



# MONONGALIA COUNTY TECHNICAL EDUCATION CENTER

## HEALTH OCCUPATIONS APPLICATION

2018-19

[www.mtec.mono.k12.wv.us](http://www.mtec.mono.k12.wv.us)

**MTEC Mission Statement**

*Making a commitment to life-long learning through career and technical education*

**Core Beliefs**

- Every student is given the opportunity to be successful
- Performance –based learning is the foundation for education
- Learning is rigorous, relevant, diverse and promotes positive relationships

Date \_\_\_\_\_

1. \_\_\_\_\_  
 (Last) (First) (M.I.) (Maiden) Social Security Number

2. List any other name you have used for work or school, including former names \_\_\_\_\_

3. Address \_\_\_\_\_  
 (Street) (City) (State) (Zip)

4. Telephone \_\_\_\_\_ (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Work)  
 e-mail \_\_\_\_\_

5. Date of Birth \_\_\_\_\_ United States Citizen \_\_\_ Yes \_\_\_ No If not, what country \_\_\_\_\_ Green Card w/M-1 Vocational  
\*Federal Regulation prohibits discrimination based on age, sex, race, color, religion or creed. Visa \_\_\_\_\_  
 (Immigration Classification VISA category)

6. \*CHECK PROGRAM APPLYING FOR:

<p><b>**PRACTICAL NURSE</b>  <b>**\$40.00 non-refundable testing fee required</b>                  Cash or check (made payable to MTEC)                  NO Debit/Credit cards accepted</p>	<p>____ <b>SURGICAL TECHNOLOGY</b>                  ____ <b>MEDICAL ASSISTANT</b>                  ____ <b>DENTAL ASSISTANT</b></p>
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\*Applicants may check more than one program. Any applicant who checks/applies for the PN program must pay a \$40.00 testing fee to the Health Occupations office prior to testing.

### 7. EDUCATION, TRAINING AND SKILLS

High School \_\_\_\_\_ 6 7 8 9 10 11 12 GED/TASC  
Name \_\_\_\_\_ city/state \_\_\_\_\_ (circle highest grade completed)

TOEFL@iBT Exam required for international applicants with a minimum passing score: 84 with a minimum speaking score of 26.  
 (send results with application)

College, University, Technical or Vocational School

Name & Location of School	Grade Point Average	Dates Attended				Major	Type of Degree or Certificate
		From		To			
		Month	Year	Month	Year		
1.							
2.							
3.							

8. Licenses, Registrations, Certifications (CNA) (Type, No., State, Expiration Date) \_\_\_\_\_

9. Provide official copies of all licenses and certificates, **official** high school transcripts or GED/TASC scores, and college transcripts or technical training \_\_\_\_\_ Attached to application \_\_\_\_\_  
TOEFL @ iBT attached to application \_\_\_\_\_

10. Were you ever suspended from College or Technical School? \_\_\_\_ Yes \_\_\_\_ No

Was your college GPA a 2.00 (C) or better? \_\_\_\_ Yes \_\_\_\_ No

Have you attended a previous PN or RN School \_\_\_\_ Yes \_\_\_\_ No Explain \_\_\_\_\_

**11. LIST WORK EXPERIENCE: ADDRESS, PHONE NUMBERS, EMPLOYMENT & DATES OF EMPLOYMENT (START WITH MOST RECENT)**

1. Employer Name or Instructor Name: \_\_\_\_\_  
Employer or Instructors Address: \_\_\_\_\_  
\_\_\_\_\_  
Employer/or Instructor Phone Number: \_\_\_\_\_  
Type of Business : \_\_\_\_\_  
Name of Supervisor/Instructor: \_\_\_\_\_  
Your Job Title: \_\_\_\_\_ Work Reference letter attached \_\_\_\_ Yes \_\_\_\_ No  
Employment Dates: From \_\_\_\_\_ to \_\_\_\_\_  
Employment Status:  
 Paid Employment:  Full-time  Part-time  Number of hours per week \_\_\_\_\_  
 Non paid Volunteer  Number of hours per week \_\_\_\_\_

2. Employer Name or Instructor Name: \_\_\_\_\_  
Employer or Instructors Address: \_\_\_\_\_  
\_\_\_\_\_  
Employer/or Instructor Phone Number: \_\_\_\_\_  
Type of Business : \_\_\_\_\_  
Name of Supervisor/Instructor: \_\_\_\_\_  
Your Job Title: \_\_\_\_\_ Work Reference letter attached \_\_\_\_ Yes \_\_\_\_ No  
Employment Dates: From \_\_\_\_\_ to \_\_\_\_\_  
 Paid Employment:  Full-time  Part-time  Number of hours per week \_\_\_\_\_  
 Non paid Volunteer  Number of hours per week \_\_\_\_\_

12. What caused you to apply with us? Social Media \_\_\_\_\_ Newspaper/Billboards \_\_\_\_\_  
Family/friends \_\_\_\_\_ Other (please specify) \_\_\_\_\_

**13. Personal References: List persons familiar with your qualifications or having knowledge of your character. Do not list relatives**

\_\_\_\_\_  
name  
\_\_\_\_\_  
street  
\_\_\_\_\_  
city, state, zip  
\_\_\_\_\_  
telephone number

\_\_\_\_\_  
name  
\_\_\_\_\_  
street  
\_\_\_\_\_  
city, state, zip  
\_\_\_\_\_  
telephone number

## REQUIRED TEST(S) FOR ALL APPLICANTS

14. \_\_\_\_\_ TABE Test required for all applicants (including PN) - self scheduled by calling MTEC Adult Learning Center at 304-291-9226. There is no fee for the TABE test. Send results with application. **MAY TAKE MORE THAN ONCE.**

15. \_\_\_\_\_ NLN-PAX Test required for **PN program applicants only** \$40.00 testing fee must be paid to the Health Occupations Office prior to taking exam. Cash or check (made payable to MTEC). **NO Debit/Credit cards accepted.** Testing dates scheduled per Health Occupations Coordinator. Postcard will be mailed to applicants with testing date and time.

### FURTHER REQUIRED TEST FOR INTERNATIONAL APPLICANTS

16. \_\_\_\_\_ TOEFL® iBT Exam required for all international applicants. Call 1-800-GO-TOEFL to schedule or WVU (304)293-0699. Send results with application. Minimum passing score: 84 with a minimum speaking score of 26.

I am aware that the following characteristics are necessary to complete the Health Occupations program to be employed:

I must be able to:

- a. perform medium to heavy work
- b. walk and stand on hard surfaces for prolonged periods of time
- c. climb stairs, stoop, kneel, and crouch
- d. reach, stretch, feel, lift, push and pull
- e. hear acutely for auscultation of vital sign measurement or have appropriate corrective device
- f. see acutely close-up and at a distance, have depth perception, discriminate colors, or have appropriate correction
- g. communicate both verbally and in writing-grammar, punctuation, and spelling are critical
- h. function in stressful situations
- i. demonstrate integrity, honesty, and reliability
- j. function without drowsiness, ill health, or side effects of prescribed medications

17. \_\_\_\_\_ Yes \_\_\_\_\_ No Explain \_\_\_\_\_

**NOTE: After acceptance, a physical is required for all Health Occupations programs which includes dates of PPD or chest x-ray, tetanus toxoid within 7 years, MMR titer, varicella titer, Hepatitis B titer, flu vaccination.. Unannounced urine testing for drug/alcohol screenings for admission and year long random drug/alcohol screenings are administered at MTEC. Criminal background checks are also required after being accepted into program.**

18. Have you ever been convicted of or pled guilty or no contest to a felony or misdemeanor? \_\_\_\_\_ No \_\_\_\_\_ Yes  
Explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

19. Have you, in the last 5 years, been diagnosed with a substance use disorder or participated in a chemical dependency and/or alcohol or drug treatment? \_\_\_\_\_ Yes \_\_\_\_\_ No

I voluntarily give Monongalia County Technical Education Center permission to make an investigation of my background school and employment, and hereby release from liability or responsibility all persons, places of business and municipalities supplying such information. I certify that all statements in the application are complete and true. I understand that any false information may be grounds for denial of my admission.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**You must include the following 5 items along with this application to be considered for admission:**

1. ( ) Official High School Transcripts/GED/TASC score, college transcripts. Please do not send diplomas.
2. ( ) 2 reference letters from supervisors, employers, and/or instructors, volunteer services and personal references.
3. ( ) **PN Program applicants only:** Testing fee - \$40.00 non-refundable for pre-admission test. (Cash or Check Payable to MTEC. No Debit/Credit cards accepted). Fee must be paid to Health Occupations office prior to testing.
4. ( ) TABE test results from our Adult Learning Center. No cost to applicant. Self schedule by calling 304 291-9226.
5. ( ) TOEFL® iBT test results sent with application for international applicants.

**SEND COMPLETED APPLICATION TO:**

Janice Collins, RN  
Health Occupations Coordinator  
1000 Mississippi Street  
Monongalia County Technical Education Center  
Morgantown, WV 26501  
(304)291-9246

**APPLICATION DEADLINE:**

PN Program – April 1<sup>st</sup>  
All other Health Occupation programs - June 1<sup>st</sup>

All Health Occupations Programs are accredited through  
Council on Occupational Education (COE)

Monongalia County Schools operates as an equal opportunity institution and will not discriminate on the basis of race, national origin, religion, gender, marital or family status, age, or disabling condition in its activities, programs, or employment practices as required in Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990.

## FINANCIAL AID--PLEASE RETAIN THIS SHEET FOR YOUR INFORMATION

Only tuition is deducted from the Pell Grant award – Students are responsible for fees.

It is the prospective student's responsibility to apply for financial aid (complete the FAFSA) if you wish to be considered for Pell Grants, WIOA funding or Division of Rehabilitation Services (DRS). MTEC does not process loans so it is futile to apply for Sallie Mae, Stafford/Direct Loans or any other types of loans that MUST be processed through the educational institution. Respond "No" to loans and work study on the FAFSA). MTEC has no knowledge of existing private student loans.

**Financial Aid Information:** Students apply for FREE Pell Grant monies by submitting a FAFSA. The MTEC website [www.mtec.mono.k12.wv.us](http://www.mtec.mono.k12.wv.us) provides basic instructions under "Admissions", "Financial Aid" and links. Prior to completing the FAFSA, apply for the **FSA ID** by opening the **padlock** at the top of the FAFSA ([www.fafsa.gov](http://www.fafsa.gov)) website (**NOT fafsa.com**). Upon e-mail confirmation of FSA ID, complete the FAFSA.

July 1 is the absolute last day to apply—please do NOT delay the application until this date!!!!!!.

NEW: FAFSA AVAILABLE OCTOBER 1! No need to wait until January.

The 2018-2019 FAFSA will be based on 2016 taxes, not the previous year taxes as in past years. The March 1 deadline for FAFSA application does not apply to MTEC. The MTEC school code is 012904. MTEC offers "certificate or diploma programs of less than 2 years" (NOT ASSOCIATE DEGREES).

With advances in the FAFSA, students are now requested to take advantage of the IRS data retrieval that is offered when tax information is requested on the FAFSA. This enables the applicant to transfer **accurate** information from the IRS. Many students are selected for **verification** and are **required to make the IRS transfer** of data. Please make the attempt to transfer this information when completing the initial application. If selected for verification and unable to make the transfer of information from the IRS, it will be necessary for the prospective student to visit the IRS website at [www.irs.gov](http://www.irs.gov) and request a **tax return transcript** that will be submitted to the Financial Aid Office for verification. This process may delay the financial aid processing.

Upon completion of the FAFSA, it is recommended that you print the confirmation page with the EFC (Expected Family Contribution). Based on the most recent year data, students with an EFC in excess of 5328 are not eligible for Pell Grant funding and will NOT need to communicate with the financial aid advisor. You should receive a confirmation e-mail with an anticipated Pell award amount. If no amount is indicated, you are NOT eligible for Pell or your application is incomplete. All amounts are estimated until finalizing documents with the financial aid advisor. If you have questions after reviewing the "Financial Aid" link ([www.mtec.mono.k12.wv.us](http://www.mtec.mono.k12.wv.us)), call the MTEC Financial Aid Office at 304-291-9240, ext. 223.

Other sources of financial aid include the Workforce Innovation and Opportunity Act (WIOA) through Workforce WV (304-285-3120 Morgantown) (304-363-0654 Fairmont) (304-627-2125 Clarksburg), DRS (304-285-3155) relative to a disability or Veterans benefits through the [www.gibill.va.gov](http://www.gibill.va.gov). The Mon General Foundation offers a **Foundation Scholarship for Surg Tech--[www.monhealthsys.org](http://www.monhealthsys.org)** (select "Careers", "Nursing Opportunities" and "Foundation Scholarships") (call 304-598-1337 or email [harnd@monhealthsys.org](mailto:harnd@monhealthsys.org) for an application).

FAFSA APPLICATIONS SHOULD BE COMPLETED PRIOR TO JULY 1 AT THE VERY LATEST. Contact with the financial aid office occurs from June – August prior to your start date. Practical Nurse students are processed first. Only students who have (1) been accepted in a health occupations program, (2) completed the FAFSA, (3) deemed eligible for a Pell Grant and (4) paid the \$100.00 seat fee will be contacted to finalize financial aid documents. Students who have earned a Bachelor degree OR are in default on Title IV loans are not eligible for Pell Grants. Please carefully read the confirmation e-mail and the Student Aid Report (SAR) that you receive after completion of the FAFSA.

THE FINANCIAL AID ADVISOR WILL CONTACT YOU TO FINALIZE DOCUMENTS.

**Monongalia County Adult Education**  
**Michael L. Johnston, Coordinator**  
**1000 Mississippi Street**  
**Morgantown, West Virginia 26501**  
**304-291-9243**  
[mjohnsto@k12.wv.us](mailto:mjohnsto@k12.wv.us)

As the Coordinator of Adult Education for Monongalia County Schools, I would like to take this opportunity to thank you for your interest in our Health Occupations Programs at MTEC and for taking that important step in continuing your education. I am a firm believer that people are constantly learning every day and trying to better themselves. The Health Occupations field is one of the fastest growing areas of employment in our community, around the country, and the need continues to expand.

To assist you in your educational journey we offer evening classes in Medical Terminology, Health Occupations Math and CPR/First Aid for the Health Care Provider.

Taking evening classes before you are accepted into a Health Occupations Program will assist you in preparing yourself ahead of time for your entrance exam as well as meeting pre-requisites for some health care programs.

We will offer classes starting in January and again in May in the following:

**Medical Terminology** –Medical Terminology is required for the PN program and the Surgical Technology program and can be taken as independent study or as an evening class. This 45 hour class meets one night a week\* with a registration fee of \$125.00 plus textbook.\*\*

**Health Occupations Math** – This class is required for the PN program and can be taken as independent study or as an evening class. Classes meet one night per week\* for a total of 45 hours. Registration fee is \$125.00 plus textbook.\*\*

**CPR/First Aid for the Health Care Provider** - This four hour class is required for all Health Occupations Programs before students can participate in the clinical portion of your selected program. Classes usually meet on Monday beginning at 6:00 p.m. Class fee is \$45.00.

We will begin our spring 2018 registration on December 4, 2017 beginning at 1:00. You can call our office at 304-291-9243 in December for a list of classes.

\*Classes meeting in the summer semester beginning in May, meet two nights per week.

\*\* Students must make a grade of "A or B" to transfer a class to the Health Occupations Program.

If I can be of assistance to you in any way, please contact my office after 1:00 pm.

Respectfully,

*Michael Johnston*

Michael Johnston, Coordinator of Adult Education

# HEALTH OCCUPATIONS PROGRAM COSTS

All programs are full time-daytime programs

PN – 12 MONTH PROGRAM		TUITION	3,000.00
12 MONTH PROGRAM	AUGUST – AUGUST	FEES	925.00
	8:00 a.m. to 3:00 p.m. Monday thru Friday		<hr/>
			3,925.00
MEDICAL ASSISTANT		TUITION	2,000.00
9 MONTH PROGRAM	AUGUST - MAY	FEES	370.00
	8:05 a.m. to 2:15 p.m. Monday thru Friday		<hr/>
			2,370.00
SURGICAL TECHNOLOGY/CENTRAL SUPPLY TECHNOLOGY		TUITION	3,400.00
9 MONTH PROGRAM	AUGUST- MAY	FEES	1,045.00
	8:00 a.m. to 2:15 p.m. Monday thru Friday		<hr/>
	Clinicals 6:30 a.m. to 1:00 p.m.		4,445.00
DENTAL ASSISTANT		TUITION	2,000.00
9 MONTH PROGRAM	AUGUST - MAY	FEES	320.00
	8:05 a.m. to 2:15 p.m. Monday thru Friday		<hr/>
			2,320.00

Additional costs incurred by students:

Books  
Uniforms/Lab coat  
Watch w/second hand  
Shoes  
Certification Testing

CPR/First Aid Card  
Immunizations  
Physical  
Criminal Background Check

**First semester tuition (unless Pell eligible) and all fees are due on orientation day. Late fee of \$100.00 applies after due date(s). Payments after the first two weeks of due date(s) will NOT be accepted and student will be dropped from the program.**

**Payment of fees and financial aid are the student's responsibility: Have an alternate plan for payment of tuition and fees in case financial aid is unavailable to you.**

**Explore: 1. Pell Grants 2. WIOA through Workforce WV 3. Veteran or Vocational Rehabilitation benefits**

**Direct Loans/Stafford Loans are NOT an option for MTEC students (answer "no" to questions regarding loans and work study on FAFSA app).**

\*All tuition/fees subject to change 9/16, 9/17



1000 Mississippi Street - Morgantown, WV 26501  
Phone: (304)291-9246 - [www.mtec.mono.k12.wv.us](http://www.mtec.mono.k12.wv.us)

## HEALTH OCCUPATIONS PROGRAMS

### **DENTAL ASSISTANT**

Dental Assisting is a 9-month (Aug – May) program consisting of classroom/lab instruction and a clinical internship. Students acquire satisfactory skills and demonstrate competence in a variety of dental office procedures/laboratory techniques, which include: preliminary examinations, assisting chair-side dentistry, charting, appointment scheduling, maintaining patient records, radiation and health safety, and infection control. Upon completion of the program, students will be eligible to take the RDA (Registered Dental Assistant) exam. The Dental Assistant Program is open to adults and high school students.

### **PHARMACY TECHNICIAN**

The Certified Pharmacy Technician Preparation program is a 9-month (August – May) program. Professional curriculum is delivered per classroom instruction, web-based CD modules, WVU School of Pharmacy laboratory, and clinical experience. This course includes certification requirements, pharmacy law, medical/pharmacy terminology, pharmacology, pharmacy math, pharmacy operations, medication distribution and inventory. Graduates will be eligible to sit for the Pharmacy Technician Certification Board (PTCB) national exam. The Pharmacy Technician Program is open to high school students.

### **MEDICAL ASSISTANT**

This 9-month (Aug – May) adult program is designed to train individuals to become multi-skilled allied health professionals. Practitioners work in physician offices or clinics and perform both administrative and clinical duties. Program consists of classroom/lab instruction as well as a clinical internship in a medical office. Upon completion of this program, students will be eligible to sit for the (AMT) American Medical Technologists exam and become Registered Medical Assistants. In addition, students will attain advance standing applied to the PN program. This program is open to high school students and adults.

### **PRACTICAL NURSING**

The West Virginia State Board of Examiners for Licensed Practical Nurses has granted full accreditation for this 12-month (Aug – Aug) adult program. Program provides professional curriculum per classroom and clinical instruction. The Licensed Practical Nurse performs direct nursing care to clients, administers medications and therapeutic treatments under the direct supervision of registered nurses or physicians. Passing the NCLEX national exam is required to work as a licensed practical nurse. Pass rate for MTEC is 95% to 100% annually.

### **SURGICAL TECHNOLOGY/MATERIALS MANAGEMENT**

This 9-month (Aug – May) adult program prepares a beginning technologist in the skills which are necessary to assist medical and nursing personnel in operating rooms, surgery clinics and sterile processing facilities/areas. Upon completion of this program, students are eligible to sit for the National Certification Examination for Surgical Technologists (CTS) and the second certification (CRCST) for Registered Central Service Technicians.

#### **MTEC Mission Statement**

*Making a commitment to life-long learning through career and technical education*  
**Core Beliefs**

- *Every student is given the opportunity to be successful*
- *Performance –based learning is the foundation for education*
- *Learning is rigorous, relevant, diverse and promotes positive relationships*