

Fall 2025 Psychiatric Technician Certificate 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

Fall 2025 Psych Tech Certificate Application Dates...**June 1, 2025 – August 8, 2025**

No entrance exam required! Please read the entire document for details.

Attend an optional Information Meeting

- Learn more about the Psychiatric Technician career, curriculum, admission standards and program participation requirements.
- Visit <https://harper.secure.force.com/events/#/search?type=Health%20Career%20Info%20Session> to RSVP to a live virtual information session.

Submit College Application and Fee

- If you have not previously applied to the College, this is your first step.
- This application and fee can be submitted online at https://harpercollege.my.site.com/apply/TX_SiteLogin?startURL=%2Fapply%2FTargetX_Portal_PB in person at the One Stop, Building A, room 250.

Submit the Psychiatric Technician Certificate Program Application

- Submit your program application by going to the admission web page at <https://www.harpercollege.edu/academics/health/nursing/psychiatric-technician-admission.php> within the time frame indicated above.

Submit Additional Documentation

Official High School Transcript OR High School Equivalency (HSE) Results – The final high school transcript must have the graduation date posted; the HSE 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 (ECE) www.ece.org, Educational Perspectives www.edperspective.org, or World Education Services (WES) www.wes.org stating U.S. Equivalence: High school diploma.
- This 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.

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

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 Harper College Psychiatric Technician Certificate Program. Requests can be made at the institution website.

- Foreign college transcripts must first be evaluated by World Education Services (wes.org), Educational Perspectives (www.edperspective.org), or Educational Credential Evaluators, INC (ece.org). A copy of the completed course-by-course WES or ECE evaluation must be submitted to processing@harpercollege.edu, Admissions Processing, or the Harper College One Stop Center, Building A, Room A250.
- To have transfer credit awarded, applicants must have an official transcript sent from each college or university attended. Official transcripts will be evaluated as they are received, and students will receive an email to their Harper email account once evaluated.

Program Admission Requirements

Course pre-requisites must be completed by the end of the semester, in which the deadline falls in

1) Illinois Health Care worker Registry – active as a Certified Nursing Assistant

- You must provide proof of your having passed the Illinois State CNA registry exam and have current registry status (within the **past 3 years**) and/or actively employed under the Employment Verification section on the registry. Go to <http://www.idph.state.il.us/nar/home.htm> to print a copy of your registry from the Illinois Department of Public Health web site.
- If you are not current according to the above criteria, you may be able to recertify please use this link for information <https://www.nurseaidtesting.com/recertification-process/>
- If you are enrolled in a CNA course, you must complete the course(s) with a C or better and pass the licensure exam and be listed on the Illinois Dept of Public Health Care Registry by August 1st

1) Harper Grade Point Average (if courses taken at Harper)

- Current or previously enrolled Harper students must have a minimum **2.0 grade point average** at the time of application. **If your GPA is below a 2.0, your application cannot be processed.**

2) English - Placement into ENG101

Can be satisfied by one of the following options below. Please check the Testing webpage <https://www.harpercollege.edu/testing/english-placement-grid.php> full list of options.

- Completion of ENG 101 (or higher- level English course) at Harper with a grade of C or better
- ACT English score of 19 or higher **AND** ACT Reading score of 20 or higher

- SAT Evidence-based Reading & Writing score of 480 or higher
- Cumulative unweighted high school GPA of 3.0 or higher on a 4.0 scale or 4.0 or higher on a 5.0 scale (7th semester or later HS transcript)
- Harper's English placement exam with a score of 4 or higher
- Completion of the appropriate ESL courses that satisfy placement into ENG 101
- GED score of 165 or higher on reasoning through language arts sub-section, completed in English
- Passing grade ("C" or better) in an aligned English course administered at a participating district 211, 214, and 220 high schools.

There is no time limit on the English requirement.

3) Math Assessment – demonstrate college level placement in mathematics with one of the testing or course options below. Visit <https://www.harpercollege.edu/testing/mathplacement.php> to view FULL list of testing and course options. There is "no time limit" on any of the following for NUR admissions. But time limits do apply to register for course work.

| Math Testing Options | Math Course Options (use link above for additional options) |
|---|--|
| <ul style="list-style-type: none"> • Math GPA Placement Waiver determined by Testing • ALEKS Math Placement Exam Score of 46 or higher • ACT Math Score 22 or higher <u>OR</u> SAT Math scores of 530 or higher no time limit • Score of "165" or higher on the "Math" section of the GED | <ul style="list-style-type: none"> • Completion of intermediate algebra or college level math with a grade of "C" or better • Suggested course option at Harper MTH085/165* • AP score of "3" or higher on the AP Calculus AB, AP Calculus BC, or AP Statistics exams |

- 4) **Introduction to Psychology** - PSY 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 psychology course requirement
- 5) **Introduction to Human Anatomy and Physiology** - BIO 135 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 a five-year time limit on the course requirement. Refer to the chart below for time limits.
 - * BIO 260 (previously BIO 160 at Harper) or BIO 261 (previously BIO 161 at Harper), or the equivalences from another college may be used as a course substitute, 5-year time limit applies.

Time limit table for the following courses:

| Courses | For the Fall 2025 Program Start |
|---|--|
| BIO 135 INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY | Must be completed after January 1, 2020 |
| BIO 260 HUMAN ANATOMY** | Must be completed after January 1, 2020 |
| BIO 261 HUMAN PHYSIOLOGY ** | Must be completed after January 1, 2020 |

** BIO 260 (previously 160) & BIO 261 (previously 161) is not required for admission but can be used for as course substitutes for BIO 135.

Admission Decisions

Satisfaction of all requirements does not guarantee acceptance to the program, space is limited.

- Applications will be processed within 5 – 10 business days. Students will receive an email to the email on the application and/or their Harper email stating if their file is complete or if there are outstanding items. A complete file does not guarantee acceptance, but students with complete files will have priority over those with items outstanding.
- Depending on the number of qualified applicants eligible for admission, it is possible that contingency offers may be extended to applicants who are in the process of completing an admission requirement.
- If contingent offers are made all course work must be completed with a C or above by 8/1/25 and must be on the CNA registry by 8/1/25 to start the program in fall.
- Decision emails will be sent as applications are received and processed. Please check spam/junk folders if decision emails are not in inbox folder.
- Applicants who are accepted before the deadline will receive instructions on how to accept their seat in their MyHarper student account. The email will include information regarding the **mandatory** program orientation.

Important Notes

- It is the applicant's responsibility to ensure all requirements are met and all documentation is on file.
- Students are obligated to meet current admission requirements and follow the program curriculum as defined as the time of acceptance into the program. This includes the requirement to follow one of the following cohort sequences:
 1. **Full - time, August 2025 -TBD: The full-time course plan is completed in # months.**
 2. **Part - time, August 2025 -TBD: The part-time course plan is completed in # months.**
- Accepted applicants must be 18 years of age before the program starts.
- All correspondence regarding your application will be emailed to the address given on your application and your Harper email address. It is your responsibility to see that your address information is current. To update your addresses (and/or phone number), you will need to contact the One Stop Center, Building A, Room A250.
- Official transcripts will be evaluated as they are received, and students will receive an email to their Harper email account when they have been evaluated. Results can be viewed online through the student portal. Transcript evaluations may take 3 - 4 weeks to process. Questions about transcript evaluations can be sent to evaluation@harpercollege.edu.
- **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 **My Harper Student Portal**; limited enrollment information can be found under the **Registration and Records** section.
- It is very important that you make financial aid preparations well in advance of any deadlines so that you know exactly what resources are available to you.

HARPER COLLEGE RESOURCES

| Office | Location | Phone |
|--|---|--------------|
| Health Careers Division Office Limited Enrollment | le@harpercollege.edu Building X, Room X250 | 847.925.6533 |
| Admissions Outreach | admissions@harpercollege.edu Building C, Room C103 | 847.925.6700 |
| Academic Advising and Counseling Services | New Students: Building C, Room C104 https://www.harpercollege.edu/services/advising/cnso/index.php | 847.925.6208 |
| | Previous or currently enrolled at Harper Building I, Room I117 https://www.harpercollege.edu/services/advising/index.php | 847.925.6393 |
| Access and Disability Services | https://www.harpercollege.edu/services/ads/new.php Building I, Room I103 | 847.925.6266 |
| Assessment and Testing | https://www.harpercollege.edu/testing/index.php Building A, Room A148 | 847.925.6541 |
| Business Office/Payment information | https://www.harpercollege.edu/registration/index.php Building A, Room A214 | 847.925.6880 |
| Harper Book Store | https://www.harpercollege.edu/bookstore/index.php Building L, Room L260 | 847.925.6275 |
| One Stop Center | onestop@harpercollege.edu Building A, Room A250 | 847.925.6710 |
| Transfer credit evaluation | evaluation@harpercollege.edu | 847.925.6500 |
| Registrar's Office | regoff@harpercollege.edu Building A, Room 213 | 847.925.6500 |