



<p>For Admissions use only.</p> <p>Received By: _____</p> <p>Date: _____</p>

Return this form to:
 Admissions Registration, and Records.
 Wynn Center (Building 10), room 10-201

Clinical Trials Research Associate: Data Management Certificate Admissions Application

First Name: _____ Last Name: _____

Durham Tech Student ID Number: _____ Date: _____

ConnectMail Email Address: _____

NOTE: All official communication from the college is delivered via ConnectMail, including Health Technology admissions decisions.

APPLICATION DEADLINE:
Fall Start: Due July 10

Submit **completed** application packets electronically to Admissions, Registration, and Records. Follow the [instructions to submit electronic documents](#) using our secure system. Acceptable digital formats include PDF, JPEG, TIFF, GIF, and PNG. No faxed or emailed applications will be accepted. Email [Theodore Johnson](#) if you have questions.

CHECKLIST:

All steps below are **required**. Please **check** each item is completed.

Enroll at Durham Technical Community College

View [College enrollment steps](#) on the website.

- I am currently admitted to Durham Tech.
Note: If you have not been enrolled with Durham Tech within the last 12 months, you must reapply to Durham Tech using the [CFNC application](#).
- I have submitted an official transcript(s) from high school and/or college.
 Submit to Admissions, Registration, and Records.
- I have applied for Financial Aid (recommended but not required).
- I have attended a ConnectSession (Student orientation)
Note: Prospective students with 12 or more college credit hours transferred to Durham Tech are not required to attend a ConnectSession, but it is recommended.

Meet Course Placement Requirements

Students must demonstrate they are college ready in one of the following ways (**Check** each item that fulfills this requirement):

- Provide proof of unweighted US high school GPA of 2.8 or higher within the last ten years
- Transfer credit for English and math (college-level algebra)
- Provide proof of completion of an associate's or bachelor's degree
- Provide proof of satisfactory scores on ACT, SAT, GED, HiSET, NCDAP, COMPASS, ASSET, or ACCUPLACER scores within the last ten years
- Demonstrate mastery on RISE English placement test 2 and RISE Math placement test 2; **OR** successfully complete ENG-002 through Tier 2 (grade of P2) & MAT-003 through Tier 2 (grade of P2)

Certificate Qualifications:

Students must demonstrate they have met the Data Management qualifications in one of the following ways (**initial** each item that fulfills this requirement):

- Provide evidence of minimum of a bachelor's degree in biological science, chemistry, computer science, mathematics or statistics, or allied health care with clinical practice **OR**
- Provide evidence of at least ONE YEAR experience in a clinical research field documented by a letter of support from an employer **AND** curriculum vitae/resume demonstrating scope of experience and job responsibilities **OR**
- Provide evidence of completion of a Core Competencies or Advanced Topics certificate(s)

Additional Required Documents:

Students must provide all of the documents listed below with the completed application:

- I have attached a signed Clinical Training Form (form attached)
- I have attached a signed English Language Requirement Form (form attached)

STATEMENT OF STUDENT RESPONSIBILITY

I verify that I have read all the information regarding admissions to the Clinical Trials Program, and understand the steps I must take to qualify for admissions. I understand that it is my responsibility to notify the Admissions, Registration and Records office regarding changes in name, address, or phone number through [eForms](#).

I understand that all official communication from the college is delivered via ConnectMail, including Health and Wellness admissions decisions.

I understand that my Clinical Trials Admissions Application will not be accepted if incomplete.

I understand that accepting a seat within the Clinical Trials program counts as the first admission. A maximum of **two** admissions are allowed.

Name _____ Student ID# _____

Signature _____ Date _____

Statement of Policy Regarding Acceptance for Clinical Training in the Following Programs at Durham Technical Community College

Associate Degree Nursing	Medical Assisting	Practical Nursing
Anesthesia Technology	Occupational Therapy Assistant	Respiratory Therapy
Clinical Trials Research Associate	Pharmacy Technology	Surgical Technology
Health Information Technology	Medical Product Safety and Pharmacovigilance	

Students accepted into the above programs must meet the standards of both the College and the affiliated clinical sites in order to participate in the appropriate clinical training for the program. Each clinical site where a student receives training reserves the right to refuse clinical training to any student found to be unacceptable according to that site's policies and regulations. **Clinical sites require a Criminal Background Check (CBC) prior to the student's placement for training at that site.**

Reasons for refusal could include, among other considerations, a documented criminal background check indicating convictions for drug or alcohol related charges, child abuse or molestation, burglary, larceny, or other convictions deemed inappropriate to the particular clinical setting. In addition, students may be required to submit to a 12-panel drug screening per the clinical site's requirement.

The student must conform to and be subject to all policies and regulations of the assigned clinical site. The site reserves the right to end clinical training of any student whose performance violates rules, policies, procedures or professional standards expected by the agency. Written justification from the clinical site will be provided to the college for such suspension. The clinical site and college personnel reserve the right to take appropriate immediate action, when necessary, to maintain the proper and safe operation of its facilities and the safety of clients in the clinical setting.

Criminal Background Check and Drug Screening: When students are admitted into the program of study, the student receives the CBC and drug screening information and directions: The criminal background check will include reports from all states where the student has lived, worked, or gone to school from the date that they turned eighteen (18) years of age. The CBC will include both felonies and misdemeanors. The National Sex Offender Registry is included in the CBC. Flagged reports are sent directly from the designated CBC vendor to the clinical sites. Durham Tech does not retain copies of the results. **Note: Please do not get this report from your local police department.** The drug screening is a 12-panel test.

Students will pay a fee directly to a designated vendor for the CBC and drug screening.

Additional information on the [Criminal Background Check requirement](#) may be obtained from the Durham Tech website.

I verify that I have read and fully understand the Statement of Policy Regarding Acceptance for Clinical Training at Durham Technical Community College. I also understand that a criminal background check and/or drug testing will be required for placement in clinical training sites for Durham Technical Community College.

NAME (Print) _____ **STUDENT ID#** _____

Program of Study _____

SIGNATURE _____ **DATE** _____

Durham Technical Community College English Language Requirement Form

All health care workers (native and non-native U.S. English speakers alike) are expected to use clear communication skills in the workplace. Students whose native language is not U.S. English are expected to demonstrate "near native" U.S. English language abilities. To confirm this ability, all students entering a Health Technologies program are required to meet the English language requirement.

Students meeting the following criteria must comply with this revised requirement:

1. Students who applied to a Health and Wellness program on or after January 1, 2016, **OR**
2. Students who applied to a Health and Wellness program before January 1, 2016, but have not yet met the previous English language requirement.

Please check the **ONE** that applies:

- I have only attended a U.S. high school, and my first language is U.S. English.
- I have attended school outside the United States.
- My first language is not U.S. English.

If you checked the first checkbox, please sign here. There is nothing further that you need to do.

I understand that this is an official Durham Technical Community College document and that any falsification on this document may result in disciplinary action according to the Student Code of Conduct.

My signature below indicates that I am responding truthfully.

Student Name (print): _____ Student ID: _____

Student Signature: _____ Date: _____

If you checked the second or third checkboxes, you must meet the English Language Requirement by successfully completing **one** of the following options listed on the following page.

1. Take the Duolingo English Test and score 100 points or higher **or**
2. Take the Test of English as a Foreign Language (TOEFL), iBT version (obtain a score of 22 in listening and above 26 in speaking **or**
3. Complete EFL 055 OR EFL 064 and other EFL courses as recommended or required by placement testing (obtain a score of 80% or above).

Note: Scores for the above tests and classes are valid for up to 5 years.

I understand that this is an official Durham Technical Community College document and that any falsification on this document may result in disciplinary action according to the Student Code of Conduct.

I checked the second or third checkboxes; however, I have met the English Language Proficiency Requirement as follows:

- I have taken the Duolingo English Test and scored 100 points or higher.
- I took the Test of English as a Foreign Language (TOEFL), iBT version and scored above 22 in listening and above 26 in speaking.
- I have completed one or more EFL curriculum courses in the areas listening/speaking and have scored an 80% or higher.

My signature below indicates that I am responding truthfully.

How to complete this section: Fill in your name but no other information in the admissions application and email it to wilderp@durhamtech.edu. She will sign it and return it to you. You can then complete the application and submit it electronically (see instructions at the top of the application).

Student Name (Print): _____ Student ID: _____

Student Signature: _____ Date: _____

EAP Representative Name/Title _____

EAP Representative Signature: _____ Date _____