

Open Groove Lab	(3)
WLD 130 Gas Tungsten Arc Welding (GTAW)	2
WLD 131 Gas Tungsten Arc Welding (GTAW) Fillet Lab ..	3
WLD 133 Gas Tungsten Arc Welding (GTAW) Groove Lab	3
WLD 140 Gas Metal Arc Welding (GMAW)	2
WLD 141 Gas Metal Arc Welding (GMAW) Fillet Lab	3
WLD 143 Gas Metal Arc Welding (GMAW) Groove Lab ..	3
WLD 170 Blueprint Reading for Welding	2
WLD 171 Blueprint Reading for Welding Lab	3
WLD 220 Welding Certification	2
WLD 221 Welding Certification Lab	3
WLD 298 Welding Practicum OR	1-6
WLD 299 Cooperative Work Experience	(1-6)
Technical Elective	2-3
Subtotal	42-52
Total Credits	48-58

***TECHNICAL ELECTIVES:**

WPP 200 Workplace Principles	3
WLD 151 Basic Welding A	2
WLD 161 Submerged Arc Welding Lab	1
WLD 181 Advanced Welding Systems Lab	1
WLD 191 Plasma Arc Welding Systems Lab	1
WLD 147 Flux Cored Arc Welding Lab	1
WLD 145 Gas Metal Arc Welding Aluminum Lab	1
WLD 251 Welding Automation Lab	1
WLD 253 Pipe Fitting and Template Development Lab	1
WLD 229 Shielded Metal Arc Welding Pipe Lab B	3
WLD 240 Materials Technology	2
BEX 100 Basic Electricity for Non-Majors	3
BEX 101 Basic Electricity Lab for Non-Majors	2
FEX 100 Fundamentals of Electricity for Non-Majors	3

*This list is not all inclusive. Other courses may be approved at the discretion of the program coordinator.

CERTIFICATE

WELDER HELPER

WLD 151 Basic Welding A OR	2
WLD 120 Shielded Metal Arc Welding (SMAW) AND ..	(2)
WLD 121 Shielded Metal Arc Welding (SMAW) Fillet	3
Laboratory OR	(3)
WLD 130 Gas Tungsten Arc Welding (GTAW) AND	(2)
WLD 131 Gas Tungsten Arc Welding (GTAW) Fillet	3
Laboratory OR	(3)
WLD 140 Gas Metal Arc Welding (GMAW) AND	(2)
WLD 141 Gas Metal Arc Welding (GMAW) Fillet	3
Laboratory OR	(3)
WLD 152 Basic Welding B	(5)
Total Credits	2-5

GAS WELDER

WLD 100 Oxy-Fuel Systems	2
WLD 101 Oxy-Fuel Systems	2

Total Credits 4

ARC CUTTER

WLD 110 Cutting Processes	2
WLD 111 Cutting Processes Laboratory	3

Total Credits 5

TACK WELDER

WLD 170 Blueprint Reading for Welding	2
WLD 171 Blueprint Reading for Welding Laboratory	3
WLD 151 Basic Welding A OR	2
WLD 120 Shielded Metal Arc Welding (SMAW) AND ..	(2)
WLD 121 Shielded Metal Arc Welding (SMAW) Fillet	3
Laboratory OR	(3)
WLD 130 Gas Tungsten Arc Welding (GTAW) AND	(2)
WLD 131 Gas Tungsten Arc Welding (GTAW) Fillet	3
Laboratory OR	(3)
WLD 140 Gas Metal Arc Welding (GMAW) AND	(2)
WLD 141 Gas Metal Arc Welding (GMAW) Fillet	3
Laboratory OR	(3)
WLD 152 Basic Welding B	(5)

Total Credits 7-10

PRODUCTION LINE WELDER

WLD 130 Gas Tungsten Arc Welding (GTAW)	2
WLD 131 Gas Tungsten Arc Welding (GTAW) Fillet	3
Laboratory	3
WLD 140 Gas Metal Arc Welding (GMAW)	2
WLD 141 Gas Metal Arc Welding (GMAW) Fillet	3
Laboratory	3
WLD 100 Oxy-Fuel Systems OR	2
WLD 110 Cutting Processes	(2)
WLD 101 Oxy-Fuel Systems Laboratory OR	2
WLD 111 Cutting Processes Laboratory	(3)
WLD 120 Shielded Metal Arc Welding (SMAW)	2
WLD 121 Shielded Metal Arc Welding (SMAW) Fillet	3
Laboratory	3

Total Credits 19-20

ARC WELDER

WLD 100 Oxy-Fuel Systems OR	2
WLD 110 Cutting Processes	(2)
WLD 101 Oxy-Fuel Systems Laboratory OR	2
WLD 111 Cutting Processes Laboratory	(3)
WLD 120 Shielded Metal Arc Welding (SMAW)	2
WLD 121 Shielded Metal Arc Welding (SMAW) Fillet	3
Laboratory OR	3
WLD 123 Shielded Metal Arc Welding (SMAW) Groove	3
Welds with Backing Laboratory OR	(3)
WLD 225 Shielded Metal Arc Welding (SMAW) Open	3
Groove Laboratory	(3)
WLD 130 Gas Tungsten Arc Welding (GTAW)	2
WLD 131 Gas Tungsten Arc Welding (GTAW) Fillet	3
Laboratory OR	3
WLD 133 Gas Tungsten Arc Welding (GTAW) Groove	3
Laboratory	(3)
WLD 140 Gas Metal Arc Welding (GMAW)	2

WLD 141 Gas Metal Arc Welding (GMAW) Fillet Laboratory OR	3
WLD 143 Gas Metal Arc Welding (GMAW) Fillet Groove Laboratory	(3)
WLD 170 Blueprint Reading for Welding	2
WLD 171 Blueprint Reading for Welding Laboratory	3

Groove Laboratory	3
WLD 170 Blueprint Reading for Welding	2
WLD 171 Blueprint Reading for Welding Laboratory	3

Total 33-34

Total 24-25

PIPELINE WELDER

WLD 100 Oxy-Fuel Systems OR	2
WLD 110 Cutting Processes	(2)
WLD 101 Oxy-Fuel Systems Laboratory OR	2
WLD 111 Cutting Processes Laboratory	(3)
WLD 120 Shielded Metal Arc Welding (SMAW)	2
WLD 130 Gas Tungsten Arc Welding (GTAW)	2
WLD 140 Gas Metal Arc Welding (GMAW)	2
WLD 170 Blueprint Reading for Welding	2
WLD 171 Blueprint Reading for Welding Laboratory	3
WLD 220 Welding Certification	2
WLD 221 Welding Certification Laboratory	3
WLD 227 Shielded Metal Arc Welding (SMAW) Pipe Laboratory A	3
WLD 235 Gas Tungsten Arc Welding (GTAW) Pipe Laboratory A	3
WLD 245 Gas Metal Arc Welding (GMAW) Pipe Laboratory A	3

Recommended Electives:

WLD 229 Shielded Metal Arc Welding (SMAW) Pipe Laboratory B	(3)
WLD 237 Gas Tungsten Arc Welding (GTAW) Pipe Laboratory B	(3)
WLD 247 Gas Metal Arc Welding (GMAW) Pipe Laboratory B	(3)
WLD 253 Pipe Fitting and Template Development Lab ...	(1)

Total 29-40

AWS NATIONAL SKILLS STANDARDS LEVEL I

WLD 100 Oxy-Fuel Systems OR	2
WLD 110 Cutting Processes	(2)
WLD 101 Oxy-Fuel Systems Laboratory OR	2
WLD 111 Cutting Processes Laboratory	(3)
WLD 120 Shielded Metal Arc Welding (SMAW)	2
WLD 121 Shielded Metal Arc Welding (SMAW) Fillet Laboratory	3
WLD 123 Shielded Metal Arc Welding (SMAW) Groove Welds with Backing Laboratory OR	3
WLD 225 Shielded Metal Arc Welding (SMAW) Open Groove Laboratory (3)	
WLD 130 Gas Tungsten Arc Welding (GTAW)	2
WLD 131 Gas Tungsten Arc Welding (GTAW) Fillet Laboratory	3
WLD 133 Gas Tungsten Arc Welding (GTAW) Groove Laboratory	3
WLD 140 Gas Metal Arc Welding (GMAW)	2
WLD 141 Gas Metal Arc Welding (GMAW) Fillet Laboratory	3
WLD 143 Gas Metal Arc Welding (GMAW) Fillet	

GUIDELINES FOR SELECTIVE ADMISSIONS PROGRAMS

Please Note: As these programs undergo change, there will be an updated list of Selective Admissions information maintained in the 2006-2007 online catalog.

We are pleased that you are interested in a Selective Admissions Program at Bluegrass Community and Technical College. We encourage you to read and follow these GUIDELINES FOR SELECTIVE ADMISSION PROGRAMS carefully, as it will be your responsibility to meet each of the program requirements listed.

Each year more people apply for admission to some technical programs than we have the capabilities to serve. Enrollments may be limited because of lack of available resources and facilities within the community and school. We follow a selective admission policy based upon the criteria outlined in these guidelines. The strength of the applicant pool varies year to year, with the best-qualified applicants receiving first consideration.

It is each applicant's responsibility to inquire about these specific admissions and selection criteria and to make sure all documents arrive at the campus on which the program is offered. It is very important to note that if your admission file is incomplete or if our special program requirements are not met **by the deadline**, you **will not** be considered for admission into the program. We cannot make exceptions to the deadline **under any circumstances** due to this being a selective process.

All applicants meeting the appropriate academic requirements shall be considered equally for admission regardless of economic or social status, race, color, religion, sex, marital status, beliefs, age, national origin, sexual orientation, or physical or mental disability. Admitted applicants who need reasonable accommodations in order to meet and maintain technical standards must notify the respective program coordinator.

COMPLETE APPLICATIONS

All admission requirements for any health technology program (except Respiratory Care) for the 2006-2007 must be satisfied by the deadlines of February 15, 2007 for Cooper campus programs and March 1, 2007 for Leestown, Lawrenceburg, and Danville campus programs in order to be considered by the Admissions Committee of the program for which you are applying.

If your admission file is incomplete or if our special program requirements are not met, you will not be considered for admission into the program. As it is very difficult to assure that a document arriving by mail will ultimately be received in our office, we strongly encourage you to submit all documents in person or by certified or registered mail to the Office of Admissions. Any document that is not received will result in an incomplete admission file, which will preclude you from being considered by the Admission Committee.

NOTIFICATION OF STATUS

We realize that you may want to know if your documents have been

received. Because there are laws protecting the rights of privacy of students, we will not be able to discuss your admission status over the telephone. If your admission file is completed by February 1, 2007, you will receive an "Admission Review Form" stating that all documents have been received. Those students whose folders are completed between February 1 and February 15, 2007 will be considered for admission, but we may not be able to provide you with an "Admission Review Form." You will be notified of your status by mail after the Admission Committees have met, made their recommendations to the President, and the President has made class selections.

Other Concerns

Finally, here are some potential areas of confusion:

- 1) A name change presents a major problem in getting admission documents properly matched with an application. It is the responsibility of the student to make sure that transcripts, etc. show the name used on the application for admission, as all documents do not include a social security number.
- 2) Bluegrass Community and Technical College no longer requires either an ACT or an SAT as the required entrance examination, but several of our health programs require the ACT/SAT regardless of previous college work, and others require it for applicants with less than 12 hours of college credit. For specifics of a particular program please refer to the "Guidelines for Admission" of that program. *The Nursing program will take either an ACT, an SAT **or** an NLN score to satisfy this requirement.
- 3) You are required to request official transcripts from every college/university attended. Course work that shows on a subsequent college transcript is unacceptable.

ADVANCED STANDING HEALTH STUDENTS

If you are not applying for the first semester of a program or you are transferring pre-program credits, you may have different deadlines and requirements. Please see the appropriate Program Coordinator for information before applying for admission, and designate that you are applying for advanced standing into that program on your application. Please note: LPN's should follow regular procedures for applying to the nursing program and should see the Nursing Coordinator about possible options.

RESIDUAL ACT/NLN INFORMATION

The American College Test (ACT) is offered five times per year on national test dates in October, December, February, April, and June. In addition, BCTC will offer a residual version of the ACT in order to accommodate students who are applying to a health technology program. For the purpose of applying to a health program at BCTC only, scores from residual tests taken at Bluegrass and on national test dates will be accepted provided the exam is taken prior to the February 16 2007 deadline. Residual tests taken at other test sites will not be accepted. Please note that

GUIDELINES FOR ADMISSION TO THE DENTAL ASSISTING PROGRAM

Each applicant must submit the following credentials to the Bluegrass Community and Technical College Office of Admissions by March 1, 2007 in order to be considered:

- Students who **are currently enrolled** in classes at BCTC or **new applicants** must fill out an application for admission, available in 170 Building C.
- Students must fill out a program application. Contact the program coordinator at (859) 246-6232.
- An official high school transcript or official passing GED scores. Transcripts must show a date of graduation. **This is also required of students with previous college work.**
- Official scores of the •American College Test (ACT) or •COMPASS exam. This is also required of students with previous college work.
- Official transcripts of all post-secondary education attempted. Transcripts must be submitted from EACH college or university previously attended, including transcripts from the University of Kentucky and the Kentucky Community and Technical College System and must show every period of enrollment.
- Evidence of work and/or observation of 4 hours in a dental environment as documented on the Dental Hygiene Observation/Work Experience Form.

GUIDELINES FOR ADMISSION TO THE DENTAL HYGIENE PROGRAM

The following information has been taken from the Rules of Bluegrass Community and Technical College and is subject to change without notice. All applicants meeting the appropriate academic requirements and technical standards shall be considered equally for admission to Bluegrass Community and Technical College or to any academic program thereof regardless of economic or social status, and without discrimination on the basis of race, color, religion, sex, marital status, beliefs, age, national origin, sexual orientation, or physical or mental disability.

Each applicant must submit the following credentials to the Bluegrass Community and Technical College Office of Admissions by February 15, 2007 , in order to be considered for admission to the Summer 2007 program:

- 1) Students who are currently enrolled in classes at BCTC must fill out a Letter of Intent, available in 200 Oswald Building. Students who are not currently enrolled in classes at BCTC must fill out an application for admission, also available in 200 Oswald Building
- 2) An official high school transcript or official passing GED scores. Transcripts must show a date of graduation. This is also required of students with college work.

3) Official scores of the American College Test (ACT) or the Scholastic Assessment Test (SAT). This is also required of students with college work.

4) Official transcripts of all post-secondary education attempted. Transcripts must be submitted from EACH college or university attended, including the University of Kentucky and the Kentucky Community and Technical College System, and must show all periods of enrollment.

5) Evidence of work and/or observation in a dental environment as documented on the Dental Hygiene Observation/Work Experience Form.

6) Attendance at one pre-admission conference is mandatory. You may attend the conference of your choice (see PRE-ADMISSION CONFERENCES). Free parking is available in the "K" (blue) lot by Commonwealth Football Stadium for the conferences. If you park in front of Cooper campus in the "C6" (green) lot, you may be ticketed or towed.

PREFERENCE CATEGORIES

- 1) Preference will be given to candidates who have an enhanced ACT score of 21 or above
- 2) Preference will be given to candidates who have achieved a grade point average of 3.0 or better in post-secondary education (on 12 or more college credits). Students with college credit must have at least a 2.5 grade point average to be considered for admission.
- 3) Preference will be given to candidates who submit evidence 24 or more hours of work and/or observation experience in a dental environment.
- 4) Preference will be given to candidates who have completed, in the approved curriculum, anatomy, physiology, microbiology, and/or chemistry coursework with a grade of "B" or better.
- 5) Preference will be given to Kentucky residents.
- 6) Preference may be given to candidates who have completed a bachelor's or higher degree from an accredited college of university
- 7) Preference may be given to Certified Dental Assistants. Candidates whose credentials fall below the minimum criteria may be informed of an early decision regarding their admission status.

PRE-ADMISSION CONFERENCES

Candidate questions will be addressed at pre-admission conferences. **Conferenece**s are mandatory, each candidate **must** attend one of the following pre-admission conferences: Friday, September 8, 2006 , from 3:00- 4:00 p.m Location TBA Friday, October 20, 2006 , from 3:00 - 4:00 p.m. Location TBA Friday, December 1, 2006 , from 3:00 – 4:00 p.m. Location TBA Monday, January 22 2007 , from 7:00 – 8:00 p.m. Location TBA

ROLLING ADMISSIONS

Applicants will be considered for rolling admission who have completed the admission process, have a composite score of 21 or higher on the enhanced ACT, and have a cumulative grade point average of 3.5 or higher (on a 4.0 scale) on twelve or more college

credit hours of course work applicable to the Dental Hygiene curriculum. In addition, at least one of the courses completed **must** be a Human Anatomy and Physiology, or Microbiology course from the approved curriculum, with a grade of B or better. Students meeting these criteria may be informed of immediate admission.

TECHNICAL STANDARDS

The delivery of Dental Hygiene care can be characterized as the application of specific knowledge to skillful performance. Therefore, in order to be considered for admission or to be retained in the program after admission, all applicants should possess:

- 1) Sufficient visual acuity, such as is needed in the preparation and administration of therapeutic agents and for the observation necessary for patient periodontal assessment as in taking vital signs.
- 2) Sufficient auditory perception to interpret verbal communication from patients and members of the health care team and to assess health needs of people through the use of monitoring devices, such as the stethoscope.
- 3) Sufficient gross and fine motor coordination to perform the delicate manual intraoral operations required of dental personnel, such as is needed in the scaling of teeth.
- 4) Sufficient verbal and non-verbal communication skills (speech, reading, and writing) such as are needed in classroom and clinical settings to interact with patients and professional personnel.
- 5) Sufficient intellectual and emotional functions to plan and implement care for individuals, such as are required in developing a dental hygiene treatment plan.

READMISSION GUIDELINES

- 1) A student who withdraws from or earns a grade lower than a "C" in one of the approved science courses and/or in a dental hygiene course will not be permitted to continue in the Dental Hygiene Program. A student who does not meet the Technical Standards of the program will not be permitted to continue in the program.
- 2) Applicants who wish to apply for readmission should do so prior to February 15 if planning to enroll for the Summer session or the Fall semester or October 1 if planning to enroll in the Spring semester.
- 3) Readmission to the Dental Hygiene Program will be dependent upon available resources.
- 4) In order to be considered for readmission by the Admissions Committee, the applicant must:
 - a) Submit a written request to the Dental Hygiene Program Coordinator presenting evidence to justify readmission. This may include letters of recommendation from a previous faculty member or coordinator, additional course work, work experience, etc.
 - b) Meet current guidelines for admission to the College and the Dental Hygiene Program.
- 5) Readmission may be contingent upon the candidate's agreeing to audit previously completed course work.

6) A student who applies for readmission to the Dental Hygiene Program must provide significant evidence which suggests the potential for future success in the program. This evidence may address such things as unusual circumstances, remedial study and/or additional preparation.

TRANSFER

Applicants who wish to transfer from another Dental Hygiene Program to the Lexington Community College Program must:

- 1) meet all admission requirements,
 - 2) apply at least two months prior to the expected date of enrollment,
 - 3) notify the Coordinator in writing, stating anticipated entry date and reason for transfer.
- Acceptance of any transfer student will be dependent upon available resources.

ARTICULATION AGREEMENTS

Should a student elect to enroll for credit in any course for which he or she may qualify for credit earned through an articulation agreement, he or she forfeits the right to receive credits for that course via the articulation agreement. Students who elect to articulate must have graduated from a qualifying Dental Assisting Program within the last three years. If you feel you meet articulation requirements, please contact the Dental Hygiene Program Coordinator for more information.

SELECTION OF STUDENTS

The President of Bluegrass Community and Technical College will select the students for the Dental Hygiene Program after considering the recommendations of the Admissions Committee. The Admissions Committee includes the Dental Hygiene Program Coordinator, the Director of Admissions, the Natural Sciences and Health Technologies Division Chairperson, a Dental Hygiene faculty member, a counselor, and a faculty member-at-large.

OBSERVATION/WORK EXPERIENCE

Candidates must submit evidence of work experience or observation in an office with a dentist and dental hygienist. The Observation/Work Experience Form must be returned to the following address by February 15, 2007: Bluegrass Community and Technical College, Office of Admissions, 200 Oswald Building, 470 Cooper Drive, Lexington, KY 40506-0235.

REQUIRED IF YOU ARE ADMITTED TO THE PROGRAM

The BCTC requires that students in health programs be protected from certain infectious diseases. Prior to enrolling in the Dental Hygiene Program, you will be required to provide documentation (photocopies, not the originals) of the following:

- 1) Valid current CPR certification
- 2) PPD Skin test results
- 3) Rubella Titer immunity status
- 4) Measles (Rubeola) immunization (verification of a prior case or immunization as certified by a physician)
- 5) Initiation of Hepatitis B vaccine (or declination form)

GUIDELINES FOR ADMISSION TO THE DENTAL LABORATORY TECHNOLOGY PROGRAM

The following information has been taken from the Rules of Bluegrass Community and Technical College and is subject to change without notice. All applicants meeting the appropriate academic requirements and technical standards shall be considered equally for admission to Bluegrass Community and Technical College or to any academic program thereof regardless of economic or social status, and without discrimination on the basis of race, color, religion, sex, marital status, beliefs, age, national origin, sexual orientation, or physical or mental disability.

Qualified applicants may be considered and admitted prior to February 15, 2007, and at the President's discretion, qualified applicants may be considered and admitted after February 15, 2007. Each applicant must submit the following credentials/data to the Bluegrass Community and Technical College Office of Admissions and complete the special requirements by February 15, 2007 :

- 1) Students who are currently enrolled in classes at BCTC must fill out a Letter of Intent, available in 200 Oswald Building. Students who are not currently enrolled in classes at BCTC must fill out an application for admission, also available in 200 Oswald Building.
- 2) Official transcripts of all post-secondary education attempted. Transcripts must be submitted from EACH college or university previously attended, including the University of Kentucky and the Kentucky Community and Technical College System, and must show all periods of enrollment.
- 3) Pre-admission conference with the Program Coordinator (or designee).
- 4) Applicants must meet the Technical Standards.

PREFERENCE CATEGORIES

- 1) Preference may be given to applicants who have completed at least 12 credit hours of post-secondary education (non-remedial) with a 2.4 or higher grade point average (on a 4.0 scale).
- 2) Preference may be given to applicants with an enhanced ACT composite score of 19 or above, if less than 12 credit hours of post-secondary education have been earned.
- 3) Preference may be given to applicants with a baccalaureate or higher degree.
- 4) Preference may be given to applicants with a certificate or degree in Dental Assisting or Dental Hygiene.
- 5) Preference may be given to applicants with previous work experience in the dental field.
- 6) Preference may be given to Kentucky residents.

TECHNICAL STANDARDS

Dental laboratory technicians fabricate custom-made prostheses designed to meet each patient's specific needs. In order to be considered for admission and to be retained in the program, applicants must possess:

- 1) Sufficient visual acuity, such as is needed in the fabrication of small detailed dental prostheses.
- 2) Sufficient gross and fine motor skills to properly manipulate instruments and equipment required in the fabrication of dental prostheses.
- 3) Sufficient intellectual and emotional functions to develop and fabricate dental prostheses as prescribed by the dentist.
- 4) Sufficient verbal and non-verbal communication skills (speech, reading, and writing), such as are needed to interact with professional personnel.

RETENTION AND PROGRESS IN THE PROGRAM

1. A student must maintain a cumulative GPA of at least a 2.0 (on a 4.0 scale) for all Dental Laboratory Technology courses in order to remain in the program.
2. A student who withdraws from a Dental Laboratory Technology course (other than DLT 111 or DLT 112) will not be permitted to continue in the program.
3. A student must continue to meet the Technical Standards in order to remain in the program.

READMISSION

Readmission to the Program is dependent upon available resources. Students will be considered for readmission if they meet current requirements for admission to the Program, submit a written request to the Program Coordinator and submit a letter of recommendation from a Dental Laboratory Technology faculty member.

SELECTION OF STUDENTS

Selection of students for the program will be made by the president of the college or president's designee after considering the recommendation of the Admission Committee. Membership of the Admission Committee may be: Assistant Dean of the Allied Health Division, Dental Laboratory Program Coordinator, Dental Laboratory Faculty Member, Director of Admissions, and a faculty member-at-large.

GUIDELINES FOR ADMISSION TO THE NUCLEAR MEDICINE TECHNOLOGY PROGRAM

Enrollment in the Nuclear Medicine Technology Program may be limited due to the availability of facilities, faculty, and/or resources.

TECHNICAL STANDARDS

Nuclear medicine technology involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of nuclear medicine technology. Therefore, in order to be successful in the program, all candidates should possess:

- 1.sufficient visual acuity such as is needed in the accurate preparation and administration of radiopharmaceuticals and for the observation necessary for patient assessment and care;
- 2.sufficient auditory perception to receive verbal communication from patients and members of the health care team and to assess health needs of people through the use of monitoring devices such as cardiac monitors, stethoscopes, intravenous infusion pumps, fire alarms, etc.;
- 3.sufficient gross and fine motor coordination to respond promptly and to implement the skills related to the performance of nuclear medicine technology, such as manipulating equipment, as well as positioning, transporting, and imaging patients;
- 4.sufficient communication skills (speech, reading, writing) to interact with individuals and to communicate their needs promptly and effectively, as may be necessary in the patient's/client's interest; and
- 5.sufficient intellectual and emotional function to plan and implement care of individuals.

ADMISSIONS COMMITTEE

The Nuclear Medicine Technology (NMT) Admissions Committee is advisory to the President of the college or the President's designee. The President will select the students of the NMT program after considering the recommendations of the NMT Admissions Committee. The composition of the admissions committee shall be as follows:

1. The Assistant Dean of the Allied Health Division;
2. The Coordinator of the NMT program;
3. A NMT faculty member;
4. The Director of Admissions; and
5. A faculty member at-large.

ADMISSION TO THE PROGRAM

Before the deadline on February 15 2007, all individuals who want to be considered for admission to the NMT program must:

1. Have a current college application on file in the college Admissions Office with all required documentation. Individuals must be eligible for regular college admission status. Individuals enrolled or admitted on academic probation are not eligible to be candidates to the NMT program until the academic probation is cleared.
2. Document an advising conference with the program coordinator by submitting the appropriate forms signed by both the individual and the program coordinator to the Admissions Office.

3.document eight (8) clock hours of observation in a nuclear medicine department by submitting to the Admissions Office a completed observation form from the Program Coordinator's Office.

PREFERENCE MAY BE GIVEN TO:

- 1.Kentucky residents;
- 2.individuals with an ACT composite score of 19 or above;
- 3.individuals with a 2.5 GPA or better on a 4.0 scale on all college work consisting of at least 12 semester credit hours in non-remedial courses numbered 100 or above in the approved curriculum;
- 4.individuals who have completed the program-required mathematics course and the program-required biological and physical science courses or equivalent courses with a grade of 'C' or better; and
- 5.individuals who document work-related experience in the healthcare setting especially related to medical imaging. Documentation must be a letter from the individual's employer/supervisor to include job responsibilities and length of employment.

ROLLING ADMISSIONS

An individual may be admitted to the NMT program prior to the application deadline, which can be obtained from the Program Coordinator's Office or the Admissions Office if that person has

- 1.completed both the college and program admission requirements;
- 2.a GPA of 3.5 or better on a 4.0 scale on 12 semester hours of college credit applicable to the NMT curriculum;
- 3.an ACT composite score of 24 or above; and
- 4.completed the program-required mathematics and biological science courses or equivalent courses with a grade of 'A'.

Retention and Progress in the Program

- 1.An individual must earn a grade of 'C' or better in the program-required mathematics and science courses in the curriculum in order to enroll or to remain enrolled in the program.
- 2.An individual who withdraws from or earns lower than a grade of 'C' in any nuclear medicine technology course will not be permitted to continue in the NMT program.
- 3.An individual who does not meet the Technical Standards of the program will not be permitted to continue in the program.

READMISSION

An application for readmission does not guarantee recommendation for admission to the program. Dependent upon available resources,

an individual may be readmitted to the program if that person:

- 1.meets current requirements for admission to program; and
- 2.submits a letter to the NMT Admissions Committee to furnish evidence of unusual circumstances, remedial study or additional preparation to support success in the program if readmitted.

The NMT Admissions Committee may recommend readmission a second time if an individual can furnish evidence of unusual circumstances, remedial study or additional preparation.

An individual who reapplies for admission to the program after a break of one academic year must begin in the first nuclear medicine technology course and progress through the curriculum with the subsequent courses regardless of where the individual left the curriculum previously.

GUIDELINES FOR ADMISSION TO THE MEDICAL ASSISTING PROGRAM

Enrollment in the Medical Assisting Program may be limited because of available externship facilities in the community as well as limited faculty and financial resources.

TECHNICAL STANDARDS

The Medical Assistant specializes in the application of scientific knowledge and theory in the skillful performance of their profession. Therefore, all applicants should possess:

1. sufficient gross and fine motor coordination to efficiently implement the skills required in performing medical assisting functions e.g., laboratory skills, patient ambulation, multitasking capabilities, and medication administration;
2. sufficient communication skills (verbal, nonverbal, and written) to interact effectively with individuals;
3. sufficient intellectual and emotional functions to plan and implement their duties in a responsible manner;
4. sufficient visual acuity, such as is needed in the preparation and administration of medications in the performance of laboratory procedures, and for the observation necessary for patient assessment and care; and
5. sufficient auditory perception to receive verbal communication from patients and members of the health team and to assess health needs of people through the use of monitoring devices such as stethoscopes, fire alarms, etc.

ADMISSION REQUIREMENTS

Selection of students for the program will be made by the president of the college or the president's designee after considering the recommendations of the Medical Assisting Admissions Committee. Membership on this committee may include the following:

Medical Assisting Program Coordinator
Medical Assisting Faculty Member
Admissions Officer and/or Counselor
General Education – Faculty Members (2)

EACH APPLICANT MUST ATTEND A MEDICAL ASSISTING PROGRAM ADVISING CONFERENCE AND SUBMIT THE FOLLOWING CREDENTIALS BY FEBRUARY 15, 2007 IN ORDER TO BE ADMITTED:

1. Application for admission to the college;
2. Official high school transcript showing graduation or G.E.D. scores;
3. Official ACT (or SAT) or Compass scores; and
4. Official transcripts of previous college education.

In the event that the number of applicants exceeds the maximum capacity, preference may be given to:

1. applicants with an ACT composite standard score of 19 or above, or the equivalent.
2. applicants who rank in the upper half of their high school graduating class or have an average score of 50 or above on the G.E.D.
3. applicants who submit evidence of successful completion of developmental coursework and/or those who have a cumulative GPA of 2.5 or better in 12 or more credit hours of college work.
4. applicants who are Kentucky residents or live within the college's service area.
5. applicants who complete the admission procedure prior to established college deadlines.

READMISSION

1. Readmission to the Medical Assisting program will be dependent upon available resources.
2. In order for a student to be considered for readmission to the Medical Assisting Program, the applicant must:
3. If three (3) years or more have elapsed since the initial enrollment in the program, the student must repeat the Medical Assisting courses of the curriculum.
4. A student may be readmitted to the Medical Assisting program no more than two (2) times.

TRANSFER

1. Students wishing to transfer from one Medical Assisting program to another will be considered on an individual basis.
2. Admission will be dependent upon resources at the college.

3. Students must meet all program admission requirements set by the college to which transfer is sought.

PROGRAM COMPLETION REQUIREMENTS

To qualify for Medical Assisting credentials, a student must earn a grade of "C" or better in all required courses.

GUIDELINES FOR ADMISSION TO THE NURSING PROGRAM

The following information has been taken from the Rules of Bluegrass Community and Technical College and is subject to change without notice. All applicants meeting the appropriate academic requirements and technical standards shall be considered equally for admission to Bluegrass Community and Technical College or to any academic program thereof regardless of economic or social status, and without discrimination on the basis of race, color, religion, sex, marital status, beliefs, age, national origin, sexual orientation, or physical or mental disability.

Each applicant must submit the following credentials and complete the special requirements by February 15, 2007 in order to be considered for admission for the Summer 2007, Associate Degree Nursing program:

- 1) Students who are currently enrolled in classes at BCTC Cooper campus must fill out a Letter of Intent, available in 200 Oswald Building. Students who are not currently enrolled in classes at BCTC must fill out an application for admission, also available in 200 Oswald Building.
- 2) An official high school transcript indicating that the applicant has completed or will complete an approved four-year high school course of study or official passing GED scores. Transcripts must show a date of graduation. This is also required of students with college work.
- 3) Official transcripts of all post-secondary education or training attempted. Transcripts must be submitted for EACH college or university attended, including the University of Kentucky and the Kentucky Community and Technical College System, and must show all periods of enrollment.
- 4) Results of the American College Test (ACT) or the Scholastic Assessment Test (SAT) or the National League for Nursing (NLN) Pre-Admission Test. This is also required of students with college work.
- 5) Currently enrolled practical nursing students within KCTCS who wish to continue their education toward an Associate Degree in Nursing must meet all selective admission criteria of the class to which they are applying. In order to be admitted into the Nursing Program and be eligible to enroll for NR 245, practical nursing students must satisfactorily complete their practical nursing program as well as all prerequisite courses, and be eligible to write their licensure exam.

In order to be considered for admission to the Nursing Program

each applicant **MUST ATTEND** one of the following **MANDATORY** pre-admission conferences. Conference dates are Friday, December 8, 2006 2:00 p.m. - 4:00 p.m. 230 Oswald Building; Friday, January 19, 2007 2:00 p.m. - 4:00 p.m. 230 Oswald Building; Friday, February 2, 2007 2:00 p.m. - 4:00 p.m. You may attend the conference of your choice, and you must remain for the entire session. Free parking is available in the "K" (blue) lot by Commonwealth Football Stadium for the conferences. If you park in front of the Cooper campus in the "C6" (green) lot, you may be ticketed or towed.

PREFERENCE CATEGORIES

- 1) Preference may be given to candidates who demonstrate above average standing in high school or on the General Education Development (GED) examination.
- 2) Preference may be given to applicants with a score of 22 or above on the enhanced ACT or 50th percentile or above on the NLN.
- 3) Preference may be given to applicants who have completed 12 or more credit hours in the approved curriculum with a cumulative grade point average of 2.5 or better from any regionally accredited college.
- 4) Preference will be given to Kentucky residents. Applicants whose cumulative grade point average is below a 2.0 or whose other credentials fall below the minimum may be informed of an early decision regarding admission status.

ROLLING ADMISSION

Those applicants who have completed the admission process, have a composite enhanced score of 24 on the ACT or 70th percentile on the NLN and have a cumulative grade point average of 3.0 (on a 4.0 scale) on twelve or more college hours from an accredited college may be informed of immediate admission.

REQUIRED IF YOU ARE ADMITTED TO THE PROGRAM

In order to protect their patients, clinical facilities used by our students require data related to the health status of students. Therefore, prior to the first day of classes the student must provide documentation (photocopies, not the original forms) to University Health Services of:

- 1) PPD skin test results for TB
- 2) 2 MMR immunizations or verification of having had a prior case of measles as certified by a physician if born after 1956
- 3) Hepatitis B vaccine series
- 4) If a student has not had a known case of chicken pox, they must have two doses of Varivax.

In addition, the student must show verification of current CPR for Healthcare Providers to the LCC Nursing Program faculty on the first day of class.

COMPLIANCE FORMS

Each student will be required to submit documentation of immunization compliance to University Health Services prior to

participating in clinical courses.

TECHNICAL STANDARDS

Nursing at the technical level involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of nursing functions. Therefore, in order to be considered for admission or to be retained in the program after admission, all applicants should possess:

- 1) Sufficient visual acuity, such as is needed in the preparation and administration of medications, and for the observation necessary for patient assessment and nursing care.
- 2) Sufficient auditory perception to receive verbal communication from patients and members of the health care team and to assess health needs of people through the use of monitoring devices such as cardiac monitors, stethoscopes, IV infusion pumps, doptones, fire alarms, etc.
- 3) Sufficient gross and fine motor coordination to respond promptly and to implement the skills, including the manipulation of equipment, required in meeting health needs.
- 4) Sufficient communication skills (speech, reading, writing) to interact with individuals and to communicate their needs promptly and effectively, as may be necessary in the individual's interest.
- 5) Sufficient intellectual and emotional functions to plan and implement care for individuals.

READMISSION

Applicants who have previously attended BCTC's Associate Degree Nursing Program must meet current guidelines for readmission:

- 1) A student who withdraws from or earns lower than a grade of C in a math, biological/physical science, or a nursing course will be dropped from the Associate Degree Nursing Program. A student who does not meet the Technical Standards of the program will not be permitted to continue in the program.
- 2) In order to be considered for readmission by the Nursing Admissions Committee, the applicant:
 - a) must apply at least two months prior to the expected date of enrollment. Students applying for readmission to NR 115 must apply by the date for selective admissions to the health technology programs (see guidelines for admission to the Associate Degree Nursing Program).
 - b) must submit a written request to the Nursing Coordinator.
 - c) must meet current guidelines for admission to the College and the Nursing program or show good cause for exception as determined by the Nursing Admissions Committee and be in academic standing consistent with student's original admission to the program.
 - d) must provide letters of reference from two faculty members in the semester in which the student withdrew or earned lower than a grade of "C" in Nursing.
- 3) A student may be readmitted to the Associate Degree Nursing Program one time. The Nursing Admissions Committee may recommend readmission a second time if a student furnishes sufficient evidence of remedial study, additional preparation

or resolution of factors contributing to unsuccessful course completion.

4) If more than three years have elapsed since initial enrollment in any registered Nursing program, an applicant must repeat all nursing courses.

5) Readmission of any student will be dependent upon available resources.

TRANSFER

1) Applicants who wish to transfer from one Nursing Program to the Bluegrass Community and Technical College Nursing Program must:

- a) meet current guidelines for admission to the College and the Nursing program
- b) apply at least two months prior to the expected date of enrollment,
- c) notify the Coordinator of the Associate Degree Nursing Program in writing, stating anticipated entry date and reason for transfer, and
- d) have a nursing faculty member from the program previously attended submit a letter of recommendation to Bluegrass Community and Technical College Coordinator of Nursing. The request for this recommendation must be in writing from the student.

2) If more than three years have elapsed since initial enrollment in any registered Nursing program, an applicant must repeat all nursing courses.

3.) Acceptance of any transfer student will be dependent upon available resources and whether previous nursing courses are comparable.

LPN TO RN ACADEMIC TRACK

Licensed practical nurses who have practiced at least one full year within the past three years and hold a current unrestricted license for practical nursing may be admitted to the Associate Degree Nursing Program following completion of the pre-requisite general education courses. In order to be admitted into the Associate Degree Nursing Program, LPN's must meet all selective admission criteria of the class to which they are applying. Interested candidates should contact the Associate Degree Nursing Program Coordinator at 859-246-6472 for further information.

SELECTION OF STUDENTS

The President of Bluegrass Community and Technical College will select the students for the Associate Degree Nursing Program after considering the recommendations of the Admissions Committee. The Admissions Committee includes the Director of Admissions, the Nursing Program Coordinator, two Nursing program faculty members, and three faculty members-at-large.

GUIDELINES FOR ADMISSION TO THE NURSING: PRACTICAL NURSING PROGRAM

Enrollment in the Practical Nursing Program may be limited because of available laboratory facilities, as well as faculty and financial resources.

TECHNICAL STANDARDS

Nursing at the technical level involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of nursing functions. All students should possess:

1. sufficient visual acuity, such as is needed in preparation and administration of medications, and for the observation necessary for patient assessment and nursing care;
2. sufficient auditory perception to receive verbal communication from patients and members of the health team and to assess health needs of people through the use of monitoring devices such as cardiac monitors, stethoscopes, IV infusion pumps, Dopplers, fire alarms, etc.;
3. sufficient gross and fine motor coordination to respond promptly and to implement the skills, including the manipulation of equipment required in meeting health needs;
4. sufficient communication skills (speech, reading, writing) to interact with individuals and to communicate their needs promptly and effectively, as may be necessary in the individual's interest; according to KAR 314.051 (1) (c) An applicant for a license to practice as a licensed practical nurse shall file with the board a written application for a license verified by oath, that the applicant: (c) Is able to understandably speak and write the English language and to read the English language with comprehension; and
5. sufficient intellectual and emotional functions to plan and implement care for individuals.

In addition to the other qualifications, the college will, in compliance with KCTCS regulations and in the manner and to the extent permitted by law, endeavor to provide opportunities to all students in order to promote diversity among the student population in the Practical Nursing Program.

ADMISSION

Selection of students for the Practical Nursing Program will be made by a Practical Nursing Admissions Committee, which is to be appointed for this purpose. Membership on this committee shall be from the college as follows:

Practical Nursing Program Coordinator;

One to Two Practical Nursing Faculty Members; and

One to Two Members-At-Large, e.g. Development Studies Counselors, General Studies Faculty, Student Services, Admission Officer.

IN ORDER TO BE CONSIDERED FOR ADMISSION TO THE PRACTICAL NURSING PROGRAM, EACH APPLICANT MUST SUBMIT THE FOLLOWING CREDENTIALS BY FEBRUARY 15, 2007:

1. Application for admission to the college.
2. Official high school transcript indicating that the applicant has or will complete a high school course of study or a passing GED official score report;
3. Official transcripts of postsecondary work completed at other institutions;
4. Results of ACT/Compass or equivalent; and
5. Successful completion of a Medical Nurse Aide equivalent course within the past three (3) years or proof of active status on the Medicaid Nurse Aide Registry.

Pre-admission conference with the coordinator or the coordinator's designee is required prior to an applicant's consideration by the Practical Nursing Admissions Committee.

PREFERENCE MAY BE GIVEN TO:

1. Candidates who demonstrate above average standing in high school or on the General Education Development Examination (GED);
2. Applicants with ACT scores of 20 or above in reading, algebra, and writing or COMPASS scores of Reading (84-85), Pre-Algebra (64-69), and Writing (81-85) or its equivalent on a nationally-normed preadmission practical nursing assessment; and
3. Applicants who have completed 12 or more credit hours in the approved curriculum with a cumulative GPA of 3.0 or better from any regionally accredited college, or Council on Occupational Education accreditation.

READMISSION

1. To be considered for readmission by the Practical Nursing Admissions Committee, the applicant must submit a written request to the Practical Nursing Coordinator including evidence of remedial study, additional preparation or resolution of factors contributing to unsuccessful course completion, and must meet current admission guidelines.
2. A student may be readmitted to the Practical Nursing Program one time if a student has furnished sufficient evidence of remedial study, additional preparation, or resolution of factors contributing to unsuccessful course completion. The Practical Nursing Admissions Committee may recommend readmission a second time.
3. If more than three years have elapsed since initial enrollment

in the first nursing course of any practical nursing program, an applicant must repeat all nursing courses unless the student has demonstrated current competency by passing exams equivalent to comprehensive course final examinations (both written exams and clinical skills) if available at the college to which the student is applying for admission.

TRANSFER

1. Applicants who have attended another nursing program, or wish to transfer from one KCTCS Practical Nursing Program must:
 - a. meet all admission requirements of the receiving institution;
 - b. notify the Coordinator of the Practical Nursing Program in writing, requesting entry into a nursing course (s) and stating the reason for transfer; and
 - c. have a faculty member from the program previously attended submit a letter of recommendation to the receiving institution.
2. If more than three years have elapsed since initial enrollment in the first nursing course in any practical nursing program, an applicant must repeat all nursing courses.

GUIDELINES FOR ADMISSION TO THE RADIOGRAPHY PROGRAM

Enrollment in the radiography program may be restricted due to limited laboratory facilities or faculty and financial resources.

EACH APPLICANT MUST SUBMIT THE FOLLOWING CREDENTIALS BY FEBRUARY 15 IN ORDER TO BE CONSIDERED BY THE COMMITTEE.

1. Application for admission to the college
2. Official high school transcript indicating that the applicant has completed an approved 4-year high school curriculum or the GED Certificate
3. Transcripts of all postsecondary education or training
4. American College Test (ACTE) or Compass score reports
5. A statement verifying at least a four-hour observation/work experience in a Radiology Department must be completed and returned to the college.

An individual college may require an interview or pre-admission conference prior to consideration for admission to the radiography program.

PREFERENCE MAY BE GIVEN TO

1. applicants with an ACTE composite score of 19 or above; or COMPASS scores in Math (Algebra) 41 or above, in Reading 81 or above, and in Writing 75 or above;

2. applicants who have a cumulative GPA of 2.5 or better (4 point scale) in 10 hours of college credit applicable to the radiography program;
3. applicants who have completed the biological and physical sciences and mathematics courses listed in the radiography curriculum with a grade of "C" or better.

READMISSION

1. A student who withdraws from or earns less than a grade of "C" in any course with the Radiography program prefix will be dropped from the Radiography program.
2. The process for readmission to the program follows:
 - a. students who wish to apply for readmission to the program must do so three (3) months prior to the expected date of enrollment;
 - b. readmission to the Radiography program will be dependent upon available resources;
 - c. update information in the admissions office three (3) months prior to expected date of enrollment;
 - d. submit a written request to the Radiography Program Coordinator including information to justify readmission;
 - e. submit a written recommendation from a faculty member of the program addressed to the Radiography Admissions Committee;
 - f. if three (3) years or more have elapsed since the initial enrollment in the program, the student must repeat the technical courses of the curriculum;
 - g. if a student fails the ARRT certification exam four (4) times, the student must repeat the technical courses of the curriculum; and
 - h. a student may be readmitted to the Radiography program two times.
3. The Radiography Admissions Committee may recommend readmission a third time, if a student can furnish evidence of unusual circumstance, remedial study or additional preparation.
4. Application is not a guarantee of readmission to the program.

TRANSFER

1. Applicants who wish to transfer from one Radiography program to another must:
 - a. meet all admission requirements of the receiving institution;
 - b. apply at least three months prior to the expected date of enrollment;
 - c. notify the Coordinator of the Radiography Program in writing, stating anticipated entry date and reason for transfer;

- d. have a faculty member from the program previously attended submit a letter of recommendation to the receiving institution; and
 - e. submit an official transcript for evaluation by the Admissions Committee.
2. If more than three years have elapsed since initial enrollment in a Radiography program, the entire sequence of radiography courses must be repeated.
 3. Acceptance of any transfer student will be dependent upon available resources.

PRE-ADMISSION CONFERENCES

To obtain accurate information concerning the Radiography program, please attend one of the following pre-admission conferences:

Friday, November 17, 2006

Friday, January 26, 2007

Friday, February 9, 2007

Conferences will be held in either 230 Oswald Building or 112 Academic Technical Building from 2:00 - 3:30 p.m. Attendance at one conference is mandatory. Free parking is available in the "K" (blue) lot by Commonwealth Football Stadium for the conferences. If you park in front of Cooper campus in the "C6" (green) lot, you may be ticketed or towed.

REQUIRED IF YOU ARE ADMITTED TO THE PROGRAM

Those students admitted to the Radiography Program are required to sign a statement regarding criminal conviction and to submit documentation of immunization compliance to University Health Services before participating in clinical courses.

TECHNICAL STANDARDS

Radiography involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of radiological technical functions. Therefore, all applicants should possess:

1. sufficient visual acuity, such as is needed in the accurate preparation and administration of contrast media and for the observation necessary for patient assessment and nursing care;
2. sufficient auditory perception to receive verbal communication from patients and members of the health team and to assess health needs of people through the use of monitoring devices such as cardiac monitors, stethoscopes, intravenous infusion pumps, fire alarms, etc.;
3. sufficient gross and fine motor coordination to respond promptly and to implement the skills, including the manipulation of equipment, positioning and lifting patients required in meeting health needs related to radiologic technology;

4. sufficient communication skills (speech, reading, writing) to interact with individuals and to communicate their needs promptly and effectively, as may be necessary in the patient's/client's interest; and

5. sufficient intellectual and emotional functions to plan and implement care for individuals.

ADMISSION TO THE PROGRAM

Selection of students for the program will be made by the president of the college or the president's designee after considering the recommendation of the Admissions Committee. Membership on this committee shall be as follows:

Radiography Program Coordinator
 Radiography Faculty Member
 Assistant Dean of Division
 Admissions Officer or Dean of Student Affairs
 Counselor

OBSERVATION CRITERIA

1. Dress Code: Wear comfortable shoes. Do not wear shorts or jeans and do not bring a number of personal objects (large purse, books, etc.) because there is no safe place to store them.

2. Check-In Area: Veterans Administration Medical Center Radiology Department on the first floor at the desk in the waiting area.

3. Areas to be observed: front desk; film storage area; chest-routine area; fluoroscopy; and emergency room.

4. Times and dates available for observation: There is a sign-up sheet next to the office door of room 330K of the Oswald Building. Observations scheduled through BCTC will be done at either the Veterans Administration or A. B. Chandler Medical Center.

5. Picture ID is required to enter the clinical facilities.

Observations may be done at other hospitals but must be completed and the observation form submitted by February 15, 2007.

GUIDELINES FOR ADMISSION TO THE RESPIRATORY CARE PROGRAM

The following information has been taken from the Rules of Bluegrass Community and Technical College and is subject to change without notice.

All applicants meeting the appropriate academic requirements and technical standards shall be considered equally for admission to Bluegrass Community and Technical College or to any academic program thereof regardless of economic or social status, and without discrimination on the basis of race, color, religion, sex, marital status, beliefs, age, national origin, sexual orientation, or physical or mental disability.

Respiratory Care courses begin in the Spring semester of each year.

IN ORDER FOR AN APPLICATION TO BE CONSIDERED COMPETE, THE FOLLOWING DATA MUST BE SUBMITTED TO THE OFFICE OF ADMISSIONS:

- 1) Students who are currently enrolled in classes at BCTC must fill out a Letter of Intent, available in 200 Oswald Building. Students who are not currently enrolled in classes at BCTC must fill out an application for admission, also available in 200 Oswald Building.
- 2) An official high school transcript or official passing GED scores. Transcripts must show a date of graduation. This is also required of students with college work.
- 3) Official results of the American College Test (ACT) or the Scholastic Assessment Test (SAT) if less than 12 credits of college work have been completed. The college courses must be numbered 100 or higher excluding remedial courses.
- 4) Official transcripts of all post-secondary education attempted. Transcripts must be submitted from EACH college or university attended, including the University of Kentucky and the Kentucky Community and Technical College System, and must show all periods of enrollment.
- 5) Documentation of four (4) hours of observation in a Respiratory Care department is required for admission into the program. For more information regarding the observation requirement contact the Director of Clinical Instruction at (859) 246-62463
- 6) A mandatory program pre-admission conference can be scheduled by contacting the program coordinator at (859) 246-6246 .

PREFERENCE CATEGORIES

Preference may be given to:

1. individuals with a 2.5 GPA or better on a 4.0 scale on all college work consisting of at least 12 semester credit hours in non-remedial courses numbered 100 or above in the approved curriculum.
2. individuals with an enhanced ACT composite score of 19 or above.
3. individuals who have completed the required biological science courses with a grade of "B" or better.
4. individuals who document work-related experience in the healthcare setting.
5. Kentucky residents.

TECHNICAL STANDARDS

The respiratory therapist specializes in the application of scientific knowledge and theory to practical clinical problems of respiratory care as outlined in a description of the occupation found in the guidelines and essentials of the accredited educational program for the respiratory therapist. Therefore, in order to be successful in the program, all candidates should possess:

- 1) Sufficient tactile and visual acuity, such as is needed in the accurate monitoring of life support systems and for the observation necessary for patient assessment.
- 2) Sufficient auditory perception to receive verbal communication from patients and members of the health team and to assess health needs of people through the use of monitoring devices such as cardiac monitors, stethoscopes, fire alarms, ventilators, etc.
- 3) Sufficient gross and fine motor coordination to respond promptly and to implement respiratory care skills including the manipulation of equipment to meet health needs.
- 4) Sufficient communication skills (verbal, non-verbal, and written) to interact with individuals and to communicate their needs promptly and effectively.
- 5) Sufficient intellectual and emotional functions to plan and implement respiratory care.

RETENTION AND PROGRESS IN THE PROGRAM

1. An individual must earn a grade of 'C' or better in the required mathematics and the human anatomy and physiology courses in the curriculum in order to enroll or to remain enrolled in the program.
2. An individual who withdraws from or earns lower than a grade of 'C' in any respiratory care program course will not be permitted to continue in the program.
3. An individual who does not meet the Technical Standards of the program will not be permitted to continue.

READMISSION

Applying for readmission is a necessary but not a sufficient condition for re-entry to the program. Dependent upon available resources, an individual may be readmitted to the program if that person:

1. meets current requirements for admission to program,
2. submits a written request to the program coordinator presenting evidence to justify readmission. The letter should include an explanation of unusual circumstances, remedial study and/or additional preparation to support success in the program if readmitted.

Readmission may be contingent upon the candidate's agreeing to audit or retake previously completed course work, complete a course of remedial study and/or taking special exams. The student may be required to demonstrate prerequisite competencies prior to re-entering clinical practice.

ARTICULATION AGREEMENTS

Graduates of accredited respiratory care technician programs in the state of Kentucky who:

- a) Are admitted to BCTC,
- b) Have been certified at the entry level by the National Board for Respiratory Care (NBRC) within the past five years,
- c) Have completed all of the general education courses in the approved curriculum (a "C" or better is required for all math and science prerequisite respiratory care courses),
- d) Provide a current American Heart Association Basic Life Support for Health Care Providers card,

will be awarded thirty-four (34) credit hours. The curriculum options are those leading to the Associate in Applied Science or the Associate in Science degrees. Students pursuing the Associate in Applied Science degree must be admitted to the Respiratory Care Program and also complete an individualized orientation to assist in the transition from the technician to therapist level program.

Credits will be awarded as follows:

RRT 110 Cardiopulmonary Anatomy & Physiology	3
RRT 120 Fundamentals of Respiratory Care	4
RRT 121 Respiratory Care Practice I.....	1
RRT 130 Cardiopulmonary Pharmacology.....	2
RRT 131 Respiratory Care Practice II	2
RRT 140 Basic Cardiopulmonary Evaluation	2
RRT 141 Respiratory Care Practice III.....	2
RRT 150 Intro to Mechanical Ventilation	2
RRT 200 Patient Ventilator System Management	4
RRT 210 Cardiopulmonary Pathophysiology	3
RRT 212 Neonatal/Pediatric Respiratory Care.....	3
RRT 221 Respiratory Care Practice IV	4
RRT 230 Preventive & Long-term Respiratory Care	2
Total	34

SELECTION OF STUDENTS

Selection of students for the Respiratory Care Program will be made by the President of Lexington Community College or the President's designee after considering the recommendations of the Admissions Committee. Membership of this Committee will be as follows: Respiratory Care Program Coordinator, Director of Admission, Allied Health Assistant Dean of Academic Affairs, Faculty Member at Large, Respiratory Care Faculty Member

REQUIRED IF YOU ARE ADMITTED TO THE PROGRAM

In order to protect their patients, clinical facilities used by our students require data related to the health status of students. Therefore, documentation of the following must be provided prior to the first day clinicals:

- 1) Valid Healthcare Provider CPR card.
- 2) PPD skin test for TB.

3) Hepatitis B vaccination series. A signed Hepatitis B vaccination declination form must be completed if a student chooses not to receive this vaccination.

4) Two (2) MMR immunizations or verification of having had a prior case of measles, as certified by a physician, if born after 1956.

GUIDELINES FOR ADMISSION TO THE SURGICAL TECHNOLOGY PROGRAM

Enrollment in the Surgical Technology program may be restricted due to limited laboratory/clinical facilities or faculty and financial resources.

TECHNICAL STANDARDS

Surgical Technology involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of surgical technology technical functions. Therefore, all applicants should possess:

1. sufficient visual acuity, such as is needed in the surgical environment and for the observation necessary for patient assessment and care;
2. sufficient auditory perception to receive verbal communication from patients and members of the health team and to assess health needs of people through the use of monitoring devices (e.g., cardiac monitors, biomedical equipment, fire alarms, etc.);
3. sufficient gross and fine motor coordination to respond promptly and to implement the skills, including the manipulation of equipment, positioning and lifting patients required in meeting health needs related to surgical technology;
4. sufficient verbal and non-verbal communication skills (speech, reading, and writing), such as are needed in classroom and clinical settings to interact with patients and professional personnel; and
5. sufficient intellectual and emotional functions to plan and implement care for individuals.

ADMISSION TO THE PROGRAM

Selection of students for the program will be made by the president of the college or the president's designee after considering the recommendation of the Admissions Committee. Membership on the Admissions Committee may be:

SURGICAL TECHNOLOGY PROGRAM COORDINATOR

General Education (teaching prerequisites courses for Surgical Technology) and/or Surgical Technology Faculty Member

Appropriate Department-Division Chair and/or Dean of Academic Affairs

Admissions Officer and/or Counselor

To be considered, each applicant must submit the following credentials

1. Application for admission to the college.
2. Official high school transcript indicating that the applicant has completed an approved 4-year high school curriculum or the GED Certificate.
3. Official transcripts of all postsecondary education or training.
4. ACT or COMPASS score reports minimum scores for admission to the program as specified in the KCTCS Assessment and Placement Policy:
 - a. Degree: ACT composite score of 18, or COMPASS – Reading- 81, English- 70, Algebra- 35.
 - b. Diploma: ACT composite score of 16, or COMPASS – Reading- 76, English- 57, Algebra- 35 (or Pre-algebra- 34).
5. An interview or pre-admission conference may be required prior to admission to the surgical technology program.
6. Documentation of the completion of Surgical Technology program prerequisites with a grade of “C” or greater.

PREFERENCE MAY BE GIVEN TO:

1. applicants with an ACT composite score of 19 or above, or COMPASS scores in Math (Algebra)- 41 or above, in Reading- 81 or above, and in Writing- 75 or above.
2. applicants who have a cumulative GPA of 2.5 or better (on a 4 point scale) in 10 hours of college credit applicable to the surgical technology program.

READMISSION

To be considered for readmission, each applicant must submit the following credentials by June 1 for the fall semester or by September 1 for the spring semester. (These dates may be extended by a college due to unusual circumstances.)

1. A student who withdraws from or earns less than a grade of “C” in any course with the Surgical Technology program prefix will be dropped from the Surgical Technology program.
2. Readmission to the Surgical Technology program will be dependent upon available resources.
3. The process for readmission to the program is as follows:
 - a. students who wish to apply for readmission to the program must do so by the same dates as for admission – by September 1 for the spring semester and by June 1 for the fall semester.

b. update information in the admissions office three (3) months prior to expected date of enrollment; and

c. submit a written request to the Surgical Technology Program Coordinator including information to justify readmission.

4. If more than three years have elapsed since initial enrollment in a Surgical Technology program, the entire sequence of surgical technology courses must be repeated unless the student has demonstrated current competency by passing examinations equivalent to comprehensive course final examinations. If more than one semester has elapsed since a student has been in a clinical rotation, he/she must demonstrate proficiency prior to readmission.

5. A student may be readmitted to the Surgical Technology program two (2) times. A student must have a minimum grade point average of 2.00.

6. Application is not a guarantee of readmission to the program.

TRANSFER

To transfer, each applicant must submit the following credentials by June 1 for the fall semester or by September 1 for the spring semester. (These dates may be extended by a college due to unusual circumstances.)

1. Applicants who wish to transfer from one Surgical Technology program to another must:

- a. meet all admission requirements of the receiving institution,
- b. apply for admission to the program by the dates indicated above,
- c. notify the Coordinator of the Surgical Technology Program in writing, stating anticipated entry date and reason for transfer,
- d. have a faculty member from the program previously attended submit a letter of recommendation to the receiving institution; and
- e. submit an official transcript for evaluation by the Admissions Committee.

2. If more than three years have elapsed since initial enrollment in a Surgical Technology program, the entire sequence of surgical technology courses must be repeated. If more than one semester has elapsed since a student has been in a clinical rotation, he/she must demonstrate proficiency prior to readmission;

3. Acceptance of any transfer student will be dependent upon available resources.

DENTAL HYGIENE OBSERVATION/WORK EXPERIENCE FORM

The person who supervises the observation/experience must sign the statement of observation/work experience form. When completing this statement, indicate the types of dental-related experience. Question #4 should be itemized as to hours, days, weeks, etc. PLEASE ESTIMATE THE TOTAL NUMBER OF HOURS OF OBSERVATION/WORK EXPERIENCE. This document will be given consideration as a factor in the applicant's admission to the program.

1. APPLICANT NAME _____ SS# _____

2. _____ SALARIED EMPLOYEE _____ UNSALARIED EMPLOYEE

3. PLEASE CHECK ALL APPLICABLE TYPES OF EXPERIENCE THAT PERTAIN TO THE APPLICANT.

_____ OBSERVED DENTAL PROCEDURE _____ PERFORMED RECEPTION-SECRETARY DUTIES

_____ ASSISTED CHAIRSIDE _____ PROVIDED PATIENT EDUCATION

_____ PERFORMED OTHER DUTIES; SPECIFY _____

4. PLEASE SPECIFY THE AMOUNT OF TIME DEVOTED TO DENTAL HYGIENE-RELATED WORK AND/OR OBSERVATION BY COMPLETING THE FOLLOWING:

DATE UNDER SUPERVISION:

_____, 20__ TO _____, 20__

HOURS PER DAY _____ MONTHS PER YEAR _____

DAYS PER WEEK _____ YEARS _____

WEEKS PER MONTH _____ TOTAL NUMBER OF HOURS

OF OBSERVATION/WORK EXPERIENCE _____

5. ARE YOU A GRADUATE OF AN ACCREDITED DENTAL ASSISTING PROGRAM? YES NO

6. IF YOU ANSWERED YES TO #5, HAVE YOU SUCCESSFULLY PASSED THE DANB? YES NO

7. PLEASE WRITE ANY ADDITIONAL COMMENTS ON A SEPARATE PIECE OF PAPER.

SIGNATURE OF SUPERVISING DENTAL HYGIENIST

DATE

SIGNATURE OF SUPERVISING DENTIST

DATE

THIS FORM MUST BE COMPLETED AND RETURNED BY FEBRUARY 15 OF THE YEAR IN WHICH YOU WISH TO ENROLL. PLEASE SEND THIS FORM TO:

BCTC OFFICE OF ADMISSIONS
200 OSWALD BUILDING, COOPER DRIVE
LEXINGTON, KY 40506-0235

NUCLEAR MEDICINE TECHNOLOGY OBSERVATION FORM

THIS IS TO CERTIFY THAT: (NAME) _____ SS# _____
HAS COMPLETED _____ HOURS OF OBSERVATION AT _____ HOSPITAL
ON _____ (DATE).

TECHNOLOGIST SIGNATURE / DATE

THIS IS TO CERTIFY THAT: (NAME) _____ SS# _____
HAS COMPLETED _____ HOURS OF OBSERVATION AT _____ HOSPITAL
ON _____ (DATE).

TECHNOLOGIST SIGNATURE / DATE

INSTRUCTIONS

THE STUDENT SHOULD:

1. CONTACT THE NMT PROGRAM COORDINATOR AT BLUEGRASS COMMUNITY & TECHNICAL COLLEGE.
2. ARRANGE A MUTUALLY CONVENIENT TIME TO MEET THE COORDINATOR AT A CLINICAL SITE TO BEGIN THE OBSERVATION.
3. COMPLETE THE UPPER PORTION OF THIS FORM FOR THE FIRST 4 HOURS AND HAVE IT SIGNED.
4. ARRANGE WITH THE CLINICAL SITE TO SCHEDULE THE REMAINING 4 HOURS.

THIS FORM MUST BE COMPLETED AND RETURNED BY FEBRUARY 15 TO:

OFFICE OF ADMISSIONS
200 OSWALD BUILDING, 470 COOPER DRIVE
LEXINGTON KY 40506-0235

RADIOGRAPHY OBSERVATION/WORK EXPERIENCE FORM

PLEASE INFORM THE CLINICAL INSTRUCTOR OR SUPERVISING TECHNOLOGIST IF THERE IS ANY CHANCE THAT YOU COULD BE PREGNANT.

1. APPLICANT NAME _____ PEOPLESFT # _____

2. AREAS APPLICANT MAY OBSERVE: (PLEASE CHECK ALL APPLICABLE CATEGORIES).

_____ BASIC ROUTINE RADIOGRAPHY _____ FLUOROSCOPY
_____ EMERGENCY ROOM

3. AMOUNT OF TIME DEVOTED: _____

DATE(S) UNDER SUPERVISION: _____

RADIOGRAPHY OBSERVATION/WORK EXPERIENCE WAIVED BY: _____

4. ANY ADDITIONAL COMMENTS YOU WISH TO MAKE ABOUT THE APPLICANT:

SIGNATURE OF PERSON SUPERVISING OBSERVATION/WORK EXPERIENCE DATE

SIGNATURE OF APPLICANT TO THE PROGRAM DATE

THIS FORM MUST BE COMPLETED AND RETURNED BY FEBRUARY 15, 2007 TO:

OFFICE OF ADMISSIONS
200 OSWALD BUILDING,
470 COOPER DRIVE

RESPIRATORY CARE OBSERVATION/WORK EXPERIENCE FORM

APPLICANTS ARE ENCOURAGED TO COMPLETE THE OBSERVATION/WORK EXPERIENCE REQUIREMENT WITH OUR CLINICAL FACULTY. HOWEVER, THE OBSERVATION MAY BE COMPLETED IN ANY RESPIRATORY CARE DEPARTMENT. TO ARRANGE AN OBSERVATION EXPERIENCE WITH PROGRAM FACULTY (859) 246-6243 OR 246-6246 .

TO ENSURE THE CANDIDATE HAS AN ADEQUATE EXPOSURE TO THE FIELD OF RESPIRATORY CARE, IT IS RECOMMENDED THAT AN OBSERVATION EXPERIENCE LAST A MINIMUM OF FOUR HOURS AND INCLUDE AT LEAST FIVE OF THE PROCEDURES LISTED BELOW.

1. APPLICANT NAME _____ SS# _____

2. SALARIED EMPLOYEE _____ UNSALARIED EMPLOYEE _____ OBSERVATION _____

3. TYPE OF EXPERIENCE THAT PERTAINS TO THE APPLICANT (PLEASE CHECK ALL APPLICABLE CATEGORIES):

_____ MECHANICAL VENTILATION _____ DELIVERY OF AEROSOLIZED MEDICATIONS

_____ BRONCHIAL HYGIENE THERAPY _____ OXYGEN ADMINISTRATION

_____ ARTERIAL BLOOD GASES _____ PULMONARY FUNCTION TESTING

4. DATE(S) OF OBSERVATION: _____

5. APPROXIMATE NUMBER OF HOURS SPENT OBSERVING: _____

SIGNATURE OF PERSON SUPERVISING OBSERVATION/WORK SIGNATURE OF APPLICANT

DATE DATE

THIS FORM MUST BE COMPLETED AND RETURNED BY FEBRUARY 15, 2007 TO:

**BCTC OFFICE OF ADMISSIONS
200 OSWALD BUILDING, 470 COOPER DRIVE
LEXINGTON, KENTUCKY 40506-0235.**