

## Allied Health Division 2018 Program Application Instructions

**Instructions:** Read this entire application carefully. All steps must be completed by the program deadline for the application to be accepted. Applications with missing requirements will not be considered.

**This application and the enclosed program requirements are valid for the current academic year only**

### Step 1 Apply to Northern Virginia Community College (NOVA)

- Apply online to NOVA as a degree-seeking student: <http://www.nvcc.edu/admissions/apply/index.html>
- Students who have not attended for more than three consecutive semesters must re-apply

### Step 2 Attend/View an Information Session

- Attend/View the mandatory program Information Session: <http://www.nvcc.edu/medical/sessions.html>
- Record the Information Session code on the Allied Health Application
- **Disclaimer: Information sessions may be updated annually so check back every summer**

### Step 3 Submit External Transcripts for Evaluation (only if needed)

**This step is only required for students who have taken courses outside of NOVA**

- All applicable courses must be posted to your NOVA student record ***before*** submitting an application
- Allow 4 to 6 weeks for US transcripts and 8 to 10 weeks for international transcripts to be evaluated
- Submit official sealed transcripts from outside colleges to Student Services
- Complete a Transcript Evaluation Request Form online: <https://dashboard.nvcc.edu/Default.aspx>
- College credit from universities outside the U.S. must be evaluated by an international credit evaluation agency before submitting it to the college. NOVA accepts evaluations from [www.wes.org](http://www.wes.org) or [www.ierf.org](http://www.ierf.org)

### Step 4 Take Virginia Placement Tests for English and Math

**This step is only required for students who have not already transferred college English or Math**

- Campus Testing Centers: <http://www.nvcc.edu/testing/campus.html>
- See program specific Math placement test requirements on page 2 of this application
- Placement Tests are valid for five years

### Step 5 Complete the Pre-Admission Requirements for the Program

- Plan your schedule so all requirements will be completed by the application deadline
- Final grades for pre-requisite courses must be posted ***before*** submitting an application
- See page 2 for the list of pre-admission requirements and program deadlines

### Step 6: Apply to the Program

- Submit your application within the specified application period for the program (see page 2)
- Follow the application submission instructions (see page 4)
- Allow 6 to 8 weeks *after* the deadline has passed for your application to be processed
- Check your **VCCS student email account** frequently for your application status

### If You Have Questions or Need Additional Help

- Review our FAQs at [http://www.nvcc.edu/medical/\\_files/ahp-faq.pdf](http://www.nvcc.edu/medical/_files/ahp-faq.pdf)
- Visit MEC Student Services, Room 202, 6699 Springfield Center Dr., Springfield VA 22150
- Email MEC Student Services at [meccounselor@nvcc.edu](mailto:meccounselor@nvcc.edu)

**Important Note:** Please check the Information Session each year for the current Allied Health Application and any new admission requirements. Meeting the minimum admission criteria does not guarantee acceptance, especially for programs with competitive admission. There are no wait lists. Eligible students may reapply the following year if they are not accepted to their desired program.

### General Allied Health Admission Requirements

- Applicant must be at least 18 years of age
- Science courses (BIO, CHM, NAS or PHY) must have been taken within the past ten years

### Program Specific Admission Requirements

Programs & Admission Policy	Pre-admission Course Requirements	Cumulative Minimum GPA and Placement Tests Requirements	Application Period and Program Start
<b>Dental Hygiene (DNH)</b> Competitive Admission	<input type="checkbox"/> SDV 101 or equivalent Grade: C or better <input type="checkbox"/> ENG 111 or ENG 112 Grade: C or better <b>Grades B or better in one of the two following options:</b> <input type="checkbox"/> BIO 141 and BIO 142 plus BIO 150 or BIO 205 OR <input type="checkbox"/> NAS 161 and NAS 162	<input type="checkbox"/> GPA 2.5 <input type="checkbox"/> MATH Placement: MTH 151 or Math Unit 5 <input type="checkbox"/> Teas Testing *see program website	Apply: January 15 – February 15 Program starts in August
<b>Diagnostic Medical Sonography (DMS)</b> Competitive Admission	<input type="checkbox"/> SDV 101 or equivalent Grade: B or better <input type="checkbox"/> ENG 111 or ENG 112 Grade: B or better <input type="checkbox"/> BIO 141 and 142 or NAS 161 and 162 Grades: B or better <input type="checkbox"/> PHY 195 or PHY 101 or higher Grade: B or better <input type="checkbox"/> MTH 151 or higher Grade: B or better <input type="checkbox"/> DMS Pre-Admission Advising Workshop (see website) <input type="checkbox"/> Vascular/echo: previous Bachelor’s degree in any field	<input type="checkbox"/> GPA 2.5 <input type="checkbox"/> Teas Testing *see program website	Apply: May 1 – May 15 Program starts in August
<b>Emergency Medical Services (EMS)</b> First come/first-served	Please refer to EMS Program Placement Application for specific EMS certificate and degree requirements	<input type="checkbox"/> GPA 2.0 <input type="checkbox"/> MATH Placement: MTH 151 or Math Unit 5 <input type="checkbox"/> ENG Placement: ENG 111 or higher	Apply any time Program starts in January, May (check with program office), and August
<b>Health Information Management (HIM)</b> First come/first-served	<input type="checkbox"/> SDV 101 or equivalent Grade: C or better <input type="checkbox"/> ENG 111 or ENG 112 Grade: C or better <input type="checkbox"/> CST 229 Grade: C or better <input type="checkbox"/> BIO 141 or NAS 161 Grade: C or better <input type="checkbox"/> HIM 111 Grade: C or better	<input type="checkbox"/> GPA 2.0 <input type="checkbox"/> MATH Placement: MTH 151 or Math Unit 5	Apply: January 1 – July 31 Program starts in August
<b>Medical Laboratory Technology (MLT)</b> Competitive Admission	<input type="checkbox"/> SDV 101 or equivalent Grade: C or better <input type="checkbox"/> ENG 111 or ENG 112 Grade: C or better <input type="checkbox"/> BIO 141 Grade: C or better <input type="checkbox"/> CHM 111 Grade: C or better	<input type="checkbox"/> GPA 2.0 <input type="checkbox"/> MATH Placement: MTH 163 or higher <input type="checkbox"/> Teas Testing *see program website	Apply: January 1 – June 1 Program starts in August
<b>Occupational Therapy Assistant (OCT)</b> Competitive Admission	<input type="checkbox"/> SDV 101 or equivalent Grade: C or better <input type="checkbox"/> ENG 111 or ENG 112 Grade: C or better <input type="checkbox"/> BIO 141 and 142 or NAS 161 and 162 Grades: C or better <input type="checkbox"/> HLT 141 Grade: C or better	<input type="checkbox"/> GPA 2.5 <input type="checkbox"/> MATH Placement: MTH 151 or Math Unit 5	Apply: April 15 – May 15 Program starts in August
<b>Physical Therapist Assistant (PTA)</b> Competitive Admission	<input type="checkbox"/> BIO 141 and 142 or NAS 150 Grades: B or better <input type="checkbox"/> HLT 141 Grade: B or better <input type="checkbox"/> ENG 111 Grade: B or better	<input type="checkbox"/> GPA 2.5 <input type="checkbox"/> MATH Placement: MTH 151 or Math Unit 5 <input type="checkbox"/> Teas Testing *see program website	Apply: March 15 – March 30 (First priority deadline) Apply: March 31 – May 15 (Second priority deadline) Apply May 16 – July 25 (Third priority deadline) Program starts in August
<b>Radiography (RAD)</b> Competitive Admission	<input type="checkbox"/> SDV 101 or equivalent Grade: B or better <input type="checkbox"/> ENG 111 or ENG 112 Grade: B or better <input type="checkbox"/> BIO 141 and 142 or NAS 161 and 162 Grades: B or better <input type="checkbox"/> RAD 105 or RAD 100 Grade: B or better	<input type="checkbox"/> GPA 2.5 <input type="checkbox"/> MATH Placement: MTH 151 or Math Unit 5 <input type="checkbox"/> Teas Testing *see program website	Apply: March 15 – April 15 Program starts in August
<b>Respiratory Therapy (RTH)</b> Competitive Admission	<input type="checkbox"/> SDV 101 or equivalent Grade: C or better <input type="checkbox"/> ENG 111 or ENG 112 Grade: C or better <input type="checkbox"/> BIO 141 and 142 or NAS 161 and 162 Grades: C or better <input type="checkbox"/> HLT 141 Grade: C or better <input type="checkbox"/> RTH 120 Grade: B or better	<input type="checkbox"/> GPA 2.5 <input type="checkbox"/> MATH Placement: MTH 151 or Math Unit 5	Apply: March 1 – May 15 (Priority deadline)  (Subject to space availability late applications will be considered through August 9)  Program starts in August

## Allied Health Division 2018 Program Application

Name: \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_  
Street City State Zip

Student ID #: \_\_\_\_\_ VCCS Student Email: \_\_\_\_\_@email.vccs.edu

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### **Program Selection**

Select below the Allied Health program for which you are applying. Indicate the Information Session code in the space provided. Complete a separate application if you are applying to more than one program.

- Dental Hygiene (DNH)      *(Note: Germanna location is not accepting students for 2018)*
- Diagnostic Medical Sonography (DMS)      Indicate a 1, 2 and 3 to rank your specialization preference  
    \_\_\_\_\_ General Abdomen/OB/Gyn      \_\_\_\_\_ Vascular      \_\_\_\_\_ Echocardiography
- Emergency Medical Services (EMS)       Health Information Management (HIM)
- Medical Laboratory Technology (MLT)       Occupational Therapy Assistant (OCT)
- Physical Therapist Assistant (PTA)       Radiography (RAD)       Respiratory Therapy (RTH)

**Program Information Sessions:** [www.nvcc.edu/medical/sessions.html](http://www.nvcc.edu/medical/sessions.html)    **Info Session Code:** \_\_\_\_\_

### **Admission Policy for Limited Enrollment Programs**

Due to limited laboratory, classroom and/or clinical space, certain Allied Health programs have restricted enrollment. As stated in the NOVA catalog, Allied Health students are accepted on either a competitive or a first-come/first-served basis with priority given to: (1) legal residents domiciled in the cities and counties supporting the College, (2) other Virginia legal residents, (3) out-of-state applicants, and (4) international students requiring form I-20. Category 1 may include areas in which clinical affiliates have contractual agreements with NOVA or students from other VCCS service areas whose community college does not offer the specific program.

Residency and citizenship/visa status will be verified using the current information on file in the Student Information System (SIS). Level I and II domiciliary decisions and appeals are reviewed and determined by MEC Student Services. Applicants may be asked to provide additional information or documentation before acceptance to the program is considered.

At the time of submitting this application my current residency is:     In-State     Out-of-State  
 My citizenship/visa status is:     U.S. Citizen     Permanent Resident     Other (please specify) \_\_\_\_\_

### **Criminal Background Check**

An annual criminal background check and drug screen will be required as clinical affiliates mandate this requirement in affiliation agreements. Unresolved issues presented in the criminal background checks or drug screens will prevent clinical placement resulting in the student’s failure to meet program objectives. In addition to felony convictions (including barrier crimes outlined in the Code of Virginia), students will also be screened for misdemeanor drug and alcohol convictions. An exception is made for a single alcohol related misdemeanor conviction more than seven years ago. *Code of Virginia; barrier crime definitions:*  
[www.vdh.virginia.gov/content/uploads/sites/96/2016/07/Barrier-Crimes.pdf](http://www.vdh.virginia.gov/content/uploads/sites/96/2016/07/Barrier-Crimes.pdf)

**I acknowledge that I have read and understand the Criminal Background Check Policy:** \_\_\_\_\_ **(initial here)**

## **Required Attachments (DNH, DMS, EMS, MLT, OCT, PTA, and RAD programs only)**

The programs listed below require that additional documents be submitted with the Allied Health Application. Please make sure to attach all documentation to your application or it will not be accepted. See program website to obtain each form.

**\*Important Note for PTA Applicants: Do not email the clinic observation form. Please follow the directions provided by the PTA program to submit your signed sealed envelope via certified mail.**

### **Dental Hygiene Program**

- Chair-side Assisting Clinical Work Experience Form (if applicable)
- Dental Assisting Training Program Certificates (if applicable)
- Certified Dental Assistant Credential (DANB Certification - if applicable)
- Copy of TEAS Test scores

### **Emergency Medical Services Program**

- Copy of current Virginia EMS Certification: Basic, Intermediate or Paramedic
- EMS Program Placement Application

### **Occupational Therapy Assistant Program**

- OTA Program Observation Form
- OTA Program Work Experience Form (if applicable)

### **Radiography Program**

- Copy of TEAS Test scores

### **Diagnostic Medical Sonography**

- Copy of TEAS Test scores
- Copy of current RT, RDMS, RDCS, or RVT licensure or certification (if applicable)

### **Medical Laboratory Technology Program**

- MLT Education Worksheet
- Copy of TEAS Test Scores

### **Physical Therapist Assistant Program**

- Clinic Observation Form\*
- Copy of TEAS scores including score for the Human Body science section

**Student Accommodations Statement:** “NOVA is committed to the goal of providing each qualified student an equal opportunity to pursue a college education regardless of disability. Efforts will be made toward meeting reasonable requests for services to students with disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). If you require special services or accommodations, you should contact the NOVA Disability Services Counselor at the Medical Education Campus for an appointment at least two weeks prior to the beginning of classes. For admission and continued enrollment in the allied health and nursing programs, students must be able to successfully and safely fulfill the core competencies of the program and its clinical components.

**My signature certifies that the disclosed information is correct.** I understand I will be denied program entry if I have submitted incorrect information. I understand that it is my responsibility to submit this application within the program application period, and to ensure that all pre-admission requirements are completed before submission. I also understand that my application will not be considered if I am missing any pre-admission requirements.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Read and follow these instructions to successfully submit your Allied Health Application.**

- Fill out the PDF application using the form fields provided.
- Select **File > Save As** to save the completed document to your computer or device. Name the file **AH Application for** and then **your name** (example, AH Application for John Smith). Do not just use the Save command as this will not keep your completed information. You may also print the document and complete it by hand, but it must then be scanned as a PDF document. Word documents, picture files or blank PDF documents will not be accepted.
- Submit the PDF application as an attachment using your VCCS student email account. Applications sent from a personal email account will not be accepted. Copy yourself as a backup on the email when sending your application.
- Submit your application within the specified application period. Applications sent outside the window will not be accepted.
- Email your application to [aplymcc@nvcc.edu](mailto:aplymcc@nvcc.edu). Include your name and the name of the program in the subject line of your email (example, John Smith - Radiography).
- Include any required attachments such as a copy of the TEAS scores or any applicable certifications or forms. TEAS scores can be printed from [www.atitest.com](http://www.atitest.com). Incomplete applications will not be processed.
- Allow at least 8 weeks for your application to be processed. Check your VCCS student email account frequently for updates. All applicants will be notified of their application status. Individual status update requests cannot be accommodated.