

Petition Packet Instructions


The Petition Process allows you to advise NTC when you are ready to being your core program classes. **You may only petition during the open petition window.**

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

For all applicable programs you may petition February to start core classes in August. For Nursing and Medical Assistant you may also petition in September to start core classes in January. The petition process and current window dates may be downloaded from ntc.edu. Select "Petition Process" from the left navigation bar.

Note to be eligible to submit a petition packet, you must have a current program Application Portfolio on file with the NTC Admissions Office.

Following is a **SAMPLE** petition form. The required document may be downloaded from ntc.edu one month prior to the open petition window. Most items on the petition form are self-explanatory. Those that need explanation are discussed on the following pages.



Petition Form

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: _____ 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 |
| | | Yes | No |
| | | Yes | No |
| | | Yes | No |
| | | 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.

PART A**Program Choice and Demographics**

- Indicate the program(s) to which you are petitioning. Write your FIRST CHOICE program in line one. In the event you are admitted to more than one program, NTC will select based on your preference.
- Note you may ONLY petition to a program for which you have submitted an application Portfolio.
- Complete personal information (name, ID, address, etc.).
- Mark the appropriate box if contact information has changed and needs to be updated in our system.

PART B**Petition Packet Preparation and Documentation**

1. Complete the form and include with your petition packet.
2. Submit proof of current CPR or enrollment in a class.
 - a. Submit copy of current (unexpired) CPR card or proof of enrollment in an upcoming (not previous) class. Note from instructor or payment receipt is acceptable.
 - b. Acceptable CPR includes:
 - i. American Red Cross: CPR for the Professional Rescuer OR
 - ii. American Heart Association: Healthcare Provider CPR certification (Submitted item **MUST** have the actual words "Professional Rescuer" or "Healthcare Provider" or "BLS Instructor." *****NO EXCEPTIONS WILL BE MADE.**)
 - c. Students must successfully complete course AND provide copy of card prior to starting program core courses.
3. Complete and include BID form.
 - a. Complete the form and submit to NTC with your petition packet.
 - b. There is NO CHARGE for BID form.
 - c. BID form can be downloaded from ntc.edu. Select "Petition Process" from the left navigation bar.
 - d. On the first part of the BID form, check "Other – Specify:" and write in "Student."
 - e. On the first part of the BID form, under "Business Name and Address," either leave blank or write "NTC."
4. Proof of Prerequisite Classes.
 - a. Include either a transcript or grade report showing appropriate prerequisite completion:
 - i. **Dental Hygiene and Nursing:** YOU MUST include proof of General Anatomy and Physiology (10-806-177) with a grade of "C" or better.
 - ii. **Nursing:** Proof of Nursing Assistant (CNA) training (Department of Health and Family Services (DHFS)-approved Nursing Assistant course). *You are NOT required to have current certification, only proof of class completion.*
5. Official post secondary transcripts
 - a. If you have already submitted the most current transcripts from other schools with your application portfolio, you may disregard this step.
 - b. DO NOT submit official NTC transcripts. It is not necessary.
 - c. If you have taken additional classes at another institution since submitting your application portfolio, you must request official transcripts be sent to NTC.
 - d. You may utilize the chart to help you determine which transcript you have already sent and which transcripts you still need to request.

PART C**Statements of Understanding**

Please read and sign your understanding of the submission and selection process.

PART D**Submitting Petition Packet**

Submit all required documents and checklist together in a **sealed envelope**.

Submit in person or mail to:
Northcentral Technical College
Admissions Office
1000 West Campus Drive
Wausau, WI 54401

- Petitions received and/or dropped off PRIOR to the first date of the petition window will be disqualified.
- The petition deadline is 5:00 PM on the date the petition window closes.
- Petition packets that are mailed must be postmarked by the final date of the petition window.
- It is highly recommended students make a copy of their petition packet for their own personal records prior to submission.

Selection

Students will be selected for program core courses and clinical based on the following:

- Date and time of pre-program acceptance based on Portfolio submission (NOT date of petition packet submission).
- Verification of petition requirements being met.
- Residency: NTC district residents first, then out-of-district residents, then out-of-state residents.

Notification

Accepted students will be notified in writing approximately six weeks after the petition window closes. Alternates will be notified approximately eight weeks after the petition window closes. Alternates are NOT guaranteed a start and may need to petition during the next window.

AS ADVISED IN ACCEPTANCE LETTER STUDENTS WHO ARE SELECTED TO START PROGRAM CORE COURSES ARE **REQUIRED TO:**

1. Attend the mandatory program orientation.
2. Register for program core courses by the program registration deadline.

NOTE: Students who fail to attend the program orientation, register by the deadline, or who drop program core courses for any reason prior to the semester start will forfeit their seat and will need to re-petition for future core course openings.

Students who are not selected to start program core courses are encouraged to submit another petition during the next window.