

CLINICAL RESEARCH COORDINATOR ADVANCED CERTIFICATE PROGRAM
For fall 2018 Admission

Dear Student:

This checklist will enable you to create a personal record of the documents/activities you have completed towards applying to the Clinical Research Coordinator Advanced Certificate Program. The Clinical Research Coordinator Advanced Certificate Program is designed to provide those students with an interest in pursuing a career with a focus in clinical research a course of study toward their ultimate educational and career goals, while simultaneously allowing them to earn a certificate that permits them to enter the workforce with employable skills.

Admission Information:

Admission to the Clinical Research Coordinator Advanced Certificate Program is competitive. Only **completed applicant files** are reviewed and admission decisions are made on an on-going basis.

When the program and waitlist have been filled, no further applications will be accepted. Notifications that applications are no longer being accepted will appear on the Clinical Research Coordinator Advanced Certificate Program NECC web page.

Academic Advising:

Individuals interested in applying to the Clinical Research Coordinator Advanced Certificate Program are required to meet with an academic advisor when starting the admission process to assist with questions and clarify the process. You can walk-in to the Advising Center on either the Haverhill or Lawrence campus and ask to meet with an advisor.

- Application for admission** (if you are a new student or have not been enrolled for the previous three years) **Major choice: General Studies: Health Specialization, Interest in Clinical Research Coordinator Advanced Certificate.**
- Official transcript showing evidence of high school graduation, or the equivalent with passing GED/HiSET scores.**
- Official college transcript(s) if transfer credits are being requested. GPA 2.0 or higher is required for each course being requested**
- Completion of a **mandatory Clinical Research Coordinator Advanced Certificate Information Session after September 1, 2017** with the Program Coordinator.
- NECC Assessment Testing Required: reading, writing and mathematics**

Note: Students who have successfully completed specific college courses may be waived from the assessments. Please talk to an advisor for further information. To obtain assessment schedule call the Assessment Center (978-556-3428). Assessment results must indicate that the applicant does not need to take any of the following courses: College Reading, Basic Writing, or Basic Algebra I. Applicants who place into one or more of these courses must take the course (s) in order to meet the Clinical Research Coordinator Advanced Certificate Program admission criteria.

Reading Assessment completed on _____.

Writing Assessment completed on _____.

Mathematics Assessment completed on _____.

- Completion of Anatomy and Physiology 1 and Anatomy and Physiology 2. Students must attain a grade of “C” or higher for admission to the program.
- An Associate or Bachelor’s degree in a related health field such as nursing, respiratory therapy, radiologic technology, paramedics **or** an Associate or Bachelor’s degree in a science field such as: biology, biotechnology, environmental, chemistry, physics, psychology; **or** by permission of the program coordinator with a certificate in a health field earned from an accredited institution and/or with previous clinical research experience.

IMPORTANT FINAL STEP:

- Change of Major/ACTION FORM** – Upon completion of all of the above items from the checklist, meet with an advisor to determine if you are eligible to fill out a Change of Major/Action Form to become an applicant for the Clinical Research Coordinator Advanced Certificate Program for fall 2018. You may need to bring documentation of specific criteria to the advisor. You will be required to sign the Change of Major/Action Form and you will be given a copy for your records. **All checklist items must be completed to finish your final step. Please submit Action Form once all of the admission criteria have been met.**

The Clinical Research Coordinator Advanced Certificate Program and the Division of Health Professions are committed to educating a workforce that mirrors the rich socioethnic culture of the communities we serve. Therefore, we endeavor to attract and recruit a diverse group of students for each incoming class. We also reserve the right to invoke a geographical preference for applicants from the college’s primary service area.

ADDITIONAL PROGRAM INFORMATION

Important Dates

While there is no deadline for completing applications to the Clinical Research Coordinator Advanced Certificate program, we encourage you to do so as soon as possible. Completed applications are reviewed and admission decisions are made on an on-going basis.

Program Capacity

The Clinical Research Coordinator Advanced Certificate Program has a limited number of seats.

The criteria describe the MINIMUM standards that must be met in order to be reviewed for admission to this program. Currently, the number of qualified applicants exceeds the number of available seats.

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Consequently, once it has been determined that the applicant meets the MINIMUM criteria, he/she is admitted on a rolling admission process.

Wait List Status

The Clinical Research Coordinator Advanced Certificate Program Review Committee establishes a Wait List for qualified applicants who are not initially accepted into the program. The Wait List is approximately 50% of the program capacity. Students are called from the Wait List on a space available basis. Students who are placed on the Wait List, and for whom a seat does not open during the current admission cycle, are given first option on admission for the following year.

If there are significant changes in the admission criteria, students on the Wait List may be required to comply with the new criteria. This decision is at the sole discretion of the academic program faculty.

Transfer Credits

Transfer credits from other colleges/universities are awarded only for comparable courses that are completed with a grade of 'C' or higher.

Health Requirements

Information regarding the College's health requirements will be sent to you upon your acceptance to the program.

Information about the Program's Technical Standards which describe the physical and behavioral characteristic required to successfully complete the program are available at the [health forms at our website](http://www.necc.mass.edu/academics/courses-programs/areas/health/required-form/), which can be found at <http://www.necc.mass.edu/academics/courses-programs/areas/health/required-form/> and we encourage you to review these as soon as possible.

CPR Certification

All students in the Clinical Research Coordinator Advanced Certificate program are required to hold CPR certification at the Health Care Provider level. Evidence of current certification is required before a student is allowed to participate in clinical education courses, and certification must be maintained throughout the program.

Criminal Offender Record Information (CORI) and Sex Offender Record Information (SORI)

Students interested in participation in an academic program that involves working with children, the disabled, or the elderly, or a cooperative education experience or a program that includes a clinical affiliation with a private or public health care provider, may be required to undergo a Criminal Offender Record Information (CORI) check, a Sex Offender Registry Information (SORI) check, and/or a Criminal History Record Information (CHRI) check. Students will need to provide a government issued photo identification and sign a release form allowing the college to view the student's CORI or SORI reports. Depending on the contents of a student's CORI or SORI reports, participation in an academic program or a cooperative education experience or a clinical or practicum affiliation related thereto, may be denied. CORI checks may be performed pursuant to Mass. General Laws, Chapter 6, Sections 172(C), and consistent with guidelines promulgated by the Executive Office for Health and Human Services, and/or the Commonwealth's Department of Public Health. SORI checks may be performed pursuant to Mass. General Laws, Chapter 6, Section 172(C). CHRI checks may be performed based on the NH Code of Administrative Rules and state statutes to include RSA 106-B:14 and RSA 106-B:7,1(b). For more information, contact the Registrar at 978-556-3700.

Clinical Affiliate Random Drug & Alcohol Screening Analysis Notification to Students

Please be advised that students enrolled in the following Health Professions programs will be required to undergo and pass a drug screening or a drug & alcohol screening analysis in order to be eligible for placement in a clinical facility. Students who are assigned to clinical education experiences at the clinical facilities may be required to undergo and pass random drug screening or random drug & alcohol screening analysis in order to remain at that clinical facility. Students who either fail to pass, or refuse to submit to, or fail to report within the required time frame for a drug screening or a drug & alcohol screening analysis will be deemed ineligible for clinical placement, which may affect their status in the program. Health Programs in which Students are Subject to Drug Screening Analysis only: Dental Assisting, Paramedic Technology (EMT-P), Medical Assisting, Nursing Associate Degree, Phlebotomy Technician, Practical Nursing, Radiologic Technology, Computed Tomography, Community Health Worker, Public Health and Clinical Research Coordinator Advanced Certificate. Health Programs in which Students are Subject to Drug & Alcohol Screening Analysis: Sleep Technologist, Respiratory Care. If you have any questions pertaining to this policy, please contact the Office of the Dean of Health Professions.

Information about Licensure

At this time state licensure is not required in order to work as a Clinical Research Coordinator.

Affirmative Action

For further information please go to the [Affirmative Action Policy](#) website.