



KAISER PERMANENTE®

School of Allied Health Sciences

Electroneurodiagnostic (END) Technology Program
Applications Accepted March 31, 2008 – January 29, 2010
Program Beginning April 5, 2010

PLEASE READ CAREFULLY AND FOLLOW ALL INSTRUCTIONS
THE APPLICATION PROCESS HAS CHANGED SIGNIFICANTLY

To maintain eligibility, applicants must submit a **completed application packet** by the stated deadline. Failure to meet deadlines will result in the loss of applicant eligibility. **No exceptions** will be made.

Requirements: Only completed application packets will be accepted. A completed application packet includes the following:

- Current, signed, and dated application
- Two (2) letters of reference (**original signature and date within 6 months of application period**)
- Valid CPR card from the American Heart Association, Healthcare Provider, Basic Life Support course, two (2) year certification. **No exceptions will be made.**
- Note: All prerequisite course work must be completed and documented on an official sealed transcript(s) prior to submitting an application. See page “B” for additional information.**
- \$25.00 **non-refundable** application fee (Cash will not be accepted.)

Please note the following dates:

Completed Application Packets Accepted	March 31, 2008 – January 29, 2010	For April 5, 2010 Electroneurodiagnostic Technology Program
Assessment Examinations Applicants mailing in packets must complete the assessment examination by the stated deadline.	March 31, 2008 – January 29, 2010	
Panel Interviews	Week of February 1, 2010	
Selection of Classes	Week of February 15, 2010	
Acceptance Packets Sent to Incoming Students	Week of February 22, 2010	
Mandatory Orientation Week	March 29 – April 2, 2010	
First week of class	April 5, 2010	

***Dates and hours are subject to change, all Holidays are observed**

***Interviews for the Electroneurodiagnostic Technology Program will be conducted during the regular business hours (Monday thru Friday 9:00 a.m. – 5:00 p.m.) Please note: Due to the large quantity of applications received for the Electroneurodiagnostic Technology Program, only the higher ranked applications will be interviewed.** Applicants selected for panel interviews will be contacted by phone.

Completed application packets may be mailed or hand carried to:

Kaiser Permanente School of Allied Health Sciences
938 Marina Way South
Richmond, CA 94804

- KPSAHS will not assume responsibility for mailed applications**
- Faxed/E-mailed applications are NOT accepted**
- KPSAHS will not accept separately mailed transcripts or letters of recommendation**

For additional information, please contact KPSAHS: (510) 231-5000 / 1-888-299-0077

Please include a separate packet of official and sealed transcripts with each application if applying to one or more KPSAHS programs.

Transcripts To verify completion of prerequisites, all educational information provided must be validated by **officially sealed** academic transcripts. Any discrepancies will terminate applicant's eligibility.

College Transcripts

College transcripts documenting completion of prerequisite course work are required. College transcripts must be **officially sealed** and accompany the application packet.

Foreign Transcripts

To verify completion of prerequisites, all foreign diplomas and documents must include an official notarized translation in English and be evaluated by a foreign transcript evaluating agency prior to submission. Foreign transcripts must be **officially sealed** and accompany the application packet.

Military Transcripts

To verify completion of prerequisites, all course work from the military must be documented on official transcript(s) from the institution(s) providing the course(s), as some military transcripts do not provide documentation of the institution, course name, number of units, or grades. Military transcripts must be **officially sealed** and accompany the application packet.

High School Transcripts

KPSAHS **will not** accept High School course work or high school transcripts. All courses must be college level.

Mandatory Testing

CANDIDATES THAT ARE SELECTED INTO THE ELECTRONEURODIAGNOSTIC PROGRAM ARE REQUIRED TO COMPLETE AND PASS A CRIMINAL BACKGROUND CHECK AND DRUG SCREENING FROM THE DESIGNATED AGENCY AS A REQUIREMENT FOR ENROLLMENT INTO THE PROGRAM. STUDENTS WILL BE RESPONSIBLE FOR ALL FEES ASSOCIATED WITH THESE PROCEDURES.

CONVICTION OF A CRIME IS NOT AN AUTOMATIC BAR TO ADMISSION TO A PROGRAM. ALL CIRCUMSTANCES WILL BE CONSIDERED. HOWEVER, FAILURE TO FULLY DISCLOSE IS FALSIFICATION AND GROUNDS FOR IMMEDIATE CANCELLATION OF STUDENT ELIGIBILITY.

Background Check/Screening

- Social Security Number Trace
- County Court Criminal Conviction Search
- National Sexual Offender Database Search
- DHHS/OIC Cumulative Sanction/Excluded Parties List Search
- GAS Excluded Party/Debarment List Search

Drug Testing

All prospective students to the Electroneurodiagnostic Program and its clinical affiliates must complete and pass pre-enrollment drug testing demonstrating the absence of illegal drugs or inappropriate use of legal drugs. KPSAHS is committed to take appropriate action designed to ensure a safe environment for students, employees, members, patients, and the community, and to protect financial resources and assets.

Electroneurodiagnostic Technology Certification Board

All license and registry agencies have eligibility standards for their applicants that are independent of and may differ from Kaiser Permanente or KPSAHS. These standards address the question of an applicant's conviction of a felony or misdemeanor. KPSAHS assumes no responsibility for such eligibility standards. It is the applicant's/student's responsibility for ensuring their license / registry eligibility. If you have questions regarding your eligibility, contact: American Board of Registered Electroneurodiagnostic Technologists - www.abret.com.

Hazardous Chemicals: Please be advised that END Technologists may utilize hazardous chemicals in certain procedures. For more information on the use of hazardous chemicals utilized in the END field, please contact www.ASET.org (American Society of Electroneurodiagnostic Technologists).

Student Support Services:

- Financial aid is available through the Kaiser Permanente Student Financial Aid Program. Information can be found on the Student Financial Aid Website: <http://financialaid.kp.org> or call 1-866-232-293.
- Eligible students may also qualify for assistance through various Workforce Investment Agencies. Information can be found online: www.eastbayworks.org, www.richmondworks.org, http://www.pitraining.com/one_stop_shops.htm.

Fees:

Application Fee: A \$25.00 non-refundable fee is required for each program application. This fee is **non-refundable** regardless if the application is incomplete or if the applicant does not meet program prerequisites.

Registration Fee: Applicants that are accepted into a program are required to pay a **non-refundable** Registration Fee of \$100.00 upon accepting admission.

All applicants must complete the assessment examination by the stated deadline. KPSAHS WILL NOT NOTIFY APPLICANTS TO TAKE THE ASSESSMENT EXAMINATION

Assessment Examination Deadline Applicants mailing in packets must complete the assessment examination by the stated deadline.	Mar 31, 2008 – January 29, 2010
---	---------------------------------

Assessment Test:

All individuals applying for any KPSAHS program(s) must present a valid photo ID prior to taking the Assessment Test.

KPSAHS is required to administer a standardized cognitive assessment test to all individuals who apply to our programs. This cognitive test is approved by the American Council on Education as a valid predictor of vocational training outcomes. To maintain eligibility in the application process, all applicants must sit for and achieve a passing score on the assessment test.

KPSAHS utilizes the Wonderlic Company Scholastic Level Exam as the assessment test to be taken by all applicants.

Applicants may sit for the test after submission of a completed application during testing hours in the identified application period. Testing is only administered at the main campus during the application period. ***There are NO exceptions. It is the applicant’s responsibility to meet this requirement; the program will not contact applicants regarding this test.***

Applicants are allowed three (3) attempts during the application period to successfully complete the assessment test. There is no charge for the first two (2) attempts. **There is a \$20.00 additional charge for the third attempt. The State of California requires a one week resting period between retesting.**

Reasonable accommodations will be made for individuals with appropriate ADA documentation.

“The Bureau of Private Postsecondary and Vocational Education (BPPVE) became inoperative as of July 1, 2007. However, KPSAHS has entered into a voluntary agreement with the Director of Consumer Affairs pursuant to paragraph (3) of subdivision (b) of Section 1 of the Private Postsecondary and Vocational Education Reform Act of 1989. The Bureau has determined that this institution’s operational plan satisfies the minimum standards listed in Education Code Section 94915 (b).”

Many Colleges differ in terminology regarding course name and number; however, course descriptions and curriculum share similar components. The following information is provided to assist applicants in selecting college level courses that parallel KPSAHS prerequisites. Please consult your Counselor at the college you attend to determine which courses meet KPSAHS prerequisites.

Prerequisite Requirements

- **Prerequisites must be completed prior to submitting an application. Applicants must have an Associate in Arts or Associate in Science Degree with a cumulative 2.75 minimum GPA.**
- **Course must be documented on transcript(s) with a grade of “C” or higher**
- **All coursework must be college level and a minimum of 3 units**

ANATOMY AND PHYSIOLOGY WITH LAB

To fulfill the KPSAHS prerequisite Anatomy and Physiology must have a lab and cover all major body systems. Anatomy and Physiology may be taken as a combined course with a lab or as separate courses with labs. Both courses must be completed to fulfill the requirement. Colleges may offer A&P as three consecutive courses with labs. All 3 courses with labs must be completed to fulfill the requirement.

INTERMEDIATE ALGEBRA (or higher level course, i.e. Calculus, Statistics)

To fulfill the KPSAHS prerequisite Intermediate Algebra must include the following mathematical components: the real numbering system, solving and graphing linear equations and inequalities, polynomials, exponents and radicals, quadratic equations; second-degree equations and inequalities, functions, conic sections, systems of equations, and exponential and logarithmic functions.

WRITTEN COMMUNICATION (English Composition and Comprehension)

To fulfill the KPSAHS prerequisite Written Communication must contain curriculum that involves intensive training in critical reading, expository and argumentative writing, and library research. Components such as effective writing, evaluation of written work, and methods of clearly communicating and supporting ideas in organized and coherent essays and/or research papers must be included. Additionally, the course must include reading and understanding extensive and difficult texts from diverse perspectives and developing a command of rhetorical strategies that enable presentation of ideas cogently and persuasively. (i.e. English 1A, Freshman English, English Second Language (ESL) or equivalent English courses that fulfill college level graduation requirements at the college you attend).

Suggested Courses: **Course must be documented on transcript(s) with a grade of “C” or higher**
All courses must be college level with a minimum of 3 units
Please do not include “in progress” courses

GENERAL CHEMISTRY with Lab (or higher level Chemistry course)

To fulfill the suggested course work for General Chemistry topics must include atomic structure and theory, the periodic table, bonding, gas laws, liquids and solids, oxidation-reduction, chemical equations, stoichiometry, matter and energy, solutions, ionization, thermochemistry and equilibrium concepts. Laboratory must include quantitative and qualitative experiments.

ORAL COMMUNICATION (Verbal Communication, Speech)

To fulfill the suggested course work for Oral Communication topics must include principles of good oral communication, with attention given to research and delivery techniques and critical evaluation of public communication. The course must address speaking formats such as informative, persuasive, impromptu and narrative presentations. Course must include techniques to assist proficiency in listening to and evaluating public speeches and developing a personal style of speaking in public. (i.e. Speech 120, Public Speaking, Speech 1A, Speech 300)

INTRODUCTION TO COMPUTERS (or higher level computer course)

To fulfill the KPSAHS prerequisite, Introduction to Computers must include the fundamentals and structure of computers and computer systems. Additionally, this course must include applications of computer software (ex: word documents, spreadsheets, power point presentations).

All applicants must complete pages 1 – 5, page 6 is optional.

Name: _____

END Technology Program applicants must meet #5 and #6. Applicants must also complete #7

5. Applicants must have an Associate in Arts or Associate in Science Degree with a cumulative 2.75 minimum GPA.

6. Please provide the following information on your post-secondary education: (Associate in Arts or Associate in Science Degree required with a cumulative 2.75 minimum GPA)

List all colleges attended (most recent first)	Degree Earned	Major	Number of Units	GPA	Year Completed/ Graduation Date	Verified by

7. Please provide prerequisite information. To satisfy Anatomy & Physiology prerequisite, students must have completed #A AND #B, or #C (combination course). *Anatomy & Physiology must have a lab and cover all major body systems. Courses must be college level and a minimum of 3 units with a grade of “C” or higher.

Course	Name of College	Course Number	Number of Units	Date Completed	Grade Received	Verified by
A. Human Anatomy with Lab*						
B. Human Physiology with Lab*						
C. Human Anatomy & Physiology with Lab* (Combined course)						
Intermediate Algebra						
Written Communication (Comprehension and Composition)						

Suggested Courses:

Please provide additional suggested course information. Courses must be college level and a minimum of 3 units with a grade of “C” or higher. Do not list “in progress” courses.

Course	Name of College	Course Number	Number of Units	Date Completed	Grade Received	Verified by
General Chemistry						
Oral Communication (Speech)						
Introduction to Computers						

Name: _____

8. Highest Degree Earned (check one)

Received Associate Degree

Received Master's Degree

Received Bachelor's Degree

Received Doctorate Degree

9. Are you currently employed in the field of health care delivery?

No		
Yes		What was your previous experience?

10. Would this program re-train you to re-enter the health care field?

No		
Yes		What was your previous experience?

11. How did you hear about this program? (Please check all that apply)

Friend		
Kaiser Employee		
Advertisement		
KPSAHS Information Session		
Job / Career Fair		
Website / Internet		
Other Educational Facility		
Other (please identify)		

Name: _____

Employment / Volunteer Work / Other Work History
 A resume will not be accepted in place of information required on this form.

Current Employer

Dates Employed From To	Employer Name (Present or most recent) _____ _____	Your Job Title: _____ _____
-------------------------------------	---	--

Your Job Duties and Responsibilities

Previous Employer

Dates Employed From To	Employer Name _____ _____	Your Job Title: _____ _____
-------------------------------------	--	--

Your Job Duties and Responsibilities

Previous Employer

Dates Employed From To	Employer Name _____ _____	Your Job Title: _____ _____
-------------------------------------	--	--

Your Job Duties and Responsibilities

Previous Employer

Dates Employed From To	Employer Name _____ _____	Your Job Title: _____ _____
-------------------------------------	--	--

Your Job Duties and Responsibilities

Name: _____

.....
I certify to the best of my knowledge the information provided in this application is accurate and complete. I understand that if this information or any other information upon which my admission is based is discovered to be inaccurate or incomplete, the school may rescind my admission. If admitted, I agree to abide by the school's policies including, but not limited to, those contained in the KPSAHS Catalog and this application. I acknowledge that all submitted official transcripts will become property of the school and will not be forwarded to another institution or returned to me.

All applicants must sign and date application:

Signature

Date

Office Use Only:

Received Date:		By:				Mailed In: <input type="checkbox"/>	
LOR		Prerequisites		Form B		Official Transcripts	
A.T. 1st Attempt		A.T. 2nd Attempt		A.T. 3rd Attempt		Check # / CC Conf #	
Terminal		Terminal		Terminal		Fee for 3rd A.T. Attempt	
Photo ID		Photo ID		Photo ID			
Date		Date		Date			
Verified by:		Verified by:		Verified by:		Verified by:	

Race / Ethnic / Gender Designation

Information obtained from this survey is used to develop and identify school diversity statistics. Completion of this survey is voluntary and refusal to provide this information will not subject you to rejection of admission to our program.

Instructions: Please check appropriate category.

Race/Ethnic designations as used by the Federal Government do not denote scientific definitions of anthropological origins. For the purposes of this survey, the applicant may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person should be counted in more than one race/ethnic group. The Race/Ethnic/Gender categories used for this survey are:

- Caucasian** (not of Hispanic origin) – a person having origins in any of the original peoples of Europe, North Africa, or the Middle East
- African American** (not of Hispanic origin) – a person having origins in any of the Black racial groups of Africa
- Hispanic** – a person of Mexican, Puerto Rican, , Cuban, Central or South America, or other Spanish culture or origin regardless of race
- 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 Islands, Thailand, and Vietnam
- American Indian or Alaskan Native** – a person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment
- Native Hawaiian or Pacific Islander** – a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

Gender: Male Female

Language Proficiency (other than English)			
Language	Reads	Writes	Speaks
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
American Sign Language	<input type="checkbox"/> Yes	<input type="checkbox"/> No	