In order to be considered for the Patient Care Technician or Medical Assistant program, you will need to check each item on the checklist below. Please note that we cannot move forward with your eligibility until each item has been checked!

☐ Completed the online application

☐ Registered for a Healthcare Workforce Training (HWT) information session or attended recruitment event

☐ Attended the Information Session and completed the following:
  ☐ Met benchmark on Health Career Readiness Assessment

☐ Completed Digital Literacy self-assessment

☐ Completed WorkKeys
  ○ Location: ____________________________________________
  ○ Time/Date: ___________________________________________
  ○ Must bring photo ID

☐ Demonstrated reading proficiency
  ○ Option 1: provide unofficial college transcripts to healthcarewtraining@stlcc.edu
    ▪ Not necessary for STLCC transcripts
  ○ Option 2: provide Accuplacer/Compass scores
  ○ Option 3: take Accuplacer at the Forest Park campus Assessment Center, room G-229
    ▪ Monday - Thursday: 9am - 5:30pm or Friday: 9am - 12pm
    ▪ Must bring photo ID and STLCC student number ______________________
    ▪ Visit the Accuplacer website for practice questions
  ○ Option 4: Submit high school transcript showing 2.6 cumulative G.P.A. or better

☐ Verified or enrolled in Family Care Safety Registry

☐ Submitted resume to healthcarewtraining@stlcc.edu

☐ Created MoJobs account
  ○ Click MoJobs LOG IN button top right
  ○ Create account

☐ Addressed existing STLCC holds:
  ☐ Academic – send academic appeal letter to healthcarewtraining@stlcc.edu
  ☐ Financial
  ☐ International

☐ Researched job title(s) on O*Net OnLine

Once every item has been checked, contact intake staff at healthcarewtraining@stlcc.edu or our hotline at 314-539-5900.

St. Louis Community College is committed to non-discrimination and equal opportunities in its admissions, educational programs, activities and employment regardless of race, color, creed, religion, sex, sexual orientation, national origin, ancestry, age, disability, genetic information or status as a disabled or Vietnam-era veteran and shall take action necessary to ensure non-discrimination. Sexual harassment, including sexual violence, is also prohibited. For information or concerns related to discrimination or sexual harassment, contact Patricia Henderson of Human Resources, 314-539-5214.