



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**

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

**Program Requirements for  
Culinary Arts**

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

**Program Requirements for  
GED Preparation**

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

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

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

**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