

Petition Window: February 1-12, 2010

Applicable Programs: Clinical Lab Technician, Dental Assistant, Dental Hygienist,
Medical Assistant, Nursing, Radiography, Surgical Technologist

*Only submit this packet during the open petition window.
Packets received/post-marked PRIOR to February 1 or AFTER 12 will be disqualified.*

Program Choice and Demographics

Indicate the program(s) to which you are petitioning in order of admittance preference. Note you must have a current application Portfolio on file for each program.

#1 _____ #2 _____ #3 _____

Name: _____ NTC ID#: _____

Current Address: _____
Number and Street City State Zip

Email: _____ Home Phone: _____

Check here if the above information needs to be updated within your NTC student record.

Petition Packet Preparation

YOU must submit all required items regardless of how many times you have petitioned. For detailed instructions on required items and how to submit, please *reference PETITION PACKET INSTRUCTIONS available at ntc.edu.*

1. _____ Include this completed Petition Form in your Petition packet. Initial each item as you attach its documentation to this form to ensure it is included in your packet.
2. _____ Include one of the following for proof of current CPR. (*Submitted item MUST have the actual words "Professional Rescuer" or "Healthcare Provider" or "BLS Instructor." **NO EXCEPTIONS***)
 - Copy of unexpired CPR card. DO NOT trim to size and DO NOT submit actual card.
 - Copy of registration/schedule for an upcoming CPR class. A schedule/transcript from a PREVIOUS class is not valid. If you have already completed the class, include a copy of the card.
STEP 2 is NOT necessary for Clinical Laboratory Technician.
3. _____ Include a completed FREE Background Information Disclosure Form (BID), available at ntc.edu. (*DO NOT submit previously completed background checks or criminal history record checks at this time.*)
4. _____ Include proof of prerequisites classes (ie grade report or unofficial transcript) if it is applicable to your program.
 - Dental Hygiene:** I have successfully completed General A&P with a grade of "C" or better.
 - Nursing:** I have successfully completed General A&P and Nursing Assistant (CNA) training with a grade of "C" or better. *Note you are NOT required to have a current CNA certification.*
 - Medical Assistant:** _____ Initial here to indicate you understand your classes will run Monday through Friday approximately 5 pm to 9 pm and you will be REQUIRED to complete a day-time externship in your final semester.

Please continue to page two.

5. _____ Official post-secondary transcripts.
- Please check here if you have not attended any other post-secondary institutions. *Official NTC transcripts NOT required.*
 - Please fill out the following chart to indicate the schools you previously attended and if you have requested transcripts or if they were submitted previously.

College Name	Date Requested	Submitted Previously	
		Yes	No

Statements of Understanding

- I _____ (print name) understand:
- by submitting my petition I am notifying NTC I would like to start my core program classes in the FALL 2010 semester.
 - my program is ONLY offered full-time; I must take ALL classes as set out in my curriculum; and I may have to travel out of the area for my clinical.
 - NTC will NOT contact me during the petition window to verify requirements submitted.
 - if I neglect to include an appropriate item with this packet my petition will be disqualified.
 - if I am selected for the core classes but cannot attend I will have to complete a new petition for the next available semester AND that packet will need to include all appropriate Petition documentation, and I am NOT granted preference.
 - accepted students will be notified by March 26 and I will not contact NTC prior to that date regarding my acceptance.
 - alternates (on-deck students) will be notified by April 9. Alternates are NOT guaranteed a start and will need to petition during the next window if not selected. Alternates who have to petition again are NOT granted preference.

Signature

Date

Submitting Petition Packet

**Only submit this packet during the open petition window.
Packets received/post-marked PRIOR to February 1 or AFTER 12 will be disqualified.**

Place your packet in sealed envelope and submit to:

Northcentral Technical College
Admissions Office
1000 West Campus Drive
Wausau, WI 54401

Do not submit any type of payment in this packet. Pay at cashier if you owe money.