Steps to the Job Training Admissions Process

1. Application
   - www.grcc.edu/jobtraining
   - Click on the “Apply to GRCC” link (right side of webpage)
   - Choose JOB TRAINING under the application type

2. Tuition
   - Options are available to cover the costs of tuition for Job Training Programs
     i. Cash, Check, or Credit Card
     ii. Third Party Funding
     iii. GI Bill® for qualifying Veterans
        ▪ Go to www.grcc.edu/jobtraining for a checklist on education benefit requirements
     iv. Federal Student Aid
        ▪ Create a FSA ID and password at studentaid.ed.gov/npas/index.htm
        ▪ Complete a Free Application for Federal Student Aid* at www.fafsa.ed.gov (use of the FSA ID and password created above is needed to complete.)
        ▪ *You will also need your previous year’s tax information and the GRCC school code is 002267 to complete accurately
        ▪ If you are male, 18 to 26 years old, please register with Selective Service at www.sss.gov

3. Federal Direct Loans
   - Go to www.studentloans.gov
     ▪ Complete Entrance Counseling
     ▪ Complete Master Promissory Note
     ▪ Complete the GRCC Direct Loan Request form, available at: grcc.edu/jobtraining or is available at the Leslie E. Tassell M-TEC

4. Assessment Pre-requisite
   - Job Training Programs require WorkKeys Assessments. You may schedule an appointment by calling (616) 234-3800
   - Students graduating from a Michigan high school since 2010 have completed WorkKeys Assessments. You can submit a copy of your results to training@grcc.edu, fax to (616) 234-4435 or mail to 622 Godfrey Ave., SW, Grand Rapids, MI 49503
   - If you believe you have previously taken the WorkKeys Assessments, you can request a copy of your results from ACT by calling 1-800-967-5539

Once you have completed the above listed steps, please contact Job Training at (616) 234-3800 or training@grcc.edu to begin the enrollment process.