

**APPLICATION TO THE  
JOHNSON COUNTY COMMUNITY COLLEGE  
POLYSOMNOGRAPHY/SLEEP TECHNOLOGY PROGRAM  
WHICH BEGINS AUGUST 2010**

This application packet is for applicants wishing to enter the 2010 clinical year for polysomnography/sleep technology.

PLEASE READ THIS MATERIAL CAREFULLY

NOTICE OF NON-DISCRIMINATION

Johnson County Community College does not discriminate on the basis of sex, race, color, national origin, disability, age, religion, marital status, veteran's status, sexual orientation or other factors that cannot be lawfully considered in its programs and activities as required by all applicable laws and regulations. Inquiries concerning the college's compliance with its non-discrimination policies may be referred to the Dean of Student Services or Director of Human Resources, Johnson County Community College, 12345 College Blvd., Overland Park, KS 66210, 913-469-8500; or to the Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114, 816-268-0550.

Selective admission programs adhere to admission policies as outlined in the college catalog.

## **PLEASE READ AND FOLLOW CAREFULLY**

Thank you for your interest in the JCCC Polysomnography/Sleep Technology Program. This application packet is for applicants wishing to enter the Fall 2010 clinical year. Please review the eligibility criteria below to ensure consideration for the Fall 2010 clinic year. If for some reason you will not have established eligibility for the 2010 clinic year, you will need to wait until the appropriate application materials are available for the subsequent clinic year. Please direct any questions to the JCCC Polysomnography/Sleep Technology Program, SCI 110, 913-469-7655, or e-mail Chad Sanner, Career Program Facilitator, Polysomnography/Sleep Technology, at csanner@jccc.edu.

**Return all completed admission materials on or before March 15, 2010, to:**

**Selective Admissions Office (SC 319)  
Johnson County Community College  
12345 College Blvd.  
Overland Park, KS 66210-1299**

Applicants enrolled in prerequisite courses at the time of application deadline may still submit an application (see Admission Criteria #3). Application materials received after this date will not be considered for this application period. Applicants missing this deadline or wishing to establish future eligibility should contact the program office for subsequent admission timelines and materials.

### **APPLICATION PROCEDURE**

The required application materials are:

1. **JCCC Polysomnography Program Application.** This is to be completed and returned to the JCCC Selective Admissions Office by all students, regardless of state residency. The application is included in this packet and is also available on the program website at:

[www.jccc.edu/SleepTechnology](http://www.jccc.edu/SleepTechnology)

2. **Official Transcripts.**

- a. **High school/GED transcript.** High school transcripts/GED results are needed only if you have completed less than 12 college credits. The transcript must be mailed directly from the issuing institution. Hand-carried copies and faxes are not accepted.
- b. **College transcript(s).** If JCCC is the only college attended, a specific transcript request is not necessary. If college level courses have been taken at another institution(s), it will be your responsibility to notify each institution to have official transcripts sent to the JCCC Admissions Office, 12345 College Blvd., Overland Park, KS 66210.
  - Hand-carried or faxed copies are not “official” and will not be accepted.
  - Transcripts from each of the previously attended institutions are required, even if one institution’s credit shows on another’s transcript.
  - If you have not attended JCCC within the past year, transcripts from each previously attended school must be re-requested.

- c. **Foreign transcript.** Individuals applying to selective admission programs who have a non-U.S. high school and/or college education, and are seeking possible credit for program requirements, must consider the following:
- EEI (Education Evaluators International) course-by-course evaluations with GPA conversions along with any/all other required U.S. educational transcript must be submitted by the established program deadline.
  - Only EEI course-by-course evaluations with GPA conversions will be reviewed when considering non-U.S. study for course waivers, substitutions, etc., for selective admissions programs.
  - Other evaluation services, such as ECE used by the state of Kansas for state licensure/certification, will not be accepted by JCCC for the purpose of consideration of non-U.S. study for course waivers, substitutions, etc., for selective admissions programs or review of international credits for transfer.
  - Information regarding the costs for EEI evaluations, expedited evaluation and fee options, as well as answers to frequently asked questions, is available on the International and Immigrant Student Services website: [www.jccc.edu/home/depts/5106](http://www.jccc.edu/home/depts/5106).
  - Applicants who will be applying for federal and/or other types of financial aid may be required to submit non-U.S. transcripts for financial aid purposes.
3. **Disclosure Background Check Form.** This form verifies that applicants have been informed that each will need to have a background check completed as specified later by the program personnel. Any fees associated with this requirement will be the responsibility of the student. This form is included in this packet and is also available on the program website at [www.jccc.edu/SleepTechnology](http://www.jccc.edu/SleepTechnology).
4. **Additional Information, as Applicable.** Having health care experience is **not a requirement** for entry into the program, but will be considered for those candidates having such experience.
- a. **Health care related work history.** A resume or separate record may be used for documentation of health care related work history. At a minimum, the documentation should include the name of the employer, the title of the position(s), the from/to dates of employment, and a brief description of duties/responsibilities. Past positions should also include the reason for leaving.
  - b. **Appropriate state licensure and/or credential documentation.** Copies of state licensure or credential documentation should be submitted in addition to a resume or what is provided for documentation of health care related work experience.
  - c. **Current documentation of AHA Health Care Provider CPR certification.** Candidates with health care experience are likely to have this CPR documentation upon application to the program. Other candidates will meet the requirement by taking EMS 121 – CPR I – Basic Life Support for Healthcare Provider.
5. **Residency Requirements.** Check with the Admissions Office or the website at [www.jccc.edu/residency](http://www.jccc.edu/residency) for complete information about residency.
- Students admitted through the Metropolitan Community College cooperative agreement will not be charged out-of-state tuition. These students will pay tuition at the MCC rate only after being officially accepted into the Polysomnography Program and completing the steps listed at [www.jccc.edu/cooperative](http://www.jccc.edu/cooperative).

Please note: This program is not eligible for Brown and Gold Club benefits.

## FINANCIAL AID

If you are seeking financial aid and attending another institution, you will need to work very closely with the financial aid offices of both your local college (where you are completing the prerequisite courses) and JCCC (host institution) to ensure that the FAFSA application is considered for all semesters of a respective academic year. Your “home” school for a given semester is where you are seeking your degree and receive your federal financial aid. It may be necessary to indicate both the “home” college code and the JCCC college code of 008244 to ensure financial aid in a given academic year.

## ADMISSION CRITERIA

Eligibility for admission will be based on meeting the following criteria:

1. An overall college grade point average (GPA) of 2.0.
  - An overall college GPA of 2.5 or greater is preferred with priority consideration given to these candidates.
2. A minimum grade of “C” for all prerequisite coursework.
  - Prerequisite courses may only be repeated once to achieve the minimum grade of “C.”
  - A prerequisite college GPA of 2.8 or greater is preferred with priority consideration given to these candidates.
3. Preference will be given to those who have completed all prerequisite course work by the end of the Spring 2010 semester.
  - The prerequisite courses do not need to be completed at the time the application is actually submitted, but must be “in progress” at the time of application.
4. Submission of the Disclosure and Consent for Background Check form (found in this packet or online as part of the application paperwork) must be signed and turned in with the application to the program. The program office will then follow up with instructions on how to initiate the background check and make payment to Validity Screening Solutions. The results of the background check must be available to the program director before final selection may be made. It is strongly encouraged that this be completed prior to March 15 so as not to delay the selection decision. Any flagged records will be reviewed on a case-by-case basis, but may prevent acceptance to the program.
5. Interview with the Program Facilitator and/or interview panel.
  - This will be scheduled after the March 15, 2010, deadline for those who have completed their file and have met academic eligibility requirements.
  - The interview will focus on why the candidate is interested in the profession, basic understanding of the profession, and comprehension of program and professional requirements.

- The interviewers will also evaluate the Polysomnography/Sleep Technology Program Applicant Career Investigation Questionnaire, which will be mailed to the applicant prior to the interview. The questionnaire will be evaluated based on the detail and quality of responses.
6. Previous health care experience and/or related certifications (as available).
- Having health care experience is **not a requirement** for entry into the program, but will be considered for those candidates having such experience.

### **APPLICANT SELECTION**

There are a maximum of 15 positions available for each class. All eligible applicants will be ranked based on evaluation of the admission criteria to suggest evidence of understanding of the Polysomnography profession and potential for academic success within the program.

Final acceptance is contingent upon:

- Satisfactory completion of any remaining prerequisite course work by the end of the Spring 2010 semester.
- Satisfactory submission and review of the Health Record and Physical Examination form. This form is to be completed and returned by a designated deadline. Failure to meet the deadline or having health restrictions which prohibit student performance of program activities may prevent admission to or completion of the program.
- Compliance with requirements that clinical/field agencies and state certification applications may impose throughout the course of the application process or during the program. Any noncompliance to these mandates may result in termination from the program. Any fees associated with the background check are the responsibility of the student.

### **QUESTIONS**

All questions concerning the selective admission process should be directed to the JCCC Admissions Office at 913-469-3438. Questions concerning the program should be directed to the Polysomnography Program Office at 913-469-7655.

**POLYSOMNOGRAPHY/SLEEP TECHNOLOGY**  
**ASSOCIATE OF APPLIED SCIENCE DEGREE – Sample Sequence of Courses**

**Prerequisites**

MATH 116	Intermediate Algebra or Higher* <sup>a</sup>	3
CHEM 122	Principles of Chemistry <sup>a</sup>	5
BIOL 144	Human Anatomy and Physiology <sup>a</sup> <u>OR</u> BIOL 140 Human Anatomy <sup>a</sup> <u>AND</u> BIOL 225 Human Physiology* <sup>a</sup>	5-8
<b>TOTAL CREDIT HOURS</b>		<b>13-16</b>

**First Semester**

ENGL 121	Composition I	3
AAC 130	Medical Terminology <u>OR</u> Satisfactory completion of a health related degree or certificate	0-3
EMS 121	CPR I – Basic Life Support for Healthcare Providers <u>OR</u> Current AHA BCLS Health Care Provider Certification <u>AND</u> Health/Physical Education Elective	1
PSG 125	Introduction to Sleep Medicine*	4
PSG 130	Physiology of Sleep Medicine*	3
<b>TOTAL CREDIT HOURS</b>		<b>11-14</b>

**Second Semester**

PSG 140	Sleep Disorders*	4
PSG 145	Sleep Study Instrumentation*	4
PSG 150	Polysomnography I*	4
Elective	Communications <sup>b</sup>	3
<b>TOTAL CREDIT HOURS</b>		<b>15</b>

**Third Semester**

PSG 245	Polysomnography Clinical I*	6
PSG 250	Polysomnography II*	4
Elective	Social Science or Economics <sup>b</sup>	3
<b>TOTAL CREDIT HOURS</b>		<b>13</b>

**Fourth Semester**

PSG 255	Polysomnography Clinical II*	6
PSG 265	Polysomnography Capstone*	3
Elective	Humanities <sup>b</sup>	3
<b>TOTAL CREDIT HOURS</b>		<b>12</b>

**TOTAL PROGRAM HOURS** **64-70**

\*Prerequisite or Corequisite required

<sup>a</sup> These courses must be completed prior to August 2010 with a minimum grade of “C”.

<sup>b</sup> See JCCC website for a list of elective classes.

## PROMOTION AND GRADUATION POLICIES

The practice of Polysomnography involves the integration and utilization of concepts from the cognitive, psychomotor and affective domains. The program fosters an environment in which the student may acquire basic concepts and skills necessary for a significant contribution to patient care. Education is a process of progressively acquiring, developing and refining knowledge and skills.

The Polysomnography Program accepts qualified students who are interested in becoming competent Polysomnographic Technologists. It strives to graduate individuals with the knowledge, skills and behaviors desirable so as to be valued employees who function well in the Kansas City Metropolitan health arena.

The faculty views its function as facilitators of learning by providing the materials, techniques, experiences and challenges necessary in creating a working foundation of Polysomnography. Students are expected to play the role of active inquirers – seeking to learn and develop all the knowledge and skills necessary in becoming competent Polysomnographic Technologists.

### Technical Standards

The cognitive, psychomotor and affective demands described here are representative of those that must be met by students to successfully perform the essential functions of Polysomnography. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the student is frequently required to stand; use hands to finger, handle or feel; reach with hands and arms; climb or balance; and talk or hear. The student is occasionally required to walk, sit, stoop, kneel, crouch or crawl. The student must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The student is required to demonstrate effective written and spoken communication skills, appropriate social skills and the ability to follow direction.

The specific goal of the program is to prepare competent entry-level Polysomnographic Technologists in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains (from **CAAHEP Standards and Guidelines for the Accreditation of Educational Programs in Polysomnographic Technology, 2004 adoption**).

### Program Objectives

- Graduates will demonstrate the ability to collect, comprehend, apply, evaluate and communicate information relevant to their role as Polysomnographic Technologists.
- Graduates will demonstrate technical proficiency in all the skills necessary to fulfill their role as Polysomnographic Technologists.
- Graduates will demonstrate personal behavior consistent with professional and employer expectations as Polysomnographic Technologists.

In order to progress from one semester to the next, the student will be required to follow the policies and procedures established by the program, to include:

1. Academic Criteria
  - a. Students must satisfactorily complete the appropriate sequence of courses as defined by the AAS degree curriculum.
  - b. A minimum of a “C” (2.00 GPA) must be achieved in prerequisite and polysomnography courses. Failure to achieve such will make the student ineligible to continue in the program.
  - c. A grade of “C” establishes a minimal level of proficiency and will have a baseline of 75% for all PSG courses.
  - d. In addition to conventional testing techniques, practicum exams and case studies will be used to develop problem solving, patient care planning and interpersonal communication skills.
  - e. The Capstone experience will include a comprehensive program final. This must be satisfactorily passed, in addition to all degree-related course work and regardless of grades achieved in individual courses.
  
2. General Attendance Policies and Schedule Considerations
  - a. Most semesters are an integration of clinical education, designed as a complement of classroom theory and associated clinical (patient) experiences. While most of the classroom and laboratory activities are conducted at JCCC, the clinical experience requires each student to rotate to several Kansas City area sleep centers and labs.
  - b. Typically, class/lab days are as scheduled in the online class schedule. However, most of the PSG courses will have some associated observational and/or clinical time associated with the course. These activities are usually 12-hour night shifts (e.g., 7 p.m. to 7 a.m.). The number of clinical hours will depend on the course. Further information regarding scheduling may be obtained from the program facilitator.
  - c. Attendance for class lectures will not be mandatory as such, but the student will be held responsible for all material presented and for material outlined in course objectives. Attendance is required for all guest lectures, labs and clinical activities. Additionally, inability to maintain a grade of “B” may be considered justification for required attendance.
  
3. Health Policy
  - a. Students entering the health programs should be aware that they will be in close contact with other individuals having a variety of health problems in which the etiology (cause) may or may not be known.
  - b. Health career programs have specific precautionary requirements based on the type of exposure and/or clinical agency policies. It is the responsibility of each student to follow the program guidelines for necessary precautions against contracting and transmitting disease.
  - c. All health care costs are to be assumed by the individual student. Neither the college nor the clinical agency in which students are assigned is responsible for the provision of any health care or for any payment of costs related to an injury or the exposure to or infection with a disease. Students are strongly encouraged to obtain adequate hospital and outpatient insurance coverage during their association with the health career programs at Johnson County Community College.

- d. A decision about student participation in program activities will be made on an individual basis by the program. Students are responsible for meeting all course, clinic and program objectives. Students may be asked to provide a physician's statement to explain absences and/or to justify re-entry into the class or clinical setting. This is for the safety of the patients as well as the student.
4. Graduation and Credentialing
    - a. Successful completion of the program and degree requirements, which includes satisfactory completion of comprehensive final examinations, will entitle students to the Associate of Applied Science degree.
    - b. Graduates of the program will enter the field as Polysomnographic Technicians and will be prepared to sit for the national exam given by the Board of Registered Polysomnographic Technologists (BRPT) to gain the Registered Polysomnographic Technologist (RPSGT) credential.

## ESTIMATED EXPENSES

### **Tuition:**

Cost per credit hour for Johnson County, Kansas, residents is \$69.00, \$84.00 for non-Johnson County, Kansas, residents, and \$159.00 for out-of-state\* and international students. (The JCCC Board of Trustees has the right to change the cost per credit hour without notice.)

\*Missouri residents admitted through the Metropolitan Community College cooperative agreement will be charged the MCC rate indicated on their MCC Affiliate Agreement form. For additional information, refer to [www.jccc.edu/cooperative](http://www.jccc.edu/cooperative). NOTE: The MCC Affiliate Agreement must be received in the Admissions Office prior to the JCCC payment deadline.

In addition, all students will need to consider the following potential expenses:

Background check	\$46.00
Clinic accessories:	
Scrubs	\$30.00 each
Wristwatch with second hand	30.00
Pocket calculator	10.00
Pocket flashlight	10.00

Cost of items such as scrubs, watch, etc., will depend on individual student selection and need.

Books/standardized examinations: TBD

Non-refundable liability insurance fee: \$16.00 for the clinic activities

American Association of Sleep Technologists (AAST) student membership: \$50.00 per year (optional but strongly encouraged)

Registration for two conferences: \$40.00-\$60.00/conference

Other expense considerations that are the student's responsibility:

    Student get-togethers

    Transportation to and from class and clinical agencies

    Physical examination and other health care costs, to include chest X-ray and documentation of vaccinations and/or immunizations

    Child care

    BRPT examination fees (\$350 currently)

**APPLICATION MATERIAL CHECKLIST**

All of the following are to be received by the JCCC Office of Admissions on or before March 15, 2010, for guaranteed consideration for the 2010 Polysomnography clinical year. Application materials received after this date may not be considered for Fall 2010 admittance. The materials are to be sent to:

Selective Admissions Office (SC 302)  
Johnson County Community College  
12345 College Boulevard  
Overland Park, KS 66210-1299

Applicants will receive notification verifying receipt of materials. For a timely response, it is strongly recommended that all documentation be submitted well in advance of the deadline date.

- \_\_\_\_\_ JCCC Application for Admission (found in this packet)
- \_\_\_\_\_ Official High School Transcript(s) or GED Certificate, if applicable
- \_\_\_\_\_ Official College Transcript(s)
- \_\_\_\_\_ Disclosure and Consent for Background Checks (found in the packet)





**JOHNSON COUNTY COMMUNITY COLLEGE ALLIED HEALTH PROGRAMS  
DISCLOSURE AND CONSENT FOR BACKGROUND CHECKS**

The Joint Commission on Accreditation of Healthcare Organizations (JCAHO) has instituted new regulations that must be followed which require that all persons who are involved in patient care activities submit to criminal and other health care-related background checks. Accordingly, all students desiring admission to the college's Respiratory Care, Polysomnography, Registered Nursing (RN), Licensed Practical Nursing (LPN) and Emergency Medical Training (EMS) programs – programs which require clinical placement and training with health care providers pursuant to contracts with the college – must complete such background checks.

Because of the requirements of the JCAHO and the college's affiliated health care providers, admission to and enrollment in any of the above-described programs require successful completion and passage of the background checks. Those students who are already enrolled in any of the above programs, and who fail the background checks, will not be permitted to participate in clinical training and thus will be unable to complete the program. However, the results of the background checks will not necessarily preclude admission to or enrollment in other college courses.

The company of Validity Screening Solutions or similar agencies will conduct background checks, including but not limited to the following: Criminal History; Sex Offender Registry; Office of Inspector General and General Services Administration Excluded Parties Lists; Social Security Number Trace; Employment Verification; and Caregiver Background Screening. The Fair Credit Reporting Act (FCRA) may give applicants specific rights in dealing with consumer reporting agencies such as Validity Screening Solutions, and Validity Screening Solutions may provide applicants with additional notices or seek additional consents before conducting any background checks. Validity Screening Solutions does charge a fee for its services, currently \$46.00 (subject to change), for which the applicant is responsible. ***(We need your signature for release, but no money is needed now. Further instructions will be provided.)***

In the event that information from a background check or consumer report is utilized in whole or in part in making an adverse decision with regard to admission, enrollment or clinical placement, then before taking such action, the college or Validity Screening Solutions will provide the applicant with a copy of the background check and a written description of the applicant's rights under the FCRA. An applicant may dispute the accuracy or completeness of a background check directly with Validity Screening Solutions. By signing below, the applicant acknowledges and agrees that the college itself is not responsible for the accuracy or completeness of any background check and agrees to release, defend, indemnify and hold the college harmless from and against any and all loss, damage, injury or expenses arising out of such background checks.

By signing below, the applicant hereby agrees that he/she has read and understands the above disclosures and hereby authorizes the college and Validity Screening Solutions or similar agencies to obtain a background check, consumer report and/or investigative report about the applicant for the purposes of determining admission to or enrollment in any of the above programs or participation in clinical training.

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Signature

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Printed Name

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Date