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

<table>
<thead>
<tr>
<th>Term</th>
<th><strong>Applications Accepted</strong></th>
<th>Application Review</th>
<th>Student Notified By MYSPC e-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall: August</td>
<td>March 1 - May 15</td>
<td>May 16 - June 30</td>
<td>July 1</td>
</tr>
<tr>
<td>Spring: January</td>
<td>July 1 - Sept 15</td>
<td>Sept 16 - Oct 31</td>
<td>Nov 1</td>
</tr>
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</table>

☐ 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 (Flexible Placement does not satisfy this requirement).

☐ Students must have a cumulative 2.0 GPA.

☐ 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.

DK3 10/19
Selection Criteria

The Healthcare Informatics Certificate program will accept applications continuously through the Fall semester (for Spring entry) and the Spring/Summer semesters (for Fall entry). All qualified students will be offered admission. Please allow up to 3 weeks for processing.

If you are offered admission, you will need to complete the online Program Orientation and the Letter of Intent survey (provided in the admission E-mail).

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

<table>
<thead>
<tr>
<th><strong>Tuition</strong></th>
<th><strong>Physical &amp; Immunizations</strong></th>
<th><strong>Drug &amp; Background Check</strong></th>
<th><strong>Uniforms, Special Equipment Lab Fees &amp; Other Costs</strong></th>
<th><strong>Textbooks</strong></th>
<th><strong>State Exam &amp; License Fees</strong></th>
<th><strong>Total</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,960</td>
<td>Not Required</td>
<td>Not required</td>
<td>Not Required</td>
<td>$1,293</td>
<td>Not Required</td>
<td>$3,253</td>
</tr>
</tbody>
</table>

*Tuition is estimated using the Florida resident rates. Out-of-state residents will have higher tuition fees.
†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.

St. Petersburg College is committed to equal access/equal opportunity in its programs, activities, and employment. For additional information visit spcollege.edu/eaeo/
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 Satisfactions 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:

Evaluating/Posting Transfer Credit to Your SPC Records

Direct questions regarding transfer credit evaluation to 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