

CENTURY
COLLEGE



Orthotics & Prosthetics Practitioner Program 2012

Application Deadline: April 30, 2012

Information and Application

3300 Century Avenue North
White Bear Lake, Minnesota 55110
651.773.1700
century.edu



Century College is an equal opportunity, affirmative action employer and educator, and a member of the Minnesota State Colleges and Universities system.

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Orthotic/Prosthetic Practitioner Program 2012 Application Deadline: April 30, 2012

About the Program

The Orthotic and Prosthetic Practitioner programs prepare individuals for entry into the field of Orthotics and Prosthetics at the practitioner level. Didactic and laboratory coursework is combined with patient interaction in the areas of lower limb, upper limb, and spinal. Each of these areas contains instruction in anatomy, pathology, kinesiology, pathomechanics, and orthotic design principles. Specialty courses covering gait analysis, biomechanics, muscle testing and material science are also included in the program. The practicum section enables the student to practice clinical patient management skills in an orthotic or prosthetic facility for a minimum of 250 hours.

The programs are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) through the National Commission on Orthotic and Prosthetic Education (NCOPE) and fulfill the requirement to enter a post graduation residency program and also sit for the American Board for Certification examination in Orthotics or Prosthetics.

Program Requirements

Standards and Guidelines for an Accredited Educational Program for the Orthotist and Prosthetist Standards (Essentials) initially adopted in 1993, revised and adopted in 2001 and in 2006 by the:

American Academy of Orthotists and Prosthetists
American Board for Certification in Orthotics and Prosthetics
National Commission on Orthotic and Prosthetic Education

1. A Bachelors Degree in any major with a minimum grade point average of 2.0
2. General prerequisite courses for the program must be:

Recommended minimum 3 semester credits with a **minimum grade of "C"**:

	<u>Century College Course</u> (or transfer equivalent)
(1) General Biology	BIOL 1020 or BIOL 1041 or BIOL 1024
(2) General Chemistry	CHEM 1020 or CHEM 1041
(3) General Physics	PHYS 1020 or PHYS 1041
(4) Psychology	PSYC 1020 or PSYC 1041
(5) Statistics	MATH 1025
(6) Algebra or higher math	MATH 1061 or HIGHER

Recommended minimum 6 semester credits with a **minimum grade of "C"**:

(7) Human Anatomy, including lab	BIOL 2040 or BIOL 2031 (Anatomy/Physiology I)
(8) Physiology, including lab	BIOL 2045 or BIOL 2032 (Anatomy/Physiology II)

3. Century College also recommends as a prerequisite that all applicants have prior technical experience (2080 hours recommended) in the discipline or disciplines applied for. Acceptable technical experience shall include:
- Graduate of an NCOPE accredited Technician program in the discipline(s) applied for
 - One year of lab work experience (2080 hrs) in the field plus minimum fabrication requirements verified by and ABC certified prosthetist or orthotist (see Employee Checklist of Technical Ability included in this packet)
 - Proof of current ABC Registered Technician status

Enrollment Process

Step 1 – Application

- a. **Fully Complete** the Century College Application (if you are a new student)
- b. **Fully Complete** the Century College Orthotic/Prosthetic Application (included in this packet)

Deadlines for Application

Term	Deadline	Term begins	Program Ends
Fall Semester	April 30	Late August	Early July

Step 2 – Complete the Orthotic/Prosthetic Readiness Determination Form

Complete the Orthotic/Prosthetic Readiness Determination Form, found on the back (page 2) of the application form.

Step 3 –Employee Checklist of Technical Ability

If technical experience was completed in a lab, have the Employee Checklist of Technical Ability completed and signed by a certified practitioner and submit with the program application.

Step 4 – Submit Applications

Submit the Orthotic/Prosthetic Practitioner application and if necessary the Century College application with \$20 application fee to the Century College Admissions Office prior to April 30. You may apply to both disciplines using one application.

Request official transcripts from previously attended colleges and universities. Transcripts **must be received** before the April 30 deadline to verify prerequisite coursework.

Step 5 – Selection

Candidates will be selected based on Baccalaureate degree GPA, science prerequisite GPA and technical training. Qualified candidates who are not selected will be placed on an alternate list. Candidates on the alternate list will be notified should an opening occur.

After Application/Acceptance

Step 1 – Applicant Agreement Form and Deposit

The college will inform applicants of their admission status approximately 4 weeks after the application deadline.

Please be aware that this program has a limited enrollment. If accepted, you will be asked to return an acceptance agreement along with a \$100 deposit to reserve your place in the class. The deadline to return your agreement form and deposit is generally two weeks after the acceptance letter is sent. The deposit will be returned during the Fall semester. Financial accounts with Century College must be in good standing or a deposit cannot be accepted.

Step 2 - New Student Orientation and Registration

Registration information will mail with your acceptance letter or shortly after.

Students who have previously attended Century College will be able to register when their fall semester registration window opens.

Students new to Century College will be required to attend a New Student Orientation prior to registering for classes. As an Orthotics and Prosthetic Practitioner student at Century, you are eligible to view an online orientation. Upon acceptance into the program, more information about the orientation and registration process will be sent to you.

Other Information

Financial Aid

Concerns involving maximum credit limits for Financial Aid will be addressed the first week of class.

MN Human Services Background Study:

Minnesota law requires any individual having contact with patients to complete a background study prior to starting clinical experience. An individual may be disqualified from having patient contact and would not be permitted to participate in the clinical experience.

Social Security Notice:

Century College uses Social Security Numbers for student identification purposes on student records. Providing your Social Security number is voluntary. However, if you do not provide your Social Security Number, you may not be considered eligible for Education Tax Credits (Hope and Lifetime Learning Scholarships). If you do not provide this number, your petition will still be processed. This data is requested for purposes of administration, program evaluation and consumer data. Your number also may be used to create summary information about MnSCU programs through data matches with other state agencies.

Data Privacy Notice:

The college is asking you to provide information that includes private and/or confidential information under state and federal law. The college is asking for this information in order to process your petition for residency. You are not legally required to provide the information the college is requesting; however, the college may not be able to effectively process your petition if you do not provide sufficient information. With some exceptions, unless you consent to further release of private information, access to this information will be limited to school officials, including faculty who have legitimate educational interests in the information. Under certain circumstances, federal and state laws authorize release of private information without your consent: (1) to other schools in which you seek to enroll, or are enrolled, if you are first notified of the release; (2) to federal, state and local officials for purposes of program compliance, audit or evaluation; (3) as appropriate in connection with your application for, or receipt of, financial aid; (4) to your parents, if your parents claim you as a dependent student for tax purposes; (5) if the information is sought with a subpoena, to an organization engaged educational research or accrediting agency. Minnesota State Colleges and Universities abide by the provision of Title IX and other federal and state laws forbidding discrimination on the bases of sex, race, color, national origin or handicap and all other state and federal laws regarding equal opportunity.

Need More Information?

- Century website: www.century.edu
- Orthotic Practitioner: Instructor: Katie Voss 651-779-3921 (1-800-228-1978 ext. 3921) e-mail: Katie.voss@century.edu
- Prosthetic Practitioner: Instructor: Steve Stolberg 651-779-3311 (1-800-228-1978 ext 3911) e-mail: Steven.stolberg@century.edu



Employee Checklist of Technical Ability For the Orthotic Practitioner Program Applicant

Please summarize your technical experience below.

	<u>Units of Fabrication Completed</u>
Spinal Orthoses	
Lumbosacral Orthoses	_____
Thoracolumbosacral Orthoses	_____
Corrective Orthoses for Scoliosis	_____
Shoe Modifications and Repair	
Build-ups on Shoes	_____
Miscellaneous shoe modifications	_____
Lower Limb Orthotics	
Foot Orthoses	_____
Ankle-Foot Orthoses, Tracing Layout	_____
Ankle-Foot Orthoses, Metal	_____
Ankle-Foot Orthoses, Plastic	_____
Knee-Ankle-Foot Orthoses, Tracing Layout	_____
Knee-Ankle-Foot Orthoses, Metal	_____
Knee-Ankle-Foot Orthoses, Plastic	_____
Upper Limb Orthotics	
Hand Orthoses, Metal	_____
Hand Orthoses, Plastic	_____
Wrist-Hand Orthoses, Metal	_____
Wrist-Hand Orthoses, Plastic	_____

I _____ C.O. attest to _____
 (Print Name of Certified Orthotist) (Print Name of Applicant)

ability to perform all the duties of an Orthotic Technician as listed above.

Employment starting date: _____ Employment termination date _____

 (Signature of Certified Orthotist) (Certification Number) (Date)

Name of Company _____
 Address _____

 Phone _____



Employee Checklist of Technical Ability For the Prosthetic Practitioner Program Applicant

Please summarize your technical experience below.

Units of Fabrication Completed

- Safe Operation of lab equipment and tools _____
- Identify materials and components commonly used in prosthetic fabrications _____
- Describe structure/function of the musculo-skeletal system _____
- Make plaster of Paris models for BK, AK and UL prosthesis _____
- Lay-up and laminate for sockets and finish laminations _____
- Fabricate below knee PTB socket insert using Pelite _____
- Statically align, BK and AK prostheses _____
- Duplicate BK and AK alignment either horizontal or vertical _____
- Contour and mount BK, AK and arm joints _____
- Interpret BK, AK and UL information/measurement charts _____
- Fabricate below-elbow prosthesis _____
- Fabricate short below-elbow prosthesis _____
- Fabricate above the elbow prosthesis _____
- Vacuum form thermo plastic fabrications for all levels _____

I _____ C.P. attest to _____
(Print Name of Certified Prosthetist) (Print Name of Applicant)

ability to perform all the duties of an Prosthetic Technician as listed above.

Employment starting date: _____ Employment termination date _____

(Signature of Certified Prosthetist) (Certification Number) (Date)

Name of Company _____

Address _____

Phone _____



Send to: **Admissions Office**
 3300 Century Avenue North
 White Bear Lake, MN 55110

Orthotic/Prosthetic Practitioner Application Form -- 2012

Please submit this application to the **Admissions Office**.

If you have **NOT** previously attended Century College, please complete and submit the Century College application with the \$20 application fee. The \$20 application fee is only required for NEW Century College students.

This application is not a substitute for the Century College application.

This application is for:	Orthotic Practitioner _____ Prosthetic Practitioner _____	YOU MAY APPLY TO BOTH PROGRAMS USING ONE APPLICATION
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***** APPLICATION DEADLINE: April 30, 2012*****

PLAN AHEAD. Application and **all** supporting documentation (official transcripts and/or employer verification forms) must be received prior to the deadline.

Name (Last, First, Middle Maiden)		Student ID Number / Social Security Number	
Address	City	State	Zip Code
E-mail Address (E-mail may be used to communicate important information about your application.)	Home Phone ()	Mobile Phone ()	

Educational Record: Names of secondary schools, colleges and technical schools attended:

High Schools or GED *	State	Town or City	Dates		Degree or diploma received
			From	To	

Colleges, technical or other post secondary schools	State	Town or City	Dates		Certificate, degree or diploma received
			From	To	

Please request **official** transcripts from each institution attended to be sent to the Records Office at Century College.

Employment Record: List your employment and/or volunteer record indicating most recent employment first.

Employer or Organization	Nature of work	Dates of employment	
		From	To

Admission is granted without regard to race, creed, color, sex, age, national origin or handicap. This institution abides by the provisions of Title IX, federal legislation forbidding discrimination on the basis of sex and by all other federal laws regarding equal opportunity.

Note: Federal and state legislation requires that the contents of student files be open to review by the student. Application forms, high school transcripts, test date, letters, and recommendations that are sent as part of any application for admission will be open to the student's review upon request.

Orthotic/Prosthetic Readiness Determination Form

Educational Background

An official transcript from previous colleges verifying Bachelors degree (BA/BS in any major) is required

College: _____ Major: _____ GPA: _____

Prerequisites

Each of the following college level courses are required with a minimum grade of "C".
Minimum credit recommendations vary for each course.

	<u>Course #</u>	<u>Institution</u>	<u>Grade</u>
General/Introductory Biology (BIOL 1021, 1041 or 1024)			
General/Introductory Chemistry (CHEM 1020 or 1041)			
General/Introductory Physics (PHYS 1020 or 1041)			
Basic Human Anatomy (BIOL 2040) or Human A/P 1 (BIOL 2031)			
Basic Human Physiology (BIOL 2045) or Human A/P 2 (BIOL 2032)			
Gen. Psychology (PSYC 1020) or Develop Psychology (PSYC 1041)			
Statistics (MATH 1025)			
College Algebra or Higher Math (MATH 1061)			

Student is responsible for submitting official transcripts from all colleges and universities attended. Only transcripts received in a sealed institution envelope are considered official.

TECHNICAL EXPERIENCE Please check one.

- _____ 1. GRADUATION FROM AN ACCREDITED TECHNICIAN PROGRAM:
- | | | |
|-------------|--------------------|------------------------|
| | <u>Institution</u> | <u>Graduation Date</u> |
| ORTHOTICS | _____ | _____ |
| PROSTHETICS | _____ | _____ |
- _____ 2. ONE YEAR OF LAB EXPERIENCE IN THE FIELD VERIFIED BY A CERTIFIED ORTHOTIST/ PROSTHETIST. (Please use attached Employer Checklists if interested in this option. Forms must be signed by a certified practitioner).
- | | | |
|-------------|------------------|----------------------------|
| | <u>Employer:</u> | <u>Dates of Employment</u> |
| ORTHOTICS | _____ | _____ |
| PROSTHETICS | _____ | _____ |
- _____ 3. PROOF OF CURRENT ABC REGISTER TECHNICIAN STATUS
- _____ 4. NO TECHNICAL EXPERIENCE

Applicant Signature

I hereby certify that the information provided on this application form and in all other admission application materials is complete, accurate, and true to the best of my knowledge. I understand that there may be more qualified applicants than available space in the class and that completion of application requirements does not guarantee acceptance into the program.

Signature

Date

Applications will not be considered unless signed and dated and must be complete by the deadline date. Documentation received after the deadline may not be considered in the selection process.