VICTORIA COLLEGE

Allied Health Continuing Education (AHCE): Electrocardiogram (EKG) Technician
COURSE REQUIREMENTS

Student Name: _____ **Student ID/V#** _____

EVERY ITEM LISTED MUST BE MET AND SUBMITTED TO AHCE OFFICE TO APPLY

☐ Complete the [Online Allied Health Continuing Education Application Form](). You can also access the form by scanning the QR Code with your phone camera.

☐ Submit a photocopy of your Driver's license or state issued ID

☐ Applicant must provide a valid VC Pirate Portal email address, as this will be the **only** way an applicant will be contacted.

☐ Financial Aid (FAFSA) completion, if applicable, is ***required prior*** to turning in the application. Payment is due at time of registration, not application submission. The cost of the course is $800.00, which includes tuition and textbook. You are required to provide your **FAFSA Confirmation Number** or write **Private Pay*** _____

* Private Pay is if you choose to pay out-of-pocket. Payment plans are not available.

➢ High school diploma or GED is not required to take this course but ***must*** be acquired within **one year** of course completion to receive certification.

ONLY COPIES WILL BE ACCEPTED. RECORDS SUBMITTED FOR APPLICATION PROCESS ARE NOT MAINTAINED. IT IS IMPORTANT APPLICANT KEEPS ORIGINAL DOCUMENTATION.

Dear Applicant: Due to lack of physical space, the AHCE office will only accept copies of records submitted for the current application process. After the process ends, all documentation is shredded to maintain confidentiality. Therefore, it is imperative you maintain your original records. Additionally, it is very important that all applicants understand that acceptance of an application does not automatically guarantee a seat in the course. Each class has a minimum enrollment requirement and is subject to cancellation if not met. Also, please note, that all required documentation must be submitted by the deadline for consideration. All dates and deadlines can be accessed at www.VictoriaCollege.edu/AHCE. Lastly, applicants are required to notify the AHCE staff of any change with their contact information. If we are unable to contact you, it could result in the loss of your enrollment status for the course. Applications are only valid for an enrollment period. If you have any questions, please contact the AHCE staff for guidance.

CONTACT AHCE
Call (361) 582-2412 • (361) 582-2420 • (361) 572-6443 • Email AHCE@VictoriaCollege.edu
VC Main Campus • 2200 E. Red River Street, Victoria, TX 77901 • Health Sciences Center, Suite 136
For office hours and to view the current schedule, visit www.VictoriaCollege.edu/AHCE.

_____
***** Please Print *****

@pirates.victoriacollege.edu
_____
Student ID V#   **Pirate Portal Email Address (This is the ONLY way an applicant will be contacted)**

_____
Last Name   **First Name**   **MI**   **Primary Phone #**

_____
Social Security Number   **Date of Birth**

_____
Mailing address   **City, State, Zip Code**   **County of Residence**

VICTORIA COLLEGE

Allied Health Continuing Education (AHCE): Electrocardiogram (EKG) Technician
COURSE REQUIREMENTS

FINANCIAL AID
- To apply for Financial Aid, complete the Free Application for Federal Student Aid (FAFSA) online at https://studentaid.gov/ or in the Financial Aid Office located in the Student Services Building, Room 108. NOTE: You will need your income tax return for the previous year to complete this application.
- One week after FAFSA submission, you will need to contact the Financial Aid Office at (361) 572-6415 or FinancialAid@VictoriaCollege.edu to follow-up on the status of your application. If selected for verification, additional documentation may be required.
- Please allow 4-6 weeks for processing. Financial Aid must be approved prior to course registration.

IMPORTANT INFORMATION
- After the application is accepted and verified, it is your responsibility to notify the AHCE Office at (361) 582-2412 of any changes in your address, telephone number, or status.

- The AHCE Office will not give copies of information back to the student.

- The AHCE program admission policies are based on published college policies. Victoria College does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, pregnancy, age, disability, genetic information, marital status, amnesty, veteran's status, limited English proficiency, or any other legally protected characteristic. It is our policy to comply, fully, with the nondiscrimination provision of all state and federal rules and regulations.

Retrieve Your Pirate Portal Username and Password

You will use your Pirate Portal to check student emails, financial aid status and awards, holds and schedules, and make payments.

1. Click the Pirate Portal link at the top of the Victoria College homepage in the gray bar.
2. Click "New users click here to setup account"
3. Click "Start" in the blue New User box
4. Follow the steps to receive your username username and password

Stuck on this step? Contact VC's Computer Help Desk at (361) 582-2509 or (877) 843-4369 for assistance.