



**Charlotte Technical Center**  
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[www.CharlotteTechCenter.com](http://www.CharlotteTechCenter.com)

**KEEP THIS INFORMATION FOR YOUR RECORDS**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

Applicant's Initials	<b>APPLICANT'S INSTRUCTIONS</b> <i>(This INSTRUCTION SHEET must be ATTACHED to the COMPLETED APPLICATION)</i>
	<b>BASIC REQUIREMENTS</b>
1a.	Copy of college degree attached to the application
b.	TABE test results attached to the application
c.	No arrest, incarceration or probation within the last year.
	<b>TRANSCRIPTS</b>
2a.	<b>Applicant must request a copy of their High School/GED transcript and have it mailed directly to CTC's Health Science Department or deliver unopened in a secure envelope.</b>
b.	If High School/GED is in Florida, applicant should use the REQUEST FOR RELEASE OF RECORDS FORM. Complete the form and send it to their High School/GED, a fee may be charged for this request. <b>The information should be sent directly to CTC not to the applicant. Transcripts will not be accepted from the applicant unless they are in an unopened, secured envelope from the source.</b>
c.	If High School/GED is not in Florida, applicant must call the applicable State's Department of Education to find out the procedure for requesting the transcripts and <b>have the transcripts sent directly to CTC's Health Science Department, not to the applicant.</b> The State will charge a fee for the request. Transcripts will not be accepted from the applicant.
	<b>APPLICATION</b>
3.	Applications are valid for one enrollment period either day or evening and <b>must be noted on the top left of form.</b>
	<b>REFERENCE FORMS</b>
4.	Three (3) PERSONAL NON-CONFIDENTIAL REFERENCE FORMS should be <b>completed and attached to the APPLICATION.</b> If necessary the Personal Reference Form can be mailed directly to CTC's Health Science Department, but remember – an interview will not be scheduled until all information has been received by CTC's Health Science Department. An incomplete Personal Reference Form will not be accepted. <b>Applicants can not use family members as references.</b> Follow up with the Health Science Secretary to make sure all references have been received.
5.	One (1) EMPLOYER NON-CONFIDENTIAL REFERENCE FORM should be <b>completed and returned with the APPLICATION.</b> The EMPLOYER NON-CONFIDENTIAL REFERENCE FORM <b>must be one of the current employers listed on the PN APPLICATION.</b> If necessary the Employer Reference Form can be mailed directly to CTC's Health Science Department, but remember – an interview will not be scheduled until all information has been received by CTC's Health Science Department. An incomplete Employer Reference Form will not be accepted.
	<b>PRE-ENTRANCE COMPETENCIES</b>
6a.	Pre-Entrance Competencies information sheet is included in this packet that details the

		requirements and approximate costs involved in the Medical Terminology and Math for Meds tests.
	b.	The books for Medical Terminology and Math for Meds can be obtained online at <a href="http://charlottetechcenter.textbookx.com">http://charlottetechcenter.textbookx.com</a>
	c.	It is strongly suggested that the applicant utilize videos to assist in studying for Medical Terminology. The fee for renting the lab is \$30 for one month. Reservations for lab rental are made at the front desk.
	6d.	A tutor is available to assist with studying for Math for Meds (free of charge). Applicant must contact the Health Science Secretary at (941) 255-7500, ext. 138 for appointment. Applicant must have specific questions on the information they need prior to making appointment with tutor. Use of medical terminology videos is available for a small fee.
	e.	<b>A \$25 non-refundable application fee must be paid at the time APPLICATION is submitted. The APPLICATION is to be turned in to the Health Science Department prior to taking test for Medical Terminology and Math for Meds.</b>
	f.	Request for testing is made to Darlene Knight (941) 255-7500, ext. 138. (2 <sup>nd</sup> floor reception desk).
	g.	Applicant must receive 85% on each test to pass.
	h.	If applicant does not receive a passing grade on the test, they will be allowed 1 retest. If still not able to pass, the applicant will have to wait until next open enrollment period and reapply for the PN program. Transcripts will be held on file for two (2) years.
		<b>INTERVIEW AND SELECTION PROCESS</b>
	7a.	An INTERVIEW will be scheduled after applicant passes the Medical Terminology and Math for Meds tests. Tests and interviews will be scheduled by the Health Science Secretary.
	b.	<b>An interview will not be scheduled until transcripts and all references (3 Personal and 1 Employer) have been received by CTC's Health Science Department.</b>
	8.	A selection review of all interviewed applicants will be conducted by the Health Science Department, and applicants will be notified of the results. If selected for the program, the applicant will receive registration information from the Health Science Department.