



LAWRENCEVILLE | ALPHARETTA-NORTH FULTON

Central Processing Technician Application Instructions

Fall 2017 Application Deadline: June 15, 2017

Spring 2018 Application Deadline: October 10, 2017

Step 1: Print the attached **Central Processing Technician Application Form**. Read the instructions and application requirements carefully.

Step 2: Review your Gwinnett Tech Transcript to confirm that all prerequisites are accurately reflected.

To review & print your Gwinnett Tech academic transcript:

- Log on to www.gtc-web.org
- Click on “Student/Faculty Secure Area”
- User ID: Enter your student ID or social security number (without hyphens)
- PIN: Enter your birth date in 6-digit format (MMDDYY).
- Click on “Student Services and Financial Aid”
- Click on “Student Records”
- Click on “Academic Transcript”
- Click on “Submit”

NOTE: If any pre-requisites have been taken at other institutions and are not reflected on your Gwinnett Tech transcript, please e-mail RegistrarsOffice@GwinnettTech.edu so that any missing prerequisite issues can be corrected well before the Application Deadline.

Step 3: Complete the **Central Processing Technician Application Form** with all required information. Be sure to attach a copy of your current **Gwinnett Tech transcript** you have printed from www.gtc-web.org.

Step 4: Submit completed application packet to the Healthcare Enrollment Support Team on the Lawrenceville Campus in Building 100, no later than the application deadline. Incomplete application packets will not be accepted.

Associated Additional Cost for Program:

Lab supply fee -	\$100.00	Immunizations for Clinicals -	\$200.00 - \$300.00
Books -	over \$100.00	Uniform scrubs, shoes, lab coat, GTC patch & ID -	variable
Certification Exam -	\$125.00	Criminal background check and drug screening -	\$80.00
Liability Insurance -	\$11.00	**Prices listed are estimated and subject to change	

**Gwinnett Technical College
Central Processing Technician Competitive Selection Application**

Fall 2017 Application Deadline: June 15, 2017
 Spring 2018 Application Deadline: October 10, 2017

**Please complete the Competitive Selection Application Form and attach all required documents.
No applicant packets will be accepted after the application deadline date.
Documents must be submitted as a complete packet and may not be submitted individually.**

Applicant Information			
Student ID #:	_____ - _____ - _____	Date Submitted:	___ / ___ / ___
Full Name:			
	<i>Last</i>	<i>First</i>	<i>M.I.</i>
Address:			
	<i>Street Address</i>		<i>Apartment/Unit #</i>
	<i>City</i>	<i>State</i>	<i>ZIP Code</i>
Home Phone:	(_____) _____ - _____	Cell Phone:	(_____) _____ - _____
E-mail Address:			

Student must be currently enrolled or admitted to the Healthcare Assistant or Healthcare Science certificate pursuing admission to the Central Processing Technician Certificate program.

	YES	NO	N/A
1. Have you submitted an official transcript to Admissions from all colleges previously attended?			

Associated Additional Costs for Program:

Lab supply fee - \$100.00	Immunizations for Clinicals - \$200.00 - \$300.00
Books - over \$100.00	Uniform scrubs, shoes, lab coat, GTC patch & ID - variable
Certification Exam - \$125.00	Criminal background check and drug screening - \$80.00
Liability Insurance - \$11.00	**Prices listed are estimates and are subject to change

For staff use only

	Student is in good academic standing		All previous transcripts have been received
	Student has an active Admissions file		Unofficial Gwinnett Tech transcript is attached
	All required courses complete with minimum 2.5 or higher GPA		Student has "in-progress" classes
	Number of "in-progress" classes		

Central Processing Technician Competitive Selection Application Form

The Central Processing Technician Certificate program requires the following courses to be completed or “in-progress” by the application deadline. Each course must be completed with a minimum grade of “C”. Applicants completing all required prerequisites by the Application deadline will be given priority in the selection process. In addition to earning a minimum grade of “C” in each course; an overall GPA of 2.5 must be earned in the required prerequisite courses. A student may retake a course, however only the most recent attempt will be considered for the prerequisite GPA calculation used in this initial screening process.

***Each student completing an application must have a minimum cumulative GPA of 2.0 and be in good academic standing.**

Please identify where and when each course was completed, and the letter grade attained. If you repeated a required course, please list information related to the **most recent attempt only**. Gwinnett Tech must have an official transcript on file for each college previously attended. Please view your Gwinnett Tech academic transcript through Self-Service BANNER Web to find the Semester and grades for specific courses completed with Gwinnett Tech.

***Remember to list all prerequisite courses completed. Mark as “in progress” the prerequisite courses you are currently enrolled in for Semester.** Complete the GPA calculation portion of the chart for completed courses only.

Required Course	College Where Completed	Semester Completed	Letter Grade Earned	Grade Points (Enter appropriate points from key to the right.)	Column A	Column B	Letter Grade Point Key
					Number of Credit Hours (Add hours from each class and enter total on line below)	Enter Product of last 2 columns (Multiply Grade points by number of credit hours)	
ENGL 1010 or 1101					3		A = 4
MATH 1012 or 1111					3		B = 3
ALHS 1040					3		C = 2
ALHS 1090*					2		
FYES 1000***					2		
				Total:	13		
Enter total from Column B				Enter total from Column A			
		÷	13		=		

***Course must be completed within five years of the competitive program File Completion deadline. ***Unless Exempt.**

Please initial the following and sign below:

- I understand that this application, along with all course information and supporting documents must be received by the Healthcare Enrollment Support Team in Building 100 by the application deadline. I also understand incomplete packets will not be considered.
- I have attached an unofficial copy of my Gwinnett Technical College transcript which I have printed from www.gtc-web.org and I have confirmed that all courses and grades listed above are accurately reflected therein.
- I understand that completion of prerequisite courses and meeting other minimum requirements does not guarantee selection to the Central Processing Technician certificate program, as there are a limited number of seats available in the occupational and clinical courses. I understand candidate selection is based on a competitive selection process, which includes a GPA calculation.
- I understand I will be required to attend a mandatory meeting as part of the competitive selection process.
- I have read and understand that there are upfront costs associated with this program that are not covered by financial aid, including immunizations, background check, drug screening, uniforms, etc.

Student Signature _____ **Date** _____