated or are now attending. If you received a GED, we would need a copy of your official GED transcripts to be placed in your file.
- 6) Program Specific Requirements:**
Applicants may be obligated to complete program-specific requirements in addition to the information listed above. These requirements can include but are not limited to background checks, health records, immunizations, and physical exams. Upon completion of the above items, applicants will be informed of any additional program-specific requirements.

If you have any questions regarding the admission process, please contact the main adult education office at 419-499-5280.



APPLYING FOR FEDERAL FINANCIAL AID

The Free Application for Federal Student Aid (FAFSA) is the form used to apply for all financial aid. You must first fill out the FAFSA to qualify for a Pell Grant and Direct Student Loans. Direct links to the websites listed below are also available on the EHOVE website. You do not need to be accepted to a program to start this process.

COMPLETING THE FAFSA

Step 1. Go to fafsa.ed.gov if you do not already have one request an FSA ID and password by choosing Get an FSA ID at the bottom of the screen under additional resources. **Please note: The FAFSA application is Free.**

Step 2. Gather items that will assist you in completing the FAFSA. For example tax returns, bank statements, information on SSI, welfare, child support, etc.

Step 3. Once you have received your FSA ID and Password, return to fafsa.ed.gov and complete a FAFSA. Our federal school code is 030153. If possible import your IRS data. If you need assistance while completing the application, please contact the FAFSA helpline at 1-800-433-3243 or the Financial Aid Office at 419-499-5363.

Step 4. In 2-5 days you can return to the FAFSA website and access your Student Aid Report (SAR).

Step 5. In approximately 3 days the Financial Aid office will receive and review your information and determine your eligibility for a Pell Grant and Direct Loan. You will be contacted by the FA office to set up an appointment to go over your award eligibility and financial aid policies. Students are only contacted for appointments after applying to a program at EHOVE Career Center.

APPLYING FOR STUDENT LOANS

Recipients of the Federal Student Loans are required by federal regulations to complete entrance counseling and a loan agreement on studentloans.gov prior to receiving a loan.

Step 1. Go to studentloans.gov and log in using your FSA ID and password.

Step 2. Complete Entrance Counseling

Step 3. Complete loan agreement (MPN for Subsidized/Unsubsidized loans); choose EHOVE as your school.

Step 4. Review your application and sign using your FSA ID.

OTHER FUNDING OPTIONS

Workforce Innovation and Opportunity Act (WIOA) - Eligibility is determined by your local Ohio Means Jobs location. Please contact your county for more information.

Veterans Benefits – Montgomery G.I. Bill based on veterans entitlements. Complete an application at gibill.va.gov.

Payment Plans – Available for tuition costs only and may be used in conjunction with financial aid. Credit card required payments are automatically run on the 15th of each month. Contact the Student Services Office at Ext. 353 for more information.



Career Testing is required for all Occupational Programs. Incoming students will take the ACT WorkKeys® for Applied Math, Graphic Literacy and Workplace Documents. An \$81.00 non-refundable test fee must be paid at the time of registration. Testing lasts approximately 3 hours. Any student needing accommodations should notify the office at the time of registration and must have proof of ADA disability approved before test date. Your photo ID is required at the time of testing. If you do not have your photo ID at the time of testing, you will need to reschedule.

Testing is available Monday and Wednesday at 8:30 am and 12:30 pm, as well as select Thursdays at 6:00 pm. Please call the Adult Education office for available testing dates and to register at 419-499-4663 or 866-256-9707 ext. 280.

Free resource to help you prepare for testing:

WorkKeys® Curriculum

This is an online program to help you study for the WorkKeys® tests. Stop in to get registered, then you can access from any computer.

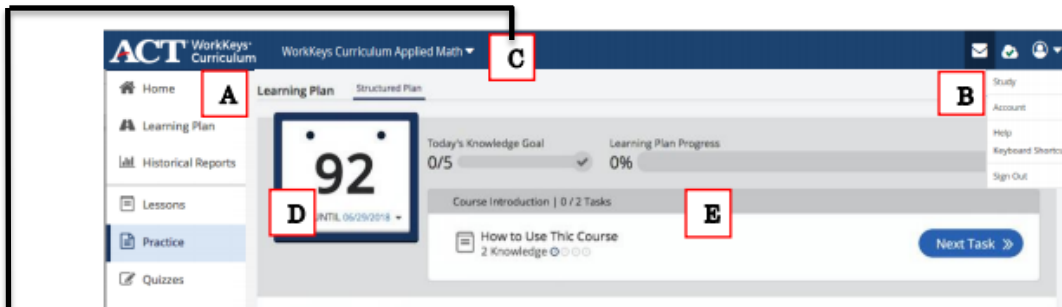
WorkKeys® required scores for admission

Program	Workplace Documents	Applied Math	Graphic Literacy
Police Academy	4	4	4
Paramedic/RN-Medic/EMT	4	4	4
Cosmetology	4	4	4
Adult Professional Culinary	3	4	3
Practical Nursing	5	5	4
Massage Therapy	5	3	4
Medical Assistant	4	4	4
Phlebotomy Technician	4	4	4
Industrial Maintenance Tech	4	4	4
Surgical Technology	5	4	4
Electrical Technician	5	5	4
Machining Technician	4	4	4
Marine Trades Technician	4	4	4
Welding Technician	4	3	3
Firefighter-Level I, IT & II	4	4	4
Nurse Aide/Home Health Aide	3	3	3

*Adult Diploma Grant (ADP) students required scores may vary from those shown above. Please speak with the Adult Education Counselor for more information.

Students/learners access ACT WorkKeys Curriculum at: <https://workkeyscurriculum.act.org/login>

The first time a student/learner logs into ACT WorkKeys Curriculum, an in-app **Welcome to ACT WorkKeys Curriculum!** guide is presented and, if selected, walks the student/learner through the **Course Dashboard**.



A. **Navigation Menu:** A student/learner may always return to the Course Dashboard by selecting **Home** from the navigation menu on the left.

Learning Plan: The **Structured Plan** lists all lessons in ascending order by level for the course and if displayed the **Assignment** tab lists specific lessons selected by the instructor. Lessons, practice questions, and quizzes may be launched from here.

Historical Reports: Displays information on student/learner progress and performance.

Lessons: A listing of all lessons within the course. Lessons and quizzes may be launched from here.

Practice: A listing of all the practice sections associated with the lessons.

Quizzes: Displays results on quizzes and quizzes may be launched from here.

B. **Change Password:** To change their password the student/learner selects the **Profile Icon** and then selects **Account** from the dropdown menu.

C. **Change Course:** The student/learner selects the course name displayed and then selects a course from the drop-down menu.

D. **Study Plan Target Date:** Student/learners may set a date by which they wish to complete each course by selecting show date and then selecting a new date.

E. **Learning Task:** The next learning task is displayed here.

Support: support topics are available by selecting the support icon in the bottom left of the screen.

Suggested Steps for Students Working in ACT WorkKeys® Curriculum

1. Login to ACT WorkKeys Curriculum: <https://workkeyscurriculum.act.org/login>
2. Select a course in which to work.
3. Take the Placement Quiz for the selected course (under Quizzes or Learning Plan)
4. The result of the Placement Quiz is a number which corresponds to the level (target score) at which the student should start working in the course unless they met their target score. If they have met their target score then they are free to call and schedule a time to test at EHOVE.
5. The student should complete each topic within a level before taking the Level Quiz.
6. The student should work through each level until they have reached the level or target score that is indicated for their occupational program.



Application for Admission

Please return application to EHOVE Adult Career Center
316 West Mason Road Milan Ohio, 44846

There is a non-refundable processing fee for all applications. Fees are listed below and must be paid upon application submission.

Personal Information

Name _____ Social Security Number _____
First Middle Last

Former Name /Maiden Name _____ Birthdate _____

Home Phone/Cell Phone _____ Male Female

Address _____
City State Zip

Email _____

Have you ever been convicted of a felony? Yes No
(If yes, please attach an explanation. Please be advised in some cases sealed or expunged records may be considered for acceptance into some occupational programs, i.e., healthcare.)

Have you ever been convicted of, pled guilty to, or had a judicial finding of guilt for a misdemeanor of moral turpitude? Yes No

Are you currently under indictment for a felony or misdemeanor involving moral turpitude? Yes No

Are you a United States citizen? Yes No

If No, What is your current country of citizenship? _____

Do you have immigration status? Yes No

Program Choice: Applications with a \$75 fee require a background check. Students may complete this step at EHOVE Adult Career Center when submitting the application and fee for no additional charge. (Police Academy students are required to complete their BCI/FBI checks off site. Please see your application packet for further information. If you are under the age of 18, a parent will need to sign a waiver for your FBI/BCI.

PLEASE CIRCLE YOUR PROGRAM OF CHOICE

\$75 application fee		\$25 application fee	
Medical Assistant	Practical Nursing FT	Police Academy	Cosmetology
Phlebotomy Technician	Practical Nursing PT Day	Marine Trades Technician	Adult Professional Culinary
Massage Therapy	Practical Nursing PT Eve	Welding Technician	Industrial Maintenance Tech
Paramedic	Surgical Technology FT	Electrical Technician	Machining Technician
	Surgical Technology PT		

Education History:

Will you be or are you a high school graduate? Yes No Actual/projected date _____

Name of High School attended _____
City State

If not a HS graduate have you passed the GED test? Yes No
 Have you attended EHOVE Adult Education in the past? Yes No
 If yes, did you complete the program you attended? Yes No
 Have you attended any other College or Adult Education Institution? Yes No

If you have attended any other college or Adult Education Institution, please list all other schools attended:

School name	Year(s) attended	Completion Date/ Degree

Official transcripts are required for any student interested in receiving credit for a previously taken course.

How did you hear about EHOVE Adult Career Center? _____

Signature

Date

I understand that I am responsible for submitting complete and accurate information on my application form and in all related application materials. I certify that the information contained in this application form and all application materials are complete and accurate, and I understand that submission of inaccurate information by me or at my direction may be sufficient cause for terminating my enrollment. I understand that I am required to notify EHOVE Adult Career Center if any of the information provided on this application for admission changes after submission. EHOVE Adult Career Center reserves the right to alter terms of admission, up to and including revocation of the admission offer, if necessary.

EHOVE Career Center reserves the right to alter the start date or cancel a program due to enrollment numbers up to one week before the scheduled start date of any program.

OFFICE USE ONLY

Processing Fee Paid: Date _____ Processed By: _____

BCI/FBI completed Date _____ Completed By: _____

Sent copy to FA office Student file Counselor (if required)

All candidates are considered for admission to EHOVE Adult Career Center on an individual basis with no discrimination regarding race, color, national origin, sex, disability or age in its programs and activities and provide equal access to the Boy Scouts and other designated youth groups. BOE Policy JB; Adoption 4/14/1999 Students also must meet specific program policies as well as all EHOVE Adult Education admission criteria and policies



Transcript Request

Students: Please complete this form and send it your high school, adult career center or college to request release of your transcripts to EHOVE Adult Career Center. Make copies of this form if needed.

All transcripts submitted must be official and unopened sent from your school to our Career Center.

Some institutions may charge a fee for release of transcripts; contact your school for more information.

Name of School Attended

School Address

City

State

Zip

Please send an official copy of my transcript and a **copy of this form** to:

**EHOVE Adult Career Center
316 West Mason Road
Milan, OH 44846**

Current Last Name

First Name

Phone Number

Name on transcripts if different from above

Current Address

City

State

Zip

Birthdate

Social Security Number

Year of Graduation/ Attended

Applicant Signature

Date

Allied Health Program Specific Admission Requirements

MASSAGE THERAPY

- BCI/FBI Fingerprinting - complete at EHOVE for no additional charge when submitting application & fee
- Physical - complete at Firelands Corporate Health (419.557.5052), Firelands QuickCare (419-557-6490) or NOMS Occupational Health (419.502.5932) in Sandusky
- Professional Massage - Program Coordinator will email you form after application & fee have been received
- Admissions Interview - Program Coordinator will contact you upon successful completion of the WorkKeys Testing and receipt of application & fee
- Essay

MEDICAL ASSISTANT

- BCI/FBI Fingerprinting - complete at EHOVE for no additional charge when submitting application & fee
- Physical - EHOVE form available if using private physician
- Drug Screen - complete at Firelands Corporate Health (419.557.5052), Firelands QuickCare (419-557-6490) or NOMS Occupational Health (419.502.5932) in Sandusky
- Essay

PHLEBOTOMY TECHNICIAN

- BCI/FBI Fingerprinting - complete at EHOVE for no additional charge when submitting application & fee
- Physical - EHOVE form available if using private physician
- Drug Screen - complete at Firelands Corporate Health (419.557.5052), Firelands QuickCare (419-557-6490) or NOMS Occupational Health (419.502.5932) in Sandusky
- Essay

PRACTICAL NURSING

- BCI/FBI Fingerprinting - complete at EHOVE for no additional charge when submitting application & fee
- Physical & Drug Screen - complete at Firelands Corporate Health (419.557.5052), Firelands QuickCare (419-557-6490) or NOMS Occupational Health (419.502.5932) in Sandusky
- Reference Letters - three (3) hand signed letters are to be submitted to the Director of EHOVE School of Practical Nursing
- Admissions Interview - call ext 231 to schedule interview with the Director of Nursing once **ALL** admission requirements have been completed
 - Computer Assessment (Proof of Digital Literacy) - will be completed at the time of your interview
 - Essay - can be completed at the time of your interview

SURGICAL TECHNOLOGY

- BCI/FBI Fingerprinting - complete at EHOVE for no additional charge when submitting application & fee
- Physical & Drug Screen - complete at Firelands Corporate Health (419.557.5052), Firelands QuickCare (419-557-6490) or NOMS Occupational Health (419.502.5932) in Sandusky
- Observation of a Surgery - Program Coordinator will contact you to schedule an observation once your application & fee have been received
- Admissions Interview - completed at the time the Program Coordinator schedules observation
- Essay



Medical Assistant Program

Expenditures and Information

The actual cost of the 2019-2020 program.

Tuition	\$6,800.00
Textbooks	\$361.50
Fees	\$184.50
Supplies	*\$735.00
Total Cost	\$8,057.00

*includes laptop and software

Out of Pocket Expenses (Estimated)

♥Pre-Entrance Exam	\$81.00
♥Application Fee	\$75.00
♥Physical	± \$45.00
♥Drug Screen	± \$31.00
White leather clinical shoes	± \$100.00

♥Enrollment requirement.

**Additional out-of-pocket expenses may be incurred for vaccinations/titers if you cannot provide documentation of required immunizations.

Application Process (Pre-Requisite)

♥Information Session (Must complete prior to acceptance)

Attendance at an Informational Session (no charge) is required of all applicants. These sessions will address questions and concerns related to the enrollment process. You may register online at <https://bit.ly/2W4yrac> or call ext 280.

Complete FAFSA (Federal School Code - 030153)

See instructions included in the Step by Step Admission Packet. Please call ext 363 with any questions.

♥Pre-Entrance Exam (Must complete prior to acceptance)

A pre-entrance exam is required of all applicants. There is a non-refundable payment of \$81.00 due at the time of registration. Areas and scores are as follows: Workplace Documents (4), Applied Math (4) and Graphic Literacy (4). Please call ext 280 or 373 to register. Following completion of the exam, you will meet with our Career Advisor to go over your results.

♥Application & BCI/FBI (Must complete prior to acceptance)

Once you have achieved the required scores on the pre-entrance exam, you may submit your application with the \$75.00 non-refundable processing fee. Once we have received your application/fee, you may complete your BCI/FBI fingerprinting here at EHOVE for no additional charge. **Some convictions may prevent admission and refusal to complete will prevent admission.**

♥School Records (Must complete prior to acceptance)

Send the "Request for Student Records" form to the high school from which you graduated, or are now attending. If you received a GED, please bring the original scoring to EHOVE to be copied for your file. If you have had formal education beyond high school, have an official transcript of grades sent to EHOVE.

♥Physical Examination (Must complete prior to acceptance)

This **can** be completed by your family physician (physical forms are available in our Allied Health Office) or at one of these Sandusky locations:

**Firelands Corporate Health - 5420 Milan Rd., 419-557-5052
Available Mon-Fri 7am-5pm by appointment. Insurance is not accepted.

**Firelands QuickCare - 5420 Milan Rd.
Walk-ins available Mon-Fri 9am-7pm, Sat-Sun 9am-3pm.
Insurance is not accepted.

**NOMS Occupational Health - 2500 W. Strub Rd., Suite 120
Walk-ins available Mon-Fri 9am-8pm, Sat-Sun 9am-3pm. Some insurances may be accepted.

♥Drug Screen (Must complete prior to acceptance)

This **must** be completed at one of these Sandusky locations:

**Firelands Corporate Health - 5420 Milan Rd., 419-557-5052
Available Mon-Fri 7am-5pm by appointment. Insurance is not accepted.

**Firelands QuickCare - 5420 Milan Rd.
Walk-ins available Mon-Fri 9am-7pm, Sat-Sun 9am-3pm.
Insurance is not accepted.

**NOMS Occupational Health - 2500 W. Strub Rd., Suite 120
Walk-ins available Mon-Fri 9am-8pm, Sat-Sun 9am-3pm. Some insurances may be accepted.

The cost of the physical exam & drug screen is *your responsibility*. **A positive drug screen result or refusal to complete will prevent admission.**

♥Essay

This is a personal essay consisting of four questions that must be completed at EHOVE. You may complete this following the pre-entrance exam or at the time you submit your application.

Health Record Requirements

Tuberculosis (TB) Screening

- A. You must receive a **2-step Mantoux** test for the Tuberculosis (T.B.) screening. Both injections and readings must be documented. Check with your local health department, corporate health department of the local hospitals, or your physician for this screening.
- B. If you receive a yearly T.B. screening, you must provide documented proof of your previous 2-step and all following yearly readings.
- C. If you are not able to take the T.B. screening or have tested positive in the past, a chest x-ray will have to be done with negative results, documented for school admission. Chest X-rays are valid for 5 years from the date of the X-ray.
- D. You are required to maintain a negative TB test in your file annually throughout your schooling.

If you are not in compliance you will not be allowed to begin your practicum.

Hepatitis B Vaccine

- A. The Hepatitis B vaccine is a three (3) injection series done over a period of 6 months. After receiving the 1st injection, four (4) weeks later the 2nd injection is given. The 3rd injection is given six (6) months after the first injection. All injections must be documented. **Two injections must be completed to begin practicum.**
- B. If you have received the Hep B series in the past, it is not necessary to repeat the series. However, you must provide proper documentation of the 3 vaccination dates. Without this documentation you will be required to have a titer drawn of a HBV surface AB.
- C. If you choose not to be vaccinated for Hep B, a waiver must be signed. The student must then **submit annually to a hepatitis surface antigen screen test with a negative result.** If this test is positive, an HBeAg status is required and a written physicians release to return to practicum. All tests will be done at the student's expense.
- D. If you are not in compliance you will not be allowed to begin your practicum.

Rubella

Documentation of two (2) MMR vaccinations or a positive Rubella titer must be submitted for your file. If the titer is found to be negative, the student must have a Rubella vaccination. If you are not in compliance you will not be permitted to attend your practicum.

Internet Access

A Chromebook will be issued to all students (included in student fees). Students are required to have internet access (other than a smartphone) while off campus. All students are expected to utilize the school email address that is provided for communication purposes.

Special Admissions/Transfer Student

Medical Terminology

To qualify for transfer credit, we must receive an official college transcript showing a "C" or better in a Medical Terminology Course with a minimum of "2" semester college credits within 2 years of the start date of class. A *one-time* competency assessment for Medical Terminology ("test-out") is available at a cost of \$25.00 to anyone not meeting the above qualification. To be eligible for the "test-out", we must have your Medical Assistant Application with fee paid.

School Uniform

Classroom

Each student will be issued (2) two polo shirts and (1) fleece zip-up (*cost is included in student fees*). Dress code requires each student to wear the provided EHOVE polo shirt and long pants for class. The provided zip-up is the only item permitted to be worn over the polo for class. Additional shirts/zip-ups may be purchased at your expense.

Practicum

Dress code requires every student to be in a specified school uniform (scrub top, pants, lab coat, provided by the program). Please see Medical Assistant Guidelines.

The amount of clothing (uniforms) purchased is an individual choice; however, remember that you are expected to present yourself to every practicum setting in a *neat, clean, pressed uniform!*