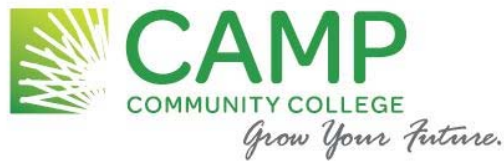


**FAST TRACK HEALTHCARE PROGRAM APPLICATION
TIMELINE/CHECKLIST FOR
SPRING 2020 CLASSES (JAN. 13 – JUNE 4, 2020)**

Regional Workforce Development Center
100 North College Drive, Franklin, VA 23851

- ___ **Sept. 10, 2019 – 1:30 PM** Free Informational Session
Camp’s Regional Workforce Dev. Center, 100 North College Drive, Franklin, VA in Room 207
- ___ **Sept. 12, 2019 – 3:30 PM** Free Informational Session at 3:30 p.m.
Camp’s Regional Workforce Dev. Center, 100 North College Drive, Franklin, VA in Room 207
- ___ **Sept. 17, 2019 – 3:30 PM** Free Informational Session
Camp’s Regional Workforce Dev. Center, 100 North College Drive, Franklin, VA in Room 207
- ___ **Sept 16 – Sept 26, 2019** **Submit and Pay Program Application Fee of \$75* to Camp’s Workforce Dev. Office in Franklin, VA. Last day to pay application fee is Sept 26 by 4 p.m.**
- Complete Non-credit Registration Form
 - Complete Background Check Form and have form notarized by a Notary and return to the WF Dev. Office in Franklin. Note - Notary must witness your signature.
 - Provide a valid picture id.
 - Sign Permission Form giving PDCCC permission to process the background check. (***Fee covered in application fee**)
 - Register for the ACT WorkKeys Career Readiness Certificate Assessments. **Must allow 3.5 hours for testing. (*Fee covered in application fee)**
 - Sign Up for Interview with Dawn Womble, Fast Track Healthcare Coordinator/Instructor.
 - Collect Drug Screen Letter for NowCare – Applicant will pay NowCare directly for drug screen.



___ Oct. 15, 2019 (Tues) **OR**
___ Oct. 17, 2019 (Thurs)

ACT WorkKeys Career Readiness Certificate Assessments* (incl Applied Math. Graphics Literacy & Workplace Documents) Will be held at **WFDC, 100 North College Drive, Franklin, VA 23851. Testing begins at 6 p.m.**

Participants MUST

- **Allow 3.5 hours for testing.**
- **Arrive by 5:30 p.m (late arrivals will not be tested)**
- **Bring a valid photo id to get into testing session**
- **Pay application fee and register no later than Sept. 26 at 4 PM**

***If you have taken the CRC in the past, you can provide WF Dev a copy of your scores or Certificate and will not have to retake tests or pay the \$57 fee.**

___ Oct. 30, 2019

ALL Requirements Due:

- Background Check Results
- Drug Screen Results
- ACT WorkKeys Assessments Certificate and/or Scores
- Interview completed
- 3 Letters of Recommendation

___ Nov. 8, 2019

Selection made for Spring 2020 class

___ Nov. 12, 2019

Acceptance Letters Mailed

___ Dec. 12, 2019

Program Tuition due by 4 PM

___ Jan. 8, 2020

**9 AM – 12 PM MANDATORY ORIENTATION
Regional Workforce Dev. Center, Room 207**

___ Jan. 13, 2020

8:30 AM - Classes Begin!