

FOOTHILL COLLEGE INFORMATION FOR NEURODIAGNOSTIC TECHNOLOGY PROSPECTIVE APPLICANTS

Application deadline: **March 31st by 11:59 PM**

Thank you for your interest in Foothill College Neurodiagnostic Technology Program.

PROGRAM MISSION

The Foothill College Neurodiagnostic Technology Program prepares competent, compassionate, and ethical entry-level neurodiagnostic technologists through classroom instruction, hands-on laboratory training, and supervised clinical education. Graduates develop technical excellence, critical thinking, professionalism, and patient-centered care while building a foundation for lifelong learning and professional growth.

PROGRAM GOALS

1. Students will be clinically competent.
2. Students will communicate effectively as an active member of the health care team.
3. Students will apply critical thinking.

Please read the following information carefully:

1. All prerequisites must be completed to have a valid application. All transcripts must be sent electronically to Foothill College Admissions and Records, before the application deadline. Should your college not offer electronic transcripts, official sealed transcripts sent by mail will suffice.

PREREQUISITES - must be completed by the end of fall quarter/semester with a grade of "C" or higher.

- **High School Diploma** or GED.
- **All college transcripts** are required for new applicants. Also, pre-2018 previously qualified applicants with new coursework must submit new transcripts. If you have already submitted transcripts to Admissions and Records, please be sure they are the most up to date.
- Minimum cumulative college **GPA of 2.0** or higher.
- **MATH 40A** or equivalent college-level course completed with a grade of "C" or higher. If you satisfy Math proficiency via HS AP score of 3 or higher, you must include a copy of the test results.
- **CHEM 30A**, or **CHEM 25**, or ANY college chemistry, including a lab, with a grade of "C" or higher.
- **COMM 2** (Interpersonal Communication) with a grade of "C" or higher.
- **ENGL C1000**, or **C1000H**, or **ESL 26**, completed with a grade of "C" or higher.
- **AHS 52** or ANY Medical Terminology of 3 quarter units or 2 semester units or more with a grade of "C" or higher.
- **BIOL 40A, 40B & 40C**, or a semester of Anatomy and a semester of Physiology, must accumulate to a 2.5 GPA. Please visit the [Prerequisites Webpage](#) for more information.
- Neurodiagnostic Information Session (In person)

2. Equivalent Courses

Please review the ***Neurodiagnostic Technology Prerequisite Equivalency Chart*** on the [Neurodiagnostic Technology Prerequisite](#) page to view a list of some of the equivalent courses to our program prerequisites. The courses listed as equivalent **do not** need to be petitioned for equivalency. Please refer to this chart if you plan to take, or have taken, prerequisite courses outside of Foothill College. Courses not listed must be petitioned through our Counseling Department.

3. Counseling and Transferability

It is recommended that prospective applicants meet with an academic counselor to review their college transcripts **only if** prerequisite courses are not listed on the ***Neurodiagnostic Technology Prerequisite Equivalency Chart***. Any courses needing to be petitioned for equivalency will be done at this time. The deadline for students to submit petitions is **January 31st** prior to the application deadline. To make a 30-minute counseling appointment you must have a valid Foothill College student CWID number. Bring transcripts and pertinent documentation (such as course outlines/descriptions/transcripts) to your appointment. It is strongly recommended that applicants complete the General Education courses required for the

Associate's Degree. Questions regarding graduation requirements, and transferability of course work should be directed to one of the academic counselors in the Counseling Center at Foothill College. [To make a counseling appointment, click here.](#)

- **Recency.** There is no course recency requirement for this program. Program prerequisites are not expected to have been completed within a certain timeframe.
- **Equivalency.** All prerequisite coursework taken at colleges or universities other than Foothill College must be comparable in content to the required Foothill course in order to be applicable to this program.
- **Work in Progress.** No prerequisite coursework may be in progress at the time of applying. All prerequisites must be shown as complete with a grade on official transcripts.
- **General Education.** All General Education courses must be completed to earn the Associate of Science degree in Neurodiagnostic Technology; otherwise the student will not be eligible to sit for the ABRET national certification exam to become registered. Due to the rigorous course load during the Neurodiagnostic program, we **strongly recommend** that all applicants complete their General Education courses prior to applying for the program.
- **Associate / Bachelors Degree.** If you have a Bachelors Degree from a California State University or from a UC, or an Associate Degree from a California Community College your General Education requirements will be waived. Waiver does not include prerequisites.
- **Grades** of C- or lower are NOT acceptable in fulfillment of prerequisite courses.

4. Transcripts – should include all work shown as completed on the application. [For the transcript submission process, see the downloadable *Application Instructions*.](#) **DO NOT attach transcripts to the application.**

Note: ALL college transcripts are required, even if the courses don't seem relevant. An application that is not completely filled out and/or does not have all transcripts submitted by the application deadline will be considered incomplete.

Previous Applicants - All previous applicants must re-apply via MyPortal and resubmit all updated (changed) transcripts electronically to the Foothill College Admissions and Records Department. Should your college not offer electronic transcripts, mailed official sealed transcripts will suffice.

5. International transcripts and degrees - Must be evaluated and translated into equivalent college hours by one of the following agencies only if you wish to see if you're eligible to receive prerequisite or degree

credit. Please visit any of the sites listed below and request a course-by-course evaluation if you would like to have your international coursework evaluated.

International Educational
Research Foundation, Inc.
Credentials Evaluation Service
P.O. Box 3665
Culver City, CA 90231
310.258.9451
<http://ierf.org/>

Academic Credentials
Evaluations Institute, Inc. 9854
National Boulevard, Box #186
Los Angeles, CA 90034
800.234.1597 (USA only)
<http://www.acei1.com/>

Educational Records Evaluation Service
601 University Avenue, Suite 127
Sacramento, CA 95825
916.921.0790
<http://www.eres.com/>

Note: Fees and turn-around times vary with the above agencies. Be sure to allow sufficient time for your request to be processed well before the deadline.

SUBMITTING AN APPLICATION

In order to apply to the Neurodiagnostic Technology Program at Foothill College a Foothill College student ID is required. If you do not have a student ID please click here to apply for one: [Apply to Foothill College](#). The online application will be available via MyPortal beginning January 1st. The deadline to submit your application online is **March 31st** by 11:59pm.

ADMISSION POLICY

Admission is based on criteria approved by Foothill College and consistent with State and Federal law, regulations, and program accreditation guidelines. Primary admission criteria include completion of prerequisite courses with a grade "C" or better, anatomy and physiology GPA of 2.5 or higher, cumulative college GPA of 2.0 or higher for all colleges attended, and compliance with the technical standards stated in the application.

SELECTION PROCEDURE

1. The Neurodiagnostic Admission Committee is composed of the Neurodiagnostic Program Director, the Neurodiagnostic Medical Director, clinical coordinator, and program faculty.
2. Completed electronic applications are received and reviewed. Upon submission of the signed application, an email is automatically sent to the applicant with a confirmation of application submission.
3. All viable applicants will be put in a lottery and 26 - 30 students selected randomly. If spaces become available before instruction begins, a random lottery selection by number will occur.
Applicants will be notified through e-mail of their program status by May 1st.

SPECIAL CIRCUMSTANCES

1. **Discrimination Policy** - Foothill College will not discriminate against any person in the provision of any program or services based on race, color, national or ethnic origin, age, gender, religion, sexual orientation, marital status, or physical/mental disability. For more information please visit:
[Neurodiagnostic Technology Student Handbook](#)

2. **Pregnancy Policy** - In compliance with Nuclear Regulatory Commission regulations regarding the declared pregnant student, students have the option of whether or not to inform program officials of pregnancy. A student who has chosen to declare their pregnancy will follow the Foothill College pregnancy policy listed in the Neurodiagnostic Technology Student Handbook available for review on the program website: [Neurodiagnostic Technology Student Handbook](#)
3. **Felony & Misdemeanor Convictions:** An applicant who has been arrested and/or convicted of a felony offense, drug or alcohol related offense, or certain offenses involving unethical behavior prior to admission or during the course of the Neurodiagnostic Technology Program may not be eligible for certification and registration by the American Board of Registration of Electroencephalographic and Evoked Potential Technologists (ABRET). An individual who has been involved in a criminal proceeding or who has been charged with or convicted of a crime may file a request for pre-application review with the ABRET in order to obtain a ruling on the impact of the situation on their eligibility for certification and registration. Pre-application review procedure is available at the ABRET website at: [Ethics & Professional Conduct :: ABRET](#)

FINANCIAL INFORMATION

1. **Physical examinations, immunizations, background screening, and drug testing** are required to attend clinical internships. Positive results on background checks and drug testing could impact a student's ability to attend clinics, complete the program requirements, or gain a license to practice upon graduation. The student will pay the cost of required physical examinations, immunizations, background screenings, and drug tests. **Students are required to have health insurance while in the program.** Students accepted into the program will be provided with specific details. Policies and procedures for drug tests and background screening are available for review on the website at: [Neurodiagnostic Technology Student Handbook](#)

Immunizations - All applicants admitted into this program will be required to complete a physical examination by the Foothill College Health Office. Students will be required to show evidence of the following immunizations or titers along with the physical examination:

Hepatitis B, Tdap, MMR, Varicella, Covid, Influenzas

2. **Financial Support:** While in the Neurodiagnostic Technology Program, you will require significant financial support. Neurodiagnostic Technology students are routinely assigned clinical activities at hospitals or clinics removed from the campus. You will need to provide transportation for such assignments. The number of laboratory and clinical hours make it difficult for a student to work while enrolled in the program. In addition, working while enrolled in the program is going to put a strain on your ability to study for your neurodiagnostic courses. We suggest you keep your work commitments to a minimum in order to be successful in your course work. Though most of the classes and clinical work is scheduled during the day hours, there may be assignments in the evening, on Saturdays or on Sundays. We strongly recommend you plan ahead financially for the 21 months in the program.

Enrollment fees: visit [Registration Fees](#) for current registration fees.

Program expenses for the 23-months are approximated as follows:

Upon entering the Program, the student should be prepared to meet certain financial expenditures:

1. No on-campus housing is available. The student should be prepared to rent or buy living quarters within approximately 15 miles of the college. Students living away from home may be able to receive some financial assistance by applying to the Financial Aid Office. In attempting to locate living quarters, the student might contact the office of Student Activities.
2. Because of the varying locations of Program affiliates, reliable transportation is absolutely imperative. To cut down on expenses, car-pooling can be arranged.
3. For the 21-month Program, the **estimated** costs are as follows:

Orientation & Fall Quarter 1st year

Basic Fees*	\$56.00
Enrollment Fees per unit in State*	\$31.00
Enrollment Fees per unit Out of State*	\$163.00
Textbooks	\$700.00
Lab Coats, Uniforms, Shoes	\$ 250.00
Parking Fees - Annual Pass	\$90.00
Neurodiagnostic Lab Kit Year 1	\$ 365.00
Name Badge	\$ 3.00
Syllabus Fees	\$ 120.00
<u>Background Check</u>	<u>\$130.00 (\$65 / check</u>
<u>Drug Test</u>	<u>\$70.00 (\$35 per test)</u>
Physical and miscellaneous tests (Campus Health Center cost is approximately \$200 if no additional vaccinations required: Physical, Titters, 2-step TB, Vision and Hearing tests only. 2nd physical may be required)	<u>Per Medical Plan</u>
<u>Bloodborne Pathogens Modules</u>	<u>\$12.50</u>
<u>Electronic Program Management System</u>	<u>\$35.00</u>
<u>CPR</u>	<u>\$65.00</u>
TRAJESYS - Clinical Tracking System	\$150.00

Winter Quarter 1st year

Basic Fees*	\$56.00
Enrollment Fees in State*	\$31.00
Enrollment Fees Out of State*	\$163.00
Textbooks	\$250
Syllabus Fees	\$100.00

Spring Quarter 1st year

Basic Fees*	\$56.00
Enrollment Fees in State*	\$31.00
Enrollment Fees Out of State*	\$163.00
Textbooks	\$250.00
Syllabus Fees	\$60.00

Summer Quarter 1st year

Basic Fees *	\$56.00
Enrollment Fees in State*	\$31.00
Enrollment Fees Out of State*	\$163.00
Textbooks	\$100.00
Parking Fees - Annual Pass	\$90.00
Neurodiagnostic Lab Kit Year 2	\$100.00
Syllabus Fees	\$40.00
Bloodborne Pathogens Modules	\$12.50

Fall Quarter 2nd year

Basic Fees*	\$56.00
Enrollment Fees in State*	\$31.00
Enrollment Fees Out of State*	\$163.00
Textbooks	\$200.00
Annual Physical/Background Check/Drug Test	\$105.00
Syllabus Fees	\$60.00

Winter Quarter 2nd year

Basic Fees*	\$56.00
Enrollment Fees in State*	\$31.00
Enrollment Fees Out of State*	\$163.00
Textbooks	\$200.00
Syllabus Fees	\$60.00

Spring Quarter 2nd year

Basic Fees*	\$56.00
Enrollment Fees in State*	\$31.00
Enrollment Fees Out of State*	\$163.00
Application Fees for ABRET / National Board Exams	\$700.00
Syllabus Fees	\$20.00

Total approximate cost for the program in-state tuition is: \$6800-\$7800

*For current registration fees, please visit: [Registration Fees](#)

All fees are subject to change and are approximation at time of publication.

Financial Aid Assistance and services are available at Foothill College. Please call 650-949-7245 or visit the website at: [Financial Aid Website](#)

Accreditation

Foothill College intends to pursue programmatic accreditation through the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon meeting eligibility requirements.

Once again, thank you for your interest in the Neurodiagnostic Technology Program. Please review the technical standards on the following page to ensure a detailed understanding of our program requirements.

For more information or additional questions that are not addressed by this document, please contact counseling or visit the Health Sciences and Horticulture webpage.

TECHNICAL STANDARDS FOR THE FOOTHILL COLLEGE NEURODIAGNOSTIC TECHNOLOGY PROGRAM

In the interest of your own personal safety, the safety of your patients, and the potential liability to the college, there are significant requirements that must be met before your admission to the program is finalized. The attendance requirements and stamina demands on the Neurodiagnostic Technology student require student technologists to be in good physical and mental health. Please read this form carefully and initial each technical issue standard if you can comply with the standard.

ISSUE	DESCRIPTION	STANDARD	EXAMPLES OF NECESSARY ACTION	✓
Hearing	Use of auditory sense.	Auditory ability sufficient to monitor & assess patient health needs.	Ability to hear & verbally respond to patient questions & directions from instructors, students, physicians and staff in person or over the phone. Hear blood pressure.	☐
Visual	Use of sight.	Visual ability sufficient for observation and assessment necessary in Neurodiagnostic Technology.	Observe patients during neurodiagnostic procedures; accurately measure and apply electrodes; assess electrode placement and skin integrity; monitor patient behavior and neurological responses; identify waveform morphology, artifacts, and technical quality on EEG and other neurodiagnostic recordings; verify proper equipment function and data acquisition throughout testing.	☐
Tactile	Use of touch.	Tactile ability sufficient for patient assessment and the safe operation of neurodiagnostic instruments and equipment.	Perform patient assessment; measure, mark, and apply electrodes; prepare the scalp and maintain electrode integrity; manipulate recording equipment, cables, and accessories; operate neurodiagnostic instrumentation safely and accurately while maintaining patient comfort.	☐
Mobility	Physical ability, strength & stamina.	Physical abilities and stamina sufficient to perform the required functions of patient care and neurodiagnostic procedures.	Lift, carry, or move objects weighing up to 50 pounds; stand for extended periods; assist with patient transfers and positioning; reach overhead and around patient care equipment; transport and position portable EEG equipment and supplies in various clinical settings, including intensive care units and operating rooms.	☐
Motor Skills	Physical ability, coordination, dexterity.	Gross & fine motor abilities sufficient to provide safe & effective patient care.	Perform precise measuring, marking, and electrode application; manipulate small electrodes, collodion applicators, conductive paste, and instrumentation; operate computers and neurodiagnostic equipment; respond quickly during patient events while maintaining recording quality and patient safety.	☐
Communication	Speech, reading, writing Effective use of English language. Communication abilities sufficient for effective interaction in verbal, nonverbal & written form.	Comprehension & accurate recall of verbal & written communication Interaction with patients, families, students, instructors, physicians & staff. Effectively understanding verbal & nonverbal behavior.	Concisely & precisely explain treatment & procedures, interpret patients response and provide documentation following ethical & legal guidelines.	☐
Interpersonal	Ability to relate to others	Abilities sufficient to effectively interact with individuals, families, groups & colleagues from a variety of social, emotional, cultural, intellectual & economic backgrounds. Identify needs of others.	Establish rapport with patients, families, and colleagues.	☐
Behavioral	Emotional & mental stability.	Functions effectively under stress.	Flexible, concern for others. Ability to provide a safe patient care environment with multiple interruptions, noises, distractions, and unexpected patient needs.	☐
Critical Thinking	Ability to problem solve.	Critical thinking ability sufficient for clinical judgment.	Identify cause-effect relationships in clinical situations.	☐

Neurodiagnostic Technology

Program Specifications

It is essential that Neurodiagnostic students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to partially lift patients, stand for several hours at a time, and perform bending activities. The Neurodiagnostic Technology Program experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties that impact patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application.

<u>Function Number</u>	Essential Functions
1	Communicate effectively with patients, family and other health care personnel.
2	Take and abstract histories.
3	Apply correct recording electrodes and use correct technique as indicated by each patient's specific problem.
4	Document the clinical conditions of patients.
5	Understand and employ the optimal utilization of neurodiagnostic equipment.
6	Understand the interfacing of EEG/EP equipment and other neurodiagnostic devices, including a thorough understanding of personal and patient electrical safety.
7	Recognize and understand the neurodiagnostic activity displayed.
8	Recognize, correct, and/or identify artifacts.
9	Manage medical emergencies in the laboratory.
10	Recognize and correct instrument faults.
11	Prepare a descriptive report of recorded activity for the physician.

FHC reaffirms its policy of equal opportunity regardless of race, color, creed, religion, national origin, sex, sexual orientation, marital status, disability, or status as a disabled veteran <https://foothill.edu/student-handbook/discrimination-protection.html>

<u>Physical Factors</u>	<u>Yes</u>	<u>No</u>	<u>Essential Functions Numbers</u>
Standing	*		3
Walking	*		3
Sitting	*		2,3
Lifting			
• 10 lbs.	*		5
• 20 lbs.	*		5
• 50 lbs.	*		5
• 100 lbs.		*	
• 100 lbs.+		*	
Carrying			
• 10 lbs.	*		5
• 20 lbs.	*		5
• 50 lbs.	*		5
• 100 lbs.		*	
• 100 lbs.+		*	
Pushing/Pulling			
• 10 lbs.	*		5
• 20 lbs.	*		5
• 50 lbs.	*		5
• 100 lbs.		*	
• 100 lbs.+		*	
Climbing	*		3
Balancing	*		3
Bending	*		3
Stooping	*		3
Crouching	*		3
Kneeling	*		
Crawling		*	
Running		*	
Twisting	*		3
Turning	*		3
Jumping		*	3
Grasping-Firm/Strong	*		3
Grasping-Light	*		3
Finger Dexterity	*		3
Reaching Forward	*		3,5
Reaching Overhead	*		3
Pinching	*		7
Simultaneous use of hand, wrist, fingers (e.g. typing, data entry)	*		7,11
Coordination			
• Eye-hand	*		3,7
• Eye-hand-foot	*		3
Driving		*	
Vision			
• Acuity, Near	*		3,7
• Acuity, Far	*		3,7

• Depth perception	*		3
• Accommodation	*		3
• Color vision		*	
• Field of vision	*		3
• Face-to-face conversation	*		1,3
Verbal conversation with others	*		1,2,3
Hear normal conversation	*		1,2,3
Hear telephone conversation	*		1,2,3

<u>Cognitive/Mental Factors</u> <u>Reasoning</u>	<u>Yes</u>	<u>No</u>	<u>Essential Functions</u> <u>Numbers</u>
Deal with abstract and concrete variable, define Problems, collect data, establish facts and draw valid conclusions	*		1-11
Interpret instructions furnished in oral-written, diagrammatic, or schedule form	*		1-11
Deal with problems from standard situations	*		1-11
Carry out detailed but uninvolved written or oral instructions	*		1-11
Carry Out one or two step instructions	*		1-11
Mathematics Complex skills – Business math, algebra, geometry or statistics	*		
Simple “skills” – add, subtract, multiply and divide whole numbers and fractions, calculate time and simple measurements	*		3,6,11
Reading Complex skills – Comprehend newspapers, manuals, journals, instructions in use and maintenance of equipment, safety rules and procedures and drawings	*		2,5,6,7,10,11
Simple skills – Comprehend simple instructions or notations from a log book	*		3,4,6,7,8,10,11
Writing Complex skills – Prepare business letters, report summaries using prescribed form at and conforming to all rules of punctuation, spelling, grammar, diction and style	*		2,4,7,8,11
Simple skills – English Sentences containing subject, verb and object; names and addresses, complete job application or notations in log book	*		1,2,3
Perception Spatial – ability to comprehend forms in space and understand relationships of plane and solid objects; frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms	*		3,7,8
Form – ability to perceive pertinent detail in objects or in pictorial or graphic material; to make visual comparisons and discriminations and see slight differences in shapes and shadings of figures and widths and lengths of line	*		2,4,7,8
Clerical – ability to perceive pertinent detail in verbal or tabula; material; to observe differences in copy, to proofread words and numbers and to avoid perceptual errors in arithmetic computation	*		2,7

Data Synthesizing	*		2
Coordinating	*		2,4,6,7,8,11
Analyzing	*		2,4,6,7,8,11
Compiling	*		2,4,6,7,8,11
Computing	*		2,4,6,7,8,11
Copying	*		2,7,11
Comparing	*		3,4,5,6,7,8,10
Public speaking	*		
Personal traits Ability to comprehend and follow instructions	*		1-11
Ability to perform simple and repetitive tasks	*		1-11
Ability to maintain a work pace appropriate to a given work load	*		1-11
Ability to relate to other people beyond giving and receiving instructions	*		1-11
Ability to influence people	*		1-11
Ability to perform complex or varied tasks	*		1-11
Ability to make generalizations, evaluations or decisions without immediate supervision	*		1-11
Ability to accept and carry out responsibility for direction, control and planning	*		1-11

<u>Environmental Factors</u>	<u>Yes</u>	<u>No</u>	<u>Essential Functions Numbers</u>
Works indoors	*		1-11
Works outdoors		*	
Exposure to extreme hot or cold temp		*	
Working at unprotected heights		*	
Being around moving machinery		*	
Exposure to marked changes in temperature/humidity		*	
Exposure to dust, fumes, smoke, gases, odors, mists or other irritating particles (specify) (Ethylene oxide gas)	*		3
Exposure to toxic or caustic chemicals	*		3
Exposure to excessive noises		*	
Exposure to radiation or electrical energy		*	
Exposure to solvents, grease or oils		*	
Exposure to slippery or uneven walking surfaces		*	
Working in confined spaces	*		2,3,4,5
Using computer monitor	*		7
Working with flammable materials	*		3
Exposure to vibration		*	
Exposure to flames or burning items		*	
Works around others	*		1,2,5,6
Works alone	*		1,2,5,6
Works with others	*		1-7,9,10,11
Safety Equipment (Required to wear) Safety glasses		*	
Face mask/face shield	*		3
Ear plugs		*	
Hard Hat		*	
Protective Clothing	*		3,6