

Applicant Name: _____

Intake Date: _____

Patient Care Technician (PCT) Admissions Process

To be considered for the PCT Program, you must have a high school diploma or high school equivalency (HiSET/GED).

The Patient Care Technician (PCT) program consists of 3 Phases:

Steps	Phase 1: Admission -- What To Do
<p>Application</p> <p><input type="checkbox"/></p>	<p>Obtain up the PCT application packet:</p> <p>Call: (636) 481-3143 Room 101 CTE Building</p> <p>Or email: ccritchf@jeffco.edu Jefferson College jschwar7@jeffco.edu 1000 Viking Drive, Hillsboro, MO</p>
<p>Work Keys</p> <p><input type="checkbox"/></p>	<p>Meet with a representative at your local Missouri Job Center to register to take Work Keys Assessment and discuss funding options.</p> <p>Applied math Score required: 3 Graphic literacy Score required: 4 Workplace documents Score required: 4</p> <p>Work Keys is FREE. A practice test is available online, once you have registered.</p> <p>Locations: Find your local Job Center at: https://jobs.mo.gov/career-centers.</p> <p>Or visit:</p> <p>Arnold Job Center 1-800-292-1314; 3675 West Outer Road, Suite 101, Arnold, MO.</p>
<p>Completed Application</p> <p><input type="checkbox"/></p>	<p>Turn in completed and SIGNED application, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> All forms in application packet <input type="checkbox"/> Work Keys scores <input type="checkbox"/> Copy of driver's license <input type="checkbox"/> Copy of signed Social Security card <input type="checkbox"/> Copy of high school diploma/HiSET or official high school transcript <input type="checkbox"/> 2 letters of recommendation may be emailed to ccritchf@jeffco.edu or jschwar7@jeffco.edu
<p>Family Care Safety Registry</p> <p><input type="checkbox"/></p>	<p>If you are not currently registered for the Family Care Safety Registry, you can sign up on-line at: https://health.mo.gov/safety/fcsr/.</p> <p>The cost is approximately \$15.25.</p>

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<p>Immunizations/ Physical Exam</p> <p><input type="checkbox"/></p>	<p>Prior to beginning Clinical Training (Phase 3) students may be required to show proof of health information listed below. Some immunizations require several weeks to complete. It is important to start the immunization process NOW in order to be ready by the time clinicals begin.</p> <ul style="list-style-type: none"> • Physical Exam (see form in packet) • MMR – 2 doses with several weeks between • Varicella • Hepatitis B – 3 doses with several weeks between • COVID vaccine • Current Influenza vaccine <p>Immunizations can usually be obtained at your county health department, a primary care physician’s office, or a clinic. Prices vary.</p>
<p>Complete 2-step PPD (TB) testing.</p> <p><input type="checkbox"/></p>	<p>Two-step PPD.</p> <p>Step One: Get one needle stick. Have the test read 2-3 days later.</p> <p>WAIT ONE WEEK.</p> <p>Step Two: Get another needle stick. Have it read 2-3 days later.</p> <p>The test is valid for one year only. Proof of both negative readings is required.</p>
<p>Tuition</p> <p><input type="checkbox"/></p>	<p>Tuition is often funded by programs through the MO Jobs Center or Skill UP and will be verified at time of application for the program. Private loans might be an option.</p> <p><u>Costs</u> Tuition: \$2,325.00 Application Fee: \$99</p> <p>If third party is paying for tuition, a letter must be submitted with application. Sample copy of letter is in the application packet.</p> <p>If tuition is paid by student, payment may be made by: credit or debit card; cashier’s check; or cash. Personal checks are not accepted. Payment plans are not available.</p>
<p>Orientation</p> <p><input type="checkbox"/></p>	<p>Once the application process is complete and tuition has been secured, students will attend an orientation session with Cynthia, Morgan, or Jenna.</p>



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Alcohol and Drug Screen <input type="checkbox"/>	Students will be required to complete and alcohol and drug screen at no cost to the student. Contact Cynthia Critchfield (ccritchf@jeffco.edu) or Jenna Schwartz (jschwar7@jeffco.edu) for more information.
BLS <input type="checkbox"/>	Complete and pass the Basic Life Support for Healthcare Professionals (BLS) Certification PRIOR to pre-clinical. Completed at Orientation for the Preclinical Academy. Class schedule for each semester is posted at www.jeffco.edu/jcce . The cost for this class is \$85.00 and must be paid at the time of registration.

Steps	Phase 2: Class Work
Classes <input type="checkbox"/>	Students will complete 8 weeks of classes – in-person and online, along with hands-on lab sessions in which students will practice patient care skills, prior to moving to the Clinical Phase. 100% attendance is required at all sessions. If a student must make up a missed session, he/she will be required to pay for the session at the instructor’s rate of pay.

Steps	Phase 3: Clinical Training-- What to Do
Clinical Training <input type="checkbox"/>	All students will complete an unpaid clinical experience consisting of 3 -- 12 hour shifts per week for 4 weeks. Scrubs are required and will be obtained from Jefferson College Bookstore as part of the tuition. Students will be responsible for obtaining the following required supplies: <ul style="list-style-type: none"> • white leather shoes, • bandage scissors, • wristwatch with a second hand, • gait belt.
Certification Exam <input type="checkbox"/>	After successfully completing the classroom and clinical portions of the program, students will complete a certification exam. Study guides and practices tests will be available to help the student prepare for the certification exam.