



ROCHESTER EDUCATIONAL OPPORTUNITY CENTER
STATE UNIVERSITY OF NEW YORK

**MEDICAL SECRETARY, OFFICE SUPPORT SPECIALIST
COLLEGE PREPARATION, SECURITY GUARD,
CULINARY ARTS, HIGH SCHOOL EQUIVALENCY PREPARATION, and
ENGLISH FOR SPEAKERS OF OTHER LANGUAGES
PROGRAM DOCUMENTATION CHECKLIST**

Bring all required documentation **IN PERSON** to the REOC Admissions Office
for review and processing.

**Program Requirements for
Customer Service Professional/Medical Secretary/Medical Secretary Accelerated/Office
Support Specialist/Security Guard/College Preparation**

_____	Achievement of required program score on TABE test.
_____	Proof of High School Diploma or GED (If last name has changed, provide proof of name change, i.e., marriage license, divorce decree, etc.). <ul style="list-style-type: none">• Applicant must provide an original High School Diploma, Unofficial Transcript, or GED.
_____	MMR Immunization Verification (must be completed on REOC form) (NOT required for Security Guard)

**Program Requirements for
Culinary Arts**

_____	Achievement of required program score on TABE test.
_____	Certificate of Health (must be completed on REOC Certificate of Health Statement) <ul style="list-style-type: none">• A Certificate of Health Form must be completed by a physician.

**Program Requirements for
GED Preparation**

_____	Achievement of required program score on TABE test.
_____	MMR Immunization Verification (must be completed on REOC form)

**Program Requirements for
English for Speakers of Other Languages**

_____	Achievement of required program score on CREST test.
_____	MMR Immunization Verification (must be completed on REOC form)

PLEASE DO NOT MAIL OR FAX ANY DOCUMENTATION.
Questions may be directed to the REOC Admissions Office at (585) 327-4035.

MED+CHECKLIST06-07-16phb