

APPENDIX I

General Application Procedures

Skilled Trades Apprenticeship Programs

The Skilled Trades Apprenticeship Programs are designed to prepare students to work in the construction industry. Each skilled trade has its own unique admissions requirements. An apprenticeship is a full time commitment

in which the apprentices work most of the time in the industry and attend classes on regular intervals to learn new skills.

	Program Application/ Information Form	High School Graduate or GED Equivalency	English Requirement	Mathematics Requirement	Other Courses/ Requirements	Notes/ Other Information
Applied Industrial Technology - Bricklaying [Apprenticeship Program]	Contact (216) 361-1652	Not applicable	Not applicable	Not applicable	Not applicable	Intent-to-hire agreement with participating contractor
Applied Industrial Technology - Carpentry [Apprenticeship Program]	Contact (216) 391-2828	Not applicable	Not applicable	Not applicable	Not applicable	Intent-to-hire agreement with participating contractor
Applied Industrial Technology - Cement Masonry [Apprenticeship Program]	Contact (216) 781-3303	Not applicable	Not applicable	Not applicable	Aptitude test	Selection by committee
Applied Industrial Technology - Construction Tending and Hazardous Material Abatement [Apprenticeship Program]	Contact (216) 881-5901	Not applicable	Not applicable	Not applicable	Aptitude test	Selection by committee
Applied Industrial Technology - Drywall Finishing [Apprenticeship Program]	Contact (440) 239-4575	Not applicable	Not applicable	Not applicable	Not applicable	Intent-to-hire agreement with participating contractor
Applied Industrial Technology - Electrical Construction [Apprenticeship Program]	Contact (216) 573-0400	High School Graduate or GED	Not applicable	One year of high school Algebra or one college level algebra class	English Comprehension and Mathematics Tests	Selection by committee
Applied Industrial Technology - Floorlaying [Apprenticeship Program]	Contact (216) 391-2828	Not applicable	Not applicable	Not applicable	Not applicable	Intent-to-hire agreement with participating contractor
Applied Industrial Technology - Glazing [Apprenticeship Program]	Contact (440) 239-4575	Not applicable	Not applicable	Not applicable	Aptitude test	Intent-to-hire agreement with participating contractor
Applied Industrial Technology - Ironworking [Apprenticeship Program]	Contact (216) 685-1781	Not applicable	Not applicable	Not applicable	Aptitude test	Selection by committee

## Appendix I: General Application Procedures

	Program Application/ Information Form	High School Graduate or GED Equivalency	English Requirement	Mathematics Requirement	Other Courses/ Requirements	Notes/ Other Information
Applied Industrial Technology - Manufacturing Technology [Apprenticeship Program]	Contact (216) 987-3195	Required	Not applicable	Not applicable	Not applicable	Sponsorship by a participating employer
Applied Industrial Technology - Millwrighting [Apprenticeship Program]	Contact Program Manager (216) 391-2828	Not applicable	Not applicable	Not applicable	Not applicable	Intent-to-hire agreement with participating contractor
Applied Industrial Technology - Operating Engineers [Apprenticeship Program]	Contact (330) 659-4115	Not applicable	Not applicable	Not applicable	Aptitude test	Intent-to-hire agreement with participating contractor
Applied Industrial Technology - Painting [Apprenticeship Program]	Contact (440) 239-4575	Not applicable	Not applicable	Not applicable	Aptitude test	Intent-to-hire agreement with participating contractor
Applied Industrial Technology - Precision Machining [Certificate of Proficiency]	Contact (216) 987-3195	Required	Not applicable	Not applicable	Aptitude test	Program Manager, Ken McCreight (216) 987-3195
Applied Industrial Technology - Sign and Display [Apprenticeship Program]	Contact (440) 239-4575	Not applicable	Not applicable	Not applicable	Aptitude test	Intent-to-hire agreement with participating contractor
Applied Industrial Technology - Teledata [Apprenticeship Program]	Contact (216) 573-0400	Not applicable	Not applicable	Not applicable	Aptitude test	Selection by committee

## General Application Procedures

### Business and Technology Programs

Certain programs at Cuyahoga Community College require students to meet proficiency requirements in order to progress to the next level of course work within the student's major area of study. In addition to the proficiency requirements, some may also require students to complete an application for that program.

Students are responsible for meeting the admission and/or proficiency requirements for a listed program major.

Prior to taking any course work, students should follow the regular procedures for admission to Cuyahoga Community College. These procedures can be found in the front part of the catalog under Admissions.

In addition to the admission procedures, all students must do the following:

1. If you have not taken an English or Math course at Tri-C or completed English and Math courses at another college or university, you must take the English and Math assessment tests to determine your placement in these subjects. The semester English and Math courses indicated on the chart are the minimum levels for eligibility.
2. If indicated on the chart, submit a completed application form to the program to which you wish to apply. Application forms may be obtained from the departmental office.

3. Complete all other requirements for your program as specified on the chart. Additional details about the program can be obtained from the program coordinator/manager or by appointment with a Tri-C counselor.

*If an application is required for your program, the application does not necessarily guarantee admission to that program.*

**NOTE:** On the accompanying chart, the letter following the program title indicates the home campus for that program. Only the home campus offers all the required courses in the major field. Most prerequisites and other specific degree requirements may be completed at any Tri-C campus.

\*Where the chart indicates "eligibility" for a particular course, eligibility may be demonstrated by any of the following:

- a. Completion of Tri-C's assessment with a score appropriate for placement into the specific course listed on the chart; OR
- b. Completion of the prerequisite for the course listed on the chart with a grade of "C" or higher (including equivalent courses transferred in from another college or university); OR
- c. Completion of the course listed on the chart with a grade of "C" or higher (including equivalent courses transferred in from another college or university).

✦Or prior completion of equivalent quarter course (where applicable). Contact Program Manager/Coordinator or campus division office regarding eligible quarter courses.

	Program Application/ Information Form	High School Graduate or GED Equivalency	English Requirement	Mathematics Requirement	Other Courses/ Requirements	Notes/ Other Information
Accounting (E-M-W)	Not applicable	Not required, but highly recommended	Eligibility for ENG-1010	Eligibility for 1000-level Math course	Not applicable	Non-degree students may enroll for individual courses, providing they meet the course specific prerequisites.
Automotive Technology (W)	Contact the Automotive Technology department at (216) 987-5330	Not required, but highly recommended	Not applicable	Not applicable	<ul style="list-style-type: none"> <li>●Dealership sponsor required for ASEP program.</li> <li>●ASEP student handbooks contain educational and worksite requirements for continuation in program.</li> </ul>	<ul style="list-style-type: none"> <li>●ASEP students also need to complete AUTO-2940 and AUTO-2950.</li> <li>●Enrollment in individual courses for students who are not degree majors permitted.</li> </ul>
Automotive Technology (Certificate of Proficiency) (W)	Contact the Automotive Technology department at (216) 987-5330	Not required, but highly recommended	Not applicable	Not applicable	Not applicable	

Business and Technology General Application Procedures

	Program Application/ Information Form	High School Graduate or GED Equivalency	English Requirement	Mathematics Requirement	Other Courses/ Requirements	Notes/ Other Information
Computer Maintenance Technology (Certificate of Proficiency) (E-M-W)	Not applicable	Required	Not applicable	Not applicable	Complete the following: ●IT-1000 ●IT-1010	●First year of the AAS/EET in Computer Networking Hardware degree
Construction Engineering Technology (M)	Not applicable	Required	Eligibility for ENG-1010⇄	Eligibility for MATH-1160⇄	Complete the following: ●ARCH-1410⇄ ●MIT-1100⇄	
Court Reporting and Captioning (M-W)	Not applicable	Required	Eligibility* for ENG-1010	Not applicable	Must be able to type 30 wpm	●Recommend students take C&CR-1000⇄ in the spring or summer prior to entering the program.
Deaf Interpretive Services (W)	Required - contact DIS Program Coordinator/ Manager	Required	Eligibility* for ENG-1010	Not applicable	●ASL-1001 ●ASL-1010 ●ASL-1100 ●DIS-1300 ●PSY-1010 ("B" grade or higher in each of the above) ●PSY-1010	●Non-degree students may enroll for individual courses, providing they meet the course specific prerequisites.
Early Childhood Education/ Pre-K (E-M-W)	Not applicable See "Notes" for Pre-K specifics.	Required	Eligibility* for ENG-1010	Complete placement test	Complete ●ECED-1010 ●ECED-1300 ("C" grade or higher in each)	●Applicants for Early Childhood Education must be able to sign the Ohio Department of Human Services Child Care Conviction Statement, attesting that they have never been convicted or pleaded guilty to child abuse or other crimes of violence (Sect. 5104.09 Ohio Revised Code) and that no child has been removed from their home (Sect. 2151.353 Ohio Revised Code). ●Complete BCII Check (complete before ECED-1860). ●Pre-Kindergarten Associate License is applied for when associate degree is completed with an overall GPA of 2.0, a GPA of 2.5 in all Early Childhood courses and HLTH-1400 and with completion of 330 hours of faculty supervised fieldwork earning a 3.0 in ECED-2870 and 2990.
Early Childhood Education Infant/Toddler (Certificate of Proficiency) (E-M-W)	Required - contact Infant/Toddler Certificate Coordinator at Metro	Required	Complete placement test	Complete placement test	Not applicable	●Applicants for Early Childhood Education must be able to sign the Ohio Department of Human Services Child Care Conviction Statement, attesting that they have never been convicted or pleaded guilty to child abuse or other crimes of violence (Sect. 5104.09 Ohio Revised Code) and that no child has been removed from their home (Sect.2151.353 Ohio Revised Code) ●Complete BCII check.
Early Childhood Education (Post-Degree Professional Certificate) Early Literacy Mentor (E-M-W)	Required - consult Program Manager (E) or Program Coordinators (M,W)	Required	Completion of ENG-1010 or higher - see ECED department (ENG-1020 or 2010, highly recommended)		●AAS/ECED degree (or equivalent with ECED department permission) or bachelor's degree. ●ECED-1600, Beginning Writing and Reading, with a "C" grade or higher.	●Applicants for Early Literacy Mentor Certificate must be able to sign the Ohio Department of Human Services Child Care Conviction Statement, attesting that they have never been convicted or pleaded guilty to child abuse or other crimes of violence (Sect. 5104.09 Ohio Revised Code) and that no child has been removed from their home (Sect.2151.353 Ohio Revised Code)

## Appendix I: General Application Procedures

### Business and Technology General Application Procedures

	Program Application/ Information Form	High School Graduate or GED Equivalency	English Requirement	Mathematics Requirement	Other Courses/ Requirements	Notes/ Other Information
Electrical/Electronic Engineering Technology (4 programs) (M)	Not applicable	Required	Eligibility for ENG-1010◇	Eligibility for MATH-1160◇	Not applicable	Concentrations available: ●Electrical/Electronic Engineering [Basic] ●Bio-Medical ●Robotics and Mechatronics Systems ●Telecommunications
Electrical/Electronic Engineering Technology (Computer Networking Hardware) (M)	Not applicable	Required	Complete ENG-1010◇ with "C" or higher.	Complete MATH-1060◇ or higher** with "C" or higher	Not applicable	●Skills acquired prepare students to take industry certification exams. ●Certificate available in Computer Maintenance Technology (A+ Certification).
Environmental, Health and Safety Technology (E)	Not applicable	Required	Eligibility* for ENG-1010 except with departmental permission	Eligibility* for MATH-1060 except with departmental permission	Not applicable	●Interview with Program Manager strongly recommended.
Hospitality Management (3 programs) (M)	Required - contact Hospitality Management department, Metro Campus (216) 987-4081 for application	Not required, but highly recommended	Eligibility* for ENG-1010	Eligibility* for MATH-0950 or higher**	●HOSP-1010◇ with grade of "C" or higher, or departmental approval for continuation in program. ●Must pass ServSafe Food Protection Manager Certification Examination to continue in food production courses beyond HOSP-1030. ●Most assignments must be word processed or typed.	Concentrations available: ●Culinary Art ●Lodging-Tourism Management ●Restaurant/Food Service Management
Hospitality Management (Certificates of Proficiency) (4 programs) (M)	Required - contact Hospitality Management department, Metro Campus (216) 987-4081 for application	Not required, but highly recommended	Eligibility* for ENG-1010	Eligibility* for MATH-0950 or higher*	●HOSP-1010◇ with grade of "C" or higher, or departmental approval for continuation in program. ●Must pass ServSafe Food Protection Manager Certification Examination to continue in food production courses beyond HOSP-1030. ●Most assignments must be word processed or typed.	One-year certificates available in: ●Food & Beverage Operations ●Lodging Rooms Division ●Professional Baking ●Professional Culinarian/Cook
Human Services (2 options) (M)	Required - application may be submitted after meeting the requirements listed. Contact the Health Careers Enrollment Center for an application (216) 987-4247.	Not required, but highly recommended	Eligibility* for ENG-1010	Not applicable	Complete the following in sequence: ●HS-1300◇ HS-1850◇ ("C" grade or higher in each of the above).	Must maintain a 2.00 GPA in all HS courses. ●Requirements listed are the same for both Generalist and Alcohol/Chemical Dependency options. ●Schedules must be approved by HS faculty advisor prior to registration for second semester and beyond. ●Non-majors may enroll in HS courses for which they have satisfied the prerequisite. ●Contact program coordinator for additional information.

Business and Technology General Application Procedures

	Program Application/ Information Form	High School Graduate or GED Equivalency	English Requirement	Mathematics Requirement	Other Courses/ Requirements	Notes/ Other Information
Information Technology (5 programs)  (E-M-W) (some courses available at one campus only)	Not applicable	Not required, but highly recommended	Eligibility* for ENG-1010	Eligibility for 1000-level MATH course	Not applicable	<ul style="list-style-type: none"> <li>●Certificate available in Information Application Specialist</li> <li>●Non-degree students may enroll for individual courses, providing they meet the course-specific prerequisites.</li> <li>●Skills acquired prepare students to take industry certification.</li> </ul>
Law Enforcement (Basic Police Academy)  (UTC)	Required - contact Police Academy Office at the Unified Technologies Center	Required	Not applicable	Not applicable	Not applicable	<ul style="list-style-type: none"> <li>●Current valid driver's license.</li> <li>●Must be at least 21 years of age at completion of academy.</li> <li>●No felony convictions (misdemeanor convictions will be reviewed by Academy commander).</li> </ul>
Legal Nurse Consultant (Post-Degree Professional Certificate)  (W)	Required – contact Paralegal Studies Program Manager	Submit all college transcripts verifying associate or bachelor's degree.	Not applicable	Not applicable	<ul style="list-style-type: none"> <li>●Assessment of computer skills.</li> <li>●Current R.N. license; equivalent of two years clinical work experience.</li> <li>●Assessment of reading, thinking, and writing skills.</li> </ul>	<ul style="list-style-type: none"> <li>●2.50 GPA</li> <li>●Fall, Spring and Summer admission</li> </ul>
Manufacturing/ Industrial Technology  (M)	Required	Required	Complete ENG-1010 ⇄	Complete MATH-1160 ⇄	Complete the following: <ul style="list-style-type: none"> <li>●MET-1100 ⇄</li> <li>●MIT-1100 ⇄</li> <li>●MIT-1200 ⇄</li> <li>●MIT-1250 ⇄</li> </ul>	Certificate programs available in: <ul style="list-style-type: none"> <li>●Computer-Aided Manufacturing (CAM)</li> <li>●Machine Tools</li> </ul>
Manufacturing/ Industrial Technology - (Drafting)  (M-W) (some courses available at one campus only)	Required	Required	Complete ENG-1010 ⇄	Complete MATH-1160 ⇄	Complete the following: <ul style="list-style-type: none"> <li>●MET-1100 ⇄</li> <li>●MIT-1100 ⇄</li> <li>●MIT-1200 ⇄</li> <li>●MIT-1250 ⇄</li> </ul>	Certificate program available in: <ul style="list-style-type: none"> <li>●Computer-Aided Drafting (CAD)</li> </ul>
Mechanical Engineering Technology  (M)	Required	Required	Complete ENG-1010 ⇄	Complete MATH-1160 ⇄	Complete the following: <ul style="list-style-type: none"> <li>●MET-1100 ⇄</li> <li>●MIT-1200 ⇄</li> <li>●MIT-1250 ⇄</li> </ul>	
Paralegal Studies  (W)	Required	Required	ENG- 1010 ⇄	Not applicable	Complete the following: <ul style="list-style-type: none"> <li>●PL-1000 ⇄ with "B" or higher.</li> <li>●Personal narrative.</li> <li>●Assessment of college-level writing skills.</li> <li>●Assessment of critical thinking skills.</li> </ul>	<ul style="list-style-type: none"> <li>●2.50 GPA</li> <li>●Submit all college/ university transcripts</li> </ul>
Paralegal Studies (Post-Degree Professional Certificate)  (W)	Required – contact Paralegal Studies Program Manager	Required - submit college transcripts to verify associate or bachelor's degree, if applicable	Not applicable	Not applicable	Complete the following <ul style="list-style-type: none"> <li>●PL-1000 ⇄ with "B" or higher.</li> <li>●Personal narrative.</li> <li>●Assessment of college-level writing skills.</li> <li>●Assessment of thinking/ reading skills.</li> <li>●Assessment of computer skills.</li> </ul>	<ul style="list-style-type: none"> <li>●2.50 GPA</li> <li>●Fall, Spring and Summer admission</li> </ul>
Plant Science and Landscape Technology (2 programs)  (E)	Not required	Not required, but highly recommended	Eligibility for ENG-1010 recommended	Complete placement test	None	<ul style="list-style-type: none"> <li>●Submit all college transcripts.</li> <li>●Certificate available in Landscape Technician.</li> <li>●Garden Center Operations Concentration available.</li> </ul>

## Appendix I: General Application Procedures

	Program Application/ Information Form	High School Graduate or GED Equivalency	English Requirement	Mathematics Requirement	Other Courses/ Requirements	Notes/ Other Information
Plant Science and Landscape Tech. - Landscape Technician (Certificate of Proficiency) (E)	Not required	Not required, but highly recommended	Eligibility for ENG-1010 recommended	Complete placement test.	None	●Submit all college transcripts.
Real Estate - Mortgage Finance (M)	Not applicable	Required	Eligibility* for ENG-0990	Eligibility for MATH-0950	Not applicable	●Non-degree students may enroll for individual courses.
Real Estate - Mortgage Finance (Certificate of Proficiency) (M)	Not applicable	Required	Eligibility* for ENG-0990	Eligibility for MATH-0950	Not applicable	●Non-degree students may enroll for individual courses.
Recording Arts and Technology (M)	Required - contact Program Manager, Tom Wiggins at (216) 987-4252.	Required	Eligibility* for ENG-1010	Eligibility* for MATH-1060	●Basic Windows and Macintosh PC skills. Students will take assessment test.	●GPA: 2.0 in program courses; 2.0 overall ●For degree: Recommend PC and Macintosh workshops or courses in the summer prior to entering the program. ●Students interested in program or courses should contact the Recording Arts & Technology dept. at (216) 987-4252.
Visual Communication and Design - Advertising Design	Not applicable	Not required, but highly recommended	Eligibility* for ENG-1010 highly recommended	Eligibility for MATH-1060 or higher* highly recommended	Complete VC&D-1010	●Contact Program Coordinator, Program Manager, or Counselor for additional information. ●Non-degree students may enroll in individual courses with departmental approval.
Visual Communication and Design - Digital Publishing (W)	Not applicable	Not required, but highly recommended	Eligibility* for ENG-1010 highly recommended	Eligibility for MATH-1060 or higher* highly recommended	Complete VC&D-1010	●Contact Program Coordinator for additional information ●Non-degree students may enroll in individual courses if they meet prerequisites.
Visual Communication and Design - Graphic Design (E-W)	Not applicable	Not required, but highly recommended	Eligibility* for ENG-1010 highly recommended	Eligibility for MATH-1060 or higher* highly recommended	Complete VC&D-1010	●Contact Program Coordinator, Program Manager or Counselor for additional information. ●Non-degree students may enroll in individual courses with departmental approval.
Visual Communication and Design - Graphic Design (Certificate of Proficiency) (E-W)	Not applicable	Not required, but highly recommended	Eligibility* for ENG-1010 highly recommended	Eligibility for MATH-1060 or higher* highly recommended	Complete VC&D-1010	●Contact Program Coordinator, Program Manager or Counselor for additional information. ●Non-degree students may enroll in individual courses with departmental approval.
Visual Communication and Design - Illustration (E-W)	Not applicable	Not required, but highly recommended	Eligibility* for ENG-1010 highly recommended	Eligibility for MATH-1060 or higher* highly recommended	Complete VC&D-1010	●Contact Program Coordinator, Program Manager or Counselor for additional information. ●Non-degree students may enroll in individual courses with departmental approval.
Visual Communication and Design - Interactive Media (W)	Not applicable	Not required, but highly recommended	Eligibility* for ENG-1010 highly recommended	Eligibility for MATH-1060 or higher* highly recommended	Complete VC&D-1010	●Contact Program Coordinator for additional information. ●Non-degree students may enroll in individual courses if they meet prerequisites.
Visual Communication and Design - Photography (W)	Required - contact Photography Program Coordinator, Western Campus.	Not required, but highly recommended	Eligibility* for ENG-1010	Not applicable	●Complete VCPH 1050 with grade of "B" or higher. ●Submission of a portfolio.	●Portfolio reviews conducted twice per year: end of fall and spring semesters. ●Departmental approval may be granted for enrollment in individual courses for students who are not degree majors. ●Some photography courses may be available at Metropolitan Campus; completion of degree requires attendance at Western Campus.

**General Application Procedures:**  
**Nursing (Associate of Applied Science Degree)**  
**Nursing (Accelerated Track)**  
**Nursing ACCESS in Nursing (LPN-RN Track)**  
**Practical Nurse Program (Certificate of Proficiency)**

Admission each year is limited to the number of openings in each program. Those students meeting all of the specific admission requirements (refer to accompanying chart) will be provided with an application and admitted in the order in which completed applications are received.

Those who wish to apply for any of these programs must complete the following general procedures; see the chart on Nursing, General Applications Procedures for additional application requirements.

1. Submit a completed Application for Admission to Cuyahoga Community College, unless you have previously applied. Prior Tri-C students who have not been enrolled for three years or longer must submit an Application for Admission/ Readmission to Tri-C.
2. Contact the high school from which you graduated or the agency that issued your GED and have them send an official transcript(s) directly to your home campus Office of Admissions and Records at Tri-C.
3. Contact all colleges/ universities you have attended and have them send an official transcript directly to the Office of Admissions and Records at Tri-C. To ensure time for processing, the official transcript(s) should be received by the Office of Admissions and Records at least *six to eight weeks prior to contacting the Nursing department*. Applicants who have attended institutions outside the U.S. must contact the Office of Admissions and Records for special procedures. It is strongly recommended that all students schedule an appointment with an academic counselor at their campus of record.
4. Complete all required courses and meet the grade point average (GPA) requirements as specified in the accompanying chart. If you have not taken an English or Math course at Tri-C or completed English and Math courses at another college or university, you must take the English and Math assessment tests to determine your placement in these subjects. The semester English and Math courses indicated on the chart are the minimum levels for eligibility.
5. In addition to academic requirements, successful completion of the Nurse Entrance Test (NET) is required in order to receive an application to the program, except for those applying for the Accelerated Track Nursing program.
6. Eligible applicants may request an appointment to schedule the NET following completion of the prerequisite course work by calling the Department of Nursing Education at the Metropolitan Campus at (216) 987-4067.

*Any falsification of information provided in the application will automatically disqualify applicant for admission to a program.*

NOTE: On the accompanying chart, the letter following the program title shows the home campus for the program. Only the home campus offers all the required courses in the major field. Most prerequisites and other specific degree requirements may be completed at any Tri-C campus.

**Misdemeanors and Felonies:** The Ohio Board of Nursing frequently receives calls from prospective students, school officials and the Bureau of Vocational Rehabilitation Services regarding whether the Board will permit a person who has a prior record of misdemeanors and/or felonies to sit for the licensure examination or become licensed. *The Board of Nursing has no statutory authority to advise as to whether an individual will be permitted to take the licensure examination or be able to be licensed until the individual actually applies to the Board for licensure by examination* (Ohio Board of Nursing [9/23/98]. Requirements for Section 5 of the Application for Licensure as a Nurse).

**Felony Preclusion Bill:** The Felony Preclusion Bill, signed by the Governor in April 2002, is an initiative to identify applicants for licensure with felony convictions. The Ohio Board of Nursing has the authority in this law to refuse to grant licensure to applicants with any of the felony convictions specified in the law. The egregious felonies listed in the bill include: aggravated murder; murder; voluntary manslaughter; felonious assault; kidnapping; rape; sexual battery; gross sexual imposition; aggravated arson; aggravated robbery; and aggravated burglary. **The law requires a criminal records check for new applicants for licensure.**

\*Eligibility for a specific course may be demonstrated by any of the following:  
 a. Completion of Tri-C's placement test with a score appropriate into the specific course listed on the chart; OR  
 b. Completion of the prerequisite for the course listed on the chart with a grade of "C" or higher (including equivalent courses transferred in from another college or university); OR  
 c. Completion of the course listed on the chart with a grade of "C" or higher (including equivalent courses transferred in from another college or university).

✧Or prior completion of equivalent quarter course (where applicable). Contact Program Manager/Coordinator/Academic Counselor regarding eligible quarter courses.

\*\*MATH-1800/1820 and 2800/2820 will not meet this requirement. **In Nursing and Practical Nursing, MATH-1160 will not meet this requirement, as well.**

For students admitted to begin this program prior to Fall 2004, MATH-1140, Applied Algebra, will meet the new math degree requirement for admission to this program. MATH-1140 will also meet the College's math requirement for graduation through Summer 2006. **STUDENTS ADMITTED TO BEGIN THIS PROGRAM FALL, 2004, AND AFTER MUST COMPLETE MATH-1141, APPLIED ALGEBRA AND MATHEMATICAL REASONING, OR HIGHER.**

Courses used as prerequisites or core courses for the Health Career and Nursing programs MUST have a traditional letter grade. The P/NP grading option for prerequisites and core courses will NOT be accepted by the Health Career and Nursing programs. Students are responsible for consulting with their program manager or counselor to determine Pass/No Pass grading options.



## Appendix I: General Application Procedures

### Nursing, General Application Procedures

	Nursing (M)	Nursing – Accelerated Track (M)	Practical Nursing (Certificate of Proficiency) (M)
Application Submission Date	Applications may be submitted after meeting requirements listed below.	Core courses for the Accelerated Track must be completed by the end of the Fall Semester to be considered eligible for admission into the following Summer Session. Application may be submitted after meeting requirements listed below.	Applications may be submitted after meeting requirements listed below.
HS/GED Required	Required	Submit all official college transcripts verifying bachelor's degree to Office of Admissions and Records***.	Required
English Core Requirement (also see GPA below)	Complete ENG-1010 ⇄ with "C" or higher.	Complete ENG-1010 ⇄ with "C" or higher	Eligibility* for ENG-1010
Mathematics Core Requirement** (also see GPA below)	Complete MATH-1141 ⇄ or higher with "C" or higher**.	Complete MATH-1141 ⇄ or higher with "C" or higher**.	Eligibility* for MATH-1141
Other Core Courses/ Requirements (also see GPA below)	Complete the following: ● BIO-1100 ⇄ or CHEM-1010 and 1020 ⇄ ● PSY-1010 ⇄ ("C" grade or higher in each of the above.)	Complete the following: ● BIO-1100 ⇄ or CHEM-1010 and 1020 ⇄ ● BIO-2330 ⇄ ● BIO-2340 ⇄ ● BIO-2500 ⇄ ● PSY-1010 ⇄ ("C" grade or higher in each of the above.)	Not applicable
Time Limit on Core Courses (Prior to Application)	Science courses listed above cannot be more than seven years old at the time of the Nurse Entrance Test (NET), and from date of acceptance.	Science courses listed above cannot be more than seven years old from date of acceptance.	Seven years (see Notes below)
GPA	2.00 core courses 2.50 overall	2.00 core courses 2.50 overall	2.00 overall
Work Experience/ Volunteer	Not required	Not required	Not required
Number Accepted/Year	Day class admitted Fall and Spring. Modified evening class admitted Fall only. Space available basis.	Accelerated Track admitted Summer, Day section only. Space available basis.	Day class admitted Fall only. Space available basis. Clinical experiences may be held during the day and/or evenings.
Notes/Other Information	<ul style="list-style-type: none"> <li>● Nurse Entrance Test (NET) required after successfully completing four core courses and an overall 2.50 GPA. Achieve a grade of 50% or higher in Essential Math Skills and 50% or higher in Reading Comprehension on NET.</li> <li>● Only one of the four core courses may be repeated once if first grade is "D"/"F" within past seven years.</li> <li>● Only one of the three Biology courses BIO-2330 (or 1430), 2340 (or 1440) and 2500 may be repeated once if the first grade is "D"/"F" within past seven years.</li> <li>● LPNs may apply for ACCESS in Nursing (see department for details).</li> <li>● Once beginning the nursing course sequence, all nursing courses must be completed in four years.</li> <li>● CHEM-1010 and CHEM-1020 replace BIO-1100 for students planning to transfer to a baccalaureate nursing program.</li> <li>● Transfer students must meet all admission and progression requirements.</li> <li>● A criminal background check may be required prior to admission to the program.</li> </ul>	<ul style="list-style-type: none"> <li>●*** Official transcript(s) should be received in Admissions &amp; Records at least six to eight weeks prior to contacting the Nursing department.</li> <li>● Pre-admission test not required.</li> <li>● Only one of the following core courses: ENG-1010, PSY-1010, MATH-1141, BIO-1100 may be repeated once if first grade is "D"/"F" within past seven years.</li> <li>● Only one of the remaining Biology core courses: BIO-2330 (or 1430), 2340 (or 1440) and 2500 may be repeated once if the first grade is "D"/"F" within past seven years.</li> <li>● Once beginning the nursing course sequence, all nursing courses must be completed in 2.5 years.</li> <li>● CHEM-1010 and CHEM-1020 replace BIO-1100 for students planning to transfer to a baccalaureate nursing program.</li> <li>● Transfer students must meet all admission and progression requirements.</li> <li>● A criminal background check may be required prior to admission to the program.</li> </ul>	<ul style="list-style-type: none"> <li>● When eligible, take Nurse Entrance Test (NET); achieve a grade of 50% or higher in Essential Math Skills and 50% or higher in Reading Comprehension.</li> <li>● BIO-1100 [CHEM-1010 and CHEM-1020 replace BIO-1100 ⇄ for students planning to transfer credits] and BIO-2330 (or 1430) ⇄ not required for admission but cannot be more than seven years old from date of acceptance. Only one science course may be repeated once to improve a grade of less than "C".</li> <li>● Once Practical Nursing courses have begun, all other classes must be taken in program sequence.</li> <li>● A grade of "C" or higher required for ENG-1010, MATH-1141, BIO-1100, BIO-2330, PSY-1010 and PSY-2020.</li> <li>● ACCESS in Nursing available for graduates of this Certificate program.</li> <li>● A criminal background check may be required prior to admission to the program.</li> </ul>

## General Application Procedures:

### Health Careers

Courses in health career programs are offered in a sequence which begins in the Fall semester (unless indicated otherwise in the accompanying chart of application procedures).

Admission each year is limited to the number of openings in each program. Those students applying and meeting all of the specific admission requirements will be admitted in the order in which completed applications are received.

Those who wish to apply for any of these programs must complete the following general procedures; see the chart for additional application requirements.

1. Submit a completed Application for Admission to Cuyahoga Community College, unless you have previously applied. Prior Tri-C students who have not been enrolled for three years or longer must submit an application for Admission/Readmission to Tri-C.
2. Contact the high school from which you graduated or the agency that issued your GED and have them send an official transcript directly to your home campus Office of Admissions and Records at Tri-C.
3. Contact all colleges/universities you have attended and have them send an official transcript(s) directly to the Office of Admissions and Records at Tri-C. To ensure time for processing, the transcript should be received at Tri-C at least *six to eight weeks prior to the time you expect to apply* to the health career program. Applicants who have attended institutions outside the U.S. must contact the Office of Admissions and Records for special procedures.
4. Complete all required courses and meet the grade point average (GPA) requirements as specified in the accompanying chart. If you have not taken an English or Math course at Tri-C or completed English and Math courses at another college or university, you must take the English and Math assessment tests to determine your placement in these subjects. The semester English and Math courses indicated on the chart are the minimum levels for eligibility. In addition to academic requirements, programs may also require certain kinds of experience or other criteria; refer to the chart for additional information.
5. Submit the program's application form to the appropriate office as indicated. Please note that additional documents may be required to accompany your application form (such as additional copies of high

school and college/university transcripts, even if already on file in the Office of Admissions and Records). You will receive directions concerning additional documents when you obtain the program's application form.

*Any falsification of information provided in the application will automatically disqualify applicant for admission to a program.*

Courses used as prerequisites or core courses for the Health Career and Nursing programs MUST be have a traditional letter grade. The Pass/No Pass (P/NP) grading option for prerequisites and core courses will NOT be accepted by the Health Career and Nursing programs. Students are responsible for consulting with their program manager or counselor to determine P/NP grading options.

NOTE: On the accompanying chart, the letter following the program title shows the home campus for the program. Only the home campus offers all the required courses in the major field. Most prerequisites and other specific degree requirements may be completed at any Tri-C campus.

\*Where the chart indicates "eligibility" for a particular course, eligibility may be demonstrated by any of the following:

- a. Completion of Tri-C's assessment with a score appropriate for placement into the specific course listed on the chart; OR
- b. Completion of the prerequisite for the course listed on the chart with a grade of "C" or higher (including equivalent courses transferred from another college or university); OR
- c. Completion of the course listed on the chart with a grade of "C" or higher (including equivalent courses transferred in from another college or university).

↻Or prior completion of equivalent quarter course (where applicable). Contact Program Manager/Coordinator or campus division office regarding eligible quarter courses.

\*\*MATH-1800/1820 and 2800/2820 will not meet this requirement.

For students admitted to begin this program prior to Fall 2004, MATH-1140, Applied Algebra, will meet the new math degree requirement for admission to this program. MATH-1140 will also meet the College's math requirement for graduation through Summer 2006. STUDENTS ADMITTED TO BEGIN THIS PROGRAM FALL 2004 AND AFTER MUST COMPLETE MATH-1141, APPLIED ALGEBRA AND MATHEMATICAL REASONING, OR HIGHER.

## Appendix I: General Application Procedures

### Health Careers General Application Procedures

	Dental Assisting 1+1 Program  (M)	Dental Office Manager (Short-term Certificate) and Dental Assisting (Short Term Certificate)	Dental Assisting (Certificate of Proficiency) (M)	Dental Hygiene  (M)	Diagnostic Medical Sonography  (W)
Application Submission Date	Application may be submitted after meeting requirements listed below.		Applications may be submitted after meeting requirements listed below.	Application may be submitted after meeting requirements listed below.	Applications may be submitted after meeting all requirements listed below.
HS/GED Required	Yes		Yes	Yes	Yes
English Core Requirement (also see GPA below)	Eligibility* for ENG-1010 (check with program manager for part- time option, if ineligible.)	Eligibility* for ENG-1010 (part- time option, check with program manager.)	Eligibility* for ENG- 1010	Completed ENG-1010 (or 101) ✦ with "C" or higher.	Complete ENG-1010 ✦ with "C" or higher.
Mathematics Core Requirement** (also see GPA below)	Complete Tri-C placement test.			Complete MATH-1141 or higher with "C" or higher**.	Complete MATH-1141 or higher with "C" or higher**.
Other Core Courses/ Requirements (also see GPA below)	Not applicable		Not applicable	Complete the following: ●BIO-1100 ✦ ●BIO-2330 (or 1430) ✦ ●BIO-2340 ●PSY-1010 ("C" or higher in each of the above)	Complete the following ●MA-1020 ✦ ●BIO-1221 (or 2330 and 2340) ✦ ●PHYS-1070 ("C" grade or higher in each of the above)
Time Limit on Core Courses (Prior to Application)	Not applicable		Not applicable	Five years on sciences (see Notes below)	Not applicable
GPA	No minimum		No minimum	3.0 core courses 2.5 overall	2.5 core courses 2.0 overall
Work Experience/ Volunteer	20 hours of recent observation or employment in a dental setting	20 hours of recent observation or employment in a dental setting	20 hours of recent observation or work in dental assisting (see notes)	20 hours of recent observation or employment in a dental setting - eight of the 20 hours in the Metro Campus Dental Hygiene Clinic. Call (216) 987-4413 to schedule appointment.	Verification of having completed a 2-4 hour observation where the candidate "shadows" an ARDMS-credentialed sonographer in their work environment. See details in application packet.
Number Accepted/Year	15/yr		15/yr	26/yr	30/yr
Notes/Other Information	●Interview with department staff member required.		●See program manager if unable to meet observation or work requirement. ●Dental Assisting Award available, contact department.	●All science courses must have been completed within five years of admission to program.	●Core courses may be repeated only once to improve a grade. ●After acceptance into program and prior to clinical assignment, applicant must submit verification of current Basic Heartsavers (CPR) and evidence of good health by fulfilling health requirements of DMS Program. ●A criminal background check may be required prior to admission to the program.

Health Careers General Application Procedures

	Diagnostic Medical Sonography (Post-Degree Professional Certificate) (W)	Dietetic Technology (M)	Electroneurodiagnostic Technology (W)	Emergency Medical Technology (M-E)
Application Submission Date	Required application may be submitted after meeting all requirements listed below.	Applications may be submitted after meeting all requirements listed below.	Applications may be submitted after meeting all requirements listed below.	<ul style="list-style-type: none"> <li>● EMT-Basic due two weeks before classes.</li> <li>● EMT-P due six weeks before classes.</li> <li>● BIO-1050 or 2330 prerequisite or concurrent enrollment for EMT-P course (EMT-2310).</li> <li>● Applications to AAS degree submitted after meeting ENG &amp; MATH requirements.</li> </ul>
HS/GED Required	Submit all college transcripts verifying associate or bachelor's degree.	Yes	Yes	Only for AAS degree
English Core Requirement (also see GPA below)	Not applicable	Eligibility* for ENG-1010	Complete ENG-1010 with "C" or higher	Complete ENG-1010 with "C" or higher (AAS degree only). Highly recommended for Paramedic course.
Mathematics Core Requirement** (also see GPA below)	Not applicable	Eligibility* for MATH-1141	Not applicable	Complete 1060 with "C" or higher. (AAS degree only)** Highly recommended for Paramedic course.
Other Core Courses/ Requirements (also see GPA below)	Not applicable	Not applicable	Complete the following: <ul style="list-style-type: none"> <li>● BIO-1100 or CHEM-1010 and 1020</li> <li>● BIO-2330</li> </ul> ("C" grade or higher in each of the above) <ul style="list-style-type: none"> <li>● It is recommended that BIO-2340 be completed prior to entering the program.</li> </ul>	<ul style="list-style-type: none"> <li>● Valid driver's license for degree program.</li> <li>● EMT-Basic Ohio certification for EMT-P program.</li> <li>● Signed felon/ misdemeanor statement.</li> <li>● EMT Basic certification and Program Manager approval for all courses.</li> </ul>
Time Limit on Core Courses (Prior to Application)	Not applicable	Seven year limit	Not applicable	Not applicable
GPA	2.5 core courses 2.0 overall	2.0 core courses 2.0 overall	2.00 core courses 2.00 overall	2.00 core courses 2.00 overall
Work Experience/ Volunteer	Verification of license/credential of one of the following: Diagnostic Medical Sonographer, Radiologic Technologist, Respiratory Therapist, Occupational Therapist, Physical Therapist or Registered Nurse.	Not required	Observation visit required (see details in application packet)	One year EMT-Basic experience preferred for entry into EMT-P.
Number Accepted/Year	5-15/yr	20/yr	16/yr	300/yr EMT-Basic; 150/yr EMT-P.
Notes/Other Information	<ul style="list-style-type: none"> <li>● After acceptance into program and prior to clinical assignment, applicant must submit verification of current Basic Heartsavers (CPR) and evidence of good health by fulfilling health requirements of DMS Program.</li> <li>● A criminal background check may be required prior to admission to the program.</li> </ul>	<ul style="list-style-type: none"> <li>● General Nutrition certificate available.</li> <li>● Dental Manager certificate available.</li> <li>● A criminal background check may be required prior to admission to the program.</li> </ul>	<ul style="list-style-type: none"> <li>● Pre-admission status may be offered if core requirements are incomplete; however, no student will be admitted into the program until all prerequisites and observation are successfully completed. Contact Mark Ryland at 216-987-5126.</li> <li>● Core courses may be repeated only once to improve a grade below "C".</li> <li>● Accepted applicants must attend a group information session prior to Fall semester.</li> <li>● A criminal background check may be required prior to admission to the program.</li> </ul>	<ul style="list-style-type: none"> <li>● EMT-Basic available at E-M-W; EMT-P available at M-E and offsite locations.</li> <li>● Courses offered as listed in schedule book. Many are flexible; contact Program Manager for information.</li> <li>● Must be 18 years of age or 17 years of age and high school senior for EMT-Basic.</li> <li>● All EMT classes must be completed with "C" or higher.</li> <li>● Clinical components of all classes must be completed within one year.</li> <li>● A criminal background check may be required prior to admission to the program.</li> </ul>

## Appendix I: General Application Procedures

### Health Careers General Application Procedures

	Health Information Management (M)	Massotherapy [2 Programs] (E)	Massotherapy (Post-Degree Professional Certificate) (E)	Medical Assisting (M)
Application Submission Date	Applications may be submitted after meeting requirements listed below.	Application should be made when the student enrolls in the core courses listed below.	Application should be made when the student enrolls in the core courses listed below.	Applications may be submitted while meeting requirements listed below
HS/GED Required	Yes	Yes. Official transcripts are to be mailed to the Massotherapy Program with a completed Preliminary Education Application Form and a \$35 check made out to the State Medical Board of Ohio.	Yes. Official transcripts are to be mailed to the Massotherapy Program with a completed Preliminary Education Application Form and a \$35 check made out to the State Medical Board of Ohio.	Yes
English Core Requirement (also see GPA below)	Complete ENG-1010 with "C" or higher.	Complete ENG-1010 with "C" or higher.	Associate or bachelor's degree required.	Eligibility* for ENG-1010 with "C" or higher
Mathematics Core Requirement** (also see GPA below)	Not applicable	Not applicable. Please see degree requirements.	Not applicable	Eligibility* for MATH-1060 or higher** with "C" or higher.
Other Core Courses/ Requirements (also see GPA below)	Complete the following ●BIO-1100 ●BIO-2330 (or 1430) ●IT-1010 (or CS-1020) ●MA-1020 ("C" grade or higher in each of the above.)	Complete the following: ●BIO-1050/105L ●MT-1100 ●MT-1240 ●PSY-1010 ("C" or higher in each of the above.)	Complete the following: ●MT-1240 ●MT-1270 (or any equivalent college-level anatomy and physiology courses) ●MT-1100 ("C" grade or higher in each of the above.)	●Typing speed of 25-30 wpm (a keyboarding course such as IT-1000 may be taken).
Time Limit on Core Courses (Prior to Application)	Not applicable	Seven years (see Notes below)	Seven years (see Notes below)	None
GPA	2.50 core courses 2.00 overall	2.50 core courses 2.50 overall	2.50 core course 2.50 overall	2.00 overall
Work Experience/ Volunteer	Not required	Not required	Not required	Not required
Number Accepted/Year	20/yr	25/yr for day classes and 25/yr for evening classes (combined total for degree and certificate)	25/yr for day classes and 25/yr for evening classes (combined total for degree and certificate)	20/yr
Notes/Other Information	<ul style="list-style-type: none"> <li>●Core courses may only be repeated once to improve a grade.</li> <li>●Upon acceptance into program and prior to clinical practice, student must submit evidence of good health.</li> <li>●A criminal background check may be required prior to admission to the program.</li> </ul>	<ul style="list-style-type: none"> <li>●All science and math courses must have been completed within seven years of application submission, and may only be repeated once to improve a grade.</li> <li>●Upon acceptance to the program and prior to matriculation, students must submit evidence of good health.</li> <li>●Accepted candidates will be required to attend a group observation session prior to matriculation.</li> <li>●Preliminary Educational Approval Certificate from State Medical Board MUST be submitted prior to acceptance.</li> <li>●A criminal background check may be required prior to admission to the program.</li> </ul>	<ul style="list-style-type: none"> <li>●Science courses must have been completed within the past seven years at time of application submission, and may only be repeated once to improve a grade.</li> <li>●Upon acceptance to the program and prior to matriculation, students must submit evidence of good health.</li> <li>●Accepted candidates MUST attend a group observation session prior to matriculation.</li> <li>●Preliminary Educational Approval Certificate from State Medical Board MUST be submitted prior to acceptance.</li> <li>●Official college transcripts must be submitted to the massotherapy program prior to admittance.</li> <li>●A criminal background check may be required prior to admission to the program.</li> </ul>	<ul style="list-style-type: none"> <li>●One year (two semesters) Medical Assisting Certificate of Proficiency available.</li> <li>●A criminal background check may be required prior to admission to the program.</li> </ul>

## Health Careers General Application Procedures

	Medical Assisting (Certificate of Proficiency) (M)	Medical Laboratory Technology (M)	Laboratory Phlebotomy (Short Term Certificate)	Nuclear Medicine (W)
Application Submission Date	Applications may be submitted while meeting requirements listed below.	Applications may be submitted while meeting requirements listed below.	Rolling admissions. Program starts January of each year.	Applications may be submitted after meeting all requirements listed below.
HS/GED Required	Yes	Yes	Yes	Yes
English Core Requirement (also see GPA below)	Eligibility* for ENG-1010◇ with "C" or higher	Complete ENG-1010◇ with "C" or higher.	Eligibility for ENG-1010.	Complete ENG-1010◇ with "C" or higher.
Mathematics Core Requirement** (also see GPA below)	Eligibility* for MATH-1060◇ or higher** with "C" or higher.	Complete MATH-1141 (or 1140) ◇ or higher** with "C" or higher.	Eligibility for MATH-0960.	Complete MATH-1200 ◇ or higher with "C" or higher.**
Other Core Courses/ Requirements (also see GPA below)	● Typing speed of 25-30 wpm (a keyboarding course such as IT-1000 may be taken).	Complete the following: ● BIO-1100◇ AND ● Eligibility to enroll in CHEM-1300 by sufficient score on chemistry proficiency test or successful completion of CHEM-1010 and CHEM-1020.	Complete the following: ● MA-1010 OR MA-1020 ● BIO-1050, lecture only	Complete the following: ● BIO-1221◇ ● MA-1020◇ ● CHEM-1010◇ ("C" grade or higher in each of the above.)
Time Limit on Core Courses (Prior to Application)	None	Seven years (see Notes below)	Seven years (see Notes below)	All math and science courses must have been completed within the past seven years at the time the application is submitted. Math and science courses completed over seven years prior to the date of application to the Nuclear Medicine program cannot be used to meet admission requirements.
GPA	2.00 overall	2.50 core courses 2.50 overall	2.50 core courses	2.50 core courses 2.00 overall
Work Experience/ Volunteer	Not required	Not required	Not required	An applicant must show evidence of completion of a four hour observation during where the candidate will "shadow" a Nuclear Medicine technologist in their work environment prior to admission into the program.
Number Accepted/Year	20/yr	20/yr		Approximately 15-18 students - varies depending on space available at clinical facilities.
Notes/Other Information	● Certificate of Proficiency is first year of AAS in Medical Assisting. ● A criminal background check may be required prior to admission to the program.	● All science and math courses must have been completed within seven years of application submission, and may only be repeated once to improve a grade. Applicants with bachelor's or higher degree in sciences may have seven year limit on science and math courses waived (contact program manager). ● A criminal background check may be required prior to admission to the program.	● All science and math courses must have been completed within seven years of application submission, and may only be repeated once to improve a grade. Applicants with bachelor's or higher degree in sciences may have seven year limit on science and math courses waived (contact program manager). ● A criminal background check may be required prior to admission to the program.	● Evidence of current certification in the Basic Life Support (CPR) Course for Health Care Providers (adult, child & infant) according to the American Heart Association standards or equivalency will be required prior to receiving <u>clinical</u> assignment. ● Candidates will be required to present evidence of good health verified by a physical examination prior to being granted permission to enter <u>clinical</u> training. Please refer to Health Requirements for Western Campus Health Career Students. ● Prior to clinical placement, successful completion of DMS-1340 and 1350 Patient Care and Lab or equivalent course work. ● A criminal background check may be required prior to admission to the program.

## Appendix I: General Application Procedures

### Health Careers General Application Procedures

	Occupational Therapy Assistant Technology (M)	Optical Technology (M)	Optical Technology (Certificate of Proficiency) (M)	Pharmacy Technology (E)	Pharmacy Technician (Certificate of Proficiency) (E)
Application Submission Date	Applications may be submitted after meeting requirements listed below	Applications may be submitted after meeting requirements listed below.	Applications may be submitted after meeting requirements listed below.	Applications may be submitted after meeting requirements listed below.	Applications may be submitted after meeting requirements listed below.
HS/GED Required	Yes	Yes	Yes	Yes	Yes
English Core Requirement (also see GPA below)	Complete ENG-1010 ✦ with "C" or higher.	Eligibility* for ENG-1010 ✦ with "C" or higher.	Not applicable	Complete ENG-1010 ✦ with "C" or higher.	Complete ENG-1010 ✦ with "C" or higher.
Mathematics Core Requirement** (also see GPA below)	Not applicable	Eligibility* for MATH-1060 ✦ or higher with "C" or higher**.	Not applicable	Eligibility for MATH-1141 (or completion of MATH-0960 or MATH-0980 with a "C" or higher.)	Eligibility* for 1141 ✦ (or completion of MATH-0960 or MATH-0980 with a "C" or higher.)
Other Core Courses/ Requirements (also see GPA below)	Complete the following: ●BIO-1100 ✦ ●BIO-2330 (or 1430) ✦	Not applicable	Not applicable	Complete BIO-1100 ✦ with "C" or higher.	Complete BIO-1100 ✦ with "C" or higher.
Time Limit on Core Courses (Prior to Application)	Seven years (see Notes below)	Not applicable	Not applicable	Seven years (see Notes below)	Seven years (see Notes below)
GPA	2.50 core courses 2.50 overall	2.00 overall	Not applicable	2.00 core courses 2.00 overall	2.00 core courses 2.00 overall
Work Experience/ Volunteer	●25 hours of documented volunteer experience under supervision of an occupational therapist or occupational therapist assistant <b>or</b> Completion of OTAT-1300 Occupational Therapy Principles course.	Not required	Not required	Not required	Not required
Number Accepted/Year	24/yr	20/yr	25/yr	Varies	Varies
Notes/Other Information	●All science courses must have been completed within seven years of application submission, and may only be repeated once to improve a grade. ●English, math and science courses may be repeated only one time to earn a grade of "C". ●A criminal background check may be required prior to admission to the program.	●Certificate available		●Science and math courses must have been completed within the past seven years at the time of admission to the program, and may be repeated only once to improve a grade. ●Interview with program manager encouraged. ●A criminal background check may be required prior to admission to the program.	●Science and math courses must have been completed within the past seven years at the time of admission to the program, and may be repeated only once to improve a grade. ●Interview with program manager encouraged. ●A criminal background check may be required prior to admission to the program.

## Health Careers General Application Procedures

	Physical Therapist Assisting Technology (M)	Physician Assistant (W)
Application Submission Date	Applications may be submitted after meeting requirements listed below.	Applications may be submitted after meeting requirements listed below.
HS/GED Required	Yes	Not required
English Core Requirement (also see GPA below)	Complete ENG-1010 ✦ with "C" or higher.	Complete ENG-1010 ✦ (or equivalent transfer course)
Mathematics Core Requirement** (also see GPA below)	Eligibility* for MATH-1200	Complete MATH-1141 ✦ or higher (or equivalent transfer course)**
Other Core Courses/Requirements (also see GPA below)	Complete the following: ●BIO-2330 (or 1430) ✦ ●MA-1020 ✦ ("C" grade or higher in each of the above.)	Complete the following: ●BIO-1100 ✦ ●BIO-2330 (or 1430) ✦ and (or equivalent transfer course) ●BIO-2340 (or 1440) ✦ (or equivalent transfer course)
Time Limit on Core Courses (Prior to Application)	Ten years (see Notes below)	Seven years (except for English) (see Notes below)
GPA	3.00 core courses 2.70 overall	●Minimum 3.00 for English, Math and BIO-1100. ●Minimum 3.00 calculated for BIO-2330 and 2340. Each of these courses may be repeated only once to improve a grade below "C". ●2.70 overall (in program required courses). ●A <u>minimum</u> grade of "C" must be earned in each course (i.e. a "D" in one of these courses will not be accepted.)
Work Experience/Volunteer	●40 hours volunteer work in Physical Therapy department under supervision of licensed physical therapist or physical therapist assistant. Volunteer hours must be documented.	●Verification of having completed an accredited*** post-secondary health career education program (minimum of 12 months in duration); OR an associate or higher degree in any field; OR medical training in the U.S. Military will be accepted in lieu of an accredited health career education program; AND verification of minimum of two years full-time (or 4,000 hours) recent (within last seven years) health care experience related to patient care. Does not include clinical experience time obtained as part of an educational or training program or volunteer experience. ●Verification of completion of 6-8 hour observation during which the candidate will "shadow" an NCCPA certified Physician Assistant or Surgical Physician Assistant in their work environment.
Number Accepted/Year	24/yr	26/yr
Notes/Other Information	●All science and math courses must have been completed within the past 10 years. ●Core courses may only be repeated once to improve a grade. ●BIO-2330 requires prerequisite course BIO-1100, which is required for the AAS degree in Physical Therapy Assisting. ●A criminal background check may be required prior to admission to the program.	●Science and math courses must have been completed within the past seven years of application submission. If a prior math course is over seven years old, contact Program Manager for other option. ●Upon acceptance to the program and prior to matriculation, students must submit evidence of good health, and the ability to undertake the defined technical standards of the program. A copy of the <u>Technical Standards for the PA Program</u> is available "on reserve" in each of the Tri-C Campus libraries, and is also available upon request by calling the PA Program Assistant at 216-987-5266. ●Accepted candidates will be required to attend a group orientation session prior to matriculation. ●Each student will be required to take a medical terminology departmental proficiency test which will be given at the new student group orientation session after acceptance into the program. ●A criminal background check may be required prior to admission to the program.



## Appendix I: General Application Procedures

### Health Careers General Application Procedures

	Polysomnography (Sleep Disorders) (Certificate of Proficiency) (W)	Radiography  (W)	Respiratory Care  (W)	Sterile Processing and Distribution Technology (Certificate of Proficiency) (M)
Application Submission Date	Applications may be submitted after meeting all requirements listed below.	Applications may be submitted after meeting all requirements listed below.	Applications may be submitted after meeting all requirements listed below.	Applications may be submitted while meeting requirements listed below.
HS/GED Required	Yes	Yes	Yes	Yes
English Core Requirement (also see GPA below)	Not applicable	Complete ENG-1010 ⇄ with "C" or higher.	Complete ENG-1010 ⇄ with "C" or higher.	Eligibility for ENG-1010.
Mathematics Core Requirement** (also see GPA below)	Not applicable	Complete MATH-1141 (or 1140) ⇄ or higher with "C" or higher**.	Complete MATH-1141 ⇄ or higher with "C" or higher**.	Complete MATH-0950 with "C" or higher**.
Other Core Courses/ Requirements (also see GPA below)	Complete the following: ● BIO-1100 ⇄ or CHEM-1010 and 1020 ⇄ ● BIO-2330 (or BIO-1430) ⇄ ("C" or higher in each of the above.)	Complete the following: ● BIO-1221 ● MA-1020 ⇄ ● PSY-1010 ⇄ ("C" grade or higher in each of the above.)	Complete the following: ● BIO-1100 ⇄ or CHEM-1010 and 1020 ⇄ ● BIO-2330 (or BIO-1430) ⇄ ("C" grade or higher in each of the above.)	Complete MA-1010 ⇄ or MATH-1020 ⇄ with "C" or higher.
Time Limit on Core Courses (Prior to Application)	Not applicable	Not applicable	Not applicable	Seven years (see Notes below)
GPA	2.00 core courses 2.00 overall	2.50 core courses 2.00 overall	2.00 core courses 2.00 overall	2.00 core courses 2.00 overall
Work Experience/ Volunteer	Observation visits required (see details in application packet)	Not required	Observation visit required (see details in application packet)	Not required
Number Accepted/Year	15/yr	40-50/yr (2 classes – Fall & Spring start)	25/yr	15/yr
Notes/Other Information	<ul style="list-style-type: none"> <li>● Core courses may be repeated only once to improve a grade below "C".</li> <li>● Accepted applicants must attend a group information session prior to Summer session.</li> <li>● Contact David Lucas, program manager, at (216) 987-5267 for information or application packet.</li> <li>● A criminal background check may be required prior to admission to the program.</li> </ul>	<ul style="list-style-type: none"> <li>● Core courses may be repeated only once to improve a grade below "C".</li> <li>● Verify current Basic Life Support course for Health Care Providers (Course C) according to Amer. Heart Assn. standards or equivalent prior to receiving clinical assignment – submit photocopy of both sides of CPR card.</li> <li>● Submit evidence of good health and appropriate immunizations prior to first clinical assignment. Students will be dropped from program if significant limiting health conditions are present to prevent student from performing normal functions of a radiography student and/or constitute a hazard to health or safety of patients.</li> <li>● A criminal background check may be required prior to admission to the program.</li> </ul>	<ul style="list-style-type: none"> <li>● Core courses may be repeated only once to improve a grade below "C".</li> <li>● Accepted applicants must attend a group information session prior to Fall Semester.</li> <li>● Polysomnography (Sleep Disorders) One-Year Certificate is available. Contact David Lucas, program manager, at (216) 987-5267 for information or application packet.</li> <li>● A criminal background check may be required prior to admission to the program.</li> </ul>	<ul style="list-style-type: none"> <li>● All science and math courses must have been completed within seven years of admission to program, and may only be repeated once to improve a grade.</li> <li>● A criminal background check may be required prior to admission to the program.</li> </ul>

## Health Careers General Application Procedures

	Surgical Technology (M)	Veterinary Technology (W)
Application Submission Date	Applications may be submitted after meeting all requirements listed below.	Applications may be submitted after meeting all requirements listed below.
HS/GED Required	Yes	Yes
English Core Requirement (also see GPA below)	Eligibility for ENG-1010 ⇨	Complete ENG-1010 or higher with a "C" or higher.
Mathematics Core Requirement** (also see GPA below)	Complete MATH-1141 ⇨ or higher with "C" or higher.**	Complete MATH-1141 ⇨ or higher with "C" or higher.**
Other Core Courses/ Requirements (also see GPA below)	Complete the following: ●MA-1020 ⇨ ●BIO-1100 ⇨ ●BIO-2330 (or 1430) ⇨ ("C" grade or higher in each of the above.)	Complete BIO-1100 ⇨ with "C" or higher.
Time Limit on Core Courses (Prior to Application)	Seven years (see Notes below)	Not applicable
GPA	2.00 core courses 2.00 overall	2.50 core courses 2.00 overall (in program required courses)
Work Experience/ Volunteer	Not required	Verification of 10 hours of recent (within one year of application) observation or employment in a veterinary facility".
Number Accepted/Year	20/yr Contingent upon available clinical sites	25/yr
Notes/Other Information	<ul style="list-style-type: none"> <li>●All science and math courses must have been completed within the past seven years, and may only be repeated once to improve a grade.</li> <li>●Upon acceptance to the program and prior to enrollment, students must submit evidence of personal health care insurance coverage and evidence of good health.</li> <li>●Current certification in CPR required.</li> <li>●Accepted candidates will be required to attend a student group orientation session after acceptance into the program.</li> <li>●A criminal background check may be required prior to admission to the program.</li> </ul>	<ul style="list-style-type: none"> <li>●Core courses may be repeated only once to improve a grade below "C".</li> <li>●Upon acceptance to the program and prior to matriculation, the applicant will be required to fulfill the health requirements of the veterinary technology program.</li> <li>●Accepted candidates will be required to attend a group information session (information indicated in acceptance letter).</li> </ul>

\*Where the chart indicates "eligibility" for a particular course, eligibility may be demonstrated by any of the following:

- a. Completion of Tri-C's assessment with a score appropriate for placement into the specific course listed on the chart; OR
- b. Completion of the prerequisite for the course listed on the chart with a grade of "C" or higher (including equivalent courses transferred in from another college or university); OR
- c. Completion of the course listed on the chart with a grade of "C" or higher (including equivalent courses transferred in from another college or university).

⇨Or prior completion of equivalent quarter course (where applicable). Contact Program Manager/Coordinator or campus division office regarding eligible quarter courses.

\*\*MATH-1800/1820 and 2800/2820 will not meet this requirement. For students admitted to begin this program prior to Fall 2004, MATH-1140, Applied Algebra, will meet the new math degree requirement for admission to this program. MATH-1140 will also meet the College's math requirement for graduation through Summer 2006. STUDENTS ADMITTED TO BEGIN THIS PROGRAM FALL 2004 AND AFTER MUST COMPLETE MATH-1141, APPLIED ALGEBRA AND MATHEMATICAL REASONING, OR HIGHER.