

Dear Potential PHCPA Student:

To apply to the Choffin Professional Health Care Provider Assistant Program please complete the application and submit with the application a money order in the amount of \$50.00 to cover the application fee and testing fee.

Application and pre-test fees are non-refundable and must be paid either in certified check, money order, or cash (please do not send cash through the mail). PERSONAL CHECKS ARE NOT ACCEPTED!!!!

It is important you know that placement for our program is **NOT ALWAYS IMMEDIATE**. Entry is based on date passing the pre-test plus application and testing dates.

Pre-test scheduling is done on a space available basis. Pre-testing begins in October and testing is done once a month until the class is filled. There are a limited number of tests to be given at any one time. You will be sent an **Admit Card to be brought to the testing site along with a Photo Identification Card** to be admitted to the testing site.

Each applicant must pass the Workkeys Assessment Exam according to the school's admission policy. If you are not successful the first time, you are eligible to re-test up to 2 more times; then you must re-apply. There is a \$25.00 non-refundable fee each time.

Testing is held on the third floor room 301 from 5:00 PM – 9:00 PM at Choffin Career & Technical Center. Please arrive at least 15 minutes early. The testing room door closes promptly at 5:00 PM and will not open after that time. Please bring 2 (two) #2 pencils, and a photo identification card. Provision for assistance in taking the exam is available according to the American Disability Act.

IF YOU HAVE ANY QUESTIONS PLEASE CONTACT THE HEALTH PROFESSIONS OFFICE AT (330) 744-8723.