

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

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	Program Application/ Information Form	High School Graduate or GED Equivalency	English Requirement	Mathematics Requirement	Other Courses/ Requirements	Notes/Other Information
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
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 - Pile Driving [Apprenticeship Program]	Contact (216) 391-2828	Not applicable	Not applicable	Not applicable	Not applicable	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"> ●Dealership sponsor required for ASEP program. ●ASEP student handbooks contain educational and worksite requirements for continuation in program. 	<ul style="list-style-type: none"> ●ASEP students also need to complete AUTO-2940 and AUTO-2950. ●Enrollment in individual courses for students who are not degree majors permitted.

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	Program Application/ Information Form	High School Graduate or GED Equivalency	English Requirement	Mathematics Requirement	Other Courses/ Requirements	Notes/Other Information
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	
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: ●CNST-1280✧ ●IT-1010✧	
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)	Required - complete application after completing ECED-1010 See "Notes" for Pre-K specifics.	Required	Eligibility* for ENG-1010	Complete placement test	Complete ●ECED-1010 ●ECED-1300 ●ENG-1010 ("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.

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	Program Application/ Information Form	High School Graduate or GED Equivalency	English Requirement	Mathematics Requirement	Other Courses/ Requirements	Notes/ Other Information
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	<ul style="list-style-type: none"> ● 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)		<ul style="list-style-type: none"> ● 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. 	<ul style="list-style-type: none"> ● 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)
Electrical/ Electronic Engineering Technology (4 programs) (M)	Not applicable	Required	Eligibility for ENG-1010◊	Eligibility for MATH-1160◊	Not applicable	Concentrations available: <ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> ● 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	<ul style="list-style-type: none"> ● Interview with Program Manager strongly recommended. ● Post-Degree Certificate also available. Students must have completed an Associate's degree or higher in any area to be admitted to the post-degree certificate program.

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	Program Application/ Information Form	High School Graduate or GED Equivalency	English Requirement	Mathematics Requirement	Other Courses/ Requirements	Notes/Other Information
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**	<ul style="list-style-type: none"> ●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: <ul style="list-style-type: none"> ●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*	<ul style="list-style-type: none"> ●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: <ul style="list-style-type: none"> ●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: <ul style="list-style-type: none"> ●HS-1300 ●HS-1850 ("C" grade or higher in each of the above). 	Must maintain a 2.00 GPA in all HS courses. <ul style="list-style-type: none"> ●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.
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"> ●Certificate available in Information Application Specialist ●Non-degree students may enroll for individual courses, providing they meet the course-specific prerequisites. ●Skills acquired prepare students to take industry certification.

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	Program Application/ Information Form	High School Graduate or GED Equivalency	English Requirement	Mathematics Requirement	Other Courses/ Requirements	Notes/Other Information
Integrated Systems Engineering Technology (M)	Not applicable	Required	Eligibility for ENG-1010 ⇨	Eligibility* for MATH-0950 ⇨ or higher**	Not applicable	Options available: ● Integrated Systems Maintenance ● Environmental Systems Maintenance
Law Enforcement (Basic Police Academy) (UTC)	Required - contact Police Academy Office at the Unified Technologies Center	Required	Not applicable	Not applicable	Not applicable	● Current valid driver's license. ● Must be at least 21 years of age at completion of academy. ● No felony convictions (misdemeanor convictions will be reviewed by Academy commander).
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	● Assessment of computer skills. ● Current R.N. license; equivalent of two years clinical work experience. ● Assessment of reading, thinking, and writing skills.	● 2.50 GPA ● Fall, Spring and Summer admission
Manufacturing/ Industrial Technology (M)	Required	Required	Complete ENG-1010 ⇨	Complete MATH-1160 ⇨	Complete the following: ● MET-1100 ⇨ ● MIT-1100 ⇨ ● MIT-1200 ⇨ ● MIT-1250 ⇨	Certificate programs available in: ● Computer-Aided Manufacturing (CAM) ● Machine Tools
Manufacturing/ Industrial Technology - (Drafting) (M-W) (some courses available at one campus only)	Required	Required	Complete ENG-1010 ⇨	Complete MATH-1160 ⇨	Complete the following: ● MET-1100 ⇨ ● MIT-1100 ⇨ ● MIT-1200 ⇨ ● MIT-1250 ⇨	Certificate program available in: ● Computer-Aided Drafting (CAD)
Mechanical Engineering Technology (M)	Required	Required	Complete ENG-1010 ⇨	Complete MATH-1160 ⇨	Complete the following: ● MET-1100 ⇨ ● MIT-1200 ⇨ ● MIT-1250 ⇨	
Media Arts and Studies (M-W)	Not Required	Required	Eligibility* for ENG-1010	Not applicable	Not applicable	● For additional program information, call (216) 987-4140. ● Non-degree students may enroll in individual courses if they meet prerequisites.
Paralegal Studies (W)	Required	Required	ENG- 1010 ⇨	Not applicable	Complete the following: ● PL-1000 ⇨ with "B" or higher. ● Personal narrative. ● Assessment of college-level writing skills. ● Assessment of critical thinking skills.	● 2.50 GPA ● Submit all college/ university transcripts

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	Program Application/ Information Form	High School Graduate or GED Equivalency	English Requirement	Mathematics Requirement	Other Courses/ Requirements	Notes/Other Information
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 ●PL-1000 with "B" or higher. ●Personal narrative. ●Assessment of college-level writing skills. ●Assessment of thinking/ reading skills. ●Assessment of computer skills.	●2.50 GPA ●Fall, Spring and Summer admission
Plant Science and Landscape Technology (2 programs) (E)	Not required	Not required, but highly recommended	Eligibility for ENG-1010 recommended	Complete placement test	None	●Submit all college transcripts. ●Certificate available in Landscape Technician. ●Garden Center Operations Concentration available.
Plant Science and Landscape Technology - Design Build (E)	Not required	Not required, but highly recommended	Eligibility for ENG-1010 recommended	Complete placement test	None	●Submit all college transcripts.
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.

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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	<ul style="list-style-type: none"> ●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 Video and Digital Filmmaking (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	<ul style="list-style-type: none"> ●Contact Program Coordinator for additional information ●Non-degree students may enroll in individual courses if they meet prerequisites.
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	<ul style="list-style-type: none"> ●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	<ul style="list-style-type: none"> ●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	<ul style="list-style-type: none"> ●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	<ul style="list-style-type: none"> ●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	<ul style="list-style-type: none"> ●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	<ul style="list-style-type: none"> ●Complete VCPH 1050 with grade of "B" or higher. ●Submission of a portfolio. 	<ul style="list-style-type: none"> ●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. Applicants may call the Division of Nursing Education at the Metropolitan Campus (216) 987-4067 to request a review by the Program Manager. Potential applicants will receive written notification regarding eligibility for the program.
7. A background check (finger printing and court search) must be completed no sooner than 16 weeks prior to the start of your program and no later than 8 weeks prior to the start of your program. Go to www.tri-c.edu/nursing for additional information.

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.**

Required Criminal Background check (BCI): All students enrolled in Health Career and Nursing programs requiring off campus clinical experiences are required to complete a background check that includes fingerprinting and a court search. Students returning to a Health Career program after one year of absence will need to complete another BCI. Students with a BCI record are not guaranteed acceptance into a clinical site, acceptance by their professional licensure/registration board, or employment in a health career field. *Due to the increased rise in patient identity theft, students with a convicted felony for forgery will not be accepted into a health career program.* Log onto <http://www.tri-c.edu/hc/docs/background.htm> for further information. Reports from the background checks will be sent to the Dean of Nursing. Please be assured that this information will be kept confidential.

- *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 an Academic Counselor regarding eligible quarter courses.
 **MATH-1800-1819/1820 and 2800-2819/2820 will not meet this requirement.
Effective January 2008, students applying to the Nursing program must have completed MATH-1200. Students who apply to the Nursing program prior to January 2008 may use MATH-1141 to meet this requirement.

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.

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Nursing, General Application Procedures

	Nursing (M)	Nursing – Accelerated Track (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.
HS/GED Required	Required	Submit all official college transcripts verifying bachelor's degree to Office of Admissions and Records***.
English Core Requirement (also see GPA below)	Complete ENG-1010◊ with "C" or higher.	Complete ENG-1010◊ with "C" or higher
Mathematics Core Requirement** (also see GPA below)	Complete MATH-1200 ◊ or higher with "C" or higher**.	Complete MATH-1200 ◊ or higher with "C" or higher**.
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.)
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.
GPA	2.00 core courses 2.50 overall	2.00 core courses 2.50 overall
Work Experience/ Volunteer	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.
Notes/Other Information	<ul style="list-style-type: none"> ● 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. ● Only one of the four core courses may be repeated once if first grade is "D"/"F" within past seven years. ● 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. ● LPNs may apply for ACCESS in Nursing (see department for details). ● Once beginning the nursing course sequence, all nursing courses must be completed in four years. ● CHEM-1010 and CHEM-1020 will be accepted in place of BIO-1100. Recommended for students planning to transfer to a BSN program. ● Transfer students must meet all admission and progression requirements. ● Criminal background check required (see page 361) 	<ul style="list-style-type: none"> ●*** Official transcript(s) should be received in Admissions & Records at least <i>six to eight weeks prior to contacting</i> the Nursing department. ● Pre-admission test not required. ● Only one of the following core courses: ENG-1010, PSY-1010, MATH-1200, BIO-1100 may be repeated once if first grade is "D"/"F" within past seven years. ● 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. ● Once beginning the nursing course sequence, all nursing courses must be completed in 2.5 years. ● CHEM-1010 and CHEM-1020 will be accepted in place of BIO-1100. Recommended for students planning to transfer to a BSN program. ● Transfer students must meet all admission and progression requirements. ● Criminal background check required (see page 361)

Nursing, General Application Procedures

	Practical Nursing (Certificate of Proficiency) (M)
Application Submission Date	Applications may be submitted after meeting requirements listed below.
HS/GED Required	Required
English Core Requirement (also see GPA below)	Eligibility* for ENG-1010
Mathematics Core Requirement** (also see GPA below)	Eligibility* for MATH-1141
Other Core Courses/ Requirements (also see GPA below)	Not applicable
Time Limit on Core Courses (Prior to Application)	Seven years (see Notes below)
GPA	2.00 overall
Work Experience/ Volunteer	Not required
Number Accepted/Year	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"> ●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. ●BIO-1100 [CHEM-1010 <u>and</u> 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 <u>once</u> to improve a grade of less than "C". ●Once Practical Nursing courses have begun, all other classes must be taken in program sequence. ●A grade of "C" or higher required for ENG-1010, MATH-1141, BIO-1100, BIO-2330, PSY-1010 and PSY-2020. ●ACCESS in Nursing available for graduates of this Certificate program. ●Criminal background check required (see page 361)

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.

▼**Required Criminal Background check (BCI):** All students enrolled in Health Career and Nursing programs requiring off campus clinical experiences are required to complete a background check that includes fingerprinting and a court search. Students returning to a Health Career program after one year of absence will need to complete another BCI. Students with a BCI record are not guaranteed acceptance into a clinical site, acceptance by their professional licensure/registration board, or employment in a health career field. *Due to the increased rise in patient identity theft, students with a convicted felony for forgery will not be accepted into a health career program.* Log onto <http://www.tri-c.edu/hc/docs/background.htm> for further information. Reports from the background checks will be sent to the Associate Dean of Health Careers. Please be assured that this information will be kept confidential.

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. MATH-1140 does not meet the admission requirement for this program. STUDENTS MUST COMPLETE A MINIMUM OF # SEMESTER CREDITS IN MATH-1141 APPLIED ALGEBRA AND MATHEMATICAL REASONING OR HIGHER.

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)
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.
HS/GED Required	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 (check with program manager for part-time option)	Completed ENG-1010 (or 101) ◇ with "C" or higher.
Mathematics Core Requirement** (also see GPA below)	Complete Tri-C placement test.			Eligibility for MATH-1141
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)
Time Limit on Core Courses (Prior to Application)	Not applicable		Not applicable	Five years on sciences (see Notes below)
GPA	No minimum		No minimum	3.0 core courses 2.5 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 setting or current background check.	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.
Number Accepted/Year	15/yr		15/yr	26/yr
Notes/Other Information	●Interview with department staff member required. □ Criminal background check required (see page 364).	● Criminal background check required (see page 364) - Dental Assisting Short Term Certificate	●See program manager if unable to meet observation or work requirement. ● Criminal background check required (see page 364).	●All science courses must have been completed within five years of admission to program. ●Non-native English speaking applicants: Non-native English applicants: TOEFL score of 525 or higher required, due to The Commission on Dental Accreditation and Cuyahoga Community College Dental Hygiene Program Competencies standards for written and verbal communication. (http://www.toefl.org) Arrangements and costs incurred for the TOEFL will be the responsibility of the student.

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	Diagnostic Medical Sonography (W)	Diagnostic Medical Sonography (Post-Degree Professional Certificate) (W)	Dietetic Technology (M)
Application Submission Date	Applications may be submitted after meeting all requirements listed below.	Required application may be submitted after meeting all requirements listed below.	Applications may be submitted after meeting all requirements listed below.
HS/GED Required	Yes	Submit all college transcripts verifying associate or bachelor's degree.	Yes
English Core Requirement (also see GPA below)	Complete ENG-1010 with "C" or higher.	Not applicable	Eligibility* for ENG-1010
Mathematics Core Requirement** (also see GPA below)	Complete MATH-1141 or higher with "C" or higher**.	Not applicable	Eligibility* for MATH-1141
Other Core Courses/ Requirements (also see GPA below)	Complete the following <ul style="list-style-type: none"> ● MA-1020 ● BIO-1221 (or 2330 and 2340) ● DMS-1070 ● DMS-1303 ● DMS-1351 ("C" grade or higher in each of the above)	<ul style="list-style-type: none"> ● DMS-1070 ● DMS-1303 	Not applicable
Time Limit on Core Courses (Prior to Application)	Not applicable	Not applicable	Seven year limit
GPA	3.0 core courses 2.5 overall	3.0 core courses 2.5 overall	2.0 core courses 2.0 overall
Work Experience/ Volunteer	Verification of having completed a 4-8 hour observation where the candidate "shadows" an ARDMS-credentialed sonographer in their work environment. See details in application packet.	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
Number Accepted/Year	45/yr	5-15/yr	20/yr
Notes/Other Information	<ul style="list-style-type: none"> ● Core courses may be repeated only once to improve a grade. ● After acceptance into program and prior to clinical assignment, applicant must submit evidence of good health by fulfilling health requirements of DMS program and verification of current CPR certification (American Heart Association BLS for Health Care Provider preferred). ● Criminal background check required (see page 364) ● Non-native English applicants: TOEFL score of 525 or higher required, due to DMS Program Technical Standards for written and verbal English communication skills (http://www.toefl.org). Arrangements and costs incurred for the TOEFL will be the responsibility of the student. 	<ul style="list-style-type: none"> ● 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. ● Criminal background check required (see page 364) ● Non-native English applicants: TOEFL score of 525 or higher required, due to DMS Program Technical Standards for written and verbal English communication skills (http://www.toefl.org). Arrangements and costs incurred for the TOEFL will be the responsibility of the student. 	<ul style="list-style-type: none"> ● General Nutrition certificate available. ● Dietary Manager certificate available. ● Criminal background check required (see page 364)

Health Careers General Application Procedures

	Electroneurodiagnostic Technology (W)	Emergency Medical Technology (M-E)	Emergency Medical Technology - Basic (Short Term Certificate) (M-E)
Application Submission Date	Applications may be submitted after meeting all requirements listed below.	●Applications to AAS degree submitted after meeting ENG & MATH requirements.	●Recommend at least two weeks before EMT-1301 EMT Basic class begins.
HS/GED Required	Yes	Yes	Recommended. Must be 18 years old or 17 years old and a high school senior to enroll in EMT-1301.
English Core Requirement (also see GPA below)	Complete ENG-1010 with "C" or higher	Complete ENG-1010 with "C" or higher	Eligibility for ENG-0990.
Mathematics Core Requirement** (also see GPA below)	Complete MATH-1141 or higher with "C" or higher	Complete 1060 or higher** with "C" or higher.	Eligibility for MATH-0950.
Other Core Courses/ Requirements (also see GPA below)	Complete the following: ●BIO-1100 or CHEM-1010 and 1020 ●BIO-2330 ("C" grade or higher in each of the above) ●It is recommended that BIO-2340 be completed prior to entering the program.	●Valid driver's license for degree program. ●EMT-Basic Ohio certification prior to first day of EMT-2330 Paramedic Theory I. ●Signed felon/ misdemeanor statement. ●EMT Basic certification and Program Manager approval for all courses, except EMT-1310 CPR and EMT-1400 Paramedic Success.	
Time Limit on Core Courses (Prior to Application)	Not applicable	Not applicable	Not applicable
GPA	2.00 core courses 2.00 overall	2.00 core courses 2.00 overall	2.00 certificate courses
Work Experience/ Volunteer	Clinical observation visit required (see details in application packet)	One year EMT-Basic experience preferred for entry into EMT-P.	Not applicable
Number Accepted/Year	16/yr	60/yr	215
Notes/Other Information	<ul style="list-style-type: none"> ●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 Program Manager at 216-987-5126. ●Core courses may be repeated only once to improve a grade below "C". ●Accepted applicants must attend a group information session prior to Fall semester. ●Criminal background check required (see page 364). 	<ul style="list-style-type: none"> ●EMT-Basic available at E-M-W; EMT-P available at E-M-W and offsite locations. ●Courses offered as listed in schedule book. Many are flexible; contact Program Manager for information. ●Must be 18 years of age or 17 years of age and high school senior for EMT-Basic. ●All EMT classes must be completed with "C" or higher. ●Clinical components of all classes must be completed within one year. ●Criminal background check required (see page 364). ● Admission to the program may be denied or revoked for failure to comply with program policies and procedure or Ohio Revised/ Administrative Code 4765. 	<ul style="list-style-type: none"> ●EMT-Basic available at E-M-W. ●All EMT classes must be completed with "C" or higher. ●Must be 18 years of age or 17 years of age and high school senior for EMT-1301 EMT-Basic. □ Criminal background check required (see page 364). ●Admission to the program may be denied or revoked for failure to comply with program policies and procedure of Ohio Revised / Administrative Code 4765.

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	Emergency Medical Technology - Paramedic (Short Term Certificate) (M-E)	Health Information Management (M)	Health Unit Coordinator (Short Term Certificate)
Application Submission Date	Passed National Registry EMT Basic examination. Recommend two weeks before EMT-2330 Paramedic Theory I class. EMT-1400 or BIO-2330 and BIO-2340 prerequisite for EMT-P course (EMT-2330).	Applications may be submitted after meeting requirements listed below.	Submit an application to the Health Careers Enrollment Center. A typing test is required with applicants required to type a minimum net speed of 40 wpm.
HS/GED Required	Recommended.	Yes	Required.
English Core Requirement (also see GPA below)	Eligibility for ENG-1010.	Complete ENG-1010 with "C" or higher.	Eligibility for ENG-1010.
Mathematics Core Requirement** (also see GPA below)	Eligibility for MATH-0980.	Not applicable	
Other Core Courses/ Requirements (also see GPA below)	EMT-Basic Ohio Certification prior to first day of EMT-2330. Signed felon-misdemeanor statement.	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.)	Students who do not score 40 wpm or higher on the typing test will be required to take and pass the IT-1000 Keyboarding class prior to admission to the program.
Time Limit on Core Courses (Prior to Application)	Not applicable	Not applicable	Two years
GPA	2.00 certificate courses	2.50 core courses 2.00 overall	2.0
Work Experience/ Volunteer	One year EMT-Basic experience recommended for entry into EMT-P.	Not required	
Number Accepted/Year		20/yr	
Notes/Other Information	<ul style="list-style-type: none"> ●EMT-P available at E-M-W and off-site locations. ●All EMT classes must be completed with "C" or higher. ●Criminal background check required (see page 364). ●Admission to the program may be denied or revoked for failure to comply with program policies and procedure of Ohio Revised / Administrative Code 4765. 	<ul style="list-style-type: none"> ●Core courses may only be repeated once to improve a grade. ●Upon acceptance into program and prior to clinical practice, student must submit evidence of good health. ●Criminal background check required (see page 364). 	It is recommended that EMT-1400 be taken prior to beginning the Health Unit Coordinating program.

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	Massotherapy [2 Programs] (E)	Massotherapy (Post-Degree Professional Certificate) (E)	Medical Billing Specialist
Application Submission Date	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.	Complete a program application form and submit it to the Health Careers Enrollment Center prior to starting the program.
HS/GED Required	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.	Required
English Core Requirement (also see GPA below)	Complete ENG-1010 with "C" or higher.	Associate or bachelor's degree required.	Eligibility for ENG-1010.
Mathematics Core Requirement** (also see GPA below)	Not applicable. Please see degree requirements.	Not applicable	Eligibility for MATH-1060
Other Core Courses/ Requirements (also see GPA below)	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	Not applicable
Time Limit on Core Courses (Prior to Application)	Seven years (see Notes below)	Seven years (see Notes below)	Five years on MA-1010 and MA-1020 if not using Medical Terminology in current work environment.
GPA	2.50 core courses 2.50 overall	2.50 core course 2.50 overall	
Work Experience/ Volunteer	Not required	Not required	Not required
Number Accepted/Year	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/year
Notes/Other Information	<ul style="list-style-type: none"> ●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. ● Core course may only be repeated once to improve a grade. ● Interview with program manager encouraged. ●Upon acceptance to the program and prior to matriculation, students must submit evidence of good health. ●Preliminary Educational Approval Certificate from State Medical Board MUST be submitted prior to acceptance. ●A criminal background check may be required prior to admission to the program. 	<ul style="list-style-type: none"> ●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. ●Core courses may only be repeated once to improve a grade. ● Interview with program manager encouraged. ●Upon acceptance to the program and prior to matriculation, students must submit evidence of good health. ●Preliminary Educational Approval Certificate from State Medical Board MUST be submitted prior to acceptance. ●Official college transcripts must be submitted to the massotherapy program prior to admittance. ●A criminal background check may be required prior to admission to the program. 	Students must pass all courses with a grade of "C" or higher in all required courses.

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	Medical Assisting (M)	Medical Assisting (Certificate of Proficiency) (M)	Medical Coding Specialist	Medical Laboratory Technology (M)	Laboratory Phlebotomy (Short Term Certificate)
Application Submission Date	Applications may be submitted while meeting requirements listed below	Applications may be submitted while meeting requirements listed below.	Application to the program must be submitted to the Health Careers Enrollment Center.	Applications may be submitted while meeting requirements listed below.	Rolling admissions. Program starts January of each year.
HS/GED Required	Yes	Yes	Yes	Yes	Yes
English Core Requirement (also see GPA below)	Eligibility* for ENG-1010◇ with "C" or higher	Eligibility* for ENG-1010◇ with "C" or higher	Eligibility for ENG-1010	Complete ENG-1010◇ with "C" or higher.	Eligibility for ENG-1010.
Mathematics Core Requirement** (also see GPA below)	Eligibility* for MATH-1060◇ or higher** with "C" or higher.	Eligibility* for MATH-1060◇ or higher** with "C" or higher.	Eligibility for MATH-1060	Complete MATH-1141 (or 1140) ◇ or higher** with "C" or higher.	Eligibility for MATH-0960.
Other Core Courses/ Requirements (also see GPA below)	●Typing speed of 25-30 wpm (a keyboarding course such as IT-1000 may be taken).	●Typing speed of 25-30 wpm (a keyboarding course such as IT-1000 may be taken).	Not applicable	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
Time Limit on Core Courses (Prior to Application)	None	None	Ten years on all Biology courses. Three years for Medial Terminology and Coding courses	Seven years (see Notes below)	Seven years (see Notes below)
GPA	2.00 overall	2.00 overall	2.50 core courses	2.50 core courses 2.50 overall	2.50 core courses
Work Experience/ Volunteer	Not required	Not required	Not required.	Not required	Not required
Number Accepted/Year	20/yr	20/yr	15	20/yr	
Notes/Other Information	●One year (two semesters) Medical Assisting Certificate of Proficiency available. ●Criminal background check required (see page 364)	●Certificate of Proficiency is first year of AAS in Medical Assisting. ●Criminal background check required (see page 364).	Students must have a GPA of 2.5 or higher to be accepted in to the Medical Coding Specialist program. Students must receive a minimum grade point average of "C" or better (2.0) in order to be eligible for the certificate of proficiency.	●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). ●Criminal background check required (see page 364).	●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). ●Criminal background check required (see page 364)

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	Nuclear Medicine (W)	Occupational Therapy Assistant Technology (M)	Ophthalmic Medical Assisting
Application Submission Date	Applications may be submitted after meeting all requirements listed below.	Applications may be submitted after meeting requirements listed below.	Application may be submitted after meeting requirements listed below.
HS/GED Required	Yes	Yes	Yes
English Core Requirement (also see GPA below)	Eligibility for ENG-1010	Complete ENG-1010 with "C" or higher.	Eligibility for ENG-1010.
Mathematics Core Requirement** (also see GPA below)	Complete MATH-1200 with "C" or higher.**	Not applicable	Not applicable
Other Core Courses/ Requirements (also see GPA below)	Complete the following: ●BIO-1221 ●MA-1020 ●CHEM-1010 or 1 year of High School Chemistry and appropriate score (25 or higher) on the California Chemistry Diagnostic Assessment Test ("C" grade or higher in each of the above.)	Complete the following: ●BIO-1100 ●BIO-2330 (or 1430)	Not applicable
Time Limit on Core Courses (Prior to Application)	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.	Seven years (see Notes below)	
GPA	2.30 core courses 2.00 overall	2.50 core courses 2.50 overall	2.00
Work Experience/ Volunteer	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.	●25 hours of documented volunteer experience under supervision of an occupational therapist or occupational therapist assistant or Completion of OTAT-1300 Occupational Therapy Principles course.	
Number Accepted/Year	Approximately 15-18 students - varies depending on space available at clinical facilities.	24/yr	14
Notes/Other Information	<ul style="list-style-type: none"> ●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. ●Criminal background check required (see page 364). 	<ul style="list-style-type: none"> ●All science courses must have been completed within seven years of application submission, and may only be repeated once to improve a grade. ●English and science courses may be repeated only one time to earn a grade of "C". ●Criminal background check required (see page 364). 	<ul style="list-style-type: none"> ●Criminal background check required (see page 364).

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	Optical Technology (M)	Optical Technology (Certificate of Proficiency) (M)	Pharmacy Technology (E)	Pharmacy Technician (Certificate of Proficiency) (E)	Physical Therapist Assisting Technology (M)
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)	Eligibility* for ENG-1010 ⇄ with "C" or higher.	Not applicable	Complete ENG-1010 ⇄ with "C" or higher.	Complete ENG-1010 ⇄ with "C" or higher or have earned credit in a higher level English course (minimum grade of C).	Complete ENG-1010 ⇄ with "C" or higher.
Mathematics Core Requirement** (also see GPA below)	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.)	Eligibility* for MATH-1200
Other Core Courses/ Requirements (also see GPA below)	Not applicable	Not applicable	Complete BIO-1100 ⇄ with "C" or higher.	Complete BIO-1100 ⇄ with "C" or higher. May substitute CHEM-1010 and CHEM-1020.	Complete the following: ●BIO-2330 (or 1430) ⇄ ●MA-1020 ⇄ ("C" grade or higher in each of the above.)
Time Limit on Core Courses (Prior to Application)	Not applicable	Not applicable	Seven years (see Notes below)	Seven years (see Notes below)	Ten years (see Notes below)
GPA	2.00 overall	Not applicable	2.00 core courses 2.00 overall	2.00 core courses 2.00 overall	3.00 core courses 2.70 overall
Work Experience/ Volunteer	Not required	Not required	Not required	Not required	●40 hours volunteer work in Physical Therapy department under supervision of licensed physical therapist or physical therapist assistant. Volunteer hours must be documented.
Number Accepted/Year	14/yr	25/yr	Varies	Varies	24/yr
Notes/Other Information	●Certificate available ●Criminal background check required (see page 364)		●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. ●Criminal background check required (see page 364).	●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. ●Criminal background check required (see page 364).	●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. ●Criminal background check required (see page 364).

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	Physician Assistant (Post-Degree Certificate) (W)	Polysomnography (Sleep Disorders) (Certificate of Proficiency) (W)
Application Submission Date	Application is available online through the Central Application Service for Physician Assistants (CASPA): https://portal.caspaonline.org	Applications may be submitted after meeting all requirements listed below.
HS/GED Required	Submit all college transcripts verifying a bachelor's degree	Yes
English Core Requirement (also see GPA below)	Complete ENG-1010 ✧ (or equivalent transfer course)	Not applicable
Mathematics Core Requirement** (also see GPA below)	Complete MATH-1410 and MATH-1420 ✧ (or equivalent transfer course)**	Not applicable
Other Core Courses/ Requirements (also see GPA below)	Complete the following: <ul style="list-style-type: none"> ● Graduate Record Exam (GRE) - see note below ● BIO-1500 ✧ (or equivalent transfer course with lab) ● BIO-1510 ✧ (or equivalent transfer course with lab) ● BIO-2330 (or 1430) ✧ and (or equivalent transfer course with lab) ● BIO-2340 (or 1440) ✧ (or equivalent transfer course with lab) ● BIO-2500 ✧ (or equivalent transfer course with lab) ● CHEM-2300 ✧ (or equivalent transfer course with lab) ● PSY-1010 ✧ (or equivalent transfer course with lab) ● ENG-1020 ✧ (or equivalent transfer course with lab) ● MA-1020 ✧ (or equivalent transfer course with lab or student may show proficiency by passing -75% or greater- an exam given by program during interview session) 	Complete the following: <ul style="list-style-type: none"> ● BIO-1100 ✧ or CHEM-1010 and 1020 ✧ ● BIO-2330 (or BIO-1430) ✧ ("C" or higher in each of the above.)
Time Limit on Core Courses (Prior to Application)	Ten years (except for English) (see Notes below)	Not applicable
GPA	3.00 overall Completion of all prerequisite coursework with "C" or better	2.00 core courses 2.00 overall
Work Experience/ Volunteer	<ul style="list-style-type: none"> ● A minimum of 2080 hours (one year) of patient care is required. This is "hands-on" patient contact experience that may include volunteer work. ● Verification of completion of 40 hours of observation during which the candidate will "shadow" an NCCPA certified Physician Assistant in their work environment. Shadowing experience arranged by applicant. 	Two observation visits required (see details in application packet)
Number Accepted/Year	50/yr	15/yr
Notes/Other Information	<ul style="list-style-type: none"> ● Completion of an application to Cuyahoga Community College and completion of a graduate application to be submitted to Cleveland State University upon notification of program acceptance. ● GRE - Official scores are required from the GRE and should be submitted directly to Cleveland State University. See website for details (www.tri-c.edu/PA/docs/admission_pre-req.htm) ● Science and math courses must have been completed within the past ten years of application submission. ● Completion of a physical examination and immunizations prior to matriculation. A form will be provided with the letter of acceptance into the PA program. ● All students are required to maintain adequate health insurance throughout the program. Information regarding health insurance will be required upon program acceptance. ● Foreign graduates: Minimum score of 600 on TOEFL required. See website for details. ● Criminal background check required (see page 364). 	<ul style="list-style-type: none"> ● Core courses may be repeated only once to improve a grade below "C". ● Accepted applicants must attend a group information session prior to Summer session. ● Contact Program Manager, at (216) 987-5267 for information or application packet. ● Criminal background check required (see page 364).

Appendix I: General Application Procedures

	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 while meeting requirements listed below.
HS/GED Required	Yes	Yes	Yes
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 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-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	Seven years (see Notes below)
GPA	2.50 core courses 2.00 overall	2.50 core courses 2.50 overall	2.00 core courses 2.00 overall
Work Experience/ Volunteer	Not required	Observation visit required (see details in application packet)	Not required
Number Accepted/Year	40-50/yr	25/yr	15/yr
Notes/Other Information	<ul style="list-style-type: none"> ●Core courses may be repeated only once to improve a grade below "C". ●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. ●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. ●Criminal background check required (see page 364). 	<ul style="list-style-type: none"> ●Core courses may be repeated only once to improve a grade below "C". ●Accepted applicants must attend a group information session prior to Fall Semester. ●Criminal background check required (see page 364). 	<ul style="list-style-type: none"> ●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. ●Criminal background check required (see page 364).

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	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)	Complete ENG-1010 with "C" or higher.	Complete ENG-1010 or higher with a "C" or higher.
Mathematics Core Requirement** (also see GPA below)	Eligibility for MATH-1141	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	Written verification of 10 hours of recent (within one year of application) observation/shadowing 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"> ●All science and math courses must have been completed within the past seven years, and may only be repeated once to improve a grade. ●Upon acceptance to the program and prior to enrollment, students must submit evidence of personal health care insurance coverage and evidence of good health. ●Current certification in CPR required. ●Accepted candidates will be required to attend a student group orientation session after acceptance into the program. ●Criminal background check required (see page 364). 	<ul style="list-style-type: none"> ●Core courses may be repeated only once to improve a grade below "C". ●Upon acceptance to the program and prior to matriculation, the applicant will be required to fulfill the health requirements of the veterinary technology program. ●Accepted candidates will be required to attend a group information session (information indicated in acceptance letter). ●Criminal background check may be required.

*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. MATH-1140 Applied Algebra does not meet the admission requirements for this program. STUDENTS MUST COMPLETE A MINIMUM OF 3 SEMESTER CREDITS IN MATH-1141, APPLIED ALGEBRA AND MATHEMATICAL REASONING, OR HIGHER.