

## Health Care Services Certificate Admission Requirements Checklist

The Health Care Services Certificate program will accept applications continually throughout the year. The program is open access; it does not require a secondary health admissions application.

### SPC ADMISSIONS

- Complete the [St. Petersburg College Admission Application](#) Select Certificate-Health Care Services on the admissions application and pay the **\$40** 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](#). You will be asked if you want to complete the readmission process when you log in to MySPC.
- Submit official, unopened (sealed) high school transcript(s) or GED transcripts. Submit all official, unopened (sealed) college transcripts from previously or currently enrolled colleges. We do not accept unofficial copies or official copies that have been opened. Applicants who have earned an Associate, Baccalaureate, or higher degree from a regionally accredited institution are waived from this requirement.
- Students must demonstrate college level competency in English, Reading, and Math either through appropriate test scores, or through appropriate course completion.

### PROGRAM REQUIREMENTS

- Maintain a minimum 2.0 GPA on a 4.00 scale for the [Health Care Services curriculum](#).
- Complete 32 semester hours of major core courses from the Health Sciences curriculum. All courses grades must be a "C" or higher.
- Submit proof of CPR certification valid for 2 years that covers cardiac and breathing emergencies in adults, including the use of AED, & infant/child CPR, from American Heart Association or American Red Cross to the instructor by completion of HSA 2182 Health Services Management Concepts course to receive course grade.

## Program Information

This program prepares you to work in the health care field. The courses necessary to earn a certificate in Health Care Services and to be eligible for certification examination in Excel Spreadsheets are a part of the AS Health Sciences degree plan. Students may earn the certificate in Health Care Services and become eligible for certification examination in Excel Spreadsheets without completing the AS degree.

Submitting proof of CPR certification valid for 2 years that covers cardiac and breathing emergencies in adults, including the use of AED, & infant/child CPR, from American Heart Association or American Red Cross to the instructor by completion of HSA 2182 Health Services Management Concepts course is required to receive course grade.

## Notice to Out-of-State Online Students

Due to state authorization requirements for distance learning for each state, students who reside in Alabama, Arkansas, Massachusetts, Minnesota and Nevada can no longer be enrolled in online classes at St. Petersburg College as long as they are residents of those states. If you have questions regarding this new policy, please send them to [information@spcollege.edu](mailto:information@spcollege.edu).

## Health Care Services Certificate Core Curriculum

HEALTH CARE SERVICES CERTIFICATE (COMPLETE 32 CREDITS)	CREDIT POINTS
ACG 2021 Financial Accounting	3
BSC 1084C Essentials of Human Anatomy & Physiology	4
CGS 1100 Computer Applications	3
CGS 1515 Spreadsheet Techniques and Programming	3
HIM 2012 Health Law Concepts and Practices	2
HIM 2223 Introduction to Coding and Reimbursement Systems	2
HIM 2510 Quality and Performance Improvement	2
HIM 2652 Electronic Health/Medical Record Systems	2
HSA 1100 Healthcare Delivery Systems	3
HSA 2001 Interprofessional Team Based Health Care	2
HSA 2182 Health Services Management Concepts	2
HSC 1149C General Pharmacology for Health Professionals	1
HSC 1531 Medical Terminology I	2
HSC 2721 Evidence-Based Healthcare Practice	1

## Estimated Costs

*Tuition	**Physical & Immunizations	Drug & Background Check	Lab Fees & Other Costs	Textbooks	Liability Insurance	Total
\$3,608	Not required	Not required	\$ 466.01	\$1608	Not required	\$5,682.01

- [\\*Tuition](#) is estimated using the Florida resident rates. Out-of-state residents will have higher tuition fees. Tuition estimate does not include additional general education or foreign language credits to meet graduation requirements.
- \*\* These are high estimates; actual costs will vary depending on health insurance coverage