



COAHOMA COMMUNITY COLLEGE
SHORT-TERM CERTIFICATE PROGRAMS
Application & Admission Procedure

Please choose the program you are applying for:
EKG Technician

**Incomplete or late
applications will not be
considered**

**This is a self-pay class
not eligible for
financial aid**

General Information

(There is a minimum of 10 students required to begin a class, any class not meeting this requirement will be canceled.)

EKG Technician

This is a certificate program that prepares individuals for the performing and evaluation of EKGs in the hospital and clinical settings. Each student completing this program is required to take the National Health Association's EKG Certification Examination. For additional information call (662) 621-4233.

Accepting applications for EKG Technology Certificate Program from July 8, 2022, through September 1, 2022. The next class will begin on September 13, 2022.

Application Process for all Short-Term programs:

1. Fill out the attached packet
2. Return the following either by mail or in person to the Coahoma Community College Allied Health Building, EKG Program, 901 Ohio Street, Clarksdale, MS 38614
 - a. Enclosed CCC Health Science Application
 - b. Enclosed Coahoma Community College Application
 - c. Official High School Transcript/or GED certificate
 - d. Signed and witnessed Background Check Policy and Consent
 - e. Signed and witnessed Drug Abuse Policy and Consent
 - f. Health Science Short-Term Performance Standards form
 - g. If you have attended college, submit official college transcripts
 - h. Official High School Transcript/GED Certificate
 - i. Submit Immunization Form 121
 - a. Required immunizations include
 - i. MMR
 - ii. Hepatitis B series
 - iii. Evidence of vaccine or proof of titer for Hepatitis B or declination of Hepatitis B
 - iv. Varicella (chickenpox) immunization or positive serology titer for varicella
 - v. 2 – step Tuberculosis (TB) Skin Test

- b. Immunizations may be completed after admission but are required before participation in the clinical portion of the program begins.
 - j. No ACT is required
 - k. All applicants must take The Adult Basic Education Test (TABE) with a composite of 10 or better in Reading and Mathematics. After receipt of the complete application, you will be scheduled for the TABE test.
3. You will be notified of your admission status no later than 10 working days after the close of the application deadline.

Post Acceptance Requirements

- Drug Screen and background check will be scheduled after admission to the program
- You must submit the attached Health Science Physical Evaluation form signed by your physician or their representative.

COAHOMA COMMUNITY COLLEGE HEALTH SCIENCE SHORT-TERM PROGRAMS

Mailing Address:
3240 Friars Point Road
Clarksdale, Mississippi 38614

Physical Location:
901 Ohio Street
Clarksdale, Mississippi 38614

Telephone:
(662)621-4687 (CNA)
(662) 621-4159 (EKG)

Website Address:
<http://www.coahomacc.edu/healthsciences>

EKG Technician Certificate Program:

Length of Time: 8 weeks

(Tuesdays and Thursdays 5:00 pm to 9:00 p.m. plus clinical rotations)

Upon Successful Completion:

- Certificate of Completion EKG
- Eligible to take the National Healthcare Association EKG Certification Exam

Estimated Costs/Fees: \$550 Full Fee (a minimum of \$225 due on 1st day of classes and the balance by November 1st).

Includes tuition/related fees and program costs such as books, standardized testing/remediation, uniforms, clinical fees, etc. as appropriate.

- Course fee breakdown
 - Drug screen
 - Accident and Malpractice Insurance
 - Criminal Background Check
 - 1 Uniform
 - Textbooks
 - Supplies
 - Pre-Payment for Certification exam
 - Student ID and Parking Decal

**COAHOMA COMMUNITY COLLEGE
HEALTH SCIENCE SHORT-TERM CERTIFICATE PROGRAMS
APPLICATION**

Coahoma Community College complies with all applicable laws regarding affirmative action and equal opportunity in all its activities and programs and does not discriminate against anyone protected by law because of age, color, disability, national origin, race, religion, sex, handicap, or status as a veteran or disabled veteran.

EKG Technician Application

Date of Birth _____ Social Security Number _____

Student's Name _____
(Last) (First) (Middle) (Maiden)

Address _____
(Street) (City) (State) (Zip) (County)

Mailing Address _____

Telephone Number(s) _____

E-mail Address _____ (Home) (Work) (Cell) U. S. Citizen? Yes _____ No _____

Have you ever been admitted to CCC? Yes _____ No _____ When _____

If yes, under what name? _____

PRIOR EDUCATION:

High School graduation date _____ High School GPA _____ GED _____

College Degrees earned _____

Last college attended _____

Are you currently enrolled in college courses? _____ Expected completion date _____

ACT score (composite) if Available _____ Courses presently enrolled in _____



**COAHOMA COMMUNITY COLLEGE
OFFICE OF ADMISSIONS
3240 FRIARS POINT ROAD
CLARKSDALE, MS 38614**

ADMISSION REQUIREMENTS

The following must be met upon entering Coahoma Community College

ACADEMIC AND TECHNICAL STUDENTS

- _____ Application for Admission
- _____ Official Transcript from your high school in a sealed envelope OR
- _____ Official Transcript mailed from previous college(s) attended OR
- _____ Official GED Transcript with scores from your acquired state
- _____ ACT if under the age of 21
- _____ Submit signed photocopy of Social Security Card

CAREER STUDENTS

- _____ Application for Admission
- _____ Official Transcript from your high school in a sealed envelope OR
- _____ Official GED Transcript with scores from your acquired state
- _____ Submit a signed photocopy of your Social Security Card

TRANSFER STUDENTS

- _____ Application for Admission
- _____ Official Transcripts from previous institution(s) attended
- _____ ACT if under the age of 21
- _____ Submit signed photocopy of Social Security Card

NOTE: Any student on suspension from a previous college attended will have to go before an appeal to enroll at Coahoma Community College.

NON-DISCRIMINATION STATEMENT: Coahoma Community College is an equal opportunity institution in accordance with civil rights and does not discriminate on the basis of race, color, national origin, sex, disability, age, or other factors prohibited by law in any of its educational programs, activities, and employment opportunities. The following person has been designated to handle inquiries regarding the non-discrimination policies: **Taneshia T. Turner**, Director of Human Resources/Coordinator for 504/ADA, Title IX Compliance Officer, Office #A100, Vivian M. Presley Administration Building, 3240 Friars Point Road, Clarksdale, Mississippi 38614; Phone: (662) 6214853, Email: tyoung@coahomacc.edu

You must complete the CCC application on the next page or you can complete the CCC online Application by clicking here or at <http://www.coahomacc.edu/admissions-financial-aid/admissions/index>.



COAHOMA COMMUNITY COLLEGE

OFFICE OF ADMISSIONS & RECRUITMENT

3240 FRIARS POINT ROAD

CLARKSDALE, MS 38614

APPLICATION FOR ADMISSION

WEBSITE: www.coahomacc.edu

TELEPHONE: 1-866-470-1CCC

Admission Type (check one): New (First-time student) Re-Admit (Returning student) Transfer (Attended other college (s)) Dual Enrollment (Attending high school & CCC)

Plan to attend CCC: 20 Fall Spring Summer I Summer II

Social Security Number: _____ - _____ - _____ Proposed Major _____

Legal Name: _____
Last First Middle Maiden

Mailing Address: _____
Street/P. O. Box City State Zip County

Physical Address: _____
Street City State Zip County

Date of Birth: ____/____/____ Place of Birth (city, state): _____ Email: _____

Telephone: () _____ Home () _____ Cell () _____ In Case of Emergency

U. S. Citizen? Yes No Ethnicity: Are you Hispanic/Latino? Yes No

What's your Race? Black/African American White Asian American Indian/Alaska Native
 Native Hawaiian/Other Pacific Islander two or more races Gender: Male Female

Parent/Guardian Information: *(If under the age of 21) (If guardian must provide legal guardianship documents)*

Check one: Parent Guardian Spouse (if applicable) Name: _____
Last First

Mailing Address: _____
Street or P. O. Box City State Zip

Student Information:

High School Attended: _____ Address: _____
Name of high school City State Zip

Graduate: Yes No Special Certificate: Yes No GED: Yes No Date: _____
Date: _____ Date: _____ Test Location (city, state): _____

Have you taken the ACT? Yes No Date Taken: ____/____/____ Receiving Veterans benefits? Yes No

College Information: *Please list any college you have attended, including CCC. An official transcript must be requested and sent to the admissions office for EACH college attended. Failure to list complete and accurate information could result in the cancellation of your enrollment.*

WARNING: ANY PERSON KNOWINGLY MAKES A FALSE STATEMENT OF MISREPRESENTATION ON THIS FORM IS SUBJECT TO PENALTIES WHICH MAY INCLUDE DISMISSAL FROM THE INSTITUTION, FINES OR IMPRISONMENT UNDER THE U. S. CRIMINAL CODE AND 20 U.S.C.1097

Applicant's signature: _____ Date: _____

COAHOMA COMMUNITY COLLEGE
HEALTH SCIENCES SHORT-TERM CERTIFICATE PROGRAMS

Performance Standards for Admission and Progression

The following performance standards provide descriptions of basic cognitive, sensory, affective, and psychomotor requirements for successful EKG Program completion. Applicants and students who cannot meet one or more of the standards will be considered on an individual basis in terms of whether reasonable modification/accommodation can be made. Reasonable accommodations will be examined in accordance with the Americans with Disabilities Act (ADA) as well as the Performance Standards for Admission and Progression.

To complete the EKG Program, an applicant/student must be able to do the following:

1. **Demonstrate critical thinking skills.**

Examples

- make decisions using logic, creativity, and reasoning to make sound clinical judgments based on standards of EKG
- demonstrate an arithmetic ability to use measuring tools and able to tell time

2. **Display interpersonal skills sufficient to interact with individuals, families, and groups in a variety of settings in the community.**

Examples

- respect differences among clients and exhibit an attitude accepting of clients as individuals
- establish rapport to communicate effectively with clients, families, significant others, and health team members
- work effectively in small groups as a team member

3. **Demonstrate appropriate verbal and written communication skills.**

Examples

- speak English coherently to clients, families, and other staff members
- clearly explains to the patient the EKG care given
- provide clear, understandable and write based upon proper use of the English language

4. **Exhibit physical ability sufficient to perform and/or assist clients to meet health care needs in a variety of settings, including moving from room to room to maneuvering in small spaces, and negotiating stairwells when necessary.**

Examples

- physical mobility and strength sufficient to propel wheelchairs, stretchers, etc. through doorways and close-fitting areas alone or with assistance
- stand, walk up to 75% of 6 to 12-hour shifts
- stoop, bend, squat, reach overhead as required to reach equipment
- lift a minimum of 20 pounds of weight
- transfer/position up to 300 pounds with assistance while lifting, positioning and transferring clients

- provide for activities of daily living (bed bath, oral hygiene, dressing, etc.)
- perform CPR satisfactorily and respond quickly in an emergency

5. **Demonstrate gross and fine motor abilities sufficient to provide safe and effective**

Examples

- demonstrate physical dexterity and coordination in the delivery of care
- pick up, grasp, and effectively manipulate small objects such as dials, switches
- calibrate and use equipment

6. **Display auditory, visual, and tactile ability sufficient to safely care for clients.**

Examples

- hear monitors, alarms, emergency signals, cries for help, telephone, intercom interactions, and public address systems (codes)
- perceive and receive verbal communications from clients, families, and health team members
- read written words and information on paper, small print, gauges, measuring cups, and other equipment
- discriminate colors; changes in color, size, and continuity of body parts
- discriminate changes in normal body activities such as breathing patterns
- observe hazards in the environment (water spills, safety rails, restraints) and harmful situations
- palpate pulses, feel for heat or cold, tap body surfaces

PLEASE CHECK:

_____ I do not require special accommodations to meet the performance standards.

_____ I will need the following accommodations to meet performance standards.

Please list _____

I understand the requirements and feel that I can achieve the performance standards described for the EKG Program.

Signature _____ Date _____

***Return this completed form with your application information.**

COAHOMA COMMUNITY COLLEGE
HEALTH SCIENCE SHORT-TERM CERTIFICATE PROGRAMS

BACKGROUND INFORMATION SIGNATURE FORM

All students who will be providing direct patient care in health care institutions regulated by the MS Department of Health should be aware that Mississippi law requires background checks for individuals seeking employment in a health care facility.

According to the Mississippi State Law, an individual may not be eligible for employment if the criminal history record check discloses a felony conviction, guilty plea, or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (f), child abuse, arson, grand larceny, burglary, the gratification of lust or aggravated assault, or felonious abuse and/or battery of a vulnerable adult that has not been reversed on appeal or for which a pardon has not been granted.

Each student must submit a criminal background clinical clearance letter by the beginning of the 2nd semester. The EKG program will arrange for a background check to be completed. It is the responsibility of the student to comply with such arrangements. Failure to comply will result in the student's dismissal from the program.

A clinical clearance letter must be provided to the EKG Program for a student to be able to meet the clinical agency practice requirements of the program.

I, _____ have read and understand the above information regarding the Mississippi State Law requiring background checks for individuals providing direct patient care in health care institutions regulated by the MS Department of Health.

Signature of Student

Signature of Witness

Date of Signature

***Return this completed form with your application information.**

Coahoma Community College
Information Sheet for the TABE (Test of Adult Basic Education)

What is the TABE? The TABE is a pre-entrance test required for all applicants to the Coahoma Community College (CCC) Phlebotomy Program, Nursing Assistant Program, and Emergency Medical Technician Program (EMT). The TABE is used to evaluate applicants for admission to the EKG program. The TABE is only one of several criteria used in the selection process. The Reading and Math sections are evaluated. Testing on these 2 sections will take about 2 ½ hours.

How do I prepare for the TABE? The TABE Study Guide is available for sale in the CCC Bookstore or online at <http://www.studyguidezone.com/tabetest.htm>.

How do I register to take the TABE?

For EKG Technician Call 662-621-4210

Where do I take the TABE? The TABE is given on the computer at the CCC Workforce Center at 510 Sunbelt Drive, Clarksdale, MS (located on Highway 49 South), phone number (662) 627-9139. Parking is available in the front of the building.

- Bring a picture ID on the day of the test. Applicants will not be allowed to test without it.
- Calculators are not allowed.

What do I need to make on the TABE to pass? The minimum acceptable TABE score is 10. This means you can read and do the math on a 10th-grade level.

Check List for Completion of Application

_____ **1. Submit the completed application by mail or in person to:**

**Health Science Short Term Programs
Coahoma Community College
901 Ohio Street
Clarksdale, MS, 38614**

Make sure to include the following:

- _____ **Official high school transcript or GED**
- _____ **Signed/witnessed program performance standards**
- _____ **Signed/witnessed criminal background check information form**
- _____ **Signed/witnessed drug policy understanding**

FUNDING OPPORTUNITIES

through Career STEP

Career STEP is an employment preparation program targeting out of work or under-employed individuals. Providing them with the necessary coaching and job readiness training to prepare for a CAREER.

Career STEP will service individuals residing in low income communities between the ages of 18-59.

How do I qualify for Career STEP funding?

- ▶ Must meet age requirements (Between ages 18-59)
- ▶ Individual must be enrolled or accepted in Short Term program (CNA, Phlebotomy/EKG, EMT), Practical Nursing, Respiratory, and Polysomnography students may qualify
- ▶ Must meet 200% Poverty Level
- ▶ Must enroll in Smart Start Course
- ▶ Take or have taken the NCRC (National Career Readiness Certification)
- ▶ Exhaust or have little Pell funding available
- ▶ Career and Technical Education (CTE) Programs may qualify as well.

For more information, contact Career STEP navigator Jalisa Brunt at (662) 621-4317 or Email jbrunt@coahomacc.edu.



COAHOMA
COMMUNITY COLLEGE
On a mission...