HUMAN SERVICES TECHNOLOGY
2024-2025
Entry Fall 2024

Applications are accepted beginning **October 1, 2023** for admission into the Fall 2022 class. An applicant must have a completed file by **May 31, 2024** to be considered for the acceptance process. Major courses (HSE prefix) must be completed in sequence, however general education courses may be taken in any semester offered.

***To be considered for admission into the Human Services Technology Program, you must have completed all admissions requirements for your admissions file to be considered complete. Once you have completed all requirements, follow the health science admissions procedure to be considered.

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions. Qualified students (A.A.S. students who have completed all program requirements) will be eligible to take the Human Services – Board Certified Practitioner Credentialing Exam during the second semester of Internship.

GENERAL INFORMATION

For general information related to the profession of human services, refer to the Bureau of Labor Statistics provided by the U.S. Bureau of Labor at
https://www.bls.gov/ooh/community-and-social-service/social-and-human-service-assistants.htm

For additional information about the Human Services Profession:
http://www.nationalhumanservices.org/

ADMISSION PROCESS

Step One: Application to the College New students and returning students who have missed a year apply to the college for admission. Choose the program of study, "Health Science: Therapeutic & Diagnostic Services (Nurse Aide Diploma). If currently enrolled at CCC, skip this step.

Step Two: Interest Form Complete an electronic "Health Sciences Interest Form" for program of study.

Step Three: Checklist Submit a "Health Sciences Program Packet Checklist." This form will be emailed to you after you complete the Health Science Interest Form. Please return it by email.

Human Services Admission Packets include the following:

- Health Sciences Program Packet Checklist
- Official transcripts from high school and all colleges attended

All documentation must be submitted prior to the deadline of May 31, 2022. Incomplete Packets will not be accepted. Transcripts must be received by the college prior to the deadline.

ADMISSION
REQUIREMENTS

1. **Transcripts**: Must be a high school graduate or equivalent and provide an official transcript. Send official transcripts from high school, GED and all colleges attended to the college Registrar. Home-schooled students must submit a copy of the home school's approved registration from the state in which they are registered.

2. **College Ready:** College ready is demonstrated by the following:

   - High School GPA > 2.8, or
   - College coursework in English (ENG 111 or ENG 002 with a grade of P1 or equivalent), or
   - Minimum Placement test scores (RISE test or equivalent), English: Test out of TIER 1,

     Math: Students should consider taking a math course if planning to transfer to a four-year college or university

3. **Information Session:** Applicants will have the opportunity to be scheduled for an information session with the program's chair. The Human Services Technology Program information session will be scheduled by the chairperson. Applicants will receive written notification of entry status into the program.

4. **Medical Reports:** All applicants must possess physical, mental, and emotional health compatible with the ability to provide safe patient care. The Medical History/Physical form may be provided during the information session it must be completed by a physician/physician's assistant/nurse practitioner. These forms must be completed not more than six months prior to admission into the clinical phase of the program of study (HSE 160 & HSE 163).

5. **Computer Access:** Coursework requires ready access to a reliable computer with Word, PowerPoint, Excel, and internet access.

HUMAN SERVICES TECHNOLOGY CURRICULUM MISSION STATEMENT
It is the mission of the Human Services Technology Curriculum to provide a program in compliance with the Curriculum Standard established by the North Carolina Community College System to ensure quality education to students who meet program requirements and to meet the job needs of the area. Graduates will be encouraged to apply for credentialing as a Human Services Board-Certified Practitioner (HS-BCP). Faculty will stay current with the changes in their profession by demonstrating evidence of continuing education annually and will ensure that their program competencies are constantly updated to current requirements and standards of care.

TECHNICAL STANDARDS OF HUMAN SERVICES
Technical Standards for Human Services requires that a student must have:

1. Sufficient verbal and written skills to communicate needs promptly and effectively in English.
2. Satisfactory intellectual, mental, and emotional functions to exercise independent judgment and discretion and the ability to respond appropriately in emergency and high stress client care situations, sufficient interpersonal skills to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds and be able to establish a rapport with clients, families, and other health care providers.
3. Travel: Requires the ability to travel to and from the College campus, clinical/internship facilities, and other assigned locations off campus.

GOALS, OUTCOMES, AND ASSESSMENTS

PROGRAM GOAL:
To prepare graduates who demonstrate competence in the cognitive (knowledge) and affective (behavior) learning domains of human services practices as performed by a board-certified human services practitioner (HS-BCP).

OBJECTIVE 1 FOR THIS GOAL:
Upon completion of the program, the graduate will demonstrate competence in knowledge relevant to that role.

ASSESSMENT TOOLS AND OUTCOME:
1. Human Services Board-Certified Practitioner Exam
Cut Score: 70 - "Acceptable"
VALIDITY: Established by the Center of Credentialing Education Accreditation for Human Services Programs of Study
RELIABILITY: Correlation with HS-BCP Exam

OBJECTIVE 2 FOR THIS GOAL:
Upon completion of the program, the graduate will demonstrate competence in behavior relevant to that role.

ASSESSMENT TOOLS AND OUTCOME:
2. Clinical/Internship Evaluations on procedures performed in 4th and 5th semesters
Cut Score: Pass
VALIDITY AND RELIABILITY: Direct measurement of skill desired by expert witness.

GRADING SYSTEM

Part of any learning outcome-based educational program is the establishment of minimum levels of achievement. The course materials distributed for each HSE course will include a list of learning outcomes. The lowest acceptable level of achievement in any such course is 70%. Certain learning outcomes are expected to be mastered to the 100% level (these would be on a pass/fail basis). Achieving the minimum scores ensures that a student maintains a satisfactory level of competence.

Thus, the grading scale for human services technology courses in this program is as follows:

A = 90-100

B = 80-89

C = 70-79

D = 60-69
F = Below 60

REQUIREMENTS FOR GRADUATION

1. Successful completion of all curriculum courses.

2. Successful completion of all internship competencies for the two internship semesters.

3. Payment of all fees.

OTHER INFORMATION

Background Check: To ensure the public health and safety of all clients, some internship sites may require a criminal record check and fingerprinting as part of the initial application for placement. Drug screening and criminal background checks may be required of the internship facility for student experiences. Internship facilities can deny a student from caring for its clients based on the findings of these checks. Internship experiences must be completed satisfactorily. If a student in unable to attend and complete internship due to these reports/findings, the student would not be able to complete the internship component and would be required to withdraw from the Associates degree program, but the student could continue in the Certificate or Diploma degree program.

Personal Hygiene: Students will be expected to practice personal hygiene and grooming habits that do not interfere with the health and well-being of clients and staff at the internship facilities. Clients may not be able tolerate strong odors. The related policies and procedures are outlined in the Human Services Technology Program Student Manual.

Compliance with the policies and procedures of the college, the program, and the internship affiliates is necessary to develop clinical and professional skills and to successfully complete the program. Violation or non-compliance of policies occurring on internship affiliate property may lead to immediate dismissal.

Continued enrollment in the program is contingent upon the criminal background check, drug screen, medical information, and adherence to the policies and procedures described in the college catalog and the Human Services Technology Program Student Manual.

Carteret Community College Human Services Technology Program

Competitive Admissions Points Sheet

Applicants will be ranked based upon the points earned and will be selected in that order. The program has limited enrollment and therefore an alternate list of students will be developed each year. If a student slot opens prior to the beginning of the fall semester, the program chairperson will notify the next student and offer a seat in the program. The criteria point sheet is listed below in order for an applicant to review and be knowledgeable in the selection criteria. A competitive point system will be utilized to evaluate and select students to enter the Human Services Technology Program. Applicants will be ranked based upon the points earned and will be selected in that order. In order to obtain points for criteria, students are responsible for assuring all information has been submitted to the Health Science Advisor.

Applicant Name: _____

Application completed: _____

Total Score: _____

Section 1: Advanced Education

Points will be given for advanced education as well as advanced education and certificates held in health care:

Masters and higher _____ (10)

Bachelors _____ (8)

Associate _____ (6)

Diploma _____ (2)

Certificate _____ (1)

Health Care Education/experience:

CNA I or II _____ (5)

Total Section 1 _____

Section 2: Related Coursework

Related course work completed (Earned "C" or better) (1 point each)

Psychology 150 _____ (1)

English 111 _____ (1)

English 112/114 _____ (1)

Humanities elective _____ (1)

ACA 115 _____ (1)

Total Section 2 _____

Section 3: High School performance

High School/ Dual enrolled (earned C or better) (1 point each)

Psychology 150 _____ (1)

English 111 _____ (1)

English 112/114 _____ (1)

Humanities elective _____ (1)

Other:

Human Services Career Pathway _____ (10)

Health Sciences: Therapeutic & Diagnostic Services-Nurse Aide Diploma _____ (10)

Total Section 3 _____

SUMS:

Total Section 1 _____

Total Section 2 _____

Total Section 3 _____

Total Score _____

ADDITIONAL EXPENSES BEYOND TUITION AND FEES
Amounts are estimates and subject to change

Medical Exam/Hepatitis	$350.00
Books/ID Badge	$400.00
Drug Screening	$47.00
Criminal background check	$25.00
Additional Travel/Misc. Expenses	$200.00
SOHS Conference (optional)	$500.00
Testing Fee: HS-BCP	$155.00

HUMAN SERVICES TECHNOLOGY FACULTY

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PROGRAM APPROVAL INFORMATION

Carteret Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Carteret Community College