Durham Tech's limited enrollment programs have a selective, competitive admissions process.
Please be sure that you meet all requirements below before submitting your program application.

- ☐ **Apply to Durham Tech** at durhamtech.edu/apply. If you have not attended for 3 semesters, you must reapply.

- ☐ **Submit official transcripts** showing proof of completion of high school or a GED via an approved transcript service (NSCH, Parchment, etc.) DIRECTLY to transcripts@durhamtech.edu

- ☐ **Apply for financial aid** at www.durhamtech.edu/pay-college/financial-aid to complete the FAFSA. Durham Tech's school code is 005448. Please note that you cannot receive financial aid until you have been admitted to an eligible program.

- ☐ **Attend an information session** (not mandatory, but highly recommended). Register for a Virtual CTR info session at https://www.durhamtech.edu/events or by using the following QR code. Info session attendance is valid for one calendar year.

- ☐ **Demonstrate "college-readiness"** by meeting course placement requirements in ONE of the following ways:
  - o Proof of an unweighted high school GPA of 2.8 or higher (must be a US high school)
  - o Proof of an associate or bachelor's degree from an accredited US college or university
  - o Transfer college credit for English and Math
  - o Place out of Dev. Ed coursework via Durham Tech's English and Math placement tests
  - o Successfully complete ENG 025 AND either MAT 025 or MAT 035

- ☐ **Demonstrate English language proficiency.** If English is not your first language and/or you did not attend a US high school, you will need the English for Academic Purposes (EAP) department to verify that you meet English language proficiency requirements for the Health & Wellness programs.

- ☐ **Meet Program Prerequisite Requirements** in at least ONE of the following ways:
  - o Completion of either the CTRA AAS degree or any CTRA certificate
  - o A bachelor**'s** degree or graduate degree in computer information systems, biological science, chemistry, or an allied health area
  - o At least one year of pharmaceutical, biotechnological, or medical device industry experience in clinical data management

- ☐ **Apply to the program** using the following QR code AFTER you have been admitted as a Durham Tech student. Make sure you remain aware of your application deadlines.

AFTER ACCEPTANCE INTO THE PROGRAM:
- ☐ Complete the confirmation form to reserve your seat prior to the deadline
- ☐ Attend a mandatory in-person orientation.
- ☐ Complete all certificate course requirements.

Certificate Course Requirements These courses can only be taken after formal admission to the program. This certificate program is completed entirely online with a Fall start date.

* Fieldwork Experience (Optional)
This can only be taken after completion of all other courses required for this certificate

☐ CTR 110	☐ CTR 217
☐ CTR 210	☐ CTR 225
☐ CTR 215	☐ CTR 230
	☐ CTR 150*