

# PROGRAM APPLICATION FORM

**Algonquin College, School of Part-time Studies**  
1385 Woodroffe Ave, Main Bldg, C137, Ottawa, ON K2G 1V8

## **STERILE SUPPLY PROCESSING PROGRAM**

STUDENT NUMBER \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(If known) (Day) (Month) (Year)

NAME: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Surname) (Given Name) (Maiden name if applicable)

ADDRESS: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Apartment & Street #) (City & Province) (Postal Code)

TELEPHONE #:  
Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Business: \_\_\_\_\_

EMAIL: \_\_\_\_\_ CITIZENSHIP: \_\_\_\_\_

### **EDUCATION RECORD:**

Post-Secondary (College/University), Secondary (High School) Please attach copy of documents.

Institution	Location	Program Enrolled	Date of Completion

### **EMPLOYMENT RECORD:**

List in order, beginning with the most recent. Please attach copy of resume.

Employer	Address	Job Title	Full/Part Time	Hours Per Week	Start (M/Y)	End (M/Y)

Notification: Algonquin College has a Confidentiality of Records Policy which protects the privacy of personal information held on student records. This policy is now supported by the Freedom of Information and Protection of Individual Privacy Act which came into effect January 1, 1989. The information gathered through the Program Application is collected under the legal authorization of the Colleges and Universities Act R.S.O. 1980, c.272. The information is used for the educational, administrative and statistical purposes of the College and/or Ministries and Agencies of the Government of Ontario and the Government of Canada.

**I agree that the information above is accurate and that I am over 19 years of age.**

Print \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

*Please see reverse for Program Eligibility*

ALGONQUIN COLLEGE - SCHOOL OF PART-TIME STUDIES  
Return all supporting documentation for **Sterile Supply Processing**  
to R. Helie, Main Building, Room C137  
1385 Woodroffe Avenue, Ottawa, ON K2G 1V8

Please return your Program Application Form and all supporting documents before **August 1, 2009**.

**For more information – see website:**

[http://extraweb.algonquincollege.com/ce\\_programs/programOverview.aspx?id=6310X02PWO&](http://extraweb.algonquincollege.com/ce_programs/programOverview.aspx?id=6310X02PWO&)

### **College Admission Requirements:**

**Sterile Supply Processing** applicants must have:

- Ontario Secondary School Diploma (OSSD) or equivalent
- OR
- Mature Student status (19 years of age or older).

**NOTE:** You must submit proof of an Ontario Secondary School Diploma (OSSD) or equivalent, as well as proof of an Ontario Secondary School Grade 12 English or equivalent (as assessed by the Algonquin College Test Centre – **dates below**), and an up-to-date Résumé. If you do not attach this information to your Program Application Form, it will not be considered for acceptance into the program.

If you require an English Assessment, please contact the Algonquin College Test Centre at 613-727-4723, ext. 7079 to book an appointment to be assessed. The assessment will be held on **Tuesday, June 9th** or **Thursday, July 15th** at **9 am** (please choose one date when booking your appointment).

### **Program Eligibility:**

Proof of good health and up-to-date immunization by means of a completed Algonquin College Medical and Immunization Form, as well a Police Record Check to be provided to the College after admission to the program.

### **Certificate Requirements:**

To be eligible to receive the Sterile Supply Processing Certificate, the student must complete all the courses listed in the Program of Study.

### **FIELD PLACEMENT:**

Agencies that allow the College access for the field placement may require students in this program to have a clear police records check.

To be eligible to participate in the field placement, you must submit proof of a clear police records check to the Program Department prior to the beginning of placement.

If you have been convicted of an offense under the criminal code for which you have not been pardoned, you may be unable to participate in the field placement. Successful completion of the field placement is a requirement for graduation.

If you register in the program and have a criminal record for which you have not received pardon, you must meet with the Departmental Chair prior to the first day of classes.

It is your responsibility to obtain this police records check from your local Police Department and to pay for any associated costs.