

All applicants must meet the admissions criteria as stated in this packet before a seat in the program or a position on the wait list can be awarded. **Seats are awarded on a first come, first qualified basis.**

- The Neurodiagnostic Technology courses begin **each fall semester** and the majority are offered **during the daytime only**. Clinical rotations may be assigned for first, second, or third shift.
- There are a **maximum of 12 seats** available for the Fall 2021 program.
- All petitions and supporting documentation must be received at the Marple Campus (Media, PA) no later than Thursday, **July 8, 2021**, (*usually seated classes are filled by March*) to be considered for a seat in the program or a position on the wait list.
- Grades for courses scheduled for the 2021 10 week Summer 1 and Summer 2 Session will not be available by **the petitioning deadline**. Therefore, all prerequisite and developmental courses must be completed by **the end of the 6 week 2021 Summer 1 session**.
- The Admissions Office encourages candidates to complete and submit all **requirements before July 8, 2021**, as the program may fill before the **deadline**.
- Clinical rounds are completed at different hospitals in DE, NJ and PA states.
A.I. DuPont Hospital for Children, Wilmington, DE, Albert Einstein Medical Center, Philadelphia, PA, Christiana Care Christiana Hospital EEG and Sleep, Newark, DE, Cooper Health System University Hospital, Camden, NJ, Crozer Keystone Clinical Neurophysiology labs and Sleep Centers at Brinton Lake, PA Crozer-Chester Medical Center, Upland, PA, Delaware County Memorial Hospital, Drexel Hill, PA, and Taylor Hospital, Ridley Park, PA, Einstein Medical Center, Philadelphia, PA, Temple University Hospital, Philadelphia, PA, Penn Medicine at The Hospital of the University of Pennsylvania, Penn Presbyterian Medical Center and Pennsylvania Hospital, Philadelphia, PA Mainline Health Bryn Mawr, Lankenau, Riddle, & Paoli Hospitals, PA, The Children's Hospital of Philadelphia, PA, Thomas Jefferson University Hospital, Philadelphia, PA, St. Christopher's Hospital for Children, Philadelphia, PA

PETITIONING DATES

Candidates residing in ***sponsoring** school districts may begin petitioning: **Monday, November 16, 2020**
All other candidates may begin petitioning: **Monday, December 7, 2020**.

* At present, the sponsoring school districts are Chester-Upland, Garnet Valley (Bethel residents only), Haverford, Interboro, Radnor, Ridley, Rose Tree Media, Southeast Delco, Springfield, Upper Darby, Wallingford-Swarthmore (Rutledge and Swarthmore residents only), and William Penn.

VIRTUAL Neurodiagnostic Technology Information Sessions

Attending a VIRTUAL Information Session via Zoom invite is **highly recommended** in order to learn more about the curriculum and the special admission requirements. **Be sure to read the entire packet prior to the session.**

VIRTUAL INFO SESSIONS DATES AND TIME WILL POST SOON ON THIS WEBSITE LINK:

www.dccc.edu/ndt-info-session

Registration is required VIA THE LINK ABOVE to participate in the Session!

PETITIONING PROCESS

The Neurodiagnostic program (NDT) at Delaware County Community College has a unique, two-part application process that is required for all NDT candidates. In order to be considered for admission into the NDT program, applicants must complete the items listed in PART 1/General Admission first.

Once the PART 1/General Admission process is complete, a candidate would proceed and complete PART 2/Special Admission and petition for the College's NDT program. Be certain to distinguish between general admission and special admission. Both application processes must be completed correctly in order for a candidate's NDT petition to be considered.

Both PART 1/General Admission and PART 2/Special Admission items must be completed before a candidate can submit a petition for consideration. Please note that personal letters of recommendation and character references are not considered toward admission

PART 1 *General Admission*

General Admission is the first step required for consideration into the College's NDT Program. This process will provide students with acceptance to the College and access to register for non-clinical classes, but not to the actual clinical portion of the NDT program.

1. Complete and submit a general admission application to the Admissions Office. Indicate on the application the intention to apply to the College's NDT program by choosing *HSTU as a major code*. Designation as a pre-NDT student does not guarantee nor imply special consideration for acceptance into the actual NDT program. See Requirement #1, page 3.
2. Demonstrate college readiness in English & mathematics. See Requirement #3, page 4.
3. Transfer previously earned college credits into Delaware County Community College. See Requirement #3, page 8.
4. Submit an official, final copy of high school documentation. See Requirement #4, pages 4 & 5.
5. File the Free Application for Federal Student Aid (FAFSA). See Requirement #5, page 9.
6. Register for non-clinical, general education and prerequisites coursework. See Requirement #6, page 9.
7. **Participate in a NDT INFORMATION SESSION** to learn more about the program and the requirements needed to complete the petitioning process. Dates, times and locations are listed in the box on the front page of this packet.

PART 2 *Special Admission*

Upon completion of the general admission process, candidates can begin the second part of the process: submission of their NDT petition. Each candidate is required to complete all requirements to be considered for the program. Opening and closing deadlines apply. See page 1.

1. Arrange a date to shadow a Neurodiagnostic Technologist. See Requirement #6, page 5.
2. Verify that the College has received the required high school documentation. See Requirement #4, page 5-How to Verify (See middle of the page 5.)
3. Take the Test of Essential Academic Skills/TEAS between the TEAS Testing dates allowed for the entrance year selected. See Requirement #8, page 6 & 7.
4. Photocopies of all three (3) clearances must also be submitted at the time of petitioning. See Requirement #9, pages 8 through 10.
5. Maintain a DCCC overall minimum GPA of a 2.0 or higher from the time of petitioning through entrance into the first clinical NDT course. See Requirement 10, page 11.
6. Be in compliance and in good standing with the College's Code of Conduct. See Requirement #11, page 11.
7. Provide proof of residency via a valid, current, legible photocopy from the approved list of documents. See Requirement #12, page 11.
8. Submit your petition form and all required photocopied documents **via email to: petitioning@dccc.edu** . See Requirement #13, pages 11 & 12.

Requirements For Admission

All admission requirements listed on the following pages ***must be completed before*** a seat in the program or a position on the wait list can be awarded. Admissions Office encourages you to complete and submit all requirements as soon as possible once the petitioning period opens.

#1: APPLY FOR GENERAL ADMISSION

Complete a Delaware County Community College (DCCC) application for admission. Acceptance to the College does not guarantee acceptance into the Neurodiagnostic Technology program. Current students, those enrolled or registered for classes, do not need to apply to the College again. If you previously enrolled at the College and stopped attending for **one year or longer**, you must submit another "paper" application and check the box indicating that you are applying for **readmission**.

COVID19 UPDATE: Please submit an electronic application only.

#2: DEMONSTRATE COLLEGE READINESS IN ENGLISH & MATH

All candidates must demonstrate college readiness by either:

- Submitting official score reports with minimum scores achieved on either the SAT or ACT tests, (see minimum score requirements below), *OR*
- Transferring previously earned English Composition I and/or a college level math from another college, *OR*
- Take the College's Placement Test and place college level or complete remedial/developmental courses. Review the options below and proceed with the appropriate option(s) needed to meet this requirement:

OPTION #1: WAIVE THE PLACEMENT TEST:

- SAT OR ACT scores** may be used for placement in math and/or English courses. Students should have their official scores sent to the Assessment Center at Delaware County Community College. The school code for the SAT is 2125. The school code for the ACT is 3542. Scores must be current within 5 years of the student starting classes at DCCC.

To waive the placement test, students must receive the following minimum scores:

English/Reading = SAT verbal: 500; ACT verbal: 18

Mathematics = SAT math: 530; ACT math: 20

- Transfer Credits Earned:**

You may waive all or part of the placement test if you have successfully completed English Composition I and/or a college level math with a grade of "C" or better **and have transferred those courses** into Delaware County Community College. College math and/or English Composition I courses must be transferred into the College ***before the July 8, 2021 deadline*** to be eligible for a seat in the program or a position on the wait list. The process to transfer courses may take 4-8 weeks, please plan accordingly. **See Requirement #3** listed for directions on how to transfer college credits into Delaware County Community College.

OPTION #2: TAKE THE PLACEMENT TEST:

Delaware County Community College's full-scale placement test(s) are required for any student who has not completed a college-level math and/or English Composition I with a grade of "C" or better, or for those students who have not met the SAT or ACT minimum scores. Directions on how to schedule the placement test are outlined in the student's Welcome Packet. **PLEASE NOTE: That the COVID 19 outbreak has disrupted normal Placement Testing operations. Please email the Assessment Services Office at: testingcenter@dccc.edu for updated information on how to take the Placement Test.**

#3: TRANSFER COLLEGE CREDITS EARNED

If applicable, submit official transcript(s) from each college and/or university attended. Send all official, final, sealed envelopes containing the transcript(s) to:

Delaware County Community College
Attn: Admissions Office
901 South Media Line Road
Media, PA 19063

Once evaluated and transferred into DCCC, evaluated credits will appear on the student's Degree Works page marked with a "T" indicating that the course(s) were accepted in transfer. The process to transfer courses may take 4-8 weeks; please plan accordingly in order to meet petitioning deadlines.

INTERNATIONAL CREDENTIALS: If you attended a college or university outside the United States and want to transfer those credits earned into the College, you must submit a course-by-course evaluation report from an approved credential evaluation service. An approved evaluation service must be a member of The National Association of Credential Evaluation Service (NACES). A current list of members can be found at www.naces.org. **COVID19 UPDATE: Due to the COVID-19 outbreak and the subsequent governmental order to temporarily close the College, copies of transcripts sent via U.S. Mail are not being processed at this time. It is recommended that you order your transcripts to be sent via "electronic transfer." (Note: This process is not an email, but a special document transfer process that your sending institution may offer.)**

Please note: English courses from foreign countries are not eligible for transfer into the College.

ADVANCED PLACEMENT OPTION – Those working in the field that currently hold a R. EEG T. credential may qualify for advanced placement into the program. Contact Vicki Sexton, Program Director vicki.sexton@crozer.org, for information about entering the program with the advanced placement option. If approved, the candidate will work with the Assessment Services office and the NDT Program to fulfill all requirements.

#4: HIGH SCHOOL CREDENTIAL (REQUIRED FOR FINANCIAL AID)

Submit a sealed, official, final document indicating successful high school graduation or its equivalency; all candidates regardless of post-secondary educational experience(s) must complete this step. If you have been a student at the College in the past, please take note that a copy of your high school transcript may no longer be on file if you have had a gap in your enrollment with the College for a year or longer. Follow the directions below to verify that this required document is on file with the College to assure that you have met this requirement. **If you are in doubt about this document being properly on file, we recommend that you have it sent again and follow through with a verification request to the Admissions Office as noted below. Your official document must be on file prior *to the deadline date for petitioning*.**

Choose The Scenario Appropriate For You and Follow The Directions Accordingly:

1. HIGH SCHOOL TRANSCRIPT

Contact the Guidance Department of the high school where you graduated. Request an official, sealed, copy of your transcript to be sent directly to the College (see the College's mailing address next page).

2. GED TRANSCRIPT

Contact the Department of Education (DOE) in the state where you were granted your GED. Most DOE's offer a "Transcript Request Form" that can be accessed by using the "SEARCH BOX" on their website. **IMPORTANT NOTE:** An open copy of your GED test scores indicating that you passed the GED test or a copy of your diploma is **not acceptable document**. You must **order a separate, official copy** of your GED transcript from the DOE and have that document sent directly from the DOE to the College to fulfill this requirement (see the College's mailing address on next page).

3. INTERNATIONAL DOCUMENTATION

If you attended high school outside the United States, you must submit a document-to-document evaluation report that indicates you earned credentials equivalent to a U.S. high school diploma. This document must come from an approved credentialing evaluation service. An approved evaluation service must be a member of The National Association of Credential Evaluation Service (NACES). A current list of members can be found at www.naces.org. (See the College's mailing address below.)

Directions: Where To Send Your High School Transcripts & Verify They Have Been Received At Delaware County Community College

Send all official, final, sealed envelopes containing the paper-copy of final transcripts/international evaluations to:

Delaware County Community College
Attn: Admissions Office
901 South Media Line Road
Media, PA 19063

IMPORTANT INFORMATION: Due to the COVID-19 outbreak and the subsequent governmental order to temporarily close the College, copies of transcripts sent via U.S. If an electronic document sharing service is offered by the sending institution a final, official, e-transcript should be sent to: records@dccc.edu Note: This is not an email, but an electronic document sharing platform such as Parchment or the National Student Clearinghouse.

Verify that an official, final, paper-copy of your high school transcript is properly on file with the College. To do so, email the Admissions Office admiss@dccc.edu and offer the following information so your file can be properly located:

- Your full name as indicated by your permanent records at the College
- Maiden name, if applicable
- Date of Birth
- DCCC Student ID Number (P#)
- Name of school or agency

#5: APPLY FOR FINANCIAL AID (FAFSA)

This step is **highly recommended**. One of the keys to success in college is having a plan to pay for your education. Applying for financial aid is easy when you follow the step-by-step guide offered on the College's website at:

<http://www.dccc.edu/admissions-financial-aid/financial-aid/application-process>

Deadlines apply, so file your application without delay. If you have questions or need help regarding financial aid call the College at 610-359-5000 or email finaid@dccc.edu

#6: OBSERVE A NEURODIAGNOSTIC TECHNOLOGIST

All applicants are required to observe with the program director or designated clinical preceptor, **prior to petitioning to the program**. Career exploration and observation gives interested applicants an opportunity to learn about the work environment and employability of a NDT while witnessing firsthand the occupational skills necessary for practice. **To schedule an appointment contact Vicki Sexton, vicki.sexton@crozer.org or telephone: 610-447-2691. Acceptance will be contingent until observation has been completed due to COVID-19.**

#7: COMPLETE PRE-REQUISITE COURSEWORK

All English or Math remediation must be completed before a seat in the program or a position on the wait list can be awarded. Credits for pre-requisite courses earned at other institutions can be transferred into the College by following the directions on Requirement #3: TRANSFER COLLEGE CREDITS EARNED.

Important Note: *The petitioning deadline date is July 8, 2021.* Grades for courses scheduled for the 2020 Summer I 10 week session and the Summer II session will not be available by this **deadline**.

#8: TAKE THE TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS)

Scores on this test are a predictor of success in the Neurodiagnostic Technology (HSNT) program and for passing the credentialing exam. Consequently, the College relies on the TEAS scores when determining an applicant's potential for success both in the program and on the credentialing exam. You are exempt from the TEAS if you already have a Bachelor's Degree. Provide copy of diploma.

1. Applicants must achieve all of the following minimum Adjusted Individual Scores (AIS) from a single testing session:

- | | |
|--------------------------------|-----|
| a. Composite Total: | 50% |
| b. Reading: | 54% |
| c. Science: | 33% |
| d. Mathematics: | 46% |
| e. English Language and Usage: | 46% |

2. Candidates for the Fall 2021 program may take the TEAS a total of three times (3) between the dates of July 13, 2020 and July 8, 2021. Once a candidate has reached the three time maximum within this TEAS Testing Period for entrance Fall 2021, no other TEAS testing attempt(s) will be considered. Therefore, candidates should carefully prepare to take the TEAS. (See "How to Prepare for the TEAS" located on the next page.) If a candidate takes the TEAS more than three times within the allotted TEAS testing period, only the first three attempts will be considered for entrance into the Fall 2021 Neurodiagnostics program. There is no wait time between testing, but research shows that remediation and studying of weak content areas is a best practice.

3. A basic 4-function calculator is embedded within the math section of the test for the student's use.

4. The testing fee must be paid at the time of registration. The current cost for the test is \$92.00 each time you take the exam. Payment methods include: cash, personal check, money orders, and most major credit cards.

5. Your highest scores from a single test will be used. Scores from more than one test will not be split or mixed.

6. The test lasts approximately 3.5 hours. It is administered at the Marple, Downingtown, and Exton campuses throughout the year.

7. You will receive your TEAS results immediately upon completion of the test.

A separate score report will not be mailed to you. The College will still receive and record your **TEAS** results electronically. You **DO NOT** need to include a copy of your **TEAS** scores with your petition and other supporting documentation if you took the TEAS at Delaware County Community College.

8. Delaware County Community College will only offer a computerized version of the TEAS to students interested in applying to our Neurodiagnostic Technology program. If you have a documented learning disability, please contact the Office of Disability Services (610-325-2748) for further instruction.

Directions: How To Prepare for The TEAS Test

It is recommended, though not required, that students complete **all necessary remediation course work** before attempting the TEAS test. In addition, it is advised that the student take as many of the non-clinical general education courses (those not listed with NDT as a prefix) to better prepare themselves as a testing candidate for the rigors of the TEAS test.

1. The **ATI TEAS Study Manual Sixth Edition** is available for purchase through ATI Testing at www.atitesting.com. The Delaware County Community College Bookstore also carries the Study Manual for purchase. Limited copies are available for review in the Learning Commons for students with a valid

College student ID card and proof of registration for the test.

2. Online practice exams and study resources are available at www.atitesting.com for a fee. Note, practice exam scores are not considered valid scores for admission into the program.

3. At times, the College's Community Education & Training Department offers TEAS Test Preparation Courses. For information and registration please call: 610-359-5025. **Prep courses are suspended at this time.**

Directions: How To Schedule The TEAS Test

IMPORTANT NOTICE COVID-19 UPDATE: During the COVID-19 quarantine, ATI testing is offering on-line tests only. Tests will be offered remotely so that candidates can take the TEAS at home in an effort to adhere to social distancing mandates. Test proctoring will also be conducted via a virtual format. If you have questions about this on-line testing process and the electronic equipment needed to take the TEAS remotely, please contact DCCC's Testing Center at: testingcenter@dccc.edu

Delaware County Community College is a TEAS testing site. Candidates to the program must register, pay, and schedule TEAS testing through ATI Testing, the creators of the TEAS.

TEAS test registrations are final. Testing fees are non-refundable. The cost of each TEAS test is \$92.00. Students may reschedule **only once** per test. To reschedule a test, please make your request by submitting the copy of the testing receipt to the Assessment Services office at: assess@dccc.edu. The Assessment Services office will then contact you to reschedule a date/time.

The TEAS is offered all year at various Delaware County Community College campuses: Marple, Downingtown, and Exton.

HOW TO SCHEDULE:

1. Go to www.atitesting.com
2. Create an Account or Sign-In if you are a previous user.
3. Register for the TEAS – Use the drop down menus to choose Delaware County Community College.
4. Choose your testing day, time, and campus location from the available offerings.
5. Check out and pay.
6. Print your confirmation and testing details.
7. Bring your confirmation with you on testing day along with a current, photo ID.

NOTE: If at any time you have trouble navigating the process, please call ATI directly at (800) 667-7531

DISTANCE students may contact their local community college or register through an ATI testing site, www.atitesting.com.

Directions: Transferring TEAS Scores from Another Testing Site

TEAS scores taken elsewhere may be used to petition for the program. **TEAS** scores taken elsewhere must be sent officially from ATI (creator of the **TEAS**) to the College's Assessment Office. **Student copies will NOT be accepted.** Scores must be received by the Assessment Office **prior to the deadline of July 8, 2021.** Please note, a seat in the program or a position on the wait list will not be awarded until the official test results have been received and recorded by the Assessment Office. You may contact ATI Testing via their website: www.atitesting.com on the process for ordering TEAS test reports for tests taken

at other sites.

#9: OBTAIN BACKGROUND CLEARANCES

Crozer-Chester Medical Center will assist students in obtaining and storing their required background clearances. A total of **THREE (3)** background clearances are required in order to attend clinical rotation while enrolled in the program. All background clearances must be submitted for your petition to be considered complete.

SEATED Students

1. PA Criminal History Report

2. **Federal Criminal History (FBI) Report** **IMPORTANT NOTE: Due to the COVID 19 outbreak securing of clearances maybe delayed as you attempt to work with the Department of Human Services for processing your fingerprints and other required documentation.**

3. PA Child Abuse History Clearance

DISTANCE Students (*Additional clearances may be required depending on the distance clinical site.*)

1. State specific Criminal History Report

2. **Federal Criminal History (FBI) Report** **IMPORTANT NOTE: Due to the COVID 19 outbreak securing of clearances maybe delayed as you attempt to work with the Department of Human Services for processing your fingerprints and other required documentation.**

3. State specific Child Abuse History Clearance

All clearances must be dated **September 1, 2020, or after**, to be eligible for the Fall 2021 program. Copies of clearance paperwork must be completed and submitted to the School of Clinical Neurophysiology Program Director with the petition. *Please note- it may be necessary to obtain additional and/or repeat clearances while enrolled in the program.*

Summary of Required Information Needed

Required Personal Information - In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current and past addresses, phone number. See pages 8 and 9 of this packet for more detailed information and examples of accepted clearance certificates for each of the following:

- **Fingerprinting (Identogo)** – Complete Federal Bureau of Investigations (FBI) fingerprint based clearance through Identogo systems. You must make an appointment to have your prints taken at an Identogo site in order to complete the process. Code on next page.
- **PA Criminal Background check** – Complete an application at Pennsylvania Access to criminal history website.
- **PA Child Abuse Clearance** - Complete a Child Abuse Clearance through the Department of Human Services (DHS) website.


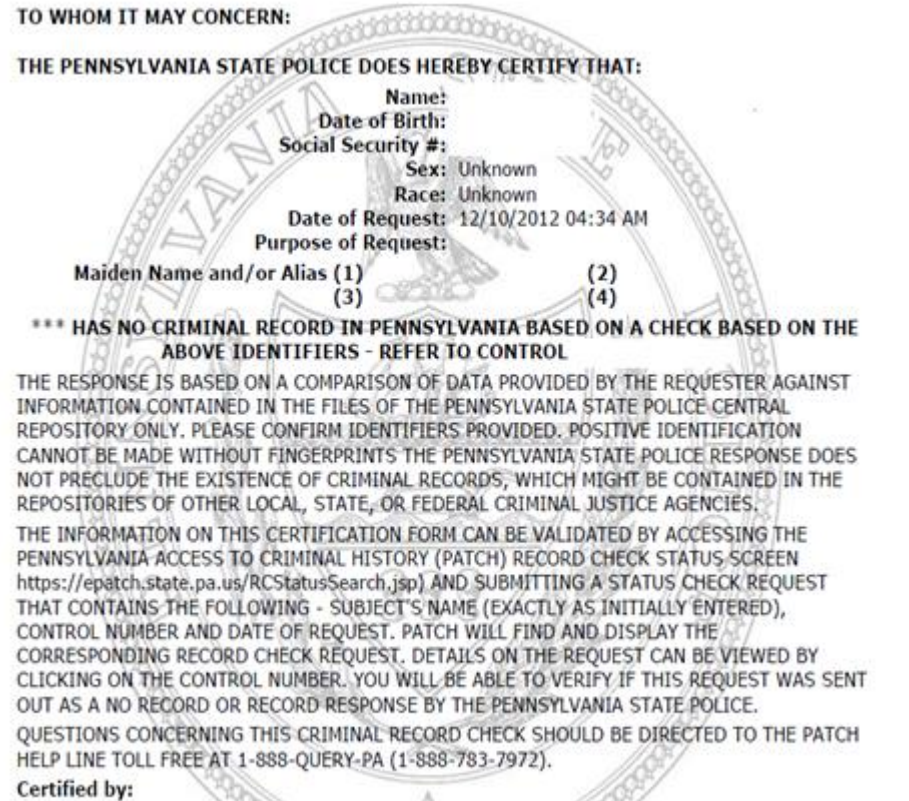
Special Note: submit copies of your clearances (FBI, PA Criminal, PA Child Abuse) with your other petitioning paperwork on petitioning day. Upon acceptance all **original clearance documents** will be collected and held by the School of Clinical Neurophysiology.

Criminal Convictions

SEATED Students who have been **convicted of a prohibitive offense** contained in Act 13 and/or Act 169* may not be able to complete their studies because clinical experiences needed for course/program success may be prohibited. If a student cannot complete his/her clinical studies, he/she will not be accepted into the Neurodiagnostic Technology program.

**A detailed list is available for review in the Admissions and Allied Health Offices.*

DISTANCE Students have state and clinical site-specific restrictions.

FBI Report	PA State Police Criminal Record Check (PATCH)
Average time to obtain: 4-6 weeks (may take longer)	Average time to obtain: Immediate results to 4 weeks (may take longer)
<ul style="list-style-type: none"> Go to the Identogo/IDEMIA website at https://www.identogo.com/locations/pennsylvania Scroll down and choose "Digital Fingerprinting" Enter the Service Code-- 1KG756 Follow the directions to complete your registration and schedule your appointment For Reason Fingerprinted select: Employment with a Significant Likelihood of Regular Contact with Children Results will be returned to you via U.S. Postal Service, <u>use your current, legal address</u> Once the final FBI report is mailed to you, open the letter and check for accuracy 	<p style="color: red;">This document is required even if you have never lived in Pennsylvania</p> <ul style="list-style-type: none"> Complete an online request at the Pennsylvania Access to Criminal History website at https://epatch.state.pa.us/
<p>What it looks like:</p>  <p>The image shows a letter from the Pennsylvania Department of Human Services. It states that a fingerprint-based record check has been processed in accordance with Public Law 92-544 and the Child Protective Services Law. The result is "NO RECORD EXISTS". The letter is signed by Cindi E. Horshaw, Acting Bureau Director.</p>	<p>What it looks like:</p>  <p>The image shows a certificate from the Pennsylvania State Police. It certifies that based on the provided identifiers (Name, Date of Birth, Social Security #, Sex, Race, Date of Request, Purpose of Request, Maiden Name and/or Alias), there is "NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE ABOVE IDENTIFIERS - REFER TO CONTROL". The certificate is signed by the Pennsylvania State Police.</p>

Child Abuse Clearance

Average time to obtain: Online ordering 2-3 weeks. Paper submissions could take longer than this.

- This document is required even if you have never lived in Pennsylvania
- Go to: <https://www.compass.state.pa.us/cwis/public/home>
- First time user click: **Create Individual Account**
- Review the Welcome page and click: **Next**
- Follow the directions on the website to complete your clearance submission.
- Use your current, legal address
- Under "Purpose of Certificate" check: **An individual 14 years of age or older applying for or holding a paid position as an employee with a program, activity, or service**
- All information must be completed in full. They will request all previous names, addresses, and household members since 1975. This information must be provided to the best of your knowledge
- Your results are available electronically and you may print them upon completion

Submitting via U.S. Mail: Candidates can submit a paper copy of the PA Criminal Form instead, by connecting to the link below and following directions. Results will take longer when using the hardcopy form as they may be processed manually:

<http://www.dhs.pa.gov>

Under most viewed, click "PA Child Abuse History Clearance (CY-113)

What it looks like:

TO WHOM IT MAY CONCERN:

THE PENNSYLVANIA STATE POLICE DOES HEREBY CERTIFY THAT:

Name:
Date of Birth:
Social Security #:
Sex: Unknown
Race: Unknown
Date of Request: 12/10/2012 04:34 AM
Purpose of Request:

Maiden Name and/or Alias (1) (2)
(3) (4)

*** HAS NO CRIMINAL RECORD IN PENNSYLVANIA BASED ON A CHECK BASED ON THE ABOVE IDENTIFIERS - REFER TO CONTROL

THE RESPONSE IS BASED ON A COMPARISON OF DATA PROVIDED BY THE REQUESTER AGAINST INFORMATION CONTAINED IN THE FILES OF THE PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY ONLY. PLEASE CONFIRM IDENTIFIERS PROVIDED. POSITIVE IDENTIFICATION CANNOT BE MADE WITHOUT FINGERPRINTS THE PENNSYLVANIA STATE POLICE RESPONSE DOES NOT PRECLUDE THE EXISTENCE OF CRIMINAL RECORDS, WHICH MIGHT BE CONTAINED IN THE REPOSITORIES OF OTHER LOCAL, STATE, OR FEDERAL CRIMINAL JUSTICE AGENCIES.

THE INFORMATION ON THIS CERTIFICATION FORM CAN BE VALIDATED BY ACCESSING THE PENNSYLVANIA ACCESS TO CRIMINAL HISTORY (PATCH) RECORD CHECK STATUS SCREEN <https://epatch.state.pa.us/RCStatusSearch.jsp> AND SUBMITTING A STATUS CHECK REQUEST THAT CONTAINS THE FOLLOWING - SUBJECT'S NAME (EXACTLY AS INITIALLY ENTERED), CONTROL NUMBER AND DATE OF REQUEST. PATCH WILL FIND AND DISPLAY THE CORRESPONDING RECORD CHECK REQUEST. DETAILS ON THE REQUEST CAN BE VIEWED BY CLICKING ON THE CONTROL NUMBER. YOU WILL BE ABLE TO VERIFY IF THIS REQUEST WAS SENT OUT AS A NO RECORD OR RECORD RESPONSE BY THE PENNSYLVANIA STATE POLICE.

QUESTIONS CONCERNING THIS CRIMINAL RECORD CHECK SHOULD BE DIRECTED TO THE PATCH HELP LINE TOLL FREE AT 1-888-QUERY-PA (1-888-783-7972).

Certified by:

#10: GOOD ACADEMIC STANDING

Students must be in Good Academic Standing with the College at the time of petition through the start of NDT 100 and thereafter. Students on academic probation or dismissal at the College, as defined in the *Student Handbook*, will not be admitted to the program. If your Academic Standing at the College falls below “good standing” (GPA 2.0) at any time after you are admitted to the program, your offer of admission will be revoked and you will not be permitted to register for, or begin, NDT 100.

#11: CODE OF CONDUCT

Be in compliance and in good standing with the College’s Code of Conduct as defined in the Student Handbook. Students must be in good disciplinary standing with the College. Students who have outstanding sanctions or violations filed with the Office of Student Affairs will not be admitted to the program. If your standing at the College falls below Good standing at any time after you are admitted to the program, your offer of admission will be revoked and you will not be permitted to register for or begin NDT 100. A copy of the Student Handbook can be obtained from the Campus Life Office or downloaded from: <http://www.dccc.edu/studenthandbook>

#12: PROOF OF RESIDENCY

Provide proof of residency via a valid, current, legible photocopy of one (1) of the following items:

1. Permanent driver’s license or State ID. Temporary update cards & duplicate licenses are not acceptable.
2. A current utility bill in your name. Gas, electric, water or sewer only; cell phone bills are not acceptable.

The above-named items are the **ONLY** acceptable forms of proof of residency. The address listed on the proof of residency submitted must match the 1) address listed on the program petitioning form, 2) the address listed in the College’s database, and 3) the addresses submitted on all background clearances. The Admissions Office reserves the right to request additional proof of residency documents as necessary in order to verify a candidate’s legal address.

#13: SUBMIT YOUR PETITION

Upon completion of **all requirements**, submit the items below via **email upload** to: petitioning@dccc.edu

The items to submit at the time of petitioning are listed below. All other requirements must be completed, stored, and approved by the College..

The three (3) items to submit at the time of petitioning are:

1. The Petition Form – page 16 of this packet
2. A photocopy of an approved Proof of Residency
3. Photocopies of all three clearances

DISTANCE Students Only: Once all the requirements have been fulfilled, submit the following remaining items below, together via U.S. postal mail to: **COVID-19 requirements. Follow above submission.**

Delaware County Community College
Attn: Vicki Sexton
Neurodiagnostic Technology Program
Allied Health, Emergency Services & Nursing Division
Office #3195
901 Media Line Rd. Media PA 19063

No later than the deadline of July 8, 2021. Students are encouraged to complete all the requirements and petition as soon as they are fulfilled, as ***seats in the program are awarded first come, first qualified***. The program often **fills prior** to the deadline date.

The four (4) items for *Distance Students* to submit at the time of petitioning are:

1. **The Petition Form** – page 16 of this packet
2. **A photocopy of a current photo I.D.**
3. **Photocopies of all three state-specific clearances**
4. **Clinical site verification form signed by the NDT program director**
(Evidence clinical site contract is in place)

Notification of the status of your petition

1. **Qualified students will be offered a seat for the program**, if one is available, after all steps have been successfully completed by the ***July 8, 2021 deadline***.
2. **It can take 6-8 weeks to evaluate petitions.** The Program Director will notify students by U.S. mail regarding the status of their petitions. If a petition is incomplete, the candidate will be notified by U.S. mail regarding the missing items/requirements. Any missing items must be submitted by ***the deadline date of July 8, 2021***, to be considered for seat in the program (if any remain), or a position on the wait list.
3. **The wait list is dissolved at end of July each year.** Students on the wait list **are not carried over** from year-to-year. Students will be notified by U.S. mail when the wait list is dissolved. If a student is interested in petitioning for a future entrance year, they must meet any new admission requirements published for the respective petitioning year.
4. **Students are not permitted to defer their enrollment** into the Neurodiagnostic Technology Program for a future enrollment date. Students must petition again and meet all admission requirements in accordance with the policies and procedures required for the new petitioning year.
5. **It is the student's responsibility to notify both the Admissions and Records Offices of any changes** in address or phone number. It is important that we have correct contact information at all times.

OTHER IMPORTANT INFORMATION

Changes in curriculum, clinical schedules and admission requirements for the NDT program may occur between the time of application and the time of enrollment. Students are expected to meet any new requirements for the class in which they enroll.

Credits received for BIO 150 and BIO 151 (Human Anatomy and Physiology I & II) prior to enrollment must be current within five (5) years of the date you begin your first clinical course (therefore, dated end of **Summer I 2015 or after for 2020**). Courses taken before this deadline will need to be repeated. The College will not accept in transfer any anatomy and physiology courses that contain a virtual lab. Distance students must complete Human Anatomy and Physiology courses and transfer them in for credit.

Once accepted to the program, a required special college planning session for admitted students will be held in mid-Summer. During this session, students will participate in an advisement session and register for program coursework. Admitted students will be notified by U.S. mail regarding the date of this required session.

Admitted students must pass a drug test and obtain medical clearances to be eligible for the clinical experience. Instructions on how and where to take the drug test and obtain medical clearances will be explained to admitted students during the required special college planning session.

In addition to normal tuition, fees, and books, students are required to purchase uniforms, medical insurance, clinical tracking and professional society memberships, and other miscellaneous supplies. They may also be required to obtain additional and/or repeat clearances at their own expense.

If a student fails or withdraws from any one of the Neurodiagnostic Technology courses and wishes to repeat the course, they must petition for readmission through the Neurodiagnostic Technology Program Office. See the current Delaware County Community College catalog or contact the Allied Health, Emergency Services & Nursing Division at 610-395-5353.

Distance students must have a fully executed contract with the Clinical site before acceptance into the program.

QUESTIONS:

Please direct questions regarding the college *admissions process* to:

DCCC/MARPLE CAMPUS
Admissions Office, Founders Hall, room 3500
Phone: 610-359-5050
Email: nwheeler@dccc.edu

Please direct questions regarding *the field of Neurodiagnostic Technology* or questions regarding advisement:

Vicki Sexton,
Neurodiagnostic Technology Program Director
Phone: 610-447-2691
Email: vicki.sexton@crozer.org

Neurodiagnostic Technology Associate Degree Curriculum

COURSE NUMBER / TITLE / CREDITS

FIRST SEMESTER (Fall) - 17 credits

- NDT 100** Foundations of Neurodiagnostic Technology (3)
- NDT 101** Neurodiagnostic Technology Practicum I (7)
- ENG 100** English Composition I (3)
- BIO 150** Human Anatomy and Physiology I (4)

SECOND SEMESTER (Spring) - 18 credits

- NDT 102** Anatomy and Physiology of the Nervous System (3)
- NDT 103** Neurodiagnostic Technology Principles and Practicum II (8)
- BIO 151** Human Anatomy and Physiology II (4)
- MAT 120** Modern College Mathematics **OR** **MAT 121** Introduction to Probability and Statistics (3)

THIRD SEMESTER (Summer I) - 3 credits

- NDT 104** Neurodiagnostic Technology Practicum III (3)

FOURTH SEMESTER (Summer II) - 6 credits

- NDT 105** Neurodiagnostic Technology Practicum IV (3)
- Elective** COMM 100, COMM 111, BUS 130 (3)

FIFTH SEMESTER (Fall) - 14 credits

- NDT 200** Neurological Disorders (3)
- NDT 201** Neurodiagnostic Technology Practicum V (8)
- DPR 100** Intro to Information Technology (3)

SIXTH SEMESTER (Spring) - 14 credits

- NDT 202** Neurodiagnostic Technology Practicum VI (8)
- AHA 207** Ethical Legal aspects of Health Care (3)
- Elective** ENG 240, ENG 241, HIS 110, HIS 120, HIS 150, HIS160, HUM 160, PSY 241, PSY 242, SOC 110, SOC 120, or SOC 210 (3)

Fall/Spring Semester – 15 week sessions

Summer Session I and II – 6 week sessions

Program Guidelines

Students must achieve a "C" or better in BIO 150 Human Anatomy and Physiology I, BIO 151 Human Anatomy and Physiology II, and in each program required NDT course. Students may be removed from the program for violation of patient safety, confidentiality, or behavior incompatible with acceptable standards pending.

First semester sample schedule:

Monday	Tuesday	Wednesday	Thursday	Friday
NDT 100 8:30-11:30/DCCC	NDT 101 9:00-15:00/ CCMC		NDT 101 9:00-15:00/ CCMC	
BIO 150/DCCC		BIO 150/DCCC		BIO 150/DCCC
ENG 100/DCCC		ENG 100/DCCC		ENG 100/DCCC

HELPFUL CHECKLIST

- _____ 1 Submit an application for admission to Delaware County Community College, if not enrolled within the past year
- _____ 2 Demonstrate “College Readiness”
- _____ 3 If applicable, transfer previously earned college credits into the College
- _____ 4 High School credentialing on file with the College
- _____ 5 Apply for Financial Aid
- _____ 6 Observe a Neurodiagnostic Technologist
- _____ 7 Successfully pass the TEAS
- _____ 8 Secure & store background clearances
- _____ 9 Maintain Good Academic Standing (2.0 GPA) at the College at all times
- _____ 10 Be in compliance & in good standing with the College’s Code of Conduct at all times
- _____ 11 Photocopy an approved Proof of Residency for petitioning file
- _____ 12 Make photocopies of all pertinent documents for your personal records
- _____ 13 Submit together to the Allied Health Office/Marple Campus Attn: **Vicki Sexton**
 - (1) Neurodiagnostic Technology petition with an original signature
 - (2) Valid, current, legible photocopy of proof of residence
 - (3) Copies of clearance documents: FBI, PA Criminal, & PA Child Abuse (*see pages 8, 9 & 10 for information*).

Delaware County Community College is an equal employment and educational opportunity institution conforming to all applicable legislation that prohibits discrimination. The College does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation, or any other characteristic protected by state or federal laws in its educational programs, activities, admission or employment policies, as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and other applicable statutes. Inquiries concerning Title IX and/or 504 compliance should be referred to Title IX Coordinator: Sara Evans, Vice President of Human Resources and Organizational Development (sevans28@dccc.edu), 610.359.5094 . TTY for the hearing impaired: 610-359-5020. Inquiries related to accessibility services for students should be directed to the office of disability services, (abinder@dccc.edu), 610-359-5229.

Delaware County Community College is accredited by the Middle States Association of Colleges and Schools, Commission on Higher Education, 3624 Market St., Philadelphia, PA 19104.

The Neurodiagnostic Technology Program is accredited as Crozer-Chester Medical Center School of Clinical Neurophysiology by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon recommendation of the Committee on Accreditation for Education in Neurodiagnostic Technology. Commission on Accreditation of Allied Health Education Programs, 1361 Park Street Clearwater, FL 33756 727-210-2350 www.caahep.org.

NEURODIAGNOSTIC TECHNOLOGY PETITION FALL 2021

Applicants **will not be offered** an available seat in the program until all admission requirements have been completed and submitted. Applicants are admitted on a **first come, first qualified basis**

This petitioning form and documents are to be emailed to: petitioning@dccc.edu

1. The 2021 Neurodiagnostic Technology Petition form
2. Valid, current, legible photocopy of proof of residence/photo I.D. *(see page 10)*
3. Photocopies of all required clearances:
FBI, Criminal background check, Child Abuse, dated September 1, 2020 or after.

Student ID # P00

Legal Name: _____
Last First Middle (Maiden)

Legal Address: _____
Street Address City State Zip

Primary Phone: _____ Alternative Phone: _____

Email: _____

Please answer the following questions:

1. I submitted a petition to the Neurodiagnostic Technology program previously.

No Yes - indicate year: _____

(This information will not be used in evaluating your petition; it is merely used to locate any previously submitted paperwork still available.)

2. Please indicate:

High school graduate GED certification International Evaluation

(The "paper copy" of your official, final High School transcripts or GED results MUST be on file with DCCC's Records Office.)

3. Please indicate:

Seated Student OR Distance Student

(Minimum of 30 miles from Crozer or DCCC Marple campuses)

Signature of Petitioner

Date

**Delaware County Community College
Attn: Vicki Sexton
Neurodiagnostic Technology Program
Allied Health, Emergency Services & Nursing Division
Office #3195
901 Media Line Rd. Media PA 19063
610-359-5050**