

Sterile Processing Technician

ROCHESTER
SUNY UCAWD

The logo for the Educational Opportunity Center (EOC) at Rochester Community and Technical College. It consists of a dark green circle containing the lowercase letters "eoc" in white, sans-serif font.

Program Information and Requirements

Application Process

Step One

- If you haven't already applied then complete an application online at www.REOC.brockport.edu

Step Two

Provide required REOC Admission documentation to REOC Admissions.

Upload documentation to [REOCAdmissionsDropbox](#), or bring documentation in person to 161 Chestnut Street, Rochester, 14604.

Required Documentation

Income Verification*

- **Federal 1040/1040A or 1040 EZ Tax Form** (W2s and paystubs NOT accepted)
- **DHS Referral Letter or Budget Sheet**
- **Income from Social Security**
- **Unemployment Statement of Benefits**

*If your proof of income documentation does not match any of the options listed, please consult with an REOC Admissions Advisor at reocadmissions@brockport.edu.

Required Documentation

Income Verification Sample Federal 1040/1040A

1040 U.S. Individual Income Tax Return **2020**

Department of the Treasury - Internal Revenue Service (IRS) Form No. 1040-2020 Use Only - Do not write or staple in this space.

Filing Status
Check only one box.
 Single Married filing jointly Married filing separately (MFS) Head of household (HOH) Qualifying widow(er) (QW)
If you checked the MFS box, enter the name of your spouse. If you checked the HOH or QW box, enter the child's name if the qualifying person is a child but not your dependent.

Your first name and middle initial: _____ Last name: _____ Your social security number: _____
If joint return, spouse's first name and middle initial: _____ Last name: _____ Spouse's social security number: _____

Name address (number and street), if you have a P.O. box, see instructions. Apt. no. _____ Presidential Election Campaign
City, town, or post office. If you have a foreign address, also complete spaces below. State _____ ZIP code _____
Foreign country name _____ Foreign province/state/country _____ Foreign postal code _____
 Yes No
At any time during 2020, did you receive, sell, send, exchange, or otherwise acquire any financial interest in any virtual currency? Yes No

Standard Deduction
Someone can claim: You as a dependent Your spouse as a dependent
 Spouse itemizes on a separate return or you were a dual-status alien

Age/Blindness You: Were born before January 2, 1956 Are blind Spouse: Was born before January 2, 1956 Is blind

Dependents
If more than four dependents, see instructions and check here:

(1) First name	(2) Last name	(3) Social security number	(4) Relationship to you	(5) <input type="checkbox"/> Qualifies for tax credit	(6) Credit for other dependents

1	2a	2b	3a	3b	4a	4b	5a	5b	6a	6b	7	8	9	10a	10b	11	12	13	14	15
Wages, salaries, tips, etc. Attach Form(s) W-2	Tax-exempt interest	Taxable interest	Qualified dividends	Ordinary dividends	IRA distributions	Taxable amount	Pensions and annuities	Taxable amount	Social security benefits	Taxable amount	Capital gain or loss. Attach Schedule D if required. If required, check here	Other income from Schedule 1, line 9	Add lines 1, 2b, 3b, 4b, 5b, 6b, 7, and 8. This is your total income	Adjustments to income:	Charitable contributions if you take the standard deduction. See instructions	Standard deduction or itemized deductions from Schedule A	Standard deduction or itemized deductions from Schedule A	Qualified business income deduction. Attach Form 8995 or Form 8995-A	Add lines 12 and 13	Taxable income. Subtract line 14 from line 11. If zero or less, enter -0-

For Disclosures, Privacy Act, and Paperwork Reduction Act Notice, see separate instructions. Cat. No. 1131008 Form 1040 (2020)

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16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35a	36	37	38
Tax (see instructions). Check if any from Form(s) 1 8814 2 4972 3	Amount from Schedule 2, line 3	Add lines 16 and 17	Child tax credit or credit for other dependents	Amount from Schedule 3, line 7	Add lines 19 and 20	Subtract line 21 from line 16. If zero or less, enter -0-	Other taxes, including self-employment tax, from Schedule 2, line 10	Add lines 22 and 23. This is your total tax	Federal income tax withheld from: a Form(s) W-2 b Form(s) 1099 c Other forms (see instructions) d Add lines 25a through 25c	2020 estimated tax payments and amount applied from 2019 return	Earned income credit (EIC)	Additional child tax credit. Attach Schedule 8812	American opportunity credit from Form 8883, line 8	Recovery rebate credit. See instructions	Amount from Schedule 3, line 13	Add lines 27 through 31. These are your total other payments and refundable credits	Add lines 25a, 26, and 32. These are your total payments	If line 33 is more than line 24, subtract line 24 from line 33. This is the amount you overpaid	Amount of line 34 you want refunded to you. If Form 8888 is attached, check here	Amount of line 34 you want applied to your 2021 estimated tax	Subtract line 33 from line 24. This is the amount you owe now	Estimated tax penalty (see instructions)

Refund
Direct deposit: b Routing number: _____ c Type: Checking Savings
See instructions: d Account number: _____

Amount You Owe
37 Subtract line 33 from line 24. This is the amount you owe now.
Note: Schedule 1 and Schedule SE items, line 37 may not represent all of the taxes you owe for 2020. See Schedule 3, line 12a, and its instructions for details.

Third Party Designee
Do you want to allow another person to discuss this return with the IRS? See instructions. Yes, Complete below. No

Designee's name	Phone no.	Date	Your occupation	Personal identification number (PIN)

Sign Here
Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

Taxpayer's signature	Date	Preparer's signature	Date	PTIN	Check if:
					<input type="checkbox"/> Self-employed

Go to www.irs.gov/form1040 for instructions and the latest information. Form 1040 (2020)

Required Documentation

NYS Residency

Documentation must include:

- **Applicant's name**
- **Applicant's NY State address**
- **Documented, complete 12-month history**

Required Documentation

NYS Residency Examples

(must show most recent 12 month history)

- **NYS Voter Registration Card**
- **NYS Driver License**
- **NYS Non-Driver Identification Card**
- **NYS Motor Vehicle Registration**
- **Utility Bill**

Required Documentation

Photo Identification

Government-Issued Identification Card

Examples:

- **Driver License**
- **Non-Driver Identification Card**
- **United States Passport**
- **NYS DHS Photo Benefit Card**

Legal Alien Status

- **I-94 or Green Card**

Test of Adult Basic Education

Step Three

Schedule/take/pass a TABE entrance test

- The TABE measures math and reading comprehension levels.
- Required minimum TABE scores (Level D) are:

616	Reading
600	Mathematics

Additional Required Program-Specific Documentation

Step Four

Submit additional required program-specific documentation:

- **High School Diploma or Transcript** (official or unofficial)
- **Certificate of Health Statement** (see “forms” tab for health statement at REOC.Brockport.edu)
- **Proof of complete COVID-19 vaccination/series**
- **Two professional references** (see “forms” tab for reference sheet at REOC.Brockport.edu)

Upload documentation to [REOCAdmissionsDropbox](#), or bring documentation in person to 161 Chestnut Street, Rochester, 14604.

Individual Interview

Step Five

- **Attend an Individual Interview**
- **Dress professionally** (business attire recommended)

After acceptance into the program, the applicant registers for the program and receives their REOC ID, schedule, and book and supply information.

REOC Supportive Services

REOC provides supportive services for students

ATTAIN Support

Career Services

College Information

Individual Counseling

Life-skills Development

Referrals

Tutoring

Special Accommodations

Take a moment and think...

Is this the correct program for me right now?

Ask yourself...

- **Do I have the time to put into successfully applying myself to and completing this program?**
- **Can I handle the demands of a fast-paced and stressful environment?**
- **Can I handle the physical demands of this program?**
- **Can I handle the emotional demands of this program?**
- **Have I put all my commitments in order?**

Search all the REOC has to offer

REOC Programs and Services

www.REOC.brockport.edu

ATTAIN Programs

<https://reoc.brockport.edu/attain/>

SUNY for ALL

<https://www.sunv.edu/sunvforall/>

College Connections

saonzale@brockport.edu

Questions?

REOC Admissions

(585) 327-4035

REOCadmissions@brockport.edu