

# BOSTON REED

# SPONSORED STUDENT PROCESS

## AGENCY PROCESS

## STUDENT PROCESS

## BOSTON REED PROCESS

IDENTIFY WITH STUDENT EXPECTATIONS & GOALS

STUDENT IS REGISTERED, SPONSOR AND/OR COUNSELOR IS IDENTIFIED

STUDENT IS ENROLLED, CONFIRMATION LETTER SENT TO STUDENT

SUBMIT ENROLLMENT FORM WITH AUTHORIZATION LETTER *EARLY*

CONFIRMATION LETTER SENT TO STUDENT INDICATING START DATE & EXPECTATIONS. *IF THERE'S A WAITING LIST.... HAVE YOUR CLIENT ATTEND FIRST CLASS MEETING!*

PROGRESS REPORT DATES ARE INDICATED IN BOSTON REED DATABASE

### CLASS BEGINS

EXPECT MONTHLY PROGRESS REPORTS FOR PROGRAMS LONGER THAN 2 DAYS.

*RESOURCES AVAILABLE:*

- ◆ STUDENT LINE: 800-201-1141 x 3
- ◆ [www.BostonReed.com/students](http://www.BostonReed.com/students)
- ◆ INSTRUCTORS

BILLING FOR TUITION FEES

MONTHLY PROGRESS REPORTS SENT AFTER 1<sup>ST</sup> MONTH OF CLASS.

### BEFORE EXTERNSHIP

*RESOURCES AVAILABLE:*

STUDENT LINE: 800-201-1141 x 3

- ◆ [www.BostonReed.com/sponsors](http://www.BostonReed.com/sponsors)
- ◆ INSTRUCTORS/PROGRAM MGRS.

STUDENTS MUST TURN IN PREREQUISITES- CPR CARD, PHYSICAL / TB TEST & RESUME TO BE ELIGIBLE FOR PLACEMENT.

WE PRIORITIZE ELIGIBLE SPONSORED STUDENTS FOR EXTERNSHIPS

### AFTER EXTERNSHIP

**FINAL PAYMENT DUE**

**TURN IN EXTERNSHIP BOOKLET TO BOSTON REED**

**CERTIFICATE OF COMPLETION SENT**