WICHITA AREA TECHNICAL COLLEGE

Patient Care Technician Checklist 2016-2017

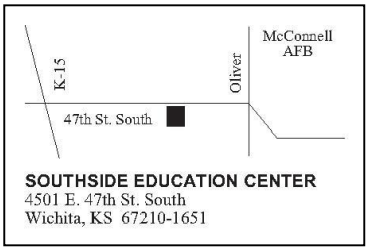
WATC
WICHITA AREA TECHNICAL COLLEGE

Learner Services
WATC Main
316.677.9400

Testing Services
NCAT
316.677.9400

or
Southside Education Center
316.677.1500

Classes
Southside Education Center
316.677.1500



Wichita Area Technical College does not discriminate with regard to race, religion, color, sex, disability, national origin or ancestry, age or gender in its admissions, programs or activities. Persons having inquiries may contact the Director of Human resources, 4004 N Webb Rd., Wichita, KS 67226

316.677.9400.

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Program	Length	Start Dates	Cost *	Class Days	Class Times	Clinical Days and Times
Patient Care Technician Technical Certificate	1 year	August/January	$5019.00*	Varies	Varies	Varies

* *Costs listed are approximate and subject to change. Approximate costs include tuition and fees.*

❑ **Complete and submit WATC application**.
- The WATC application is available at all WATC locations and online at www.watc.edu

❑ **Request that official transcripts be mailed directly to WATC.**
- High School transcripts: Applicants seeking admission to the Medical Assistant program must provide official high school or GED transcript. **(Required for New and Returning Students beginning August 2015).**
- College transcripts: Request official transcripts be sent from each institution from which coursework is to be transferred — transcripts must be from accredited institutions and only coursework with a grade of 2.0 or higher will be accepted. Any credits earned more than five years previously will have to be approved by the division dean — Admissions personnel will work with the program chair for approval. See WATC's Transfer of Credit policy in the catalog for additional information.
- Official transcripts must be mailed or transferred electronically directly from the issuing institution and received by the Registrar prior to registration. Official transcripts must be in a sealed envelope upon receipt and may not be stamped "student copy." Transcripts must be mailed or delivered directly to:

Wichita Area Technical College · Registrar
4004 N Webb Road Bldg 100 Wichita KS 67226

❑ **Complete the Free Application for Federal Student Aid (FAFSA).**
- The FAFSA is available at all WATC centers or file online at www.fafsa.ed.gov. For assistance in completing the FAFSA, call or visit Financial Aid, WATC Main Campus.
- WATC's code for the FAFSA is 005498.

❑ **Successfully complete the ACT® COMPASS® test**
- Minimum required scores: Math 40, Reading 70, Writing, 45
- Assessments are available through Testing Services at NCAT and the Southside Center. No appointment is necessary. The last test will start no later than 1 hour and 15 minutes before closing. Visit http://watc.edu/admissions/testing/ for testing hours and availability.
- A photo ID is required to take the assessments. Results are valid for five years. Results are not given over the phone.

❑ **Attend information session —** Southside Center 4501 E 47th St S. Held in MARCH
Applicants must attend a Health Science information session - late arrivals are not admitted
WATC is not able to accomodatechildren, so please make arrangements for child care.
Bring a notebook and pen to the info session.

❑ **Health Core:**
- CPR for Health Care Providers is required prior to entering the program.
- *Classes must be no older than 5 years at the time of acceptance

❑ **Upon *conditional* acceptance into the** Patient Care Technician **program, applicants must complete the following requirements:**
- **Criminal Background Check**: Applicants must pay for and pass a criminal background check.*
- **Drug Screen**: Applicants must pay for and pass a drug screen
- **Health Examinations and Immunizations:** complete all required health examinations and immunizations at their own expense by designated date.

** As required by WATC policy, any felony and/or crimes against a person preclude admission to health programs*

When all documentation is received, required test scores are achieved and college and program requirements are met, applicants are eligible for selection. Students are selected based on merit including but not limited to grade point average, and test scores.

MCR 02.22.06

Stand-By Status

Some students may be selected for stand-by status. This means an applicant may be accepted into the program when someone declines to attend or does not meet required deadlines. Stand-by applicants are accepted into the program up to and including the second day of classes. A letter is sent to applicants who are placed on stand-by status.

Acceptance

It is essential for students on stand-by status to have all financial aid, physical information, CPR course, background check and drug screening completed, as this could be a determining factor for getting into the program on short notice.

Resubmitting Application

Applicants who are not accepted into a specific program are notified and must complete an Information Update. Test scores and transcripts are filed with the registrar, WATC Main Campus. Applicants must attend another information session.

- ❑ **Contact Admissions, 316.677.9400, to verify that all requirements have been met.**