

**Healthcare Informatics Certificate Program  
Admission Requirements Checklist  
(Meeting minimum requirements does not guarantee admission)**

Term	**Applications Accepted	Application Review	Student Notified By MySPC Email
Fall: August	March 1 - May 15	May 16 - June 30	July 1
Spring: January	July 1 - Sept 15	Sept 16 - Oct 31	Nov 1
Summer: May	November 1 – January 15	Jan 16 – Feb 28	March 1

**HEC Requirements**

- Complete the [St. Petersburg College Admission Application](#) and pay the non-refundable fee.  
**\*Note to Returning Students** If you have not enrolled in courses in the six previous semesters, you will need to complete the online [Readmission Application in MySPC](#).
- Submit official, unopened (sealed) high school transcript(s) or GED transcripts. We do not accept unofficial copies or official copies that have been opened. Applicants who have earned an Associate in Arts, Associate in Science, Associate in Applied Science, Baccalaureate, or higher degree from a regionally accredited institution are waived from this requirement.
- Submit official, unopened (sealed) transcripts from all regionally accredited colleges and/or universities. We do not accept unofficial copies or official copies that have been opened.
- Students must demonstrate they are at college level in Writing, Reading, and Math either through appropriate test scores, or through appropriate course completion.
- Students must have a cumulative 2.0 GPA.

**Program Requirements**

- Complete **CGS 1100 Computer Applications** and **HSC 1531, Medical Terminology with grades of "C" or better**.
- Submit the Health Programs Application by going to <https://web.spcollege.edu/hec/application/apply>

*\*\*All transcripts must be received and evaluated by St. Petersburg College at least 30 days prior to the application deadline to ensure consideration.*

**Accessibility Services**

St. Petersburg College is committed to providing quality education and services to all students by ensuring that admission, academic programs, support services, student activities, and campus facilities are accessible to and usable by qualified students with disabilities. Each specific health program has its own [technical standards](#) which all students must meet with or without an accommodation(s). To help students achieve success, Accessibility Services works with students, faculty, and staff to coordinate the provision of reasonable accommodations. To put your accommodations in place, please contact the Health Education Center (HEC) Accessibility Services at 727-341-3721 or <http://www.spcollege.edu/accessibility/> even if you are registered with another campus.

**Selection Criteria**

Due to enrollment limitations, meeting minimum requirements does not guarantee admission. When the number of eligible applications exceeds the program availability, selective criteria will be used to determine which applicants will be offered admission. Students will be considered using a point system based on health program GPA, pre-entry, general education, and support coursework completed, according to the following:

- **5 points** will be awarded based on the health program pre-entry courses completed.
- **40 points** may be awarded based on the health program GPA grades earned from pre-entry courses. (A grade of “P” will be assigned the value of a student’s cumulative GPA for selective admission GPA calculation purposes for this program, excluding the computer competency.)
- **All application requirements must be satisfied by the close of the application window.**

If you are not offered admission, you will need to reapply during the appropriate application acceptance period for your desired start date.

If you are offered admission you will need to complete the following pre-enrollment requirements by a specific due date to maintain eligible status.

- Complete the Student Services and Program orientation. (Date Provided in Admission Letter).

**Program Admission Statistics**

On average, approximately 60 students apply for admissions each application period. Of these, 40 are accepted.

**Program Information**

As an informatics expert, you help design and analyze the systems and databases that maintain electronic medical records, a critical role for insurance reimbursements and quality of care.

Our program prepares you for the following careers:

- Health Data Technician
- Health IT Leadership
- Implementation Support Specialist
- Health Software Support

**Estimated Costs**

<b>*1Tuition</b>	<b>**Physical &amp; Immunizations</b>	<b>Drug &amp; Background Check</b>	<b>Uniforms, Special Equipment Lab Fees &amp; Other Costs</b>	<b>Textbooks</b>	<b>State Exam &amp; License Fees</b>	<b>Total</b>
\$1,960	Not Required	Not required	Not Required	\$700	Not Required	\$2,660

\*[Tuition](#) is estimated using the Florida resident rates. Out-of-state residents will have higher tuition fees.

<sup>1</sup>Tuition is for core coursework only. General Education and Support courses are not included.

\*\* These are high estimates; actual costs will vary depending on health insurance coverage.

PRE-ENTRY REQUIREMENT (5 credits) - May not be satisfied by an Associate in Arts or higher degree.	CREDIT POINTS
CGS 1100 - Computer Applications	3
HSC 1531 – Medical Terminology	2
<b>MAXIMUM POINT TOTAL = (CREDIT POINTS + GPA POINTS) = TOTAL POINTS</b>	
Credit Points	5
GPA Points	40
Total Points	45

### Ensuring Course Requirements are Satisfied

\*It is the student's responsibility to make sure transfer coursework meets the course requirements for SPC.

*\*\*All transcripts must be received and evaluated by St. Petersburg College at least 30 days prior to the application deadline to ensure consideration.*

Courses that transfer in as "Elective" 1999, 2999, 3999 prefix do not satisfy requirements. Student must request Alternate Satisfaction for the specific course in order for the course to meet the specific requirements.

Ex: If speech transfers in as: SPC 1999 it does not meet the requirement for speech. An alternate satisfaction would need to be requested.

To initiate the alternate satisfaction request/review process:

Complete the Alternative Satisfaction Survey, which is now active at <https://web.spcollege.edu/survey/21215>:



Before you begin filling out this form, be sure to have the following available to upload:

- 1 - The syllabus of the course you wish to use to satisfy an SPC course (PDF or Word formats only).
- 2 - If the course was completed at another institution, an unofficial or official transcript (PDF or Word formats only).

### Evaluating/Posting Transfer Credit to Your SPC Records

Direct questions regarding transfer credit evaluation to [transcript.evaluator@spcollege.edu](mailto:transcript.evaluator@spcollege.edu)

**\*\*Students need to send an email from their SPC email address and include the following information when contacting Central Records:**

Student Name and SPC Student ID Number

Course prefix, number, title and term/year completed as it appears on student's original transcript