

## ***Thank you for your interest in our STNA training program!***

**Our program goes beyond the state minimum curriculum to help students prepare for in-demand employment and/or further education!** Obtain professional skills and certification that are in high demand! Learn hands-on skills in a supportive learning environment and put skills into practice through clinical experiences.

### **What sets our program apart?**

- **SCHOLARSHIPS UP TO \$750 AVAILABLE FOR RICHLAND COUNTY RESIDENTS!**
- **Program fees include scrubs, physical, course materials, CPR, First Aid, and on-site state testing!**
- **MACC STNA graduates receive advanced standing and tuition/fees credit of \$1,000 to our Medical Assisting Technologies program.**

### **STEPS TO ENROLL:**

**COMPLETE 2021-22 FAFSA, & CHECK INTO ADDITIONAL FINANCIAL AID RESOURCES ASAP** (*WIOA, BVR, GI Bill, etc.*)! The FAFSA determines your eligibility for scholarships as this program isn't enough hours to qualify for federal Pell Grants/Loans. 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
- Complete Questionnaire & Advisement Form - *enclosed*
- 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 3 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*

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

**Complete Release of Information Form**

### **BEFORE CLASS BEGINS:**

- **Finalize payment** – This 96 clock-hour program is not enough hours to qualify for Pell Grants or Stafford Loans. Please see enclosed program brochure for other potential sources of aid. Regular payments may be made weekly/bi-weekly/etc. must be paid in full prior to sitting for the state exam.
- **Tuberculin Skin Test (TST)** – submit proof of negative 2-step TST or negative chest X-ray. *Must be completed and read prior to the first day of clinical experience. If you can provide proof of a negative two-step TST test in the past 12 months, you only need to complete a one-step TST prior to clinical experience.*

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**