

Surgical Technology
Advisement Packet & Application for Admission

Campus: Sallisaw

This career major is offered on ICTC's Sallisaw Campus. Students will experience challenging coursework with relevant clinical instruction in a variety of surgical settings. The curriculum guides the student to utilize effective communication and critical thinking skills to provide quality patient care before, during, and after surgery. Students will work with surgeons, anesthesiologists, nurses, and other members of the surgical team. Upon successful completion of the career major, graduates may be eligible to take the National Surgical Technology Certification exam which allows them to be employed as Certified Surgical Technologists.

Classroom hours 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 on the evening or during the weekend. In such cases, students are given as much advanced notice as possible. Students will participate in a minimum of 120 surgical procedures as set forth in the core curriculum for Surgical Technology, 6th ed. The Surgical Technology program is approximately 11 months in length. Classes begin in August.

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 and around the Fort Smith area throughout the 11 month training experience.

Note: The "Application for Admission" is the only page from this packet that should be returned with other required documents. All other pages may be kept by the applicant for reference.

APPLICATION DEADLINE: APRIL 7, 2016

The Surgical Technology Program at ICTC is accredited by the
Commission on Accreditation of Allied Health Education Programs (CAAHEP)
1362 Park Street
Clearwater, FL 33756
727-210-2350
www.caahep.org

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

**APPLICATION TO ANY INDIAN CAPITAL TECHNOLOGY CENTER 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

Surgical Technology

Application Process

(1) Register for TEAS (Entrance exam)

- Cost \$66 (Payment must be made online by using a credit or debit card at the time of registration).
- Register online at www.atitesting.com
 - Click the "Online Store" link in the upper right-hand corner of the home page
 - Click on "Register for TEAS" (left side of screen), then follow prompts for registration. You will be asked to login with your Username & Password /Create a New Account. Registration must be completed at least 48 hours prior to the scheduled TEAS. Study materials and practice tests are also available for purchase on the same website.
- Other:
 - Test dates are listed below – space for each date is limited
 - Exam may only be taken two (2) times in a 6-month period to be considered for admission
 - Testing fees are non-refundable

(2) Complete application, obtain high school/GED transcript*, and obtain documentation for points

- Completed application & high school or GED *transcript* are required for admission (*copy of diploma not acceptable*)
- Other documentation is required for awarding of points (See "Priority Point System Explanation")

(3) Take the TEAS & submit application (with transcripts & other documentation) on selected test date

- Submit completed application, high school or GED *transcript*, and other documents for awarding of points **at time of testing**. Only documents submitted with application at the time of testing will be awarded points.
- Bring the following to the exam:
 - Valid photo ID (eg: driver's license)
 - ATI paper/pencil ID (printed from your online registration)
 - #2 pencil
 - 1 self-addressed, postage paid, legal-size envelope
- Arrive 15 minutes prior to scheduled exam – exam will take approximately 2 ½ - 3 hours
- **Exam Results:** Results are available to students through their accounts at www.atitesting.com – "My Results" within approximately 1 week. ICTC will also mail test scores within approximately three weeks following the test date. If test results are not received within three weeks, applicants may contact ICTC.

**Current high school seniors should submit a current high school transcript which indicates anticipated graduation date. Homeschool students will be required to take the GED exam.*

TEAS DATES

Muskogee Campus	Sallisaw Campus	Stilwell Campus	Tahlequah Campus
Nov 16, 2015 - 8:00 a.m. Bldg A – Academic Center	Nov 13, 2015 - 8:30 a.m. Bldg E--Seminar Center	Nov 20, 2015 – 8:30 a.m. Academic Center	Nov 16, 2015 - 8:30 a.m. Academic Center – Main Bldg.
Dec 14, 2015 - 8:00 a.m. Bldg A – Academic Center	December 15, 2015 - 8:30 a.m. Bldg E--Seminar Center	Dec 11, 2015 – 8:30 a.m. Academic Center	Dec 11, 2015 - 8:30 a.m. Academic Center – Main Bldg.
Jan 22, 2016 - 8:00 a.m. Bldg A – Academic Center	Jan 19, 2016 - 8:30 a.m. Bldg E – Seminar Center	Jan 22, 2016 – 12:00 p.m. Academic Center	Jan 11, 2016 - 8:30 a.m. Academic Center – Main Bldg.
Feb 12, 2016 - 8:00 a.m. Bldg A – Academic Center	Feb 9, 2016 - 8:30 a.m. Bldg E – Seminar Center	Feb 12, 2016 – 12:00 p.m. Academic Center	Feb 12, 2016 - 8:30 a.m. Academic Center – Main Bldg.
Feb 22, 2016 - 8:00 a.m. Bldg A – Academic Center	Feb 25, 2016 – 8:30 a.m. Bldg E – Seminar Center	Feb 26, 2016 – 8:30 a.m. Academic Center	Feb 26, 2016 - 8:30 a.m. Academic Center – Main Bldg.
Mar 11, 2016 - 8:00 a.m. Bldg C – Brackeen Center	March 9, 2016 - 8:30 a.m. Bldg E – Seminar Center	March 11, 2016 – 12:00 p.m. Academic Center	March 7, 2016 - 5:30 p.m. Academic Center – Main Bldg.
Mar 21, 2016 - 8:00 a.m. Bldg C – Brackeen Center	March 28, 2016 – 6:00 p.m. Bldg E – Seminar Center	March 22, 2016 – 4:00 p.m. Academic Center	March 21, 2016 - 8:30 a.m. Academic Center – Main Bldg.
April 7, 2015 - 8:00 a.m. Bldg C – Brackeen Center	April 7, 2016 - 8:30 a.m. Bldg E – Seminar Center	April 7, 2016 – 4:00 p.m. Academic Center	April 6, 2016 - 8:30 a.m. Academic Center – Main Bldg.
April 7, 2016 - 5:00 p.m. Bldg C – Brackeen Center			

General Information

Admission Criteria and Selection	<p><u>ADMISSION CRITERIA</u></p> <ul style="list-style-type: none"> ■ Completed Application ■ High School diploma or GED (as evidenced by transcript)* ■ TEAS scores of 50 on Math <i>AND</i> 60 on Reading <p><u>SELECTION</u></p> <p>All applications meeting the above 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). Highest ranking applicants will be admitted.</p> <p>Applicants will be notified of admission or alternate status by letter in May.</p> <p>If selected for admission, continued enrollment is contingent upon a satisfactory background check and sex offender registry check, subsequent clinical placement, and required drug screening.</p> <p>Those chosen for admission will be required to attend orientation in June.</p> <p><i>*Current high school seniors should submit a current high school transcript which indicates anticipated graduation date. Homeschool students should take the GED exam.</i></p>
Cost	<p>Cost of the program is approximately \$5,000.00 (in-district).</p> <ul style="list-style-type: none"> • All students will be required to submit a \$100 deposit to complete the background check and hold the position in the program. An initial payment of \$1,500.00 will be required prior to the first day of class for all students. Students who have secured funding from any entity should contact the bursar's office immediately. Students should not assume that funding will waive the initial \$1,500.00 payment. • 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. <p><i>*Fees & other costs are estimated and subject to change</i></p>
Other	<p>ICTC is not obligated to admit applicants scoring below 50 in Math and/or 60 in Reading on the TEAS, or scoring below 10 on the interview. If positions remain open after all applicants scoring above these levels have been accommodated, ICTC reserves the right to re-open the application period and/or admit applicants scoring below the preferred levels. 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>The TEAS may be taken two (2) times in a 6-month period; however, applicants who take the exam only 1 time will receive priority in the event of a tie (see "Point Ties" section). When taking the TEAS a second time, the application (and other documents) should not be duplicated. Forms indicating a re-take will be available at the testing site. Additional "Points" will not be awarded with a re-take.</p> <p>An alternate list will remain in effect until the first day of class. Alternates and applicants not admitted to the program should reapply to be considered for later admission.</p> <p>ICTC reserves the right to extend the application period without advance notification.</p> <p>The requirements for successful completion of the surgical technology program are: (1) maintain a minimum 80% average for each course (2) demonstrate all skills with 100% accuracy (3) provide documentation of the required 120 surgical cases, with a minimum of 80 being performed in the role of the first scrub, and a maximum of 40 being performed in the second scrub role (4) adhere to all ICTC and program policies (5) adhere to ICTC's attendance policy.</p>

Priority Point System (PN – ST)

NAME: _____

REQUIRED DOCUMENTATION SHOULD BE SUBMITTED WHEN THE TEAS IS TAKEN. THIS INCLUDES COMPLETED APPLICATION and HIGH SCHOOL OR GED TRANSCRIPT	Yes	No
All other documentation is for awarding of points and should also be SUBMITTED WITH APPLICATION . Points WILL NOT BE AWARDED FOR DOCUMENTATION TURNED IN AFTER THIS TIME. See reverse side for further Point explanation.		

TEAS

Math Score #1 _____ #2 _____	100 - 88 87.9 - 71 70.9 - 50	5 points 4 points 2 points	Points Awarded: (Max 5)
Reading Score #1 _____ #2 _____	100 - 90 89.9 - 78 77.9 - 60	10 points 8 points 4 points	Points Awarded: (Max 10)
Composite Score #1 _____ Composite Score #2 _____	Test Date #1 _____ Test Date #2 _____		

CERTIFICATION OR LICENSURE IN A HEALTH CAREER

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

HEALTH RELATED EDUCATION

HCC or Sports Medicine (ICTC)	"A" Average "B" Average	2 points 1 point	Points Awarded: (Max 6)
Med Term	"A" or "B" "C"	2 points 1 point	
Anatomy or A&P I	"A" or "B" "C"	2 points 1 point	
Physiology or A&P II	"A" or "B" "C"	2 points 1 point	

EDUCATION

College Credit	Associate or higher ≥ 21 college hours (no degree) 15-20 college hours 3-14 college hours	3 points 2 points 1 point 0.5 points	Points Awarded: (Max 3)															
GPA or GED score (most recent)	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><u>GPA</u></td> <td style="text-align: center;"><u>GED</u></td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">(after 2002) (before 2002)</td> <td></td> </tr> <tr> <td style="text-align: center;">3.0-4.0</td> <td style="text-align: center;">668-800</td> <td style="text-align: center;">360-400</td> </tr> <tr> <td style="text-align: center;">2.0-2.9</td> <td style="text-align: center;">536-667</td> <td style="text-align: center;">319-359</td> </tr> <tr> <td style="text-align: center;">0-1.9</td> <td style="text-align: center;">535 or less</td> <td style="text-align: center;">318 or less</td> </tr> </table>	<u>GPA</u>	<u>GED</u>			(after 2002) (before 2002)		3.0-4.0	668-800	360-400	2.0-2.9	536-667	319-359	0-1.9	535 or less	318 or less	2 points 1 point 0 points	Points Awarded: (Max 2)
<u>GPA</u>	<u>GED</u>																	
	(after 2002) (before 2002)																	
3.0-4.0	668-800	360-400																
2.0-2.9	536-667	319-359																
0-1.9	535 or less	318 or less																

TOTAL POINTS (Prior to Interview – 31 possible):

INTERVIEW

Interview	YES	NO	see score sheet	Points Awarded: (Max 30)
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TOTAL POINTS (Including Interview – 61 possible)

Priority Point System Explanation

POINT SECTIONS	EXPLANATION and SUPPORTING DOCUMENTATION
Entrance Exam (TEAS)	Points are awarded according to score levels in Math and Reading. No points will be awarded for applicants scoring below the required minimum levels of 60 Reading and 50 Math. Composite scores could be used in the case of a tie (see "Point Ties" section below).
Current Certification or Licensure in Health Care*	Must provide a copy of current certification or license issued by the official certifying or licensing agent. CPR must be "Health Care Provider" to receive points. *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.
Employment	Must provide documentation from employer verifying work experience in health care which is directly related to patient care for a minimum of one (1) year within the last 5 years.
Health-Related Education	Points will be awarded for completion of the course(s) listed below, provided an <i>official</i> transcript (college or career tech) is submitted, and criteria is met. Points will also be awarded if currently enrolled, <i>if an official transcript documenting current enrollment and documentation from the course instructor indicating a current grade are provided.</i> <ul style="list-style-type: none"> • <u>Health Careers Certification</u> ("HCC") or Sports Medicine at ICTC – within last 3 years; "B" or higher • <u>Medical Terminology</u> – within last 3 years*; minimum of 3 credit hours or 45 clock hours; "C" or higher • <u>College level Anatomy, Physiology, A&P I, A&P II</u> – within the last 3 years*; minimum of 4 credit hours each; "C" or higher <i>*time restriction for Med Term & A&P applies only if no degree awarded</i>
General Education	Points will be awarded for education beyond a high school diploma or GED, and for the most recent GPA or GED scores. <ul style="list-style-type: none"> • <u>College Credit</u> – Must submit <i>official</i> transcripts • <u>Grade Point Average (GPA) or GED Score</u> – Points will be determined by whichever is the most recent: College GPA, high school GPA, or GED score. If no GPA is documented on transcript, points will not be awarded
Interview	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 approximately two (2) weeks following the last scheduled TEAS and the interview will be scheduled at that time. The interview will take approximately 15-30 minutes. Applicants scoring below the minimum preferred levels on the TEAS will not be interviewed unless the number of applicants meeting minimum criteria for admission is not adequate to fill available positions in the program.
POINT TIES	Ties in scores following interviews will be broken by the following items in the order that they are listed below: <ol style="list-style-type: none"> 1) Applicant resides within the ICTC school district 2) Interview score 3) Number of times TEAS taken (1 or 2) 4) Composite score on TEAS 5) Reading score on TEAS 6) Points received for "Current Certification or Licensure in Health Care" 7) Points received for "Health-Related Education" 8) Points received for "General Education" 9) Date application received 10) Random drawing

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**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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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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APPLICATION FOR ADMISSION

Practical Nursing - Radiology Technology - Surgical Technology – Occupational Therapy Assistant*

(*see Accreditation Status statement & Disclaimer to OTA Applicants)

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: _____ E-MAIL: _____

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

Are you a US Citizen? NO* YES *Proof of Legal Residency may be required for certification or licensure

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

Radiology Technology (Muskogee Campus – Application deadline: March 22, 2016)

Surgical Technology (Sallisaw Campus – Application deadline: April 7, 2016)

Practical Nursing*
*Indicate ONE choice: Muskogee Sallisaw Stilwell Tahlequah (Application deadline: April 7, 2016)
 (Muskogee-Sallisaw-Tahlequah campuses: Classes begin in July, 2016; Stilwell classes begin August, 2016)

Occupational Therapy Assistant* (Muskogee Campus – Application deadline: March 22, 2016)

*see "Accreditation Status / Disclaimer to Applicants of the OTA Program"

TEAS INFORMATION (Practical Nursing & Surgical Technology only):

Indicate the date & ICTC campus on which you scheduled the TEAS:
MUSKOGEE-Date: _____ **SALLISAW-Date:** _____ **STILWELL-Date:** _____ **TAHLEQUAH-Date:** _____

TEAS scores from other institutions may be used for admission if taken within the last year & submitted with this application

EDUCATION HISTORY

HIGH SCHOOL GRADUATE Year: _____ **or GED Year:** _____

If High School Graduate:
 High School Name _____ City/State _____

PREVIOUS ENROLLMENT IN ICTC HEALTH CAREER PROGRAMS
 Please indicate below if you have been previously enrolled in any of the programs below:

Practical Nursing	Yes / No	Year:	Campus:
Radiology Technology	Yes / No	Year:	
Surgical Technology	Yes / No	Year:	
Occupational Therapy Assistant	Yes / No	Year:	
Health Careers Certification or Sports Medicine	Yes / No	Year:	Campus:

COLLEGE DEGREES

Degree	College	Year

Complete Reverse Side of Application →

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CREDIT FOR PREVIOUS LEARNING

Credit for courses listed below may be granted with submission of *official* transcripts documenting stated requirements, and/or current certification. Please indicate whether or not you will be requesting credit.

NURSING, RADIOLOGY TECHNOLOGY, SURGICAL TECHNOLOGY, OCCUPATIONAL THERAPY ASSIST	YES / NO
ANATOMY & PHYSIOLOGY – 8 college credit hours required	YES / NO
MEDICAL TERMINOLOGY – 3 college credit hours required	YES / NO
CERTIFIED NURSE AID (CNA) (<i>Practical Nursing Applicants Only</i>) – current certification required	YES / NO

HEALTH CAREERS CERTIFICATION / NURSING TRANSITION

Are you currently enrolled in a Health Careers Certification program at ICTC?

Yes / No

If yes, check which of the following correctly applies:

I AM CURRENTLY A HIGH SCHOOL **SENIOR** ENROLLED IN HCC

I AM CURRENTLY A HIGH SCHOOL **JUNIOR** ENROLLED IN HCC & AM APPLYING FOR THE "NURSING TRANSITION" PROGRAM ON THE MUSKOGEE CAMPUS (*See note below instructor signature)

HCC INSTRUCTOR SIGNATURE: _____

DATE: _____

*Application deadline for the Nursing Transition is **February 26, 2016.***

Orientation for students & parents will be held in April.

Statements of Understanding

1. 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.

2. 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/ fieldwork sites, other education entities, or official agencies.

3. 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/fieldwork facilities. Information contained in the background check may affect the individual's ability to continue enrollment in the program. In addition, background check results may affect employment or licensure.

4. 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.

5. 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.

6. Financial Aid

The student is ultimately responsible for the payment of all school expenses at the time they are due.

7. 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 policies and procedures for ICTC students and full-time Adult Health Careers students are available to every student enrolled at www.icctech.com. Students should ensure they obtain and read these documents upon admission. If a student cannot access the handbook for any reason, he/she should notify faculty and request such documents.

8. *Accreditation Status / Disclaimer to Applicants of the OTA Program

The occupational therapy assistant program has applied for accreditation by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its Web address is www.acoteonline.org. Once accreditation of the program has been obtained, its graduates will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure. **DISCLAIMER TO APPLICANTS OF THE OTA PROGRAM: ACOTE granted ICTC candidacy status on December 7, 2014. The accreditation status of the program will not be known until Spring, 2016. As stated above, graduates may not sit for national certification if program accreditation is not obtained.**

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