

General Admission Requirements for Full Time Career Development Programs

1. You must have a High School Diploma or GED.
2. Satisfactory completion of the WorkKeys Assessment (see below).
3. Program specific requirements: See individual program descriptions.

How to Enroll in a Full Time Career Development Program

Note: A full time program requires 600 or more clock hours of training. See individual program descriptions for program start dates.

1. Review individual Full Time program information & details in this catalog and on our website: www.mywccc.org
2. Contact the Program Coordinator and schedule an admissions appointment. Call 513-932-8145 and ask for the Program Coordinator for the program you are interested in.
3. Review financial aid information (see below) and complete a FAFSA – Free Application for Federal Student Aid
4. Complete and submit a Full Time Program Application
5. Pay the \$60, non-refundable Application Fee
6. Schedule and take the WorkKeys Assessment
7. Make tuition/fee payment or apply for a grant or loan program – see Financial Aid Information below

WorkKeys Assessment

The WorkKeys Assessment is required for admission to **all Full Time job training, medical and some part time classes/programs** as specified in course descriptions .

The WorkKeys Assessment is a standardized test with three parts:

1. Applied Math
2. Locating Information
3. Reading for Information.

Students register for the WorkKeys Assessment at the Adult Education Office when submitting their program application.

Earn College Credit

College credit is available for WCCC program completers in selected programs. Agreements between WCCC and individual colleges state the details on how you can be awarded credits at the college/university for coursework completed at WCCC. Look for the Articulated College Credit symbol, (ACC icon) The ACC symbol indicates that an agreement is in place with a local college /university to provide college credit for the specific program/class.

Career-Technical Credit Transfer Program - CT₂



The Career-Technical Credit Transfer program assists WCCC students:

- To enroll in equivalent technical courses anywhere within Ohio's public educational system.
- To obtain technical credits (upon enrollment in higher education) without unnecessary course duplication or other institutional barriers.
- To attain their highest educational aspirations in the most efficient and effective manner as a result of clear and consistent standards.

Many programs at the Warren County Career Center are CT₂ approved and are so noted with the CT₂ icon.

For additional details on "Ohio's Transfer to Degree guarantee", go to the Ohio Board of Regents website: www.transfercredit.ohio.gov.

Graduate Placement

Students who complete a Full Time program are eligible for job placement assistance. While in the program students will receive instruction in:

- Resume Writing, Job Interviewing, Online Job Search Strategies and Sources and more.

The placement office maintains regular contact with potential employers and keeps them informed of upcoming program completers. Our online Student/Graduate Job Placement Center is available free to all program completers. Go to www.mywccc.org and click on the Job Placement Center.

Financial Aid Information



Warren County Career Center offers a variety of financial aid options to those who qualify.

- All students interested in full-time programs (600+ clock hours) should take the first step in determining eligibility for financial aid by **completing a Free Application for Federal Student Aid (FAFSA) online at www.FAFSA.gov.**
- Information about the types of financial assistance available to Warren County Career Center students can be found at <http://www.wccareercenter.com/FinancialAid.aspx>.
- You may also contact the Financial Aid Coordinator at 513-932-8145 ext. 5270.

Sources of Financial Aid

1. Federal Title IV Financial Aid

- ***Pell Grant** – Need based federal grant that does not have to be repaid. Maximum grant for the 2013-2014 award year is \$5,645 for a 900 clock hour program. Grants for programs less than 900 clock hours are prorated.
- ***Subsidized Direct Loan** – Need based loan. The U.S. Department of Education pays interest while the borrower is in school. Maximum award amount is \$3,500 for both independent and dependent students for a 900 clock hour program. Loans for programs less than 900 clock hours are prorated. Repayment normally begins six months after the student leaves school.
- ***Unsubsidized Direct Loan** – Not need based. Borrower is responsible for interest during the life of the loan. Maximum amount is \$2000 for a dependent student and \$6000 for an independent student for a 900 clock hour program. Loans for programs less than 900 clock hours are prorated. Repayment normally begins six months after the student leaves school.
- **Direct Parent Plus Loan** – Parents of dependent students may apply. Loan amount may not exceed total cost of attendance less any other aid.

*Federal Title IV Financial Aid Award Year 2013 – 2014 begins July 1, 2013 and ends June 30, 2014.

2. County "One-Stop Centers", soon to be called "Ohio Means Jobs"

centers, offer many services to individuals seeking to reenter the labor market. If you have been affected by a general layoff or business closing, an Ohio One-Stop Center can assist you in applying for educational benefits. For more information, contact one of Ohio's local One-Stop Centers directly. Visit <http://jfs.ohio.gov/owd/wia/wiamap.stm> for a complete list. Offices located closest to Warren County Career Center include:

Workforce One of Warren County	513.695.1130
Workforce One of Butler County.....	513.785.6500
The Job Center, Montgomery County.....	937.496.6720
SuperJobs Center, Hamilton County.....	513.731.9800
GreeneWorks Employment & Training.....	937.562.6565

3. Bureau Of Vocational Rehabilitation (BVR) - For students with physical, mental or emotional disabilities that present a handicap to employment. Aid may be available to cover tuition, books, and supplies. Contact your county Bureau of Vocational Rehabilitation office.

4. Veterans Educational Benefits – Eligible veterans should call the U. S. Department of Veterans Affairs for questions regarding education benefits (888-442-4551) or visit www.gibill.va.gov. A Certificate of Eligibility and the veteran's DD214 are needed in order to certify the veteran for education benefits.

