

## ***Thank you for your interest in our Medical & Legal Office Management program!***

**Upgrade your skills in your current position or prepare for a new career!** Gain professional skills in various software application, medical coding/billing, legal terminology, customer service and other skills vital to various office operations! Earn multiple certifications (NHA Billing/Coding Specialist and Medical Administrative Assisting, OPAC Word, Excel and other applications, Customer Service, CPR, and First Aid)! Gain additional experience and employer connections through an off-site externship.

### **STEPS TO ENROLL:**

**COMPLETE 2021-22 FAFSA, & CHECK INTO ADDITIONAL FINANCIAL AID RESOURCES ASAP** (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 Enclosed Financial Aid Information.)

### **COMPLETE/RETURN/SUBMIT REQUIRED FORMS & PAPERWORK:**

*(You may bring forms with you to WorkKeys testing, we can copy for you)*

- Enrollment Information Form - enclosed
- High school diploma/GED
- Photo Identification
- Print proof of OhioMeansJobs registration
  - <https://ohiomeansjobs.ohio.gov> Click My Profile->Register Here.

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

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

- Graphic Literacy and Applied Math - score of 4 or higher *(on a scale of <3 to 7)*
  - **You can access free practice tests** with an account on [Ohiomeansjobs.com](https://ohiomeansjobs.com) (Click -> Find Resources->View More->WorkKeys)

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

*Classroom seats will be reserved for students in the order that the following steps are completed:*

**Submit enrollment deposit of \$100** - The deposit is deducted from program fees and is refundable until 14 calendar days prior to the start date of your program.

- Or submit proof of funding from an outside agency
- Or complete Student Loan Entrance Counseling and Master Promissory Note.

**Sign Enrollment Agreement ONLY after reviewing the Student Catalog**

**Complete Release of Information Form**

### **BEFORE CLASS BEGINS:**

**Finalize payment** – After you have filed the FAFSA, call for an appointment with a Financial Aid Administrator to finalize your financial aid, payment plan, etc.

You are welcome to call our office at 419.589.6363 with questions. We look forward to working with you and hope to see you in class soon!

***- The Staff at Madison Adult Career Center***