



Application Process

All requirements for admission into the Optical Technology Program must be met before applying to the program. Once all of the admission requirements have been met and a COMPLETE application is received, a letter of acceptance with projected starting date will be mailed to the applicant. Applicants are encouraged to submit an application as soon as admission requirements are complete to receive the next available class seat. A COMPLETE application includes the following:

1. Apply and be admitted to Cuyahoga Community College.
2. Submit an official high school transcript and /or GED transcript. Request the high school or GED office to forward one (1) official transcript directly to the Office of Admissions and Records and one (1) to YOU so that YOU can submit with your completed application packet.
3. Submit official copies of transcripts from all colleges or universities attended, including CCC (Request the institution to forward one (1) to CCC Admission and Records and one (1) to YOU so that YOU can submit with your completed application packet). Once received, Admissions and Records requires 4-8 weeks to evaluate transcripts. Request a CCC transcript AFTER transferred courses have been evaluated and are reflected in the CCC transcript.
4. Complete the Health Career/Optical Technology Program Application*.
5. Earn a cumulative GPA of 2.0.
6. Meet admission requirements
[ENG-0990](#) Language Fundamentals II or appropriate score on English Placement Test.
[MATH-0955](#) Beginning Algebra or appropriate score on Math Placement Test.
[Criminal background check](#) required

Non-native English speaking applicants:

The ability to communicate verbally and in written form is basic to the provision of optical health services in a safe and effective manner. Therefore, applicants whose native language is not English and test into the ESL series must take the TOEFL, IBT <http://www.toefl.org> and score minimally, 21 Reading and Listening, 23-Writing, and 25-Speaking. Arrangements and costs incurred for the TOEFL will be the responsibility of the student.

- Felony for Forgery Statement: Due to the increase rise in patient identity theft, students with a convicted felony for forgery will not be accepted into a health career program.

Physical and Personal Requirements for the Ophthalmic Medical Assisting Program

- **Aptitude in Mathematics:** The ability to apply mathematical concepts necessary to design and troubleshoot eyewear in addition to being able to work with calibrated equipment.
- **Critical Thinking:** Must be able to integrate information, knowledge and problem solving.
- **Manual Dexterity:** Must be able to display the manual dexterity necessary to fabricate, adjust and repair eyewear.
- **Visual Acuity:** Must have a minimum distance visual acuity of 20/40 and a minimum near visual acuity of 20/25.
- **Active Listening:** The ability to listen completely to others in order to best meet patient needs
- **Communication (verbal):** Must be able to communicate verbally with patients as well as other ophthalmic professionals utilizing the accepted grammatical rules of English.
- **Communication (written):** Must be able to utilize a professional, concise, legible documentation style utilizing the accepted grammatical rules of English.
- **Computer Skills:** Must be able to understand the concepts of computer technology related to health care
- **Adaptability:** The ability to adapt to changes important in the work environment and to professional practice. Must understand that change is the norm.
- **Respectful:** The ability to treat others with respect at all times.
- **Cultural Sensitivity:** An ability to work well a diverse population.
- **Respectful of Confidentiality:** Must be able to maintain confidentiality and recognize the ethical implications of patient care
- **Responsible:** Accepts personal responsibility, seeing themselves as the primary cause of their outcomes and experiences
- **Self-Managed:** Consistently plans and takes purposeful actions in pursuit of goals
- **Interdependent:** Ability to work well on a team.
- **Self Aware:** Consciously employs behaviors, beliefs and attitudes that facilitate obtaining goals.
- **Emotional Intelligence:** The ability to identify, assess and control one's own emotions.
- **Commitment to Life-long Learning:** Must be able to commit to learning throughout life, recognizing that life-long learning