

8. Licenses, Registrations, Certifications (CNA) (Type, No., State, Expiration Date) _____

9. Provide **OFFICIAL COPIES** of all transcripts, (high school, college, technical school, GED/TASC), certificates and licenses _____ Attached to application _____ **TOEFL ® iBT attached to application** _____

10. Were you ever suspended from College or Technical School? _____ Yes _____ No
Was your college GPA a 2.00 (C) or better? _____ Yes _____ No
Have you attended a previous PN or RN School _____ Yes _____ No Explain _____

11. LIST WORK EXPERIENCE: ADDRESS, PHONE NUMBERS, EMPLOYER & DATES OF EMPLOYMENT

<p>1. Employer Name: _____ Employer Address: _____ _____ Employer Phone Number: _____ Type of Business : _____ Name of Supervisor: _____ Your Job Title: _____ Work Reference letter attached ___ Yes ___ No Employment Dates: From _____ to _____ Employment Status: <input type="checkbox"/> Paid Employment: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Number of hours per week _____ <input type="checkbox"/> Non paid Volunteer <input type="checkbox"/> Number of hours per week _____</p>
<p>2. Employer Name: _____ Employer Address: _____ _____ Employer Phone Number: _____ Type of Business : _____ Name of Supervisor: _____ Your Job Title: _____ Work Reference letter attached ___ Yes ___ No Employment Dates: From _____ to _____ <input type="checkbox"/> Paid Employment: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Number of hours per week _____ <input type="checkbox"/> Non paid Volunteer <input type="checkbox"/> Number of hours per week _____</p>

12. What caused you to apply with us? Social Media _____ Newspaper/Billboards _____ Radio _____
Family/friends _____ Other (please specify) _____

13. **Personal References:** List persons familiar with your qualifications or having knowledge of your character.
Do not list relatives.

Name

Street

City, State, Zip

Telephone Number

Name

Street

City, State, Zip

Telephone Number

REQUIRED TEST(S) FOR ALL APPLICANTS

14. _____ TABE Test required for all applicants (including PN) - self scheduled by calling MTEC Adult Learning Center at 304-291-9226. There is no fee for the TABE test. Send results with application. **MAY TAKE MORE THAN ONCE.** TABE exam completion will take several hours. Applicants are encouraged to bring snack/drink.

15. _____ TEAS Test required for PN program applicants only \$65.00 testing fee must be paid to the Health Occupations Office prior to taking exam. Cash or check (made payable to MTEC). **NO Debit/Credit cards accepted.** Testing dates scheduled per Health Occupations Coordinator. Postcard will be mailed to applicants with testing date and time.

FURTHER REQUIRED TEST FOR INTERNATIONAL APPLICANTS

16. _____ TOEFL® iBT Exam required for all international applicants. Call 1-800-GO-TOEFL to schedule or WVU (304)293-0699. Send results with application. Minimum passing score: 84 with a minimum speaking score of 26.

I am aware that the following characteristics are necessary to complete the Health Occupations program to be employed:

I must be able to:

- a. perform medium to heavy work
- b. walk and stand on hard surfaces for prolonged periods of time
- c. climb stairs, stoop, kneel, and crouch
- d. reach, stretch, feel, lift, push and pull
- e. hear acutely for auscultation of vital sign measurement or have appropriate corrective device
- f. see acutely close-up and at a distance, have depth perception, discriminate colors, or have appropriate correction
- g. communicate both verbally and in writing-grammar, punctuation, and spelling are critical
- h. function in stressful situations
- i. demonstrate integrity, honesty, and reliability
- j. function without drowsiness, ill health, or side effects of prescribed medications

17. _____ Yes _____ No Explain _____

NOTE: After acceptance, a physical is required for all Health Occupations programs which includes dates of PPD or chest x-ray, tetanus toxoid within 7 years, MMR titer, varicella titer, Hepatitis B titer, flu vaccination.. **Unannounced urine testing for drug/alcohol screenings for admission and year long random drug/alcohol screenings are administered at MTEC. Criminal background checks are also required after being accepted into program.**

18. Have you ever been convicted of or pled guilty or no contest to a felony or misdemeanor? _____ No _____ Yes
Explain _____

19. Have you, in the last 5 years, been diagnosed with a substance use disorder or participated in a chemical dependency and/or alcohol or drug treatment? _____ Yes _____ No

I voluntarily give Monongalia County Technical Education Center permission to make an investigation of my background, to include school and employment, and hereby release from liability or responsibility all persons, places of business and municipalities supplying such information. I certify that all statements in the application are complete and true. I understand that any false information may be grounds for denial of my admission.

Signature _____

Date _____

You must include the following 5 items along with this application to be considered for admission:

1. () Official High School and/or GED/TASC transcripts, and college/technical transcripts if applicable. Please do not send diplomas.
2. () 2 reference letters from supervisors, employers, instructors, and or volunteer services.
3. () **PN Program applicants only: Testing fee - \$65.00** non-refundable for pre-admission test. (Cash or Check Payable to MTEC. No Debit/Credit cards accepted). Fee must be paid to Health Occupations office prior to testing.
4. () TABE test results from our Adult Learning Center. No cost to applicant. **Self-schedule by calling 304 291-9226.**
5. () TOEFL® iBT test results sent with application for international applicants.

SEND COMPLETED APPLICATION TO:

Janice Collins, RN
Health Occupations Coordinator
jmcollins@k12.wv.us
1000 Mississippi Street
Monongalia County Technical Education Center
Morgantown, WV 26501
(304) 291-9246

APPLICATION DEADLINE:

PN Program – May 1st
All other Health Occupations programs - May 1st

Monongalia County Schools operates as an equal opportunity institution and will not discriminate on the basis of race, national origin, religion, gender, marital or family status, age, or disabling condition in its activities, programs, or employment practices as required in Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990.

For information about your rights or grievance procedures, contact the Monongalia County Schools Superintendent's Office, 12 S. High Street, Morgantown, WV 26501, (304) 291-9210. Grievances may also be directed to the Council on Occupational Education at 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, 1-800-917-2081; 1-770-396-3898; Council.org

Monongalia County Adult Education
Michael L. Johnston, Coordinator
1000 Mississippi Street
Morgantown, West Virginia 26501
304-291-9243
mjohnsto@k12.wv.us

As the Coordinator of Adult Education for Monongalia County Schools, I would like to take this opportunity to thank you for your interest in our Health Occupations Programs at MTEC and for taking that important step in continuing your education. I am a firm believer in the aspect of “Life Long Learning” and in today’s job market you will find that the Health Occupations field is one of the fastest growing areas of employment in our community and around the country.

To assist you in your educational journey we offer evening classes in Medical Terminology, Health Occupations Math and CPR/BLS Health Care Provider.

Taking evening classes before you are accepted into a Health Occupations Program will assist you in preparing yourself ahead of time for your entrance exam as well as meeting pre-requisites for some health care programs.

We will offer classes starting in June in the following:

Medical Terminology – Medical Terminology is required for the LPN program and the Surgical Technology and can be taken as independent study or as an evening class. This 45 hour class meets one night a week in the fall and spring but two nights a week in the summer* with a registration fee of \$150.00. The name and ISBN number of the textbook used, will be given at the time of registration. **

Medical Math – This class is required for the LPN program and can be taken as independent study or as an evening class. Classes meet once a week in the fall and spring but two nights a week in the summer* for a total of 45 hours. Registration fee is \$150.00. The name and ISBN number of the textbook used, will be given at the time of registration. **

CPR/BLS Health Care Provider - This four hour class is required for all Health Occupations Programs before students can participate in the clinical portion of your selected program. Classes usually meet on Monday beginning at 6:00 pm. Class fee is \$65.00.

Our spring registration will begin December 3, 2018. Spring classes will begin the third week in January. We will begin our summer 2019 registration on April 22, 2019. Summer classes will begin the fourth or last week in May. You can call our office at 304-291-9243 for a list of classes.

*Class meets in the summer semester beginning in May, two nights per week.

** Students must make a grade of “A or B” to transfer a class to the Health Occupations Program.

If I can be of assistance to you in any way, please contact my office after 1:00 pm.

Respectfully,

Michael Johnston

Michael Johnston, Coordinator of Adult Education

Please retain this page of the application for your records

WELCOME to MTEC Financial Aid
the school that does not offer debt as we do not process loans

In order to be eligible for financial aid at MTEC, please do the following:

- **please adhere to the MTEC May 15 FAFSA application deadline**
- prior to completing the FAFSA, student (and parent, if applicable) apply for FSA ID @ <https://fsaid.ed.gov/npas/index.htm>; this is your electronic signature
- complete FAFSA (**FREE** Application for Federal Student Aid @ www.fafsa.gov by **May 15** (NOT www.fafsa.com--this website will charge a fee upon completion)
- dependency Status is explained @ <https://studentaid.ed.gov/sa/fafsa/filling-out/dependency>
- the Federal Student Aid code for MTEC is **012904**
- respond “Certificate or Diploma of Less than 2 Years” (not Associate Degree)
- please attempt to transfer **2018 taxes** using the **IRS data retrieval tool** for yourself and parents (if applicable)
- questions regarding the FAFSA, call 1-800-4-FED-AID (1-800-433-3243)

(The IRS data retrieval tool enables the student and parent to transfer accurate information from the IRS. **It's quick and easy in most cases.**) FAFSAs are randomly selected for verification by Federal Student Aid--please utilize the IRS data retrieval tool to transfer taxes to the FAFSA. If unable to do so, and selected for verification, request a tax return transcript as required @ www.irs.gov.

Upon submission (**SUBMIT...not SAVE**) of the FAFSA, the applicant will receive a submission confirmation and an email to confirm processing. The email should indicate whether the student is eligible for a Pell Grant; **if loan information is given, please disregard as loans are not disbursed by MTEC.** Please read this email carefully as more information may be required of you to determine eligibility.

If no aid amounts are provided, you may not be eligible for the Pell Grant or the application may be incomplete (possibly no signatures provided through FSA ID). **Students who have earned a bachelor's degree OR are in DEFAULT on Title IV financial aid loans are not eligible for Pell Grants.**

Practical Nurse applicants are processed first, with Surg Tech, Pre-LPN/Medical Assistant, Dental Assistant, Pharmacy Tech and HVAC to follow.

Only students who have (1) been accepted in a health occupations program, (2) completed the FAFSA, (3) deemed eligible for a Pell Grant and (4) paid the \$100.00 seat fee will be contacted to finalize financial aid documents.

Only tuition is deducted from the Pell Grant. The remaining funds are disbursed to the student in December and May. Students are responsible for fees, textbooks, uniforms, etc.

The Financial Aid Advisor will contact you to finalize documents. Please confirm that an accurate email address is on the FAFSA for Federal Student Aid and/or MTEC to contact you.

*****See reverse side for more important financial aid funding information*****

Financial Aid at MTEC (Continued)

Professional Judgment for Special Circumstances--If FAFSA has determined that you are not eligible for a Pell Grant and your family has experienced significant changes to your financial situation (such as loss of employment) or other unusual circumstances (such as high unreimbursed medical expenses), please consult with the financial aid advisor at MTEC at 304-291-9240, ext. 2723.

Other sources of financial aid:

To be considered for the **Workforce Innovation and Opportunity Act (WIOA)**, contact:

(304) 285-3120 Workforce WV, Morgantown, WV

(304) 363-0654 Workforce WV, Fairmont, WV

(304) 627-2125 Workforce WV, Clarksburg, WV

(724) 229-1350 Southwest Training Services, Washington, PA

WIOA funding is limited and based on eligibility as a “dislocated” employee or “adult funding” for low income (as determined by WIOA). It is highly recommended that students apply for consideration of this funding. WIOA requires that you complete the FAFSA but do not have to be eligible for the Pell Grant to qualify for WIOA. This is a process that may lead to great financial benefits for a student.

These funds typically cover all expenses beyond tuition (if Pell eligible) for health occupations programs at MTEC. This would include the fees that students are responsible for on the first day of each semester, textbooks, physical, immunizations, uniforms, shoes, watch, stethoscope, CPR, criminal background check, NCLEX, State Board exam, AMT certification, NHA testing fee (students receive a budget with acceptance letter). If eligible, these expenses are reimbursed through WIOA funds; receipts are submitted to Workforce WV. In most cases, if a student is not Pell eligible, WIOA funds will cover tuition as well.

*****VERY IMPORTANT*****

Two WIOA referral forms are attached to this application. Please complete the top section and sign as “participant” on both copies and return to MTEC with this application. One copy will be dated for the applicant to take to Workforce WV; the other form will be retained by MTEC to complete the referral process.

Division of Rehabilitation Services (DRS) @ (304) 285-3155

Veterans benefits @ www.gibill.va.gov or 1-888-GIBILL-1 (1-888-442-4551)

Mon Health Foundation offers a Scholarship for health occupations students including Surgical Tech @ <http://monhealth.com/main/scholarship-program>

MTEC financial aid links and scholarship opportunities @ <https://mtec.mono.k12.wv.us/18/Content2/866>

Best wishes as you pursue a career in health occupations.
Affordable Education is Within your Reach!

HEALTH OCCUPATIONS PROGRAM COSTS
All programs are full time-daytime programs

PN – 12 MONTH PROGRAM		TUITION	3,000.00
12 MONTH PROGRAM	AUGUST – AUGUST	FEES	1,215.00
	8:00 a.m. to 3:00 p.m. Monday thru Friday		<hr/>
			4,215.00
MEDICAL ASSISTANT		TUITION	2,000.00
9 MONTH PROGRAM	AUGUST - MAY	FEES	385.00
	8:00 a.m. to 2:15 p.m. Monday thru Friday		<hr/>
			2,385.00
SURGICAL TECHNOLOGY/CENTRAL SUPPLY TECHNOLOGY		TUITION	3,400.00
9 MONTH PROGRAM	AUGUST- MAY	FEES	1,000.00
	8:00 a.m. to 2:15 p.m. Monday thru Friday		<hr/>
	Clinicals 6:30 a.m. to 1:00 p.m.		4,400.00
DENTAL ASSISTING		TUITION	2,000.00
9 MONTH PROGRAM	AUGUST - MAY	FEES	335.00
	7:40 a.m. to 2:10 p.m. Monday thru Friday		<hr/>
			2, 335.00

Additional costs incurred by students:

Books
 Uniforms/Lab coat
 Watch w/second hand
 Shoes
 Certification Testing

CPR/First Aid Card
 Immunizations
 Physical
 Criminal Background Check
 Chromebook Fee

First semester tuition (unless Pell eligible) and all fees are due on orientation day. Late fee of \$100.00 applies after due date(s). Payments after the first two weeks of due date(s) will NOT be accepted and student will be dropped from the program.

Payment of fees and financial aid are the student’s responsibility: Have an alternate plan for payment of tuition and fees in case financial aid is unavailable to you.

Explore: 1. Pell Grants 2. WIOA through Workforce WV 3. Veteran or Vocational Rehabilitation benefits

Direct Loans/Stafford Loans are NOT an option for MTEC students (answer “no” to questions regarding loans and work study on FAFSA app).

*All tuition/fees subject to change 9/15, 9/16,9/17,9/18,1/19, 9/19



1000 Mississippi Street - Morgantown, WV 26501
 Phone: (304)291-9246 - www.mtec.mono.k12.wv.us

HEALTH OCCUPATION PROGRAMS

DENTAL ASSISTANT

Dental Assisting is a 9-month (Aug – May) program consisting of classroom/lab instruction and a clinical internship. Students acquire satisfactory skills and demonstrate competence in a variety of dental office procedures/laboratory techniques, which include: preliminary examinations, assisting chair-side dentistry, charting, appointment scheduling, maintaining patient records, radiation and health safety, and infection control. Upon completion of the program, students will be eligible to take the RDA (Registered Dental Assistant) exam. The Dental Assistant Program is open to adults and high school students.

PHARMACY TECHNICIAN

The Certified Pharmacy Technician Preparation program is a 9-month (August – May) program. Professional curriculum is delivered per classroom instruction, web-based CD modules, WVU School of Pharmacy laboratory, and clinical experience. This course includes certification requirements, pharmacy law, medical/pharmacy terminology, pharmacology, pharmacy math, pharmacy operations, medication distribution and inventory. Graduates will be eligible to sit for the Pharmacy Technician Certification Board (PTCB) national exam. The Pharmacy Technician Program is open to high school students.

MEDICAL ASSISTANT

This 9-month (Aug – May) adult program is designed to train individuals to become multi-skilled allied health professionals. Practitioners work in physician offices or clinics and perform both administrative and clinical duties. Program consists of classroom/lab instruction as well as a clinical internship in a medical office. Upon completion of this program, students will be eligible to sit for the (AMT) American Medical Technologists exam and become Registered Medical Assistants. In addition, students will attain advance standing applied to the PN program. This program is open to high school students and adults.

PRACTICAL NURSING

The West Virginia State Board of Examiners for Licensed Practical Nurses has granted full accreditation for this 12-month (Aug – Aug) adult program. Program provides professional curriculum per classroom and clinical instruction. The Licensed Practical Nurse performs direct nursing care to clients, administers medications and therapeutic treatments under the direct supervision of registered nurses or physicians. Passing the NCLEX national exam is required to work as a licensed practical nurse.

SURGICAL TECHNOLOGY/MATERIALS MANAGEMENT

This 9-month (Aug – May) adult program prepares a beginning technologist in the skills which are necessary to assist medical and nursing personnel in operating rooms, surgery clinics and sterile processing facilities/areas. Upon completion of this program, students are eligible to sit for the National Certification Examination for Surgical Technologists (CST) and the second certification (CRCST) for Registered Central Service Technicians.

MTEC Mission Statement

Making a commitment to life-long learning through career and technical education

Core Beliefs

- *Every student is given the opportunity to be successful*
- *Performance –based learning is the foundation for education*
- *Learning is rigorous, relevant, diverse and promotes positive relationships*