

HIGH SCHOOL
SENIORS



**CHECKLIST FOR
SLEEP TECHNOLOGIST PROGRAM
For September 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 Sleep Technologist Program.

Admission Information:

Admission to the Sleep Technologist Program is competitive. There are more qualified applicants to the program than there are seats available. Beginning **October 2, 2017** applicants should meet with an advisor in order to complete their Change of Major/Action Form, the Sleep Technologist Program Admissions Committee reviews **completed applicant files** beginning October 2, 2017 and makes admission decisions 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 Sleep Technologist Program NECC web page.

Academic Advising:

Individuals interested in applying to the Sleep Technologist 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, Major choice: General Studies: Health Specialization, Interest in Sleep Technologist.**
- A current official **High School transcript** which includes:
 - At least the first quarter (or equivalent) grades for the senior year.
 - One year of General Biology with a grade of “B” or higher and
 - Overall High School GPA of a 2.8 or higher on a 4.0 scale.
- Completion of a **mandatory Sleep Technologist Information Session after January 1, 2017**. For Information Session dates, go to - the [Health Information Sessions](#) webpage on the NECC website.
- NECC Assessment Placement Required: reading, writing, and mathematics**
Note: To obtain an 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 Sleep Technologist Program admission criteria.
Reading Assessment completed on _____.
Writing Assessment completed on _____.
Mathematics Assessment completed on _____.
- Completion or enrollment/registered in the HES 102 Learning Strategies for Success in Health Care Careers course. Students must attain a “C” or higher for admission to the program. There is a process to request an exemption from the course. See an advisor for information.

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 Sleep Technologist 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 as soon as all elements are completed.**

Note: Acceptance is conditional upon completion of high school with a final overall GPA of 2.8 or higher.

The Sleep Technologist 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 Sleep Technologist 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 Sleep Technologist 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. 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 Sleep Technologist 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.

Science courses must have been taken not more than five (5) years prior to the date of the anticipated acceptance to be transferred for credit to the Sleep Technologist Program.

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 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 Sleep Technologist 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 Sleep Technologist.

Affirmative Action

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

CORE Academic Skill

Starting in the fall of 2014, any student enrolled in an associate degree program who is new to NECC and has no academic history at the college, must take at least one course designated as intensive in each of NECC's six [core academic skills](#) in order to graduate. In most cases, the program's core required courses include these intensive courses. Plan to see an advisor for more complete information about this graduation requirement.