

## Workforce Development Sequence Scholarship Checklist

To ensure that you are in compliance with all the required documents, please use this checklist as your guide.

Certified Nursing Assistant  
Certified Nursing Assistant – Hospital Based  
Certified Apartment Maintenance  
Technician Child Development Associate  
Child Development Associate (Spanish)  
Clinical Medical Assistant  
Commercial Driver’s License (CDL)  
Early Childhood Teacher  
Family Childcare Provider  
Nail Technician  
Nurse Refresher  
Phlebotomy Technician  
Professional Pet/Dog Training  
Veterinary Assistant Training

Please print your MC ID number

1. **Do you have a Montgomery College student ID Number?** If so M2\_\_\_\_\_

*(Please note that if you do not have an M2 number, you will need to go to the Montgomery College website and create an online application). Go to [www.montgomerycollege.edu/wdce](http://www.montgomerycollege.edu/wdce).*

- a. Click on the ‘WD&CE Web Registration’ link on the right of the screen.
  - b. Click ‘Web Registration Instructions for New Students’.
  - c. Click on ‘Web Application login’. You must verify that you are not a robot.
  - d. At the bottom of the screen click ‘First time user Account creation’ link.
  - e. You must create a temporary Login ID and PIN.
  - f. Select WDCE as your application type.
  - g. Complete the four (4) parts of the application. (You should receive a notification at the end of this process providing you with your M#). If there is a problem with the information you submitted, you should receive an email within two business days).
2. **Complete a FASFA online** - (Please use *Montgomery College school code 006911*)
3. **Complete a Sequence Scholarship Application and submit to Financial Aid**
- a. Submit Maryland High School Transcript if not current resident of MD
  - b. Submit Military order or DD214 if Active Duty stationed or residing in MD
4. **Register for WDCE Approved Sequence Courses**, pay in full or present the Notification of Award letter from Financial Aid.
- a. If registering before scholarship approval, you are expected to pay in full or check with Customer Service for other payment options.
  - b. List of approved courses: <https://www.montgomerycollege.edu/workforce-development-continuing-education/wdce-scholarships/workforce-dev-sequence-scholarship.html>