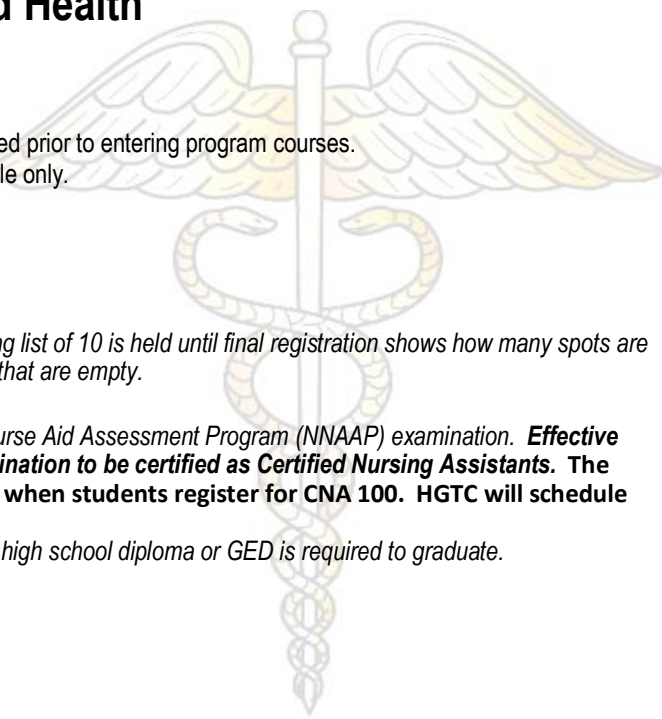


Guidelines for Allied Health 2009-2010



Please note:

- ❖ All diploma and degree programs have designated courses that must be completed prior to entering program courses.
- ❖ Health Care Assistant is the pre-certificate for diplomas and is HOPE Grant eligible only.

Technical Certificates of Credit (HOPE Grant eligible only)

Emergency Medical Technician

- Begins each Fall Quarter
- First 24 students who meet admissions requirements are accepted. Then a waiting list of 10 is held until final registration shows how many spots are left. Students are then called to come the night of final registration to claim spots that are empty.

Patient Care Assisting

The Patient Care Assisting program is designed to prepare students to take the National Nurse Aid Assessment Program (NNAAP) examination. **Effective July 1, 2007 students who complete the CNA 100 class must pass this national examination to be certified as Certified Nursing Assistants. The student is responsible for the payment of the testing fee which will be assessed when students register for CNA 100. HGTC will schedule the exam on its campus, and times and location will be announced.**

- Does not require a high school diploma or GED to begin; however, completion of high school diploma or GED is required to graduate.
- Classes include:
 - CNA 100 Patient Care Fundamentals
 - AHS 103 Nutrition and Diet Therapy
 - AHS 109 Medical Terminology for Allied Health Services
 - EMP 100 Interpersonal Relations and Professional Development

Diploma Programs (HOPE Grant and Pell eligible)

Competitive: Must complete designated courses in Health Care Assistant first (HOPE Grant only during beginning courses.)

Practical Nursing, Surgical Technology and Radiologic Technology (For Radiology, there are 15 spots each Fall: 8 spots for diploma students and 7 spots for degree students)

- Designated courses must be completed before entering the program.
- Applications to compete **must be completed** the quarter prior to entry into the specific program. Students without an application on file will **NOT** be considered for competition. Applications will signify you have completed the designated courses, registered for PSB testing, and understand the competitive process including deadlines for work experience forms and official college transcripts.
- PSB testing must be completed in order to compete.

****Noncompetitive:**

Medical Assisting, Paramedic Technology, Pharmacy Technology

- Applications to be put on the list of potential program students must be submitted by the deadlines below. Students without an application on file will **NOT** be considered for program courses. Applications will signify you have completed the designated courses and understand the deadlines official college transcripts.

Associate Degrees (Pell Grant and HOPE Scholarship eligible)

Competitive: Radiologic Technology (For Radiology, there are 15 spots each Fall: 8 spots for diploma students and 7 spots for degree students)

- The program is competitive and designated courses must be completed before entering the program.
- Applications to compete **must be completed** the quarter prior to entry into the specific program. Students without an application on file will **NOT** be considered for competition. Applications will signify you have completed the designated courses, registered for PSB testing, and understand the competitive process including deadlines for work experience forms and official college transcripts.
- PSB testing must be completed in order to compete.

****Noncompetitive: Respiratory Care Technology**

- Applications to be put on the list of potential program students must be submitted by the deadlines below. Students without an application on file will **NOT** be considered for program courses. Applications will signify you have completed the designated courses and understand the deadlines official college transcripts.

****If at any time there is not enough space for students desiring to enter a noncompetitive program, the program will become competitive and all rules will apply except for PSB testing.**

Designated Courses and Deadlines

Your Program	Your Designated Courses	Your Quarter of Entry (after completion of designated courses)	Your Deadlines: Application to Compete, Work Experience Forms, Transcripts from other schools
<i>Medical Assisting</i>	ENG 101 AHS 101 SCT100 MAT 101 AHS 104 PSY 101 AHS 109	Fall Spring	August 27, 2009 February 25, 2010
<i>Paramedic Technology</i>	ENG 101 SCT 100 MAT 101 AHS 101	Spring	November 19, 2009
<i>Pharmacy Technology</i>	ENG 101 SCT 100 MAT 101 AHS 101 PSY 101 AHS 109	Fall	August 27, 2009
<i>Practical Nursing</i>	ENG 101 AHS 101 SCT 100 MAT 101 AHS 104 PSY 101 AHS 109	Fall Winter (Eastman) Spring	August 27, 2009 November 19, 2009 February 25, 2010
<i>Surgical Technology</i>	ENG 101 AHS 101 SCT 100 MAT 101 AHS 104 PSY 101 AHS 109	Fall	August 27, 2009
<i>Radiologic Technology DIPLOMA PROGRAM</i>	ENG 101 AHS 101 MAT 103 AHS 104 PSY 101 SCT 100	Fall	August 27, 2009
<i>Radiologic Technology DEGREE PROGRAM</i>	ENG 191 BIO 194 BIO 193 ENG 193 PSY 191 AHS 104 MAT 191 SPC 191 SCT 100	Fall	August 27, 2009
<i>Respiratory Technology</i>	ENG 191 BIO 193 SCT 100 ENG 193 BIO 194 PSY 191 ENG 195 BIO 197 MAT 191	Winter	November 19, 2009

ALLIED HEALTH PROGRAMS COMPETITIVE SELECTION PROCESS

Effective Summer Quarter 2006

Following the successful completion (a grade of "C" or better) of all designated courses for specific degree, diploma, and technical certificate of credit programs, students will enter into a competitive process for determining eligibility to progress into occupational program courses. The formula used for the competitive process is:

Total score = (designated courses GPA x 65%) + (PSB X 35%) + possible bonus points

- The GPA is calculated using grades earned in the designated courses. When courses have been repeated, the best grade will be used in the GPA calculation. AHS, biology, chemistry, and physics courses must have been completed within the past three (3) years. The HGTC registrar will calculate GPA's for all students.
- The Psychological Services Bureau Aptitude exam (PSB) is a requirement for competition. The test may be taken more than once, but students must wait 30 days before retesting. The highest overall score will be used in the competitive process.
- Bonus points may be earned through documented program specific, paid full-time work experience. One (1) bonus point for every three (3) months of full-time work experience will be awarded with a maximum of five (5) bonus points for work experience. Work experience will be evaluated by the Dean of Instruction and the program chair.
- Bonus points may be awarded for completing designated courses at HGTC. One (1) point will be awarded for each designated course completed at HGTC with a maximum of three (3) bonus points.
- All students' total scores will be ranked from the highest to the lowest—with the students having the highest total scores being accepted. The total number of students accepted is based on the number of available openings.

Reentry or Transfer Students

Students who have been unsuccessful or have withdrawn from an Allied Health program at HGTC or another DTAE school and desire to reenroll must compete for reentry.

Reentry to first quarter. Students who wish to reenroll in the first quarter of a program must follow the same guidelines listed above. PSB exam scores and documented program specific, paid full-time work experience already on file at HGTC will be used in calculating the total score using the formula above. Students in programs that previously did not require PSB scores must take the exam to be considered for reentry into a program.

Reentry to other quarters. All students applying for reentry into other quarters must first meet HGTC first quarter entry requirements. Competition for reentry will be based upon the student's program GPA which includes required designated courses and all program specific occupational courses that have been attempted. If a course has been repeated, the best grade will be used in the GPA calculation. Student GPA's will be ranked from the highest to the lowest—with the students having the highest GPA's being accepted. The total number of students accepted is based on the number of available openings.

Residency Requirements for Graduation

Heart of Georgia Technical College requires that a minimum of fifty percent (50%) of the course work of a particular program of study be completed at Heart of Georgia Technical College.

