

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
- Called 314-984-7777 to register for a Healthcare Workforce Training (HWT) Information Session
 - Offered Wednesdays, from 1:00pm - 4:00pm, at the Forest Park campus in Room D-210
- Attended the Information Session and completed the following:
 - Met benchmark on Health Career Readiness assessment
 - Completed Digital Literacy self-assessment
- Completed WorkKeys
 - Offered Tuesdays at the Forest Park campus Assessment Center, room G-229
 - Must arrive by 9:15am to check in, expect 3 hours for assessment
 - Must bring photo ID
- Demonstrated reading proficiency
 - Option 1: provide *unofficial* college transcripts to mfavre@stlcc.edu
 - Not necessary for STLCC transcripts
 - Option 2: provide Accuplacer/Compass/ACT/SAT 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 _____
 - For practice questions visit the [ACCUPLACER website \(https://accuplacer.collegeboard.org/students\)](https://accuplacer.collegeboard.org/students)
- Enrolled or verified in [Family Care Safety Registry \(http://health.mo.gov/safety/fcsr/\)](http://health.mo.gov/safety/fcsr/)
- Submitted resume to mfavre@stlcc.edu
- Created [MoJobs account \(https://jobs.mo.gov/\)](https://jobs.mo.gov/)
 - Click MoJobs LOG IN button top right
 - Create account
- Addressed existing STLCC holds:
 - Academic – send to mfavre@stlcc.edu
 - Financial
 - International
- Researched job title(s) on [O*NET OnLine website \(https://www.onetonline.org/\)](https://www.onetonline.org/)

Once every item has been checked, contact Mat Favre at mfavre@stlcc.edu or 314-644-9691.

