

Radiologic Technology *General Information*

Campus: Muskogee

This career major is offered on ICTC's Muskogee Campus. Students enrolled in this career major will experience challenging coursework with relevant clinical instruction in a variety of clinical areas. Students will be taught to utilize advanced radiographic imaging and diagnostic techniques. The curriculum guides the student to utilize critical thinking skills to promote quality patient care while performing radiographic procedures effectively and safely.

Students who have completed a specified general education degree plan from or approved by Connors State College (CSC), and successfully completed the two- year technical course at ICTC, will be granted a certificate from ICTC and an Associate of Applied Science degree by Connors State College. Graduates may then apply to take the American Registry of Radiographic Technologists certification exam which allows employability as Certified Radiologic Technologists.

Classroom hours for technical course work at ICTC are generally Monday through Friday, 8:00 a.m. - 3:00 p.m. Class and clinical hours may vary and the potential exists for some limited learning opportunities that can only be offered during evenings or weekends. In such cases, students are given as much advanced notice as possible. The training program is approximately two years in length. Classes begin in July.

The instructional format of the career major is lecture with hands-on / interactive activities, laboratory and clinical activities. Students may be assigned to and required to travel to clinical sites located in several counties in Northeast Oklahoma throughout the two-year training experience.

Students will be concurrently enrolled at ICTC and CSC while completing technical course work. CSC will work with ICTC to develop a degree plan and perform degree checks to assist students in meeting technical and general education graduation requirements.

**The Radiology Technology Program at ICTC is accredited by the
Joint Review Committee on Education in Radiologic Technology (JRCERT).**

*For information regarding accreditation standards or concerns regarding such standards contact program officials at ICTC or
JRCERT:*

Joint Review Committee on Education in Radiologic Technology (JRCERT)

20 North Wacker Drive, Suite 2850

Chicago, IL 60606-2901

E-mail: rnail@jrcert.org

ICTC reserves the right to close, extend, or re-open the announced application period for any campus without prior notification

APPLICATION TO ANY ICTC HEALTH CAREER PROGRAM DOES NOT GUARANTEE ADMISSION OR TIME PERIOD FOR ADMISSION.

Incomplete applications may not be considered for admission.

NON DISCRIMINATION STATEMENT

Indian Capital Technology Center is an equal opportunity institution in accordance with civil rights legislation and does not discriminate on the basis of race, color, religion, national origin, sex/gender, age, marital or veteran status, or disability in the operation of its educational programs, activities, recruitment and admission practices. Concerns regarding this policy should be addressed to the District Compliance Coordinator, at 918-687-6383 or 1-800-375-8324, 2403 N 41st Street E, Muskogee, OK 74403. Additionally, each campus has a contact in which complaints can be reported.

Muskogee



Tahlequah

Sallisaw

Stilwell

Envision. Experience. Excel.

Practical Nursing - Radiology Technology - Surgical Technology

APPLICANT INFORMATION:

DATE APPLICATION SUBMITTED: _____ SOCIAL SECURITY# _____

NAME: _____
(Last) (First) (MI) (Other last names on educational/financial records, etc)

MAILING ADDRESS: _____
(Street) (City) (State) (Zip)

HOME PHONE: _____ CELL PHONE: _____ WORK PHONE: _____ E-MAIL: _____

EMERGENCY CONTACT: _____
(Name) (Relation) (Phone)

Are you a US Citizen? NO* YES INS number (if applicable): _____ *Must Provide Proof of Legal Residency

PROGRAM TO WHICH YOU ARE APPLYING (indicate only one per application):

- Radiology Technology** (Muskogee Campus – Application deadline March 13, 2012 – Class begins July, 2012)
- Surgical Technology** (Stilwell Campus –Application deadline April 20, 2012 – Class begins August, 2012)
- Practical Nursing** (All campuses – Application deadline April 20, 2012 – Class begins July, 2012)

For PRACTICAL NURSING *ONLY*, indicate ONE campus choice:

- Muskogee
- Sallisaw
- Stilwell
- Tahlequah

Indicate the date & ICTC campus on which you scheduled the TEAS (Practical Nursing & Surgical Technology only):

MUSKOGEE-Date: _____ SALLISAW-Date: _____ STILWELL-Date: _____ TAHLEQUAH-Date: _____

IF YOU HAVE TAKEN THE REQUIRED PRE-ENTRANCE EXAM AT ANOTHER INSTITUTION/AGENCY, & WANT TO USE THOSE SCORES FOR ADMISSION TO ICTC, A COPY OF THE SCORES MUST BE SUBMITTED WITH THIS APPLICATION.

EDUCATION HISTORY

NAME OF HIGH SCHOOL: _____
(Name) (Location)

GRADE LEVEL COMPLETED: 9 10 11 12 H.S. GRADUATE? YES / NO OR GED DATE: _____

LIST ALL TRAINING PROGRAMS AND COLLEGES ATTENDED. BEGIN WITH THE MOST RECENT.

School Name	Location	From To	Grad. Date Mo. / Yr.	Degree/ Certificate	Are you currently certified /licensed

Complete Reverse Side of Application→

CREDIT FOR PREVIOUS LEARNING

Will you be requesting credit for prior completion of any of the following? *If YES, an *official transcript* and/or current certification must be submitted.

NURSING, RADIOLOGY TECHNOLOGY and /or SURGICAL TECHNOLOGY	YES* / NO
ANATOMY & PHYSIOLOGY	YES* / NO
MEDICAL TERMINOLOGY	YES* / NO
CERTIFIED NURSE AID (CNA) (<i>Practical Nursing Applicants Only</i>)	YES* / NO

HEALTH CAREERS CERTIFICATION

ARE YOU CURRENTLY ENROLLED IN HEALTH CAREERS CERTIFICATION AT ICTC? IF YES, CHECK WHICH OF THE FOLLOWING CORRECTLY APPLIES:	YES / NO
<input type="checkbox"/> I AM CURRENTLY A HIGH SCHOOL SENIOR ENROLLED IN HCC <input type="checkbox"/> I AM CURRENTLY A HIGH SCHOOL JUNIOR ENROLLED IN HCC, AND AM APPLYING FOR "NURSING TRANSITION" ON THE MUSKOGEE CAMPUS <input type="checkbox"/> I AM CURRENTLY A HIGH SCHOOL JUNIOR ENROLLED IN HCC, AND AM APPLYING FOR "NURSING TRANSITION" ON THE TAHELQUAH CAMPUS <input type="checkbox"/> I AM CURRENTLY A HIGH SCHOOL JUNIOR ENROLLED IN HCC, AND AM APPLYING FOR "NURSING OPTIONS" ON THE STILWELL CAMPUS	
HCC INSTRUCTOR SIGNATURE: _____ <i>HCC INSTRUCTOR</i>	_____ <i>DATE</i>

Statements of Understanding

- Photo Release**
I give my permission to Indian Capital Technology Center to use my photograph or video image for public relations or instructional purposes. I understand that I will not be compensated in any manner for this use.
- Approval for Release of Records**
I authorize Indian Capital Technology Center to release records/information to agencies providing or preparing to provide assistance to me for my educational benefit. This includes financial aid entities, clinical sites, other education entities, or official agencies.
- Background Checks**
Individuals applying for enrollment and who are admitted must comply with the request for a background check(s), which includes a sex offender registry check(s) as set forth in current ICTC policy. The background check may be shared with clinical facilities. Information contained in the background check may affect the individual's ability to enroll or continue enrollment in the program.
- Drug and Alcohol Screens**
Students enrolled in health career programs at ICTC may be subject to initial, random, and upon suspicion drug and/or alcohol screens. Failure to submit a clear screen at any time may result in immediate dismissal from ICTC. Expenses associated with such screens are the responsibility of the student.
- Services for Students Requiring Accommodations**
Adult students requiring accommodations are advised to contact Student Services at 918-687-6383 and/or notify the Program Administrator/ Instructor.
- Financial Aid**
Students who have NOT been approved by Pell or another funding agent for the cost of tuition, books, fees, etc., by the first day of class, or who have only partial funding approval, will be expected to pay any balance on the first day of school. Payment schedules may be established if approved by the appropriate ICTC administrator. The student is ultimately responsible for the payment of all school expenses at the time they are due.
- Policies and Procedures**
Students are expected to comply with all policies and regulations of Indian Capital Technology Center and its health careers programs. Handbooks containing policy and procedures for ICTC students and full-time Adult Health Careers students are available to every student enrolled. Students should ensure they obtain and read these documents upon admission. If a student has not received these documents they should notify faculty and request such documents.

I have read and understand the above statements:

Signature of Applicant

Date

I hereby certify that I am the applicant referred to in the application and that the information I have provided is true and accurate to the best of my knowledge. I understand that if I am admitted to ICTC, any false statement or misrepresentation on this application and throughout the course of the admission process and/or enrollment shall be considered sufficient cause of dismissal from the program.

Signature of Applicant

Date

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Application for Admissions



Students must submit the following documents to:
 The Office of Admissions
Connors State College
 RR 1 Box 1000
 Warner, OK 74469-9700

All Applicants:

All students seeking admission or re-admission into a Connors degree program are required to participate in entry level assessment and course placement to establish proficiency in English, math, reading and science

Before Mailing: Please be sure you have: (1) Answered all questions completely, (2) Signed and dated this application, (3) Attached an official copy of your transcript(s) reflecting credits completed to date, (4) attach immunization records

Official Use Only	Student ID Number:			
		YES	NEED	N/A
	ACT Scores	_____	_____	_____
	SAT Test	_____	_____	_____
	Placement Test	_____	_____	_____
	Letter HS Princ	_____	_____	_____
	HS Trans (8sem)	_____	_____	_____
	Immun Rec	_____	_____	_____
	College Trans	_____	_____	_____
	By _____	Adm.		
Date _____	Re-ad			

Term ↓ and Year → you plan to start attending	Year:
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[] Winter Mini [] Spring [] May Mini [] Summer [] Aug Mini [] Fall

Legal: Last Name	First	Middle	Social Security Number
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Permanent Home Mailing Address: Street	City	State	Zip	Phone Number
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Current Student Mailing Address: Street	City	State	Zip	Phone Number
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Email Addresses: Applicant's	Emergency Email Address
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Has anyone in your family previously attended Connors? [] Yes [] No

Date of Birth	City and State of Birth	US Citizen	Resident Alien	Native Language
Mo Day Yr		[] Yes [] No, Country _____	[] Yes [] No	[] English [] Other, Specify _____

Residence Status		
[] Oklahoma Resident-R Yrs live in OK _____ Oklahoma County _____	[] Out of State Student – N State _____	[] International Student – N Country _____

Gender	Marital Status	Ethnic Classification
[] Male [] Female	[] Married [] Single	[] White, Non-Hispanic- W [] Hispanic/Latino- H [] Asian/Pacific [] African American- B [] Native Alaskan- I Islander- A [] Native American- I , Tribe _____ [] Father [] Mother [] Both

High School Graduate	Name & Location of Last H.S. Attended	ACT/SAT Test
[] Yes, Mo _____ Yr _____ [] No, Last grade completed ____ [] Still attending High School [] GED, Mo _____ Yr _____ Will graduate Mo _____ Yr _____	Name _____ City _____ State _____ Zip _____	[] ACT? If yes, when _____ [] SAT? If yes, when _____ Were your scores sent to Connors State College? [] Yes [] No

Educational Objective/Career Objective													
<input type="checkbox"/> Associate of Arts/Science Degree <input type="checkbox"/> Associate of Applied Science Degree <input type="checkbox"/> Certificate of Achievement	<input type="checkbox"/> Personal Interest <input type="checkbox"/> Job Improvement <input type="checkbox"/> Other, Please specify _____												
Have You Previously Attended Connors State College	Full Name When Last Enrolled at Connors State College												
<input type="checkbox"/> Yes, Yr _____ <input type="checkbox"/> No	_____												
List all colleges attended													
You must submit official transcripts from EACH college attended (even if credit was not earned).													
	<table style="margin: auto; border: none;"> <tr> <td style="padding: 0 10px;">From</td> <td style="padding: 0 10px;">To</td> <td style="padding: 0 10px;"></td> <td style="padding: 0 10px;"></td> <td style="padding: 0 10px;"></td> <td style="padding: 0 10px;"></td> </tr> <tr> <td style="padding: 0 10px;">Month</td> <td style="padding: 0 10px;">Year</td> <td style="padding: 0 10px;">Month</td> <td style="padding: 0 10px;">Year</td> <td style="padding: 0 10px;">GPA</td> <td style="padding: 0 10px;">Hrs Attempted or Degree</td> </tr> </table>	From	To					Month	Year	Month	Year	GPA	Hrs Attempted or Degree
From	To												
Month	Year	Month	Year	GPA	Hrs Attempted or Degree								
1. _____													
2. _____													
3. _____													
Name Enrolled Under _____													
Are you eligible to re-enroll at the last college/university you attended? <input type="checkbox"/> Yes <input type="checkbox"/> No													
Yes	No												
<input type="checkbox"/>	<input type="checkbox"/> Have you ever been suspended or expelled from a college or university? If yes, please explain below.												
<input type="checkbox"/>	<input type="checkbox"/> Have you ever been convicted of a felony? If yes, please write a description of the circumstances.												

Admission Statement/Drug Free Policy Agreement

I understand that failure to list all colleges where I previously enrolled, or falsification of this application or my academic records, may result in my suspension for academic misconduct and to my withdrawal from Connors State College with complete forfeiture of fees. Failure to submit all required credentials may result in my being denied readmission and my CSC transcript will be withheld until those credentials are provided.

I certify that the information given above is complete and correct to the best of my knowledge. I understand that on becoming a student at Connors State College I assume an obligation to obey all rules and regulations of the college which have been made by properly constituted authorities. Information can be found in the Connors State College catalog, Student Handbook, and website.

I, the undersigned, also certify that I have received a copy of Connors State College's Drug Free Policy Statement. I also understand that I am to read this policy, in its entirety, prior to my enrollment at Connors State College. Additional copies are available in the Registrar's Office.

Signature _____ Social Security # _____ Date _____

Connors State College, in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to admissions, employment, financial aid, and education services.

Radiologic Technology

Application Process

1-Complete applications (ICTC and Connors State College), and obtain high school or GED transcript, *official* college transcript(s), and other documentation for points

- Completed application forms, high school or GED transcript (*copy of diploma will not be accepted*), and *official* college transcript(s) are required.
- Other documentation is required for awarding of points (See "Priority Point System Explanation")

2-Submit both completed applications (ICTC & CSC), high school or GED transcript, *official* college transcript(s), and other documents to:

**Indian Capital Technology Center – Student Services Department
ATTN: Marilyn Williams – APPLICATION ENCLOSED
2403 N. 41st Street East
Muskogee, OK 74403**

- Applications that are incomplete or not accompanied by high school or GED transcript (*copy of diploma will not be accepted*), and *official* college transcript(s) may not be considered. Only documents submitted with application will be awarded points.

**APPLICATION DEADLINE:
MARCH 13, 2012**

Admission Requirements and Selection	<p>ADMISSION CRITERIA</p> <ul style="list-style-type: none"> ■ Completed Applications ■ High School diploma or GED (as evidenced by transcript) ■ Minimum college GPA 2.5 (cumulative) ■ Completion of a minimum of 15 college credit hours including the following: <ul style="list-style-type: none"> ▪ ENG 113 (English Comp I) with "C" or higher – 3 credit hours ▪ College Level Math (above 0 level) with "C" or higher – 3 credit hours ▪ 9 additional credit hours from the following courses (or others approved by CSC): <p>ENGL 1213 or SPCH 113 (English Comp II or Intro to Oral Communications) –3 credit hours COMS 1133 (Fundamental Usage of Computers) – 3 credit hours POLS 113 (American Federal Government) – 3 credit hours HIST 1483 or HIST 1493 (History) – 3 credit hours PSYC 113 (General Psychology) – 3 credit hours</p> <p>Connors State College will conduct transcript reviews for approval of all course work. Applicants must be accepted for admission by Connors State College (see information included in this packet). Approved admission to CSC, however, does not guarantee admission to the Radiology Technology program at ICTC. A total of 21 credit hours (approved by CSC) will be required for AAS degree.</p> <p>Applications meeting the admission criteria will be scored according to the "Priority Point System", and ranked according to the number of points received. Highest ranking applicants will then be selected for interviews. ICTC will determine the number of applicants interviewed. A minimum score of 10 on the interview is required for admission.</p> <p>Following interviews, each applicant's interview points will be added to their "Priority Points". Selection for admission will be based on the TOTAL SCORE (Priority Points plus Interview score). Applicants will be notified of admission or alternate status by letter.</p> <p>Admission is contingent upon a satisfactory background check and sex offender registry check, with subsequent clinical placement. Students may be subject to initial admission, random, and upon suspicion drug and alcohol screens as outlined in ICTC policy.</p> <p>Classes will begin in July. Attendance at orientation session may be required.</p>
Cost	<p>Cost of the program is approximately \$7,000.00 (in-district) and \$11,000.00 (out-of-district), plus fees required by CSC.</p> <ul style="list-style-type: none"> ▪ All students must follow a specific payment schedule if not paid in full at admission ▪ Supplies, books, etc. may not be issued for portions of the program until payment is received ▪ Final grades and transcripts will not be released if a balance remains ▪ Payments may be waived if sponsored by an approved funding agency only if an official "letter of authorization" is received prior to the payment date. The "letter of authorization" must state the amount for which the funding agency is taking responsibility. Otherwise, students are responsible for payments by the due dates
Other Information	<p>ICTC is not obligated to admit applicants who do not the identified criteria for admission or below 10 on the interview. If positions remain open after all applicants meeting the criteria for admission have been accommodated, ICTC reserves the right to re-open the application period and/or admit applicants with less college hours, other course work, below 2.0 GPA, or below 10 on the interview. If these applicants are admitted, ICTC reserves the right to admit contingently and/or on a probationary status and/or set stipulations for admission.</p> <p>An alternate list will remain in effect until the first week of class. Alternates and applicants not admitted to the program may reapply to be considered for later admission.</p> <p>ICTC reserves the right to extend the application period without advance notification.</p> <p>Applicants contingently admitted to the program will be asked to submit a cash deposit along with appropriate release forms to the school by a designated date. The deposit will hold a slot in the program and cover expenses of the criminal background, sex offender registry check, and other initial expenses.</p>

Priority Point System
Radiologic Technology

NAME: _____

ALL REQUIRED DOCUMENTATION SHOULD BE SUBMITTED WITH THE APPLICATION. THIS INCLUDES COMPLETED APPLICATION, HIGH SCHOOL or GED TRANSCRIPT (COPY OF DIPLOMA NOT ACCEPTABLE), and OFFICIAL COLLEGE TRANSCRIPTS	Yes	No
<small>All other documentation is for awarding of points and should also be SUBMITTED WITH THE APPLICATION. POINTS WILL NOT BE AWARDED FOR DOCUMENTATION TURNED IN AFTER THIS TIME (See reverse side for further Point explanation).</small>		

COLLEGE COURSES			
English Composition I	"A"	6 points	Points Awarded: (Max 6)
	"B"	4 points	
	"C"	2 point	
College Level Math	"A"	6 points	Points Awarded: (Max 6)
	"B"	4 points	
	"C"	2 point	

CERTIFICATION OR LICENSURE IN A HEALTH CAREER			
Current Certification in Health Care	Paramedic, LPN, Surgical Technologist, Radiological Technologist	4 points	Points Awarded: (Max 5)
	Military Medic	3 points	
	Certified Medical Assistant, CNA &/or HHA, EMT	2 points	
	Certified Medication Aid, CPR (Health Care Provider), Phlebotomy certificate	1 point	
	Other* _____	0-1 point	
Employment in Health Care	Work experience in health care of one year or more (within the past 5 years)	2 points	

HEALTH RELATED EDUCATION			
HCC	"A" Average	2 points	Points Awarded: (Max 6)
	"B" Average	1 point	
Med Term	"A or B"	2 points	
	"C"	1 point	
Anatomy or A&P I and/or Physiology or A&P II	"A or B"	2 points	
	"C" or higher	1 point	

EDUCATION			
College Credit	Associate or higher	3 points	Points Awarded: (Max 3)
	≥ 21 college hours (no degree)	2 points	
	15-20 college hours	1 point	
	3-14 college hours	0.5 points	
College GPA	3.5 - 4.0	4 points	Points Awarded: (Max 4)
	3.0 - <3.5	3 points	
	2.75 - <3.0	2 points	
	2.5 - <2.75	1 point	

TOTAL POINTS (Prior to Interview – 30 possible):	
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INTERVIEW			
Interview	YES	NO	see score sheet
			Points Awarded: (Max 30)

TOTAL POINTS (Including Interview – 60 possible)	
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Priority Point System Explanation

POINT SECTIONS	EXPLANATION and SUPPORTING DOCUMENTATION										
Admission Criteria and GPA	Points are awarded for grades in college English and college level math course.										
Current Certification or Licensure in Health Care*	<p>Must provide a copy of current certification or license issued by the official certifying or licensing agent. CPR must be for Health Care Providers to receive points.</p> <p><i>*ICTC reserves the right to evaluate additional certifications not listed, and award 0-1 point based on the certification's relationship to direct patient care and the program for which the applicant is applying.</i></p>										
Employment	Must provide documentation from employer verifying work experience in health care for a minimum of one (1) year within the last 5 years.										
Health-Related Education	<p>Points will be awarded for the course(s) listed below, provided an official transcript (college or career tech) is submitted, and the criteria for each is met. Points will be awarded the course was taken within the last 3 years, or if currently enrolled if an official transcript documenting current enrollment and documentation from the course instructor indicating a current grade is provided.</p> <ul style="list-style-type: none"> • <u>Health Careers Certification ("HCC")</u> at ICTC • <u>Medical Terminology</u> – minimum of 3 credit hours or 45 clock hours; "C" or higher • <u>College level Anatomy, Physiology, A&P I, A&P II</u> – minimum of 4 credit hours each; "C" or higher 										
College Hours Earned / GPA	<p>Points will be awarded for the number of college hours earned..</p> <ul style="list-style-type: none"> • <u>College Credit</u> – Must submit <i>official</i> transcripts • <u>Grade Point Average (GPA)</u> – points will be awarded for cumulative college GPA. If no GPA is documented on transcript, points will not be awarded. 										
Interview	<p>Interviews have a possible 30 points, and a minimum score of 10 is required to be considered for admission. Applicants who are granted interviews will be notified by phone in late March, and the interview will be scheduled at that time. The interview will take approximately 15-30 minutes.</p> <p>Applicants who do not meet the criteria for admission will not be interviewed unless the number of applicants for admission is not adequate to fill available positions in the program.</p>										
POINT TIES	<p>Ties in applicant scores will be broken by the following items in the order that they are listed below:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">1) Applicant resides within the ICTC school district</td> <td style="width: 50%;">6) Points received for "Current Cert/Licens in Hlth Care"</td> </tr> <tr> <td>2) Interview score</td> <td>7) Date Application received</td> </tr> <tr> <td>3) GPA</td> <td>8) Random drawing</td> </tr> <tr> <td>4) Points received for College Course Grades (English & Math)</td> <td></td> </tr> <tr> <td>5) Points received for "Health-Related Education"</td> <td></td> </tr> </table>	1) Applicant resides within the ICTC school district	6) Points received for "Current Cert/Licens in Hlth Care"	2) Interview score	7) Date Application received	3) GPA	8) Random drawing	4) Points received for College Course Grades (English & Math)		5) Points received for "Health-Related Education"	
1) Applicant resides within the ICTC school district	6) Points received for "Current Cert/Licens in Hlth Care"										
2) Interview score	7) Date Application received										
3) GPA	8) Random drawing										
4) Points received for College Course Grades (English & Math)											
5) Points received for "Health-Related Education"											

**GENERAL INFORMATION ABOUT ABILITIES NEEDED FOR SUCCESS IN
HEALTH CAREERS EDUCATION**

A student in health careers education will be learning through direct participation in patient care and as a member of the health care team. To participate effectively as a health care provider, individuals should possess certain abilities which include but may not be limited to:

Vision

adequate to read very small print, diagrams, graphs, and calibrations such as mm and 0.1 ml. Also, must be able to discriminate color changes of skin and body exudates.

Hearing

conversational tones discriminate between different sounds within the body such as breath, heart, fetal heart with use of adaptive medical equipment such as stethoscope; also hear signal alerts on medical machinery.

Smell

to detect and discriminate between odors.

Touch

in order to perceive, through the tactile sense, certain parts of a person's anatomy for the purpose of identifying reference sites for various treatments and/or diagnostic procedures, to collect data during a physical exam, to render personal hygiene measures, etc.

Speak & Write

the predominant language of the geographic area in a clear, concise way during verbal and written communication.

General physical fitness / Gross Motor / Fine Motor

including strength, balance, and agility adequate to endure activities including, but not limited to the following: several consecutive hours of walking, standing, moving, and lifting other persons, pushing and pulling various types of equipment such as wheelchairs, gurneys (stretchers), bending and stooping. Fine motor skills are needed to write, to manipulate small equipment such as syringes, needles, surgical instruments, tubing, etc., and to maintain sterile fields. General physical fitness also including freedom from infectious diseases which pose a significant risk of transmission to others in the work place if reasonable accommodations will not eliminate that risk.

General mental/ emotional fitness

adequate to ensure informed judgment and individual competence on the part of the student in accepting responsibilities, delegating activities to others and providing care to patients.

Basic academic skills

Reading & Math: prefer High School or higher grade equivalency level as evidence on approved program assessment exam(s).

Skills should include; penmanship legible; word usage (written & verbal) appropriate and correct within sentence structure, words spelled correctly; ability to read and interpret various forms of written communication; working with whole numbers, fractions, decimals, calculation of such things as IV fluid rates, preparation of medication dosages, applying various formulas to determine body mass, etc.

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Rev 1/09/06; 10/09

Applicants Educated Outside the United States:

Applicants who received their high school education outside the United States must submit official documentation that their high school education and subsequent graduation is equivalent to that of a high school graduate in the United States. This may be accomplished by one of the following methods:

1. Take the GED exam and submit scores/documentation indicating high school equivalency. The applicant may contact an ICTC counselor for assistance with this process.
2. Request a review/evaluation of academic records from an official agency that specializes in validating academic credentials of persons educated outside the United States. Provide proof /documentation of such to ICTC. Such documentation must indicate that the applicant's education meets high school graduate equivalency in the United States.
3. If the applicant has completed a minimum of 30 college hours from an accredited/approved higher education institution within the state of Oklahoma, the applicant may be eligible to petition the Oklahoma Department of Education to be awarded high school equivalency. For more information the applicant may contact the Oklahoma Department of Education at 1-800-405-0355.

It is the applicant's responsibility to provide one of the above forms of documentation. The applicant is responsible for any cost that might be incurred.

Applicants Who Are Home Schooled or Graduated From a Non-State Accredited High School:

Applicants who are home schooled &/or graduated from a non-accredited high school should demonstrate high school equivalency. This may be accomplished in one of the following ways:

1. Take the GED exam and submit scores/documentation indicating high school equivalency. The applicant may contact an ICTC counselor for assistance with this process.
2. If the applicant has completed a minimum of 30 college hours from an accredited/approved high education institution within the state of Oklahoma, the applicant may be eligible to petition the Oklahoma Department of Education to be awarded high school equivalency. For more information the applicant may contact the Oklahoma Department of Education at 1-800-405-0355.

It is the applicant's responsibility to provide one of the above forms of documentation. The applicant is responsible for any cost that might be incurred.

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Revised 10/7/09