

SOUTHEASTERN TECHNICAL INSTITUTE

**MANICURING PROGRAM
PHLEBOTOMY TECHNICIAN**

**APPLICATION FOR
ACADEMIC YEAR 2013-2014**



250 Foundry Street
South Easton, MA 02375
Phone: 508.230.1575
Website: www.sti-tech.org

Southeastern Technical Institute

Admissions Process

Section I. Introduction: Phlebotomy/Manicuring

Phlebotomy Technician Program

Phlebotomists play an important role on the medical laboratory team by collecting specimens for laboratory testing. With experience, a phlebotomist can be promoted to higher level positions such as phlebotomy supervisor or laboratory assistant.

The U.S. Department of Labor predicts that the market for Phlebotomists will increase 10-20% over the next ten years.

The Phlebotomy program consists of 120 hours in the classroom learning theory and laboratory procedures, CPR training, plus 120-160 clinical hours in a medical laboratory. The program operates Monday & Wednesday evenings from 6:00-9:30 p.m. CPR training is held on a Saturday and the mandatory clinical is Monday through Friday full-time day 40 hours per week for a minimum of three weeks. Part-time clinical are not available.

Upon successful completion of the program, the student may sit for the Phlebotomy Technician exam given by the American Society of Clinical Pathology, ASCP.

Manicuring Program

Southeastern Technical Institute's Manicuring program is offered twice each school year, September and February. The program operates Monday & Wednesday evenings from 5:00 p.m.-9:00 p.m. This 112 hour course focuses on developing basic manicuring skills and also includes acrylic nail techniques. You will learn acrylic overlay, sculpting methods and free hand nail art. Our goal is to provide comprehensive training and hands on experience to prepare you to get your license and begin a new exciting career. Students learn the latest procedures in a hands on, fast paced salon environment and gain valuable experience working with clients providing a complete range of manicure and pedicure services. This program allows the graduate to sit for the Massachusetts State Board Examination leading to a manicuring license.

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*). 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.

Section IV. 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 508.230.1575
 - 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.
- Candidates passing all three (3) sections of the Accuplacer® Admissions Examination will go on to the next step of the application process
 - 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
 - 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 :
- Proof of high school graduation with an official transcript, or official GED (scores included). Certified translations must be provided for transcripts supplied in a language other than English and equivalency to U.S. education must be provided.
 - One (1) Confidential Reference Form (included in 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.

Section V. 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 4 points
- Interview Responses Maximum of 12 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 August 1st for the September program and January 1st for the February 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.

Section VI. Acceptance Process

Upon receipt of the acceptance letter, the candidate must complete the following for full admission into the program:

1. A \$400 seat deposit is required within 10 business days. After August 15th (for the September start date), and after January 15th (for the February start date) we will require a \$600 seat deposit within 5 business days. A candidate that fails to pay their seat deposit within the allotted time frame may have their acceptance rescinded. Students can either pay the remaining balance in full or follow the payment plan defined in their acceptance letter. If opting for the payment plan, all payments must be paid by their scheduled due dates and all balances must be paid in **FULL** prior to the first day of class. **No Exceptions.**

Unfortunately, these programs do not qualify for financial aid.

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. The following information must be documented for final acceptance into the program:

- a. Evidence of good health, including a completed Student Health Record and physical exam within the past year
 - b. Negative Mantoux test within six months or if Mantoux positive then a recent chest x-ray within a year
 - c. Tetanus immunization within 10 years prior to admission
 - d. Measles, Mumps, and Rubella titer results
 - e. Hepatitis B vaccine (*three doses series required*)
 - f. Varicella titer results
 - g. Current Flu Shot
4. Proof of Health Insurance Form (with copy of insurance card, front and back)

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.



Evening 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, sexual orientation, or disability.

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: _____

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

Part Time Evening Programs: *(Financial Aid Not Available)*

_____ Manicuring

_____ Phlebotomy

**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. Marital Status: Married Single Divorced Number of children in your custody _____
5. Are you a displaced homemaker who now needs to provide for the support of a family? Yes No
6. Do you have a disability that requires special accommodations? Yes No
7. Language spoken at home: _____
8. 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.
9. 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.

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

Do you currently have an educational VISA? yes no If YES, what is your current VISA? _____

If yes, country of citizenship: _____

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, completed 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

***Practical Nurse Program has a separate application.
Please call Southeastern Technical Institute for Practical Nurse application***

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