

ENROLL IN 8 EASY STEPS

STEP 1: ACADEMIC ASSESSMENT

An academic assessment will be given for the Certified Massage Therapy, Practical Nursing and Radiologic Technology programs.

The assessment will determine the applicant's reading and math ability. Applicants will also complete a Written Communication Assessment at this time. Strong communication skills are needed in the medical fields and the written assessment will measure a potential student's ability to express themselves. A testing fee will be due at the time of registration. Please contact the Health Occupations Secretary to schedule a testing time.

STEP 2: INSTRUCTIONS & FORMS

Once the academic assessment is scheduled, a packet including an application, reference forms, along with instructions and deadlines will be mailed to the applicant. The following are examples of references that should be (in order of priority): current employer(s), past employer(s), teachers (for students) and school counselors (for students). References submitted that have no other qualification than friendship, kinship, social or church affiliation will be discarded. If an applicant feels they have special circumstances with regards to references, please speak to the program coordinator. The application must be submitted and signed, along with official high school and college transcripts or GED score report. All information must be complete and accurate.

STEP 3: NOTIFICATION OF ASSESSMENT RESULTS

Each applicant will receive a score report by mail approximately 10 (ten) days after they take the assessment. No assessment results will be given over the phone.

STEP 4: RETURN FORMS & DOCUMENTATION

Applicants should return their application, transcripts or GED scores, proof of certifications, proof of prerequisite coursework and other supporting documentation by the application deadline. High school transcripts must show date of graduation and grade point average (high school transcripts or GED scores are a requirement of state accrediting agencies). If necessary, it is your

responsibility to translate all documentation into English.

Transcripts must be submitted to receive credit for post-secondary education. Forms received after the application deadline will not be considered. Transcripts may be faxed directly from the educational institution to Meridian Technology Center at (405) 624-1382, Attn: Health Occupations Secretary.

STEP 5: APPLICATION REVIEW

After the application deadline, applications will be reviewed by the selection committee and points will be assigned based on the application, assessment scores, educational background, references, employment and other training. Those applicants with the highest points will be contacted by phone to schedule a personal interview.

STEP 6: INTERVIEW SESSION

Invited applicants will attend a personal interview with the selection committee. The applicant will receive information about the program and have an opportunity to ask questions at this time.

STEP 7: NOTIFICATION STATUS

Applicants will be notified of acceptance, alternate status or non-acceptance once interviews have been completed.

STEP 8: ENROLLMENT

Upon notification of acceptance into the program, the applicant must finalize enrollment by completing the following: (a) pay tuition deposit of \$500 by the announced date. This deposit will be deducted from the tuition cost and is NOT refundable. The remaining tuition fee will be due according to program requirements; (b) complete the career program enrollment form; (c) submit a completed Meridian Technology Center physical examination form including immunization record. (See checklist on reverse side for entry into Health Occupations).



NOTE: Applicants living in the Meridian Technology Center school district will be given first priority for admission. In order to be eligible for in-district tuition, an applicant may be asked to provide proof of residency in the school district. Radiologic Technology students, with residency established in Cushing, Edmond or Ponca City are eligible for in-district tuition.

APPLICATION/ENROLLMENT CHECKLIST FOR ENTRY INTO HEALTH OCCUPATIONS

- Registration for academic assessment
- Complete Meridian Technology Center Health Occupations Application
- Complete assessment (including Written Communications Assessment)
- Return application and supporting documentation to the Health Occupations Secretary by the deadline
 - Application
 - High School Transcript or GED score report (Must be translated into English if necessary)
 - College transcripts, if applicable
 - References
 - Proof of Prerequisite courses
- Attend interview session (if invited)
- Receive notification of acceptance, alternate status or non-acceptance

If accepted-

- Fill out Meridian Technology Center Career Program enrollment form in the Career Planning Center at Meridian Technology Center
- Pay \$500 deposit by the designated date
- Return Meridian Technology Center physical form by the designated date
- Turn in immunization records
 - MMRx2
 - Diphtheria/Tetanus within last 10 years
 - TB skin test within last 12 months
 - Hepatitis B vaccination series begun (or waiver signed)
- Show evidence of AHA Healthcare Provider CPR training or Red Cross CPR for the Professional Rescuer (PN & RT only)
- Pay first tuition payment by first class meeting

Notes: _____

