

2017 Cardiographic Technician (CGT) Certificate Admission Requirements

The information in this document is not designed to be a contractual agreement with an applicant. The program reserves the right to change without notice such things as program admission or completion requirements, costs and curriculum as needed and in accordance with Harper College policy.

Important Dates

2017 CGT Priority Application Dates.....**September 1, 2016 – April 1, 2017***

***April 1, 2017 is the application deadline; check the program web site for information on the application status.**

Submit College Application and Fee

- If you have not previously applied to the College, this is your next step.
- This application and fee can be submitted online or in person.

Submit the Cardiographic Technician Certificate Program Application

- Submit your program application to the Health Careers Division Office, Avanté Center, Room X250, in person, or by Fax to 847.925.6373, or email it to le@harpercollege.edu

Submit Additional Documentation

Note: Official documents are those sent directly from the institution to Harper College.

Official High School Transcript OR GED Results – The final high school transcript must have the graduation date posted; the GED report must show passing scores.

- Applicants who have completed high school in another country need to submit a document-to-document evaluation of their high school transcript completed by Educational Credential Evaluators, INC (ECE) www.ece.org or World Education Services (WES) www.wes.org stating **U.S. Equivalence: High school diploma**.
- The high school transcript requirement can be waived if official documentation is provided demonstrating completion of the equivalent of a U.S. associate or higher degree.

Official College Transcripts – You will need to submit transcripts from other colleges attended if the document(s) show completion of courses you think may fulfill course admission requirements or support course work applicable to the Cardiographic Technician certificate.

- Foreign college transcripts must first be evaluated by World Education Services (wes.org) or Educational Credential Evaluators, INC (ece.org). A copy of the completed course-by-course WES or ECE evaluation must be submitted to the Admissions Processing Office.

Academic Prerequisites

Harper Grade Point Average

- Current or previously enrolled Harper students must have a minimum 2.0 grade point average.

English Composition - ENG 101 at Harper College, or the equivalent from another college (as determined by the Harper College transcript evaluation).

- Must be completed with a grade of C or better.
- There is no expiration date on the English Composition course requirement.

Human Anatomy and Physiology - BIO 135 at Harper, or the equivalent from another college (as determined by the Harper College transcript evaluation).

- This requirement can be satisfied by completion of BIO 160 and BIO 161 or the equivalent courses from another college (as determined by the Harper College transcript evaluation).
- Any course(s) used to satisfy the biology course requirement must be completed with a grade of C or better.
- There is no expiration date on the Human Anatomy and Physiology course requirement.

Graduate of a degree or certificate program in a direct patient care field or current enrollment in career-specific course in a direct patient care field at the time of application.

- See list below* for eligible **direct patient care occupations**. (If your program is not on this list, and you believe it should qualify, it is recommended that you contact Kelly Hamontree, program coordinator at khamontr@harpercollege.edu.)
- May be satisfied by completion of one career-specific course completed with a grade of C or better.
- Official transcript documenting satisfaction of this requirement is required.

*Direct Patient Care Occupations

Anesthesiologist Assistants	Occupational, Physical, Therapeutic Therapists and Therapy Assistants
Anesthesia Technologists and Technicians	Orthotists
Cardiovascular Technologists	Paramedics
Chiropractors	Perfusionists
Clinical Exercise Specialists	Phlebotomists
Certified Nursing Assistants (CNAs)	Physicians
Dental Hygienists	Physician Assistants
Dieticians, Dietetic Technicians, Nutritionists	Polysomnographic Technologists
Electroneurodiagnostic Technologists	Prosthetists
Emergency Medical Technician (EMTs)	Practical Nurses (LPNs)
Imaging: Sonographers, Radiology Technologists, Nuclear Medicine Technologists	Registered Nurses (RNs)
	Respiratory Therapists
Kinesiotherapists	Surgical Assistants
Medical Assistants	Surgical Technologists

Admission Decisions

- Admission decisions will be made following the April 1, 2017 priority deadline and will be based on file completion date.

Important Admission Notes

- It is the applicant's responsibility to insure that all requirements are met and all necessary documentation is on file with the College.
- All correspondence regarding your limited enrollment application will be mailed to your address of record at Harper College. It is your responsibility to see that your address information is current. To update your address (and/or phone number), you will need to contact the Harper College One Stop Center, Building A, Room A250. (The address on record with the College as of the program deadline will be used by the admission selection committee when they determine admission decisions.)
- Applicants should be aware that it may take up to three weeks for the College to receive transcript(s) from the sending institution(s). Once the transcripts you have listed on your program application have been received, it can take another one to three weeks before you will receive your written evaluation of transfer credit in the mail. If there are courses which require departmental contact, your evaluation will require more time. Please plan accordingly.
- Applicants not accepted into a program who wish to be considered in the selection process for a future term must submit a new program application.
- **Once your program application has been processed, you will be able to monitor your limited enrollment file online.** Go to harpercollege.edu and log into your **MyHarper Student Portal**; limited enrollment information can be found under the **My Academic Record** section of the **My Harper** tab.
- Qualified applicants not selected will be placed on a temporary wait list and identified as alternates. Alternate lists do not carry over from one application cycle to the next; therefore, alternates who are not admitted to a program will need to attend a new program information meeting and submit a new program application for a future program start.
- A higher tuition rate—200 % of the standard tuition—is assessed for the career-specific courses in each of these programs. The out-of-district rate for CGT-prefixed courses is more than twice as much as the doubled in-district rate.

HARPER COLLEGE RESOURCES

Office	Location	Phone Number
Admissions Processing for Limited Enrollment Programs Health Careers Division Office	Avanté Center, Room X250	847.925.6533
Admissions Outreach	Bldg C, Room C102	847.925.6700
Academic Advising and Counseling Services	New Students: Bldg C, Room C104	847.925.6208
	Previous or currently enrolled Harper students: Bldg I, Room I117	847.925.6393
Access and Disability Services	Building I, Room I103	847.925.6266
Assessment and Testing	Bldg A, Room A148	847.925.6541
Business Office	Bldg A, Room A214	847.925.6880
HarperStore	Bldg L, Room L260	847.925.6275
One Stop Center	Bldg A, Room A250	847.925.6710

05/2016

Harper College is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation. Link to full official statement: <http://www.harpercollege.edu/catalog/about/comply.htm>.