

Where do I begin? We want to help you through the process of enrolling in a future class with the Great Oaks Health Professions Academy. Follow these steps and submit your paperwork.

Questions? Email those too.

1	<ul style="list-style-type: none"> View the Information Session PowerPoint presentation on the website: greatoaks.com/hpa. View the Admission Packet on the website: greatoaks.com/hpa. (The packet gives directions on how and where to complete the tasks below.)
2	<ul style="list-style-type: none"> Get FBI/BCI&I background checks. (May take 4-6 weeks. FBI & BCI & I backgrounds from within the last year may be sent for review.)
3	<ul style="list-style-type: none"> Prepare for WorkKeys with Ohiomeansjobs.com. Reach level 4 or 5 on each pretest. Take the WorkKeys assessment when you're ready.
4	<ul style="list-style-type: none"> Get a physical/ medical verification with your regular doctor or clinic. (Physicals from within the last year may be sent for review.)
5	<ul style="list-style-type: none"> Get a 2 Step TB test (takes about two weeks), or QuantiFERON-TB completed. (Tests from within the last year may be sent for review.)
6	<ul style="list-style-type: none"> Submit immunization/vaccination record.
7	<ul style="list-style-type: none"> Submit high school or high school equivalency (HSE) record.
	Investigate possible funding source, if eligible. (See the funding handout at greatoaks.com/hpa .)
	Email all completed paperwork to one of the emails below.

You're not officially in a class until the paperwork is submitted & funding is secured.

www.greatoaks.com/hpa

Office: 513.961.4220

[New Fax Number: 513.771.4932](http://www.greatoaks.com/hpa)

We look forward to having you in one of our classes!

Sue Spradlin
 Career Pathway Coordinator
spradlis@greatoaks.com

Julia Ancona, RN
 HPA Supervisor
anconaj@greatoaks.com