

SOUTHEASTERN TECHNICAL INSTITUTE

**DENTAL ASSISTING
MEDICAL ASSISTING**

**APPLICATION FOR
ACADEMIC YEAR 2015-2016**



250 Foundry Street
South Easton, MA 02375
Phone: 508.238.1860
Website: www.sti-tech.org



Southeastern Technical Institute

Admissions Process

Section I. Introduction: Dental Assisting and Medical Assisting Programs:

Dental Assisting Program: is an intense nine month experience that exposes the student to all areas of the Dental Assisting profession. The Dental Assisting Program is fully accredited by the American Dental Association Commission on Dental Education. The students learn by both classroom and laboratory instruction. In addition, the students experience a variety of clinical externships in general dentistry and various dental specialties. The skills obtained in this nine month program prepare the student for successful employment in the dynamic field of dentistry. The graduates from the Dental Assisting program receive a diploma and may immediately sit for the Dental Assistant National Boards (DANB).

The Dental Assisting program is 36 weeks in length from September to June. Classes are held Monday through Friday, 8:00 a.m. – 2:30 p.m. In mid-February, the students begin clinical externships several days per week. Clinical externship hours are usually 9:00 a.m. to 4:00 p.m. February to June.

* ***Externship times might vary***

Medical Assisting Program: is an ancillary healthcare worker performing a variety of duties in a variety of health care settings such as the Medical Office, Laboratory, Insurance Companies, Emergency Units and school settings. The qualified Medical Assistant has the privilege of acting as a liaison between the physician and other health care workers and their patients. Medical Assisting is projected to have one of the fastest growth rates of all medical fields over the next decade. The Medical Assisting program at STI is nationally accredited by the Commission on Accreditation of Allied Health Education Programs; therefore, it qualifies the graduate to sit for the national Certified Medical Assistant (CMA) exam. Upon successful completion of all coursework and a satisfactory externship the student receives a diploma.

The Medical Assisting program is a 36 week program. Students are involved in classroom work for 26 weeks, Monday through Friday 8:00 a.m. to 2:30 p.m. The final 10 weeks of the program, Student's are at a clinical externship site for approximately 6 hours/day, 4 days/week and are in class for one day/week.

* ***Externship times will vary***

Section II. Equal Education Opportunity:

Chapter 282 of the Acts of 1993, General Laws Chapter 76, Section 5 now includes the following provision: Southeastern Regional Technical Institute hereby provides notice that it does not discriminate in admission or employment in any of its educational programs or activities on the basis of race, color, sex, religion, national origin, age, sexual orientation, disability, or housing status. Enforcement of this law advances efforts to ensure that all students can attend school in a safe, supportive environment that is conducive to serious learning. This law makes it clear that all aspects of public school education must be fully open and available to members of both sexes and minority groups. No school may exclude a student from any course, activity, service or resource available in that public school on account of race, color, sex, religion, national origin or sexual orientation of such student.

Students with disabilities may voluntarily self identify in writing for the purpose of requesting reasonable accommodations during the application and admissions process.

Section III. Eligibility:

- Candidates from in-district communities and out-of-district communities are eligible to apply to all of our programs. This information is available on the Southeastern Technical Institute website at www.sti-tech.org.
- Applicants must be a U.S. citizen or a permanent resident.
- Proof of high school graduation with an official transcript, or official GED (*scores included*) or Official HiSET (*scores needed*). Certified translations must be provided for transcripts supplied in a language other than English and equivalency to U.S. education must be provided. An average of C or better in high school is preferred with consideration for trends demonstrating improvement and motivation.

Application Process

1. Candidates interested in applying for admissions must submit by mail or in person to the Southeastern Technical School Office:
 - a. Obtain an application by downloading the package from the web site at www.sti-tech.org or by contacting the STI Office at 508.238.1860
 - b. Submit the completed application form and the \$20.00 testing fee (non-refundable)
2. Upon receipt of the application and testing fee the candidate will be contacted to schedule an Accuplacer® Admissions Examination. Accuplacer® Admissions Examinations are a computer based examination. At the beginning of the testing process, candidates will be introduced to the Accuplacer® software, and they will be required to answer demographic questions before they begin the actual test.
 - a. Admissions examinations are given at Southeastern Technical Institute 250 Foundry Street, South Easton, MA 02375.

- b. Please arrive 15 minutes prior to your exam time to check in and make sure that you have a picture ID with you.
- c. Candidates should allow approximately 90 minutes for the testing process, but no more than 3 hours will be allowed to complete the exam.
- d. Once a candidate has registered, they may not leave the building until testing has been completed.
- e. Late arrivals will not be permitted to take the exam.
- f. Applicants that are late or miss a scheduled exam forfeit the testing fee. Testing fees are non-refundable.
- g. Test scores are acceptable for one academic year.
- h. Candidates will only be allowed to test a maximum of three times in any one given section of the Accuplacer® exam during an academic year.

3. Accuplacer® Admissions Examination. The applicant must meet a minimum adjusted individual score in all three sections as identified below to continue with the selective admissions process.

Content Selection	Adjusted Individual Score
Reading Comprehension	60
Arithmetic	32
Sentence Structure	65

Information about the test and sample test questions can be found at <http://www.collegeboard.com/student/testing/accuplacer/>. Alternative testing arrangements that are reasonable in the context of this examination and supported by documentation may be provided, upon request, to candidates that would not be able to take the test under standard conditions. Candidates that may be eligible for alternative testing arrangements are candidates with physical disabilities (*e.g., visual impairments, motor disabilities, illness, or injury*) or cognitive disabilities (*e.g., learning disabilities*).

You may make a request for alternative testing arrangements when you register for the STI admissions examination. The STI Director will review your request and determine on a case-by-case basis whether to grant requested alternative testing arrangements. In some cases, the supporting documentation may not be sufficient to make a determination or may not support the requested accommodation. In such cases, you will need to submit additional documentation.

- 4. All Candidates will be contacted by phone regarding their testing scores
 - a. Candidates passing all three (3) sections of the Accuplacer® Admissions Examination will go on to the next step of the application process
 - b. Candidates that pass two (2) sections of the Accuplacer® Admissions Examination will be allowed to re-test in the section that they did not pass for free on the next available test date

- c. Candidates that passed less than two (2) sections of the Accuplacer® Admissions Examination will be allowed to re-test, but they will be required to pay \$20.00 to retake the examination
5. Candidates meeting the minimum adjusted score on all three (3) sections of the Accuplacer® Admissions Examination will be asked to send :
 - a. Proof of high school graduation with an official transcript, or official GED (scores included) *or* Official HiSET (*scores needed*). Certified translations must be provided for transcripts supplied in a language other than English and equivalency to U.S. education must be provided.
 - b. One (1) Confidential Reference Form (included in your packet)
 6. Upon receiving above listed documentation an interview with the Program Director or a designee will be scheduled.
 7. Applications that remain incomplete for more than 60 days will not be reviewed and not included in the admissions process.

Selection Process

All applicants for the Southeastern Technical Institutes Post-Secondary Programs are evaluated using the selection criteria outlined in the admission policy. All completed applications are reviewed and receive a response.

Candidates are reviewed and evaluated using the following criteria:

- | | |
|---|----------------------|
| • Accuplacer® Admissions Examination Scores | Maximum of 24 points |
| • Academic Records | Maximum of 4 points |
| • Written Responses | Maximum of 6 points |
| • Interview Responses | Maximum of 32 points |
| • One (1) Confidential Reference Form | Required – 0 points |
| • Work / Life Experience | Maximum of 4 points |

All candidates will be notified of the admission decision by mail. Candidates may be accepted, not accepted, or deferred. Candidates whose applications are deferred will be reviewed on or about one month before the start of the program.

Once a program reaches capacity a wait list will be established. The wait list will include any candidates that have not been accepted but have received deferred status. Once a program has reached capacity, applications will still be processed. Acceptable candidates, however, will be placed on the wait list. The wait list is valid for the current academic year.

Acceptance Process

Upon receipt of the acceptance letter, the candidate must complete the following:

1. Signed enrollment agreement and a \$200 seat deposit within 10 business days. Within 30 days of the program start date, candidates will have 5 business days to complete and sign their enrollment agreement and to pay their seat deposit. A candidate that fails to sign their

enrollment agreement or pay their seat deposit within the allotted time frame may have their acceptance rescinded.

2. Satisfactory C.O.R.I. (Criminal Offense Record Information) all students entering and continuing in a program are subject to CORI review.
3. Health Criteria: Immunizations are required by the Department of Public Health. Southeastern's immunization requirements are in accordance with College Immunization Chapter 76, Section 15C and clinical agency requirements. See individual program sections for specific health criteria for final acceptance into the program.
4. Proof of In-District Residence Form: Forms must be completed, signed, and stamped by the school district member city or town by October 1st of the year attended.
5. Proof of Health Insurance Form (with copy of insurance card, front and back)
6. Educational Purpose form (with copy of license front and back)
7. Emergency Contact Form

Accepted students who choose not to complete the admissions process and wish to apply in the future, must begin the application process again. Applications are valid for the current academic year only.

Section VII. Financial Aid

Financial Aid is available to those who qualify. Southeastern Technical Institute has been approved by the United States Department of Education for the following programs for financial assistance. The programs listed below are available to eligible students to help meet the cost of their education. The term "Title IV" refers to the Federal Financial Aid programs authorized under the Higher Education Act of 1965 awarded on the basis of financial need and includes the following programs:

- Federal Pell Grant
- Subsidized Direct Loan

The Title IV programs that are not awarded on the basis of financial need are part of the Federal Family Education Loan program which includes:

- Unsubsidized Direct Loan
- Parent Loan for Undergraduate Students (*Direct PLUS Program*)

If there are excess funds from financial assistance after all expenses are paid, those excess funds may be given to a student to meet the cost of attendance. Students who chose a payment plan or who have a balance beyond their financial aid award will also be required to complete and sign a Repayment Agreement.

SECTION VIII. Accreditations and Approvals

The programs at Southeastern Technical Institute are accredited by the following:

Southeastern Technical Institute is accredited by:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Tel: 770-396-3898 Fax: 770-396-3790 www.council.org

Dental Assisting Program is accredited by the Commission on Dental Accreditation**. The Commission is a specialized body recognized by the United States Department of Education.

The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP*), upon recommendation of the Medical Assisting Education Review Board (MAERB).

*Commission on Accreditation of Allied Health Education Programs
35 East Wacker Drive, Suite 1970
Chicago, IL 60601-2208

** Commission on Dental Accreditation
211 East Chicago Avenue
Chicago, IL 60611



Application for Admission

Southeastern Technical Institute hereby provides notice that it does not discriminate in admission or employment in any of its educational programs or activities on the basis of race, color, sex, religion, national origin, age, sexual orientation, gender identity, disability, or housing status.

PLEASE PRINT CLEARLY

Name: _____
Last First Middle Maiden

Address: _____

City: _____ State: _____ Zip: _____

E-Mail: _____

Home Phone: (_____) _____ Cell Phone: (_____) _____

Emergency Contact Name: _____ Phone: (_____) _____

Emergency Contact Relationship: _____

Name of Employer: _____ Work Phone: (_____) _____

Military Service: _____ Social Security #: _____

High School Attended: _____
Name City/Town

Year of Graduation: _____ GED: yes no Date: _____ Last Grade Completed: _____

OTHER COLLEGES ATTENDED:

Name of College: _____ Year Graduated: _____

Certifications/Degrees: _____

Are you a: (check one) U.S. Citizen U.S. Permanent Resident

Documentation of citizenship status will be required.

Do you plan on applying for Financial Aid? yes no not sure

PROGRAMS (Please check the program you are applying for below)

Full Time Day Programs:

_____ Dental Assisting

_____ Medical Assisting

A NON-REFUNDABLE APPLICATION/TESTING FEE OF \$20.00
MUST ACCOMPANY THIS APPLICATION

VOLUNTARY EQUAL EDUCATIONAL OPPORTUNITY INFORMATION

The following information is for Affirmative Action purposes only. It does not affect any Admission decisions.

1. Gender: Male Female
2. Date of Birth: _____
3. Place of Birth: _____
4. Do you have a disability that requires special accommodations? Yes No
5. Language spoken at home: _____
6. Are you Hispanic or Latino? *Select only one*
___ No, not Hispanic or Latino
___ Yes, Hispanic or Latino: a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
7. What is your race? *You may select one or more races*
___ White: a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
___ Black or African American: a person having origins in any of the black racial groups of Africa.
___ American Indian or Alaska Native: a person having origins in any of the original peoples of North and South American (including Central America) who maintains tribal affiliation or community attachment
___ Asian: a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, The Philippine Island, Thailand, and Vietnam.
___ Native Hawaiian or Other Pacific Islander: a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Please Note: *Southeastern Technical Institute has a published admission policy that is available to all applicants as part of the admission process. The policy gives the admission criteria, as well as a description of the entire admission process. This application form must be completed and submitted to the Southeastern Technical Institute. In addition to this application form, other criteria for admission include, high school transcripts/GED, college transcripts, (1) Confidential Reference Form, passed Accuplacer[®] Admissions Examination and a scheduled interview with the designated program director. Forward all documents to the: Southeastern Technical Institute, 250 Foundry Street, South Easton, MA 02375*

How did you find out about our school? _____

I CERTIFY THAT ALL INFORMATION ON THIS APPLICATION IS ACCURATE AND COMPLETE

Student's Signature

Date

**Please send completed application form and \$20.00 application/testing fee to:
Southeastern Technical Institute - 250 Foundry Street, South Easton, MA 02375**