

*Delaware Technical & Community College*  
*Wilmington Campus*  
*Allied Health/Science Department*  
www.dtcc.edu/wilmington/ah

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**ALLIED HEALTH  
PROGRAM APPLICATION PACKET  
2010**

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*Medical Coding*



*Student is responsible for reading this entire packet and following ALL  
Checklist and Application instructions*



*DELAWARE TECHNICAL & COMMUNITY COLLEGE  
WILMINGTON CAMPUS*

*ALLIED HEALTH/SCIENCE DEPARTMENT  
TECHNOLOGY & DIPLOMA PROGRAMS*

***PROGRAM APPLICATION PROCESS  
(PAP)***

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***\*\*PLEASE READ CAREFULLY\*\****

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Delaware Technical & Community College has an open-door admission policy to the College. However, some programs of study have special requirements and conditions for acceptance. The Allied Health/Science Department has a program application process that results in the selection of students for each program.

**Students who take related courses are not guaranteed admission into the Allied Health Technology (AAS) and Diploma Programs**

**All applicants to the Technology and Diploma Programs are responsible for the information provided**

***THE ALLIED HEALTH/SCIENCE DEPARTMENT RESERVES THE RIGHT TO CHANGE THE ADMISSION CRITERIA AND THE PROGRAM CURRICULUM SEQUENCE***

[www.dtcc.edu/wilmington/ah/](http://www.dtcc.edu/wilmington/ah/)

*Effective 08.01.09*

## *Delaware Technical & Community College Advisory Statement*

Delaware Technical & Community College is an open admissions institution with degree, diploma and certificate programs that require participation in courses, internships, practicums and clinical assignments. These activities may require one or more medical and/or background screenings as a condition of enrollment. The admissions requirements for these courses and/or program activities may include but are not limited to:

- Immunizations and physical examinations
- Criminal background checks that may include a review of the Adult Abuse Registry and/or Child Protection Registry
- Drug screenings
- Licensing requirements

Students are responsible for all arrangements and costs associated with these requirements. It is the student's responsibility to inquire about conditions and acceptance into courses and programs that may have special requirements. A student may seek the assistance of a counselor or technical advisor in identifying conditions of enrollment in all programs and courses at Delaware Tech.

### **Employment after Delaware Tech**

Conditions of employment are established by potential employers **and not by Delaware Technical & Community College**. Such conditions of employment may **include or exceed** any or all of the above requirements.

## ***ALLIED HEALTH/SCIENCE DEPARTMENT***

### **PROGRAM APPLICATION PROCESS (PAP)**

***I. To BEGIN the ALLIED HEALTH APPLICATION PROCESS, a student must:***

***1. Have...***

- ***Submitted an application to the college.***
- ***Attended an Allied Health Information Session*** at the Wilmington Campus. Attendance at this session is **required** for program consideration, and should be within two years of program application. This requirement is met using a DVD for students on the Owens Campus (see Advisement Section VI below).
- ***Met with an Allied Health Counselor***
- ***Had college credits reviewed for Transfer.*** Transfer students who want to have credits from another institution considered in the process should send official transcripts to the Wilmington Campus Admissions Office for review. For program application consideration, the credits must be awarded by February 1<sup>st</sup>. Please note that this process may take up to 10 -12 weeks to be completed (see Section VII.2).

***2. Download an Allied Health Program Application when ready to apply to a program.*** Applications for the program(s) of interest (maximum of TWO program applications may be submitted per student) are available online ONLY at [www.dtcc.edu/wilmington/ah/](http://www.dtcc.edu/wilmington/ah/) beginning November 1<sup>st</sup> each year. **Each** application must be completed **with all required documentation attached** and submitted to the Wilmington Campus Admissions Office (1<sup>st</sup> Floor, East Building) or by mail, as instructed on the application.

- ***Preferred Receipt Date: 3rd Friday in December***
- ***Deadline Date: February 1<sup>st</sup> !***  
(see #4 below for late application information)

***3. Confirm Residency Requirements:*** Because Delaware Tech is a state-funded college, qualified in-state students are accepted into Allied Health Programs prior to accepting qualified out-of-state students. Refer to the *College Catalog, Student Handbook, Course Schedule* booklet or the *College Website* ([www.dtcc.edu](http://www.dtcc.edu)) for residency requirements. **Student information on record in the Registrar's office at the start of the Spring Semester is used to determine residency status for the application.**

***4. Understand the Deadlines:*** Students who apply after the February 1<sup>st</sup> deadline date will be considered after Spring Semester (May) and ONLY for undersubscribed programs. Undersubscribed programs are programs that have seats available after the April program selection process. Students who apply after the May 1<sup>st</sup> deadline date will be considered after the Summer Semester (August), **if seats are available.**

## II. **MINIMUM CRITERIA FOR PROGRAM CONSIDERATION**

### 1. **Academic Criteria for application & consideration:**

- a. Math/Science GPA – **2.5 or above\***
- b. Overall GPA – **2.5 or above\***

*\*Undersubscribed programs may consider GPAs 2.0 or above*

***\*NO GPA below 2.0 will be considered for program acceptance***

***\*If a student's GPA should fall below these criteria AFTER program acceptance but BEFORE program start, the student forfeits the seat.***

- c. Successful completion (“C” or better) in at least one course in each subject: Biology, Chemistry and Algebra, high school or college level, completed within the past five years by the end of the Fall term (prior to being considered for a seat in the program).
- d. Applicants to the following programs are exempt as follows:
  - *Medical Assistant – exempt from Chemistry*
  - *Medical Coding – exempt from Algebra requirement but must have completed or tested out of MAT 012*
  - *Medical Transcriptionist – exempt from Chemistry and Biology requirements but must have completed or tested out of MAT 012*
- e. High school and pre-tech algebra and science grades (“C” or better) received within the past five years will be considered if no college credit has been earned in these areas. They will be calculated for quality points as follows:  

<b>A = 2.5</b>	<b>B = 2.5</b>	<b>C = 2.0</b>
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- f. SAT, ACT or CPT test scores can be used for the Math equivalent.

#### ***Please Note:***

- ❖ **BIO 100 and BIO 101 do not meet the requirement of a Biology course and are not used to calculate Math/Science GPA.**
- ❖ **First Pass Policy:** This college policy states that if a student completes the same course more than once, the **first** passing grade earned is used in calculating the Math/Science GPA. A student may request for a later grade to be counted by submitting the request to the Registrar’s office. This request must be granted **PRIOR** to the application review process to be used in the calculation.
- ❖ **Fresh Start Policy:** This college policy states that any student who has not attended Delaware Tech for a minimum of three years and upon readmission, completes a minimum of 12 credits in consecutive terms with at least a 2.00 GPA may petition the Dean of Instruction to eliminate course grades received prior to the readmission term. Students interested in Fresh Start should contact their counselor for further details, guidelines and restrictions.

- ❖ CHM 110 – General Chemistry is not required as the CHM course for the Program Application Process, **HOWEVER**, successful completion of CHM 110 – General Chemistry, is a **required** program prerequisite course, prior to beginning RDW, DMS, ECH and VAS in May; and DHY, RCT, RDW and NMT in August. (See Section III for program codes).

### III. PROGRAM CODES & NUMBER OF AVAILABLE SEATS

(seat # subject to change each year without notice)

Dental Hygiene (DHY)	-Wilmington	15
	-Terry/Owens Ext.	6 to 8
Diagnostic Medical Sonography		14
	(General DMS; Echocardiography ECH; Vascular VAS)	
Exercise Science (EXS)		14
Histotechnician (HTT)		8
Medical Assistant (MEA/MAS)		18
Nuclear Medicine (NMT)		8 to 10
Occupational Therapy Assistant (OTA)		16
Physical Therapist Assistant (PTA)		16
Radiologic Technology (RDW)		20 to 30
Respiratory Care (RCT)		15
Medical Coding (COD)		10
	<i>-evening offering only, with required daytime practicum (see Section VII.1)</i>	
Medical Transcriptionist (MTS)		10
	<i>-evening offering only, with required daytime practicum (see Section VII.1)</i>	
	<i>-not offered every year – see Counselor or Allied Health office for details</i>	

### IV. SELECTION PROCESS & TIMELINE

#### 1. Ranking & Selection Process

*Three criteria are used in the selection and ranking of qualified students who apply to any program in the Allied Health/Science Department. Points are awarded for each of the three criteria. These points are tallied to obtain the overall score of the candidate using the following percentages:*

**45% for Math/Science GPA**

**35% for Cumulative GPA**

**20% for Completion of Support Courses required in the specific program**

(See Core Courses and Technical Support/Computer Courses identified in the College Catalog or the course sequences sheet for the specific program).

*Students are qualified for program consideration **ONLY** when they meet minimum criteria and have submitted all required documentation by the deadline date. Those students will be informed via their DTCC email account that they are qualified to attend the *Mandatory Program Admission Session* (MPAS) for their program of interest.*

*Attendance at a program specific MPAS session is required to be considered for a seat in a program. However, attendance does not guarantee acceptance into that program. If students choose to apply to a second program, they will be required to attend that required MPAS session as well.*

*Additional testing may be required as part of the admissions process.*

In an undersubscribed program, students who may potentially meet the minimum requirements by the end of the Spring or Summer semester will also be required to attend an MPAS session.

They may continue to work toward qualifying for remaining seats in the undersubscribed programs until the semester technical courses start.

***DMS applicants:*** Students applying to the *Diagnostic Medical Sonography Program* will have the choice of three concentrations (DMS, ECH, and VAS) but will be academically ranked together. At the time of the Mandatory Program Admission Session (MPAS), these applicants will be asked to indicate their preference of concentration on a first, second, and third choice basis. The final choice of concentration will be based on applicant's academic ranking with consideration to preference until seats in all three concentrations are filled.

***RDW applicants:*** Students accepted into the *Radiologic Technology Program* will be asked to indicate their preference of start date (May or August), but final assignment will be based on academic ranking and/or number of students choosing each option.

***Please Note:***

- **ALL correspondence regarding application will be through the student's DTCC email account. Failure to monitor that DTCC email and respond within required deadlines will void the student's application. (If not currently a DTCC student, see program application for email instructions)**
- **R and U grades in math, science and support courses will negatively affect the student's program academic ranking.**
- **Students receiving Financial Aid are advised to speak to their Counselor regarding possible negative effects of R, U and W grades on their awarded money.**

All qualified applicants are ranked highest to lowest score and seats are offered based on the number of available seats in each program. Qualified students with in-state residency status are accepted first.

## 2. Program Consideration Process Timeline

(The process the program leadership uses to evaluate all applications)

- **3<sup>rd</sup> Friday in December** \* Preferred submitting date for Program Application and required documents to Wilmington Campus Admissions Office
- **February 1<sup>st</sup>** \* **Deadline date** for submitting Program Application and required documents to Wilmington Campus Admissions Office
- **March 1st** \* Applicant files reviewed by program leadership  
\* Program consideration status email sent to student
- **By March 31st** \* Student attends MPAS Session(s)  
\* Program consideration decisions are made
- **April 1st** \* Student notified by email of his/her admission status
- **By “Response Deadline”** \* Student will submit acceptance response by date indicated in their email. Failure to do so will result in seat forfeiture

### Undersubscribed Programs:

- **May 15th** \* Student who qualifies after Spring Semester and/or applies after Feb 1<sup>st</sup>, may request to be considered for any remaining program seats  
\* Email sent to student re: admission status
- **August 5th** \* Student who qualifies after Summer Semester and/or applies after May, may request to be considered for any remaining program seats  
\* Email sent to student re: admission status

### **Please Note:**

- **There is NO waiting list and students must apply EACH year.** If not accepted the first time, students still interested in an allied health program must complete the application process again.
- **The Stanton Campus Nursing Program has a different admission process and information session.** If interested in Nursing, students must contact the Stanton Campus.
- **The Terry and Owens Campuses have their own allied health and nursing programs and their own admission processes.** Students must consult those campuses' Admission Offices and Counselors for specifics on their programs.
- **If you are a Terry or Owens student interested in a WILMINGTON Campus based program, ALL guidelines and processes included here must be followed. NOTE: Dental Hygiene is Wilmington Campus based even though there is a Terry/Owens Campus site.**

## V. ***ALLIED HEALTH PROGRAMS VOLUNTEER/OBSERVATION REQUIREMENTS***

All students ***who are qualified*** to enter *Dental Hygiene(DHY)*, *Histotechnician Technology(HTT)*, *Occupational Therapy Assistant(OTA)* and *Physical Therapist Assistant(PTA)* are ***required*** to either observe or volunteer in that area of interest.

The information below provides the minimum number of hours required and the timeline for completion. Qualified DHY students may observe in a dental office of their choice. HTT, OTA and PTA students must observe or volunteer at a Program Coordinator approved location. All must complete documentation, as required by the Allied Health Program.

Exceptions may be granted for prior work experience or volunteer work with written permission of department chair/program coordinator.

If the student is interested in a program that does **not** require observation/volunteer hours, and is concerned about choosing the correct career path, the student may contact the Program Coordinator for guidance. The Coordinator will recommend virtual web sites, laboratory tours and/or other resources that may be available to the student to better prepare him/her for the duties and demands of the profession.

***Completed Observation Forms must be submitted to the Program Coordinator for the following:***

### **PROGRAM**

### **OBSERVATION/VOLUNTEER**

Dental Hygiene (complete by April 1 <sup>st</sup> )	8 hours
Histotechnician Technology (complete by Feb 1 <sup>st</sup> )	4 hours
Occupational Therapy Assistant (complete prior to OTA 110)	20 hours
Physical Therapist Assistant (complete by August 1 <sup>st</sup> )	20 hours*

***\*Ten hours must be completed in each – In-patient and Out-patient facilities***

## VI. ***POOL STUDENT PLANNING AND ADVISEMENT***

Call (302) 571-5326, Wilmington Campus Advisement, to schedule an appointment with the Allied Health “New” Student Counselor. At this planning session the Allied Health Counselor will advise each student on their course of study and the appropriate core and support courses. These courses may be taken prior to being accepted into a program (see Section II.1).

When a student is completing course work prior to program acceptance, they will be designated as an Allied Health Program Pool student. ***It is strongly recommended that students be advised by Allied Health counselors at the Wilmington Campus.***

***Due to distance, Owens Campus students will be advised at the Owens Campus.***

Contact Chad Wheatley at 302-856-5400, ext 2890 for allied health program academic advisement. Owens Campus students will obtain their application(s) online at [www.dtcc.edu/wilmington/ah/](http://www.dtcc.edu/wilmington/ah/) (see Section I.2). **Each** application must be completed **with all required documentation attached** and hand delivered to the Wilmington Campus Admissions Office or mailed to the address on the application.

**When making course selections:**

- ❖ MAT 015 – Elementary Algebra, if required, is a prerequisite for CHM 110 – General Chemistry
- ❖ It is strongly recommended that if a student earns a grade of B or C in MAT 015, and is required to take MAT 181, they take MAT 075 – Intermediate Algebra *before* attempting MAT 181 – Algebra & Trigonometry I
- ❖ It is strongly recommended that BIO 100 – Medical Terminology be taken prior to BIO 120 – Anatomy and Physiology I
- ❖ Students who have never taken science courses could benefit from any of the following:
  - CHM 100 – Basic Chemistry
  - BIO 110 – Essentials: Anatomy and Physiology
  - PHY 111 – Conceptual Physics
  - NCW 040 – Chemistry Mathematics
  - NCW 045 – Integrated Elementary Algebra and Chemistry
- ❖ Students who have not been in school recently; students who would like to develop more effective time management and study skills; or students who have a place in their schedule for a one or two credit Allied Health related course, could benefit from any of the following:
  - SSS 101 – Mastering College Life
  - SSS 102 – Personal/Career Development
  - SSS 103 – Adult Learning Success Strategy
  - SSS 108 – Blackboard & E-Learning Concepts
  - HLH 100 – Intro to Health Careers
  - HLH 102 – Physical Activity for Health

It is strongly recommended that all Math/Science courses be taken at the **Wilmington Campus** to provide continuity of material covered.

Students are encouraged to take two or more classes each semester to prepare them for a demanding class schedule once they are admitted into the program.

## **VII. OTHER IMPORTANT INFORMATION**

### **1. All students:**

- a. All Allied Health Associate Degree Programs are *two* academic years in length, *after* acceptance into a specific program. The Radiologic Technology program has two start dates (May and August). The August start date class graduates in December (*two years, four months*). The Medical Assistant, Medical Transcription, Medical Coding, and the Exercise Science Studies Diploma programs are *15 months* (full-time) in length *after* acceptance.

The Medical Coding and Medical Transcription technical courses are scheduled in the *evening* however, there is a *required daytime practicum*.

Once accepted into a program, *students must be flexible regarding scheduling of classes*. Technical courses are limited to one section and are typically offered during the day however, they may also be scheduled evenings and on Saturday.

- b. Students are required to travel off campus for field trips, courses, and clinical internships. All transportation and associated costs are the responsibility of the student.
  - c. Students are required to provide health, dental (DHY only) and immunization records. **Not submitting a completed Medical Form within the required time frame will result in the applicant forfeiting his/her seat.**
  - d. Some required clinical site experiences are contingent upon passing a criminal background check and a drug screen. **Failure to comply with the process or pass a test or screening will jeopardize the student's ability to complete their enrolled program.**
  - e. Some required clinical site experiences are contingent upon self-disclosing a valid Social Security number. **Failure to submit a valid Social Security number to the clinical site will jeopardize the student's ability to complete their enrolled program.**
  - f. Students are required to purchase equipment, uniforms and malpractice insurance. All costs are the student's responsibility. Specific cost information is available in the Allied Health/Science Department office and is discussed during the MPAS Sessions. Health insurance policies are the student's responsibility as well.
  - g. Students are required to follow all uniform and dress codes, including restrictions on physical embellishments that include, but are not limited to, artificial nails, gauges, body piercings and visible tattoos.
  - h. State licensure or professional certification is required in order to secure employment in most Allied Health careers. As part of board examination and/or licensure or certification application, it may be required to disclose any prior misdemeanor or felony offenses. As a result of this disclosure, in some circumstances, the student may be prohibited from taking the certification/licensure exam or obtaining licensure. If this is a concern, it is suggested that a student obtain specific information from the licensing or certifying agency before making a decision to enroll in an Allied Health Program.
  - i. As part of board examination and/or licensure or certification application, students may be required to self-disclose a valid Social Security number. Failure to do so may result in the student being prohibited from taking the certification/licensure exam or obtaining licensure.
2. **Transfer students only:**
- a. Transfer credit may be given for courses ("C" or better) taken at another college (See the current Delaware Tech College Catalog for specific policy information). The process of evaluating transfer credits takes approximately 10 -12 weeks.
  - b. ***Only college courses which have been officially transferred to Delaware Tech prior to the Feb 1<sup>st</sup> deadline will be utilized in the ranking computation.***

## **ALLIED HEALTH ACCREDITATION AGENCIES**

### ***Dental Hygiene***

American Dental Association  
211 E. Chicago Avenue  
Chicago, IL 60611  
Phone: (312)440-2500  
Fax: (312)440-2800  
Web: [www.ada.org](http://www.ada.org)

### ***Diagnostic Medical Sonography\****

Joint Review Committee on Education in  
Diagnostic Medical Sonography (JRCDMS)  
2025 Woodlane Drive  
St. Paul, MN 55125  
Phone: (651)731-1582  
Fax: (651)731-0410  
Email: [JRC-DMS@jcahpo.org](mailto:JRC-DMS@jcahpo.org)  
Web: [www.jrcdms.org](http://www.jrcdms.org)

### ***Histotechnician Program***

National Accrediting Agency for Clinical  
Laboratory Sciences (NAACLS)  
5600 N. River Rd.  
Suite 720  
Rosemont, IL 60018  
Phone: (773)714-8880  
Fax: (773)714-8886  
Web: [www.naacls.org](http://www.naacls.org)  
Email: [info@naacls.org](mailto:info@naacls.org)

### ***Medical Assistant\****

American Association of Medical Assistants  
20 N. Wacker Drive #1575  
Chicago, IL 60606  
Phone: (312)899-1500  
Web: [www.aama-ntl.org](http://www.aama-ntl.org)

### ***Nuclear Medicine***

Joint Review Committee on Education Programs  
in Nuclear Medicine Program (JRCNMT)  
2000 W. Danforth Rd.  
Suite 130 #203  
Edmond, OK 73003  
Phone: (405) 285-3546  
Fax: (405) 285-0579  
Email: [jrcnmt@coxinet.net](mailto:jrcnmt@coxinet.net)  
Web: [www.jrcnmt.org](http://www.jrcnmt.org)

### ***Occupational Therapy Assistant***

The Accreditation Council for Occupational  
Therapy Education (ACOTE) of the American  
Occupational Therapy Association, Inc. (AOTA)  
4720 Montgomery Lane  
PO Box 31220  
Bethesda, MD 20824  
Phone: (301)652-2682  
Fax: (301)652-7711  
Web: [www.aota.org](http://www.aota.org)  
Email: [accred@aota.org](mailto:accred@aota.org)

### ***Physical Therapist Assistant***

Commission of Accreditation in Physical Therapy  
Education (CAPTE) of the  
American Physical Therapy Association (APTA)  
1111 North Fairfax Street  
Alexandria, VA 22314-1488  
Phone: (703)684-3245  
Fax: (703)684-7343  
Web: [www.apta.org/Education/Accreditation](http://www.apta.org/Education/Accreditation)

### ***Radiologic Program***

Joint Review Committee on Education in  
Radiologic Technology (JRCERT)  
20 N. Wacker Drive, Suite 2850  
Chicago, IL 60606-2901  
Phone: (312)704-5300  
Fax: (312)704-5304  
Web: [www.jrcert.org](http://www.jrcert.org)  
Email: [mail@jrcert.org](mailto:mail@jrcert.org)

### ***Respiratory Care***

Committee on Accreditation for Respiratory Care  
1248 Harwood Road  
Bedford, TX 76021-4244  
Phone: (817)283-2835  
Fax: (817)354-8519  
Web: [www.coarc.com](http://www.coarc.com)

### ***\*Commission on Accreditation of Allied Health Education Programs (CAAHEP)***

1361 Park St.  
Clearwater, FL 33756  
Phone: (727) 210-2350  
Fax: (727) 210-2354  
Web: [www.caahep.org](http://www.caahep.org)

## **LICENSING/CERTIFICATION EXAMS**

<b>PROFESSION (TECHNOLOGY PROGRAM)</b>	<b>EXAM</b>
<b>Dental Hygiene</b>	Delaware Practical Examination in Dental Hygiene (required to practice in DE) Northeast Regional Boards (not required to practice in Delaware but is required to practice in surrounding states) National Dental Hygiene Board Examination (required by all states in order to practice)
<b>Diagnostic Medical Sonography (DMS, ECH, VAS)</b>	American Registry of Diagnostic Medical Sonography - ARDMS (RDMS or RDCS or RVT) ARRT (RT in Sonography or RT in Vascular Sonography) CCI (RCS or RVS)
<b>Exercise Science</b>	ACSM Certification HFI (not required)* NSCA CPT Certification (not required)*
<b>Histotechnician</b>	Board of Registry American Society for Clinical Pathology Certification Exam (required by employers in all states)
<b>Medical Assistant</b>	AAMA CMA Certification Exam (not required)*
<b>Medical Coding</b>	AHIMA Certified Coding Associate (CCA) (not required)* AHIMA Certified Coding Specialist (CCS) (not required)* AHIMA Certified Coding Specialist -Physician Based (CCS-P) (not required)* AAPC Certified Procedural Coder (CPC series) (not required)*
<b>Medical Transcriptionist</b>	AAMT Registered Medical Transcriptionist (RMT) (not required)* AAMT Certified Medical Transcriptionist (CMT) (not required)*
<b>Nuclear Medicine</b>	Certification of Nuclear Medicine Technologists (required to practice in DE)
<b>Occupational Therapy Assistant</b>	National Board for Certification in Occupational Therapy (required to practice in DE)
<b>Physical Therapist Assistant</b>	National Physical Therapy Exam NPTE:PTA (required to practice in DE)
<b>Radiologic Technology</b>	American Registry of Radiologic Technology ARRT (RT) Certification Exam (required to practice in DE)
<b>Respiratory Care</b>	National Board for Respiratory Care Entry Level Exam (required to practice in DE) National Board for Respiratory Care Advanced Practice Exam (preferred to practice in DE)

\*Specific positions may require the certification

*Licensure agency contact information available @ [www.dtcc.edu/wilmington/ah](http://www.dtcc.edu/wilmington/ah)*

The following checklist is a guide for applying to a Wilmington Campus Allied Health Program.  
Each program has individual requirements for observation hours and prerequisites.  
It is the student's responsibility to understand the specific requirements for the program of interest,  
and to submit a COMPLETE application for each program of interest (TWO maximum).

## ✓ My Checklist

### DID I...

- ✓ Read this entire packet carefully?
- ✓ Read all the program support documents on this web page?
- ✓ Attend an Allied Health Information Session within the last two years?
- ✓ Meet with my Allied Health Counselor to verify that I have completed all prerequisite requirements for each program of interest?
- ✓ Submit **OFFICIAL** college (non-DTCC) transcripts in the proper timeframe to the Wilmington Campus Admissions Office for transfer credit review?
- ✓ Download, print and submit the required Observation form in this packet (DHY, HTT & OTA only) to the Program Coordinator?
- ✓ Download, print and complete **IN FULL** the program application on the next page for each program of interest (two max)?
- ✓ Attach transcript copies to **EACH** application I am planning to submit? (not necessary for DTCC courses)
- ✓ Make a copy for my own records before submitting my application and supporting documents?

Once ALL of the above is complete, the application  
is ready for submission to the Student Development Center  
Admissions Office, WE 131, Wilmington Campus

~ Stanton/Wilmington Campus students must hand deliver to WE 131 ~

~ Terry and Owens Campus students may hand deliver to WE 131 OR  
mail to Delaware Tech AH/S Dept, 333 Shipley St, Wilmington DE 19801, attn: Louise Bue ~

**Preferred submission date: 3<sup>rd</sup> Friday in December**  
**Deadline submission date: FEBRUARY 1<sup>st</sup>**

**NO applications hand delivered or postmarked after February 1st will be considered, so submit EARLY!**

Questions? – Please call Louise Bue @ (302) 571-5310

**WILMINGTON CAMPUS**  
**ALLIED HEALTH PROGRAM APPLICATION 2010**

~PLEASE **PRINT** OR **TYPE**~ ~COMPLETE **ALL** SECTIONS~  
~INCOMPLETE APPLICATIONS WILL **NOT** BE CONSIDERED~

➤ **General Information**

Name: \_\_\_\_\_

Student ID # **700**-\_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Home phone # \_\_\_\_\_ Cell phone # \_\_\_\_\_

**DTCC \* Email Address:** \_\_\_\_\_

**\*IMPORTANT:**

**DTCC Students** – ALL correspondence regarding this application will be via your DTCC email account **ONLY**. Do **NOT** provide any other email address as it will **not** be utilized.

**NON-DTCC students** – ALL correspondence regarding this application will be via the email address you provide here.

**ALL Applicants** – Failure to monitor your email and respond to application correspondence by deadlines noted will **VOID** this application.

➤ **Program Choice (ONE only):** \_\_\_\_\_

➤ **Transcript Information**

List the high school/colleges attended **AND** provide a **copy of each unofficial transcript for courses taken within the past ten (10) years** (not necessary for DTCC courses).

**NOTE:** Transcript copies are **required** even if transfer credits have already been applied at DTCC.  
**Failure to attach transcript copies will void this application.**

**High School:** \_\_\_\_\_ **Dates Attended:** \_\_\_\_\_

**College:** \_\_\_\_\_ **Dates Attended:** \_\_\_\_\_

**College:** \_\_\_\_\_ **Dates Attended:** \_\_\_\_\_

Have **official** transcripts been submitted to the Admissions Office –Wilmington Campus to initiate transfer credit review? \_\_\_\_\_ **yes** \_\_\_\_\_ **no**

➤ **Date of Allied Health Info Session attendance:** \_\_\_\_\_ (only valid if within the last two years)

➤ **Student Signature:** \_\_\_\_\_ **Date of Application:** \_\_\_\_\_

Office Use Only

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

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