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INTRODUCTION

The Health Careers Center is a post-secondary division of Mercer County Technical Schools offering full-time day programs in Licensed Practical Nurse, Medical Assistant and Health Technology and part-time evening program in Practical Nursing and Massage Therapy. Each of these programs leads to New Jersey state licensing and/or certification in the field of study through state or national licensing and/or certifying examinations.

In addition to the related academics and skills training instruction in specific program areas, students and applicants have access to the Health Careers Center’s BOOST (Building on One’s Skills/Test-Taking) program. The BOOST program provides planned, individualized or small group assistance for review, reinforcement or tutoring in related academics or skills pertinent to a particular course of study.

The Health Careers Center has over forty (40) clinical affiliations where students receive hands-on clinical experiences relevant to their specific program area.

Programs are approved/accredited by the New Jersey Department of Education, the New Jersey Board of Nursing, American Association of Medical Assistants Endowment, American Society of Phlebotomy Technicians, and the American Society of Clinical Pathologists.

The Health Careers Center is accredited by the Council on Occupational Education and the Middlestates Association of Colleges and Schools.

Council on Occupational Education
7840 Rosewell Rd. Building 300 Suite 325
Atlanta, GA 30350
(770) 396–3898
MISSION STATEMENT

Mercer County Technical Schools’ mission is to produce a community of inspired, compassionate learners who are knowledgeable, skilled and possess the competencies that will prepare them for success in an ever-changing technological world. We provide our students with educational opportunities in preparing for careers in business and industry while emphasizing a culture of personal attention that focuses on the individual learner. Our goal is to foster a school climate that emphasizes the importance of the teaching-learning process and provide youth and adults the opportunities to maximize their potential, to reflect and offer solutions to challenges posed by society.

To fulfill this mission, the faculty and staff will:

• Embrace the belief that every student can learn
• Continuously emphasize that learning is a life-long process
• Assist students to enable them to think critically, analyze problems and develop solutions
• Assist students to become productive citizens in a global society

PHILOSOPHY

The faculty of the Health Careers Center of the Mercer County Technical Schools believes that:

• Adult education is a partnership between teacher and student that requires the sustained cooperative effort of both parties to achieve learning objectives.
• Health Careers’ training programs should be available to any person, regardless of sex, race, color or creed, national origin, ancestry, affectional or sexual orientation or marital status who shows reasonable promise of being able to complete the program.
• All levels of health care workers are valuable to the health care team.
• Curricula for health careers programs should be designed to prepare the student in the basic knowledge, skills and attitudes necessary to meet the legal standards of practice for the specific training area.
• Program completers will be qualified to sit for the certifying or licensing examinations of their specific area of study.
• Program completers will be prepared to function effectively as entry-level personnel in their specific area of study.
LICENSED PRACTICAL NURSE
The Licensed Practical Nurse program prepares students in the basic skills and knowledge required for a career as a practical nurse. The New Jersey Department of Education and the New Jersey Board of Nursing have approved the curriculum for the LPN program.

The LPN curriculum is divided into three phases:
- Phase I - 12 weeks Basic Nursing Concepts and Skills
- Phase II - 17 weeks Caring for the Adult Patient with Alterations in Physical Health
- Phase III - 15 weeks Caring for Patients in Specialty Areas

- Students must maintain an academic average of 75% in classroom instruction and receive a satisfactory rating in the clinical area.
- Units of instruction must be completed in sequence.
- Upon completion of the program, students will be awarded a diploma from the Mercer County Technical Schools and will be eligible to sit for the first available NCLEX-PN (National Council Licensing Exam – Practical Nurse).

ENTRANCE REQUIREMENTS
- Education: High School Diploma or equivalent as determined by NJ Department of Education
- Pre-Entrance Examination: Reading Comprehension/Basic Math, 11th grade level in basic skills required for acceptance
- Applicants must complete and successfully pass a Criminal Background Investigation (CBI). If the CBI reveals a conviction or unresolved complaint for a crime or misdemeanor involving any violent or serious offense, the applicant may be barred from entrance to the program.
- Pre-Entrance Physical and Dental Examinations
- Personal Interview
- Health Care Provider Certification in CPR
- Computer skills are essential
- Applicants who can demonstrate a Medical Terminology Course or National Certification in EKG and/or Phlebotomy are exempt from those sections of the LPN curriculum.

TUITION TO BE DETERMINED ANNUALLY BY THE MERCER COUNTY VOCATIONAL TECHNICAL BOARD OF EDUCATION

Additional Expenses (fees subject to change without notice)
Criminal Background Investigation–Fee will vary with number of states researched.
NJ Board of Nursing fees $400.00
Textbooks $1,000.00 (includes Nurse Pack)
Uniforms $350.00
Student Activity fee $300.00 (non-refundable) *
Graduation expenses $100.00
Criminal Background Investigation $78.00

APPLICANTS FOR LICENSURE AS A PRACTICAL NURSE IN THE STATE OF NEW JERSEY MUST BE FINGERPRINTED AND HAVE A CRIMINAL BACKGROUND CHECK

STUDENTS DO NOT RECEIVE RENUMERATION DURING CLINICAL EXPERIENCE
*All fees and tuition are subject to change without notice.
LENGTH OF PROGRAM
Full-Time: 11 months Part-Time: 2 years (3 evenings per week and every Saturday)
Term: August to July
Class: 5 days per week; 8 a.m. to 4 p.m. or 3 evenings 6:30 p.m. to 9:30 p.m.
Clinical: 7:00 a.m. to 2:30 p.m.
Note: Schedules are subject to change.

Anyone having a complaint about the Practical Nurse program may address that complaint to the
NJ Board Nursing, (as specified in N.J.A.C. 13:37-1.11) P.O. Box 45010, Newark, NJ 07101 or call 973-504-6430.

Proof of residency will be required. Post office boxes are not acceptable as proof of residency. Tuition is payable in six installments. Past due tuition payments will result in your being marked absent. When accumulated absences exceed the allowable limit, you will be dismissed. Tuition must be paid by certified check or money order - made payable to Mercer County Technical Schools.

Personal checks or cash will not be accepted.
Financial aid and/or student loans/grants are NOT available.

Additional Expenses (fees subject to change without notice):
Pre-entrance test fee: $50.00 (non-refundable) due on day pre-entrance test is scheduled.

Must be money order—no cash or personal checks will be accepted.

ADVANCED PLACEMENT PRACTICAL NURSING

An Advanced Placement Program is available for those applicants who have prior experience as a student nurse in 1) another LPN program; 2) an RN program. The Advanced Placement Program recognizes an applicant’s knowledge of beginning nursing practice gained at another setting and assures the Health Careers Center of the applicant’s ability through testing and evaluation of clinical skills. The applicant must demonstrate theoretical knowledge and clinical skills equivalent to those possessed by students at the completion of Phase I of the LPN program.

Method of Evaluation
1.) A written test of theoretical knowledge and nursing math.
   (A minimum score of 75 is required.)
2.) Satisfactory demonstration of selected nursing skills in a laboratory setting. Clinical skills are evaluated using objective criteria based on procedural checklists that accompany the text currently in use. Skills are evaluated using objective criteria based on procedural checklist that accompany the text currently in use.

Structure of Advanced Placement Program
1.) Application form and transcript of prior nursing education must be submitted
2.) Day 1 –Written test of theory and math
3.) Day 2 –Clinical skills evaluation

Fee
The fee for the Advanced Placement Program is $250.00 and is due prior to testing.

*Advanced placement applicants must meet all pre-entrance requirements except pre-test of basic skills.
MEDICAL ASSISTANT

This course utilizes a competency-based approach to the clerical and clinical skills necessary for employment in a physician’s office or related practice setting. In addition to theoretical concepts, the course includes the practical application of skills in a clinical setting. The program is offered in conjunction with Mercer County Community College. Up to 30 college credits can be earned.

CURRICULUM

The curriculum for the Medical Assistant program has been approved by the New Jersey Department of Education. The Mercer County Technical Schools’ Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

Medical Assistant Course Curriculum

Phase I

Anatomy and Physiology
Understanding Human Behavior
Clinical Skills I (theory and lab)
Venipuncture (theory and lab/clinical)
Electrocardiography (ECG) (theory and lab)
*HPE-113, Medical Terminology
*BUS-105, Business Communication
*OST -102, Introduction to Health Insurance
*OST-107, Procedures, Law and Ethics in the Medical Office
*OST-111, Basic Keyboarding

Phase II

Pharmacology

*OST-105, Medical Insurance, Billing and Coding
(Prerequisite – Medical Terminology and Introduction to Health Insurance)
*CMN-111, Human Communications
*ENG-101, English Composition
*OST-106M, Medical Transcription
(Prerequisite – Medical Terminology)
*OST-219, Word Processing Concepts and Application
(Prerequisite – Basic Keyboarding)
Externship (125 hours)

* Mercer County Community College 3 credit courses

Phase III

Pharmacology (lab and clinical)
Externship (250 hours)
First Aid
Nutrition
Resume Workshop

STUDENTS DO NOT RECEIVE RENUMERATION DURING CLINICAL EXPERIENCES

• Some travel to Mercer County Community College for class may be necessary.
• Students must maintain an academic average of 75% in classroom instruction and receive a satisfactory rating in the clinical area.
• Upon completion of the program, the student will be awarded a diploma from the Mercer County Technical Schools and a certificate from Mercer County Community College.
(MEDICAL ASSISTANT CONTINUED)

- Graduates are eligible to sit for the National Certification Exam for Medical Assistants.

ENTRANCE REQUIREMENTS
- High School Diploma or equivalent as determined by the NJ Department of Education
- Pre-entrance exam – Reading Comprehension/Basic Math, 11th grade level in basic skills.
- Applicants must complete and successfully pass a Criminal Background Investigation (CBI). If the CBI reveals a conviction or unresolved complaint for a crime or misdemeanor involving any violent or serious offense, the applicant may be barred from entrance to the program.
- Applicants are also required to take the Basic Skills Placement Test at Mercer County Community College, if they have not already done so.
- Pre-entrance Physical and Dental examinations.
- Personal Interview
- Health Care Provider Certification in CPR with hands-on experience.

TUITION TO BE DETERMINED ANNUALLY BY THE MERCER COUNTY VOCATIONAL TECHNICAL BOARD OF EDUCATION

Tuition subject to change without notice.
Personal checks or cash will not be accepted.

Proof of residency will be required. Post office boxes are not acceptable as proof of residence. Tuition is payable in six installments. Past due tuition payments will result in your being marked absent. When accumulated absences exceed the allowable limit, you will be dismissed. Tuition must be paid by certified check or money order made payable to Mercer County Technical Schools.

Financial Aid is available through Mercer County Community College. This financial aid applies only to students of the Medical Assistant program.

Additional Expenses (fees subject to change without notice)

- Pre-entrance test fee $50.00 (non-refundable) – due on day pre-entrance test is scheduled. Must be in the form of a money order or certified check. No cash or personal checks will be accepted.
- Criminal Background Investigation – Fee will vary with number of states researched.
- Textbooks $1000.00
- Uniforms $350.00
- Student Activity Fee $300.00 (non-refundable)
- National Certification $100.00
- Graduation Fees $100.00
- MCCC Certificate Fee $35.00

LENGTH OF PROGRAM
Term: August to July
Class Time: Monday to Friday, 8:30 a.m. to 3:30 p.m.
Clinical: 8:30 a.m. to 3:30 p.m.
Note: Schedules subject to change
HEALTH TECHNOLOGY
This course is designed to provide the student with the basic skills and knowledge required for employment as a Multi-Skilled Health Care Worker. Areas of employment include hospitals, physician’s office, clinics, and laboratories. The New Jersey Department of Education and the American Society of Phlebotomy Technicians have approved the Health Technology program.

HEALTH TECHNOLOGY CURRICULUM is divided into four modules of study:

Module I Medical Terminology, Anatomy and Physiology, Infection Control and Basic Patient Care
Module II Phlebotomy
Module III Electrocardiogram and Arrhythmia Recognition
Module IV Unit Secretary/Medical Office Skills

Students must maintain an academic average of 75% in classroom instruction and receive a satisfactory rating in the clinical area.

Upon successful completion of Modules II and III, students are eligible to take the National Certifying Examination for Phlebotomy and EKG through the American Society of Phlebotomy Technicians (ASPT).

Upon successful completion of the program, students will be awarded a diploma from the Mercer County Technical Schools.

Graduates of the program are also eligible to take the American Society of Clinical Pathologists exam for national certification in Phlebotomy and EKG.

STUDENTS DO NOT RECEIVE RENUMERATION DURING CLINICAL EXPERIENCES.

ENTRANCE REQUIREMENTS

• Education: High School Diploma or equivalent as determined by NJ Department of Education
• Pre-Entrance Examination: Reading Comprehension/Basic Math, 10th grade level in basic skills required for acceptance
• Applicants must complete and successfully pass a Criminal Background Investigation (CBI). If the CBI reveals a conviction or unresolved complaint for a crime or misdemeanor involving any violent or serious offense, the applicant may be barred from entrance to the program.
• Pre-Entrance Physical and Dental Examinations
• Personal Interview
• Health Care Provider Certification in CPR with hands-on experience
• Computer skills are essential

TUITION TO BE DETERMINED ANNUALLY BY THE MERCER COUNTY VOCATIONAL TECHNICAL BOARD OF EDUCATION

Tuition subject to change without notice.
Personal checks or cash will not be accepted.

Proof of residency is required. Post office boxes are not acceptable as proof of residency.

Tuition is payable in three installments. Past due tuition payments will result in your being marked absent. When accumulated absences exceed the allowable limit, you will be dismissed. Tuition must be paid by certified check or money order made payable to Mercer County Technical Schools.
Personal checks or cash will not be accepted.
Financial aid is NOT available for this program.

Additional Expenses (fees subject to change without notice):

Pre-entrance test fee $50.00 (non-refundable) – due on day pre-entrance test is scheduled. No cash or personal checks will be accepted.

*Criminal Background Investigation – Fee varies with number of states searched.

Textbooks $300.00
Uniforms $250.00
Student Activity fee $300.00 (non-refundable)
National Certification $130.00
Graduation Fees $100.00

LENGTH OF PROGRAM

Full-Time: 6 months
Term: August to February/February to July
Class Times: Monday to Friday, 8:30 a.m. to 2:30 p.m.
Clinical: 7:30 a.m. to 2:30 p.m.
Note: Schedules are subject to change.
MASSAGE THERAPY
This course is designed to provide the student with the knowledge and skills for successful entry-level employment in areas that offer health maintenance, preventive and/or restorative benefits of massage therapy.

CURRICULUM
The Massage Therapy program is approved by the New Jersey Department of Education. The program incorporates the following areas of study:

Phase I
- Anatomy, Physiology and Pathology for Massage I
- Introduction to Massage
- Professional Standards and Business Practice
- Introduction to Clinical Experience
- Introduction to Eastern Massage Modalities and Practices

Phase II
- Anatomy, Physiology and Pathology for Massage II
- Massage Theory and Techniques
- Related Massage Modalities
- Business Practices
- Lab/Clinical Experience

Students must maintain an academic average of 75% in classroom instruction and receive a satisfactory rating in the clinical area. Upon completion of the program, the student will be awarded a diploma from the Mercer County Technical Schools and be eligible to sit for the exam of the National Certification Board for Therapeutic Massage and Bodywork and to apply for certification from the NJ Board of Nursing.

STUDENTS DO NOT RECEIVE RENUMERATION DURING CLINICAL EXPERIENCES

ENTRANCE REQUIREMENTS
- Education: High School Diploma or equivalent as determined by the NJ Department of Education
- Pre-Entrance Exam: Reading Comprehension and Basic Math 11th grade level in basic skills required
- Applicants must complete and successfully pass a Criminal Background Investigation (CBI). If the CBI reveals a conviction or unresolved complaint for a crime or misdemeanor involving any violent or serious offense, the applicant may be barred from entrance to the program.
- Pre-Entrance Physical and Dental Exam
- Personal Interview
- Health Care Provider CPR Certification

TUITION TO BE DETERMINED ANNUALLY BY THE MERCER COUNTY VOCATIONAL TECHNICAL BOARD OF EDUCATION
Tuition subject to change without notice.
Personal checks or cash will not be accepted.

Proof of residency is required. Post office boxes are not acceptable as proof of residency. Tuition is payable in three installments. Past due tuition payments will result in your being marked absent. Tuition must be paid by certified check or money order made payable to: Mercer County Technical Schools.
Financial aid is NOT available for this program.

Additional Expenses (fees subject to change without notice)

Pre-entrance test fee $50.00 (non-refundable) due on day pre-entrance test is scheduled.

*Criminal Background Investigation Fee varies with number of states searched.

Textbooks $250.00
Uniforms $200.00
Supplies $100.00

Student Activity fee $300.00 (non-refundable)
Graduation fees To be announced

LENGTH OF PROGRAM
Part-time: 600 hours
Term: September to July
Class Times: Monday, Tuesday, Wednesday, Thursday - 6:00 pm to 10:00 pm
(Class occasionally meets on Saturdays)
Clinical: Time to be scheduled

ADVANCED PLACEMENT
Advanced Placement for anyone who has taken applicable courses at another school will be considered on an individual basis.
Advanced placement applicants must meet all pre-entrance requirements except pre-test of basic skills.
PRACTICAL NURSE REFRESHER COURSE

COURSE DESCRIPTION:

The LPN refresher course is a 12 week course meeting 2 evenings per week from 5:30 pm to 9:30 pm at the Health Careers Center, of Mercer County Technical Schools. This 96 hour class is structured to meet the needs of Practical Nurses who are licensed (or whose license has lapsed with approval from the Board of Nursing) to re-enter nursing practice. 48 hours of theoretical instruction will be presented to correspond with 48 hours of clinical experience. Instruction will include; review of nursing concepts and skills, review of legal and ethical status, implementation of the nursing process, review of Pharmacology, and transitioning to advancement and leadership in Nursing. Laboratory emphasis is placed on updating familiar skills with clinical emphasis placed on the management of clients in an inpatient setting. **THIS IS NOT A NCLEX REVIEW CLASS.**

Admission Criteria:

1. Verification of current, valid LPN license or eligibility
2. Proof of current LPN liability insurance
3. Current Health Care Provider Certification in CPR
4. Physical exam (within one year) and documentation of 2 step Mantoux (or Chest X-ray if PPD is positive), DPT, CBC, Urinalysis, VDRL, Rubella Titer, Varicella Titer
5. Hepatitis B Vaccine is recommended but not mandatory.
6. Criminal Background Check

Evaluation:

1. Didactic portion of the course will be evaluated on unit exams. Unit exams will be administered at completion of each phase. The nurse will be given two attempts to successfully pass each unit exam. Students must achieve a 75% or better in each exam to pass the course. Failure to complete the course with a 75% average constitutes failing of a course.
2. Clinical skills are evaluated on a satisfactory or unsatisfactory rubric. Successful completion of clinical skills is necessary for completion of the certificate.

Cost: $1000.00 for the 12 week course

Additional Program Fees:

- Books TBA
- CBI $78.00
- Malpractice Insurance
- Health Care Provider CPR
- White Uniform with MCTS patch

A minimum number of 5 students are required to begin this course. The school has the right to cancel this course due to insufficient enrollment.
ELECTROCARDIOGRAPHY (EKG)
This course is designed to instruct students in the limited structures and functions of the cardiovascular system and the circulation of blood through the heart and lungs. Upon completion of the course, the student will be able to successfully perform Electrocardiography (EKG) as directed by a licensed physician. Legal and ethical aspects regarding the technical performance of EKG are taught and practiced in detail along with patient’s rights, education and safety. Selected cardiac conditions and arrhythmias are presented, illustrated, and discussed. EKG lead placement and 12 Lead, three-channel EKG instruction is given both in theory and practice.

ENTRANCE REQUIREMENTS
• High School diploma or equivalent as determined by the NJ Department of Education
• Pre-entrance test – Reading Comprehension/Basic Math at the 10th grade level required for acceptance
• Applicants must complete and successfully pass a Criminal Background Investigation (CBI). If the CBI reveals a conviction or unresolved complaint for a crime or misdemeanor involving any violent or serious offense, the applicant may be barred from entrance to the program.
• Pre-entrance physical exam
• Health Care Provider Certification in CPR with hands-on experience

TUITION TO BE DETERMINED ANNUALLY BY THE MERCER COUNTY VOCATIONAL TECHNICAL BOARD OF EDUCATION
Tuition subject to change without notice.
Personal checks or cash will not be accepted.

Fees subject to change without notice.

Financial aid and/or student loans/grants are NOT available for this program.

Additional Expenses (fees subject to change)
Pre-entrance test fee $50.00 (non-refundable) Due on the day pre-entrance test is scheduled.
*Criminal Background Investigation Fee varies with number of states searched
Textbook $75.00
Uniform $50.00

LENGTH OF COURSE
Classes are incorporated into the Medical Assistant program; days/hours may vary. A total of 36 hours of instruction is required; 18 hours of theory, lecture and lab and 18 hours of clinical experience. This course is offered on a space available basis.
Note: Schedules are subject to change.
VENIPUNCTURE
This course is designed as a basic course in venipuncture and related lab testing. Upon completion of the course, the student will successfully perform venipuncture and obtain lab samples for testing as directed by a licensed physician. Universal precautions and principles of infection control are taught and practiced. Patient’s rights, education, positioning, and safety are taught and practiced. Instruction covers capillary sticks, skin puncture, and preparing lab slides. Butterfly techniques and multiple tube drawings are taught, illustrated, and practiced. Students practice venipuncture techniques on pediatric and adult training arms.

ENTRANCE REQUIREMENTS
• High School diploma or equivalent as determined by the NJ Dept. of Education
• Pre-entrance test – Reading Comprehension/Basic Math at the 10th grade level required for acceptance
• Applicants must complete and successfully pass a Criminal Background Investigation (CBI). If the CBI reveals a conviction or unresolved complaint for a crime or misdemeanor involving any violent or serious offense, the applicant may be barred from entrance to the program.
• Pre-entrance physical exam
• Health Care Provider Certification in CPR

TUITION TO BE DETERMINED ANNUALLY BY THE MERCER COUNTY VOCATIONAL TECHNICAL BOARD OF EDUCATION
Tuition subject to change without notice.
Personal checks or cash will not be accepted.

Fees subject to change without notice.

Personal checks or cash will not be accepted.
Financial aid and/or student loans/grants are NOT available for this program.
Additional Expenses (fees subject to change)
Application fee $50.00 (non-refundable) due on day pre-entrance test is scheduled
*Criminal Background Investigation Fee will vary with number of states researched.
Insurance fee 10.00
Textbook $75.00
Uniform $50.00

Classes are incorporated into the Medical Assistant program; days/hours may vary. A total of 36 hours of instruction is required: 18 hours of theory, lecture and lab and 18 hours of clinical experience. This course is offered on a space available basis.

Note: Schedules are subject to change
HEALTH CAREERS CENTER
MERCER COUNTY TECHNICAL SCHOOLS
FACULTY AND STAFF
Phone 609.587.7640

SUPERINTENDENT
Dr. Kimberly Schneider

PRINCIPAL
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LICENSED PRACTICAL NURSE PROGRAM (FULL-TIME)
Patricia Lewin RN – St. Francis Hospital School of Nursing, Trenton, NJ
NJ Teacher’s Certification
E-mail: plewin@mcts.edu
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BOOST/LPN (PART-TIME PROGRAM)
Sharon Musser BS – Healthcare Administration, Philadelphia University
RN – Albert Einstein Medical Center
E-mail: smusser@mcts.edu

MEDICAL ASSISTANT (FULL-TIME)
Jennifer Schimpf
BA Sociology – Upsala College, East Orange, NJ
Medical Assistant – Mercer County Technical Schools
Registered Medical Assistant (RMA)
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HEALTH TECHNOLOGY (FULL-TIME)
Maria Ricketti Certified Allied Health Instructor-American Medical Technologist
MLT – Philadelphia Community College, Phila, PA
AFA – Mercer County Community College, Trenton, NJ
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ADJUNCT FACULTY INFORMATION AVAILABLE UPON REQUEST
APPLICATION PROCESS

TO APPLY TO ANY PROGRAM
1. Complete the application form and attach an original, PASSPORT size photo on the back.
2. Be sure to indicate the program for which you are applying.
3. Applications will not be processed without Social Security Numbers, photo, and where applicable, Alien Registration Numbers.
4. Return your application to the **Health Careers Center** at 1070 Klockner Road, Trenton, NJ 08619.
5. If you are applying for the Practical Nurse, Medical Assistant, Massage Therapy, or Health Technology program, request that your high school transcript or GED scores be mailed to the Health Careers Center. Copies of diplomas are not acceptable. **Foreign applicants**: Foreign applicants must have their foreign high school/college credentials evaluated by a professional education service agency and a written evaluation report submitted to the Health Careers Center.
6. If a pre-entrance exam is a requirement, you will be assigned a date to take the pre-entrance test. Arrive early on testing day; no one will be seated after testing begins. Bring the $50.00 pre-entrance test fee with you. This fee must be in the form of a money order. No cash or personal checks will be accepted.
7. If you fail to meet the entrance requirements on the first test, you may take the pre-entrance test a second time ($30.00 retest fee required) without remediation. If, however, you do not meet the entrance requirement after the second test, you must submit documentation of attendance in a remedial program before you will be permitted to take the test a third time.
8. Your application for acceptance will not be considered unless all the requested materials have been submitted.
9. Once you have passed the pre-entrance test, you must take and successfully pass a Criminal Background Investigation (CBI). Information regarding how to do this will be mailed to you. If the CBI reveals a conviction or unresolved complaint for a crime or misdemeanor involving any violent or serious offense, you may be barred from entrance to the program.
10. After successful completion of the CBI, you will be sent a physical and dental form to be completed.
11. Your application for acceptance will not be considered unless all the requested materials have been submitted.
12. Applications for all programs will be considered for acceptance for the first available class, and on a first come, first serve basis.
13. Preference will be given to residents of Mercer County.

ROLLING ADMISSION POLICY
Applications for ALL programs are accepted on a continual basis throughout the year. Pre-admission testing and personal interviews are scheduled on specific dates throughout the year with limited space availability.
After successfully passing the pre-test and the CBI, applicants will be required to submit pre-requisite paperwork (high school transcript, completed physical and dental exam forms). Upon completion of these pre-requisites, the applicant will be scheduled for a personal interview on the first available scheduled interview date. However, we cannot guarantee acceptance in any program in any year. Applicants will be offered the opportunity to enroll in the first available program of their choice at the time of their interview.
Because of the rolling admission procedure, openings available at the time of application may not be available when the above process is completed.
TUITION REFUND POLICY
To apply for a refund, a student must file a withdrawal form indicating the reason for withdrawal. The amount to be refunded is determined by the date the student’s official withdrawal form is received by the school office.
No refund of tuition or other fees will be made to a student who is withdrawn from a program because of non-attendance or who is dismissed by the school for academic or disciplinary reasons, regardless of the withdrawal or dismissal date.
A 100% refund of tuition shall apply to withdrawals prior to the beginning of the semester or before the first day of classes. A 50% refund of tuition shall apply during the first two full weeks of full-time classes or the first four full weeks of part-time classes; no tuition refund shall apply after this time.
All tuition refund payments will be made within forty-five (45) days of the program cancellation or within forty-five (45) days of filing a Course Withdrawal Form.

TRANSFER POLICY
Between Programs At The Health Careers Center – A student who is enrolled in one program and wishes to switch to another program must follow the application procedure as a new applicant and meet the entrance requirements for the second program. Applications for all programs are considered for acceptance for the first available class, and on a first come, first serve basis.
From Other Programs – Students who have attended programs in other schools may be considered based on the advanced placement or transfer procedures outlined under each program heading.

PAYMENT OF FINANCIAL OBLIGATIONS
No student will receive a diploma or certificate or will be given transcripts until all school accounts are paid in full.

HEALTH RELATED ISSUES
It is strongly recommended that anyone entering the health care field receive the Hepatitis B vaccine. This applies especially to applicants to the LPN, Medical Assistant, Health Technology, Venipuncture and Massage Therapy programs.
Effective January 1, 1995, all Health Careers Center students will be covered by a special accident insurance policy. This policy will cover the reasonable and customary medical costs as a result of any accident incurred while participating in a scheduled, sponsored and supervised activity or traveling to or from such activity and under school supervision. Those students covered by their own (or family) medical insurance must first submit a claim to their own insurance company.
Mercer County Technical Schools does not discriminate in educational or employment practices on the basis of race, color, creed, religion, sex, ancestry, national origin or handicap.
The Affirmative Action Officer can be contacted at 609-737-9785.
The Section 504 Officer of the Rehabilitation Act of 1973 can be contacted at 609-586-2129.
All programs listed in this brochure are subject to cancellation whenever there is insufficient enrollment.
*The information presented in this brochure in no way implies a contract and the Health Careers Center reserves the right to revise or change this information at any time and without prior notice.*
PROGRAM APPLICATION

Social Security Number_____________________________ _________________

Name_____________________________________________(_ ______________)
(last) (first) (maiden)

Address___________________________________________________________

City______________________________________________________________

State_______________________________Zip Code_______________________

Township__________________________ County_________________________

School District in which you reside__________________

Ethnicity_____________

Phone _____-______-__________Emergency Phone_____-_____-____________

Date of Birth ______/______/________ Sex: Male_____ Female_________

Military Status: Veteran____________Active____________None____________

High School________________________________________________________

City____________________________State__________Zip Code_____________

Years Attended________Diploma: Yes____ No____ Year Graduated________

High School Equivalency (GED): Yes_____No_____ Year_______ Score______

Other Education____________________________________________________

Citizen: Yes_____ No______ Immigrant: Yes_____ No____

Immigration Status: Permanent_______________ Non-Permanent____________

Alien Registration Number__________________________ __________________

Have you ever been convicted of a crime other than a traffic violation?
Yes_____ No_____If yes, explain___________________________________

eMail Address: ________________________________

I certify that the statements and data I provided in this application are correct to
the best of my knowledge.

Signature__________________________________ Date________________

Allow 3 to 6 months for completion of the application process. Applicants will be
considered for acceptance for the first available class in the area chosen and on a
first come, first serve basis.

THIS APPLICATION WILL NOT BE PROCESSED
WITHOUT AN ORIGINAL PASSPORT PHOTO ATTACHED.

Please check course preference.

_____LPN (Full Time)         _____Medical Assistant

_____LPN (Part Time)         _____Health Technology

_____LPN Refresher Course    _____EKG

_____Massage Therapy         _____Venipuncture
ATTACH ORIGINAL PASSPORT SIZE PICTURE HERE

(Facial features must be clear and distinguishable)