NEURODIAGNOSTIC TECHNOLOGY PROGRAM ADMISSION APPLICATION 2027 Enrollment

Applicant Name: _____

Last *First* *Middle Initial*

Non-Discrimination Statement

Ascension St. Vincent College of Health Professions provides equal opportunity to all applicants. The Program is selective in its admissions practices and evaluates applicants based on merit without discrimination on the basis of age, race, religion, creed, color, national origin, marital status, gender, disability, veteran status, sexual orientation, or any other legally protected status.

**** Applications will only be accepted through October 31st ****

Revised August 2026

Application Reminders!

Please read the following reminders carefully. This information is extremely important to ensure your application is complete prior to the application deadline.

General Reminders

Please submit application materials together in one envelope. This keeps your application materials together and helps prevent items from getting misplaced. Transcripts, Narratives and Letters of Recommendation are the **ONLY** application requirement that may be submitted electronically.

Application Drop-Off Instructions

Applications being dropped off in person may be left at the Ascension St. Vincent College administrative office, located in the hospital basement.

- To locate the office, enter Ascension St. Vincent Indianapolis Hospital at 2001 W. 86th Street and follow the signage toward the cafeteria. Continue past the cafeteria and follow the wall signs directing you to the College offices.

- All application materials must be placed together in a single envelope. The outside of the envelope must be clearly labeled with the following:

Lorrie Edwards
Neurodiagnostic Technology Program Manager

- Applications are only accepted between August 1, 2026, and October 31, 2026.

- After dropping off your application, please send a courtesy email to Lorrie.Edwards@ascension.org notifying us that your application has been dropped off.

It is recommended that you make copies of all documents prior to submitting them. All submitted documents become the property of the Neurodiagnostic Technology program and will not be returned.

Transcripts

- Have high school and any college transcripts or GED results sent directly to the Lorrie.Edwards@ascension.org. It is preferred that they be sent electronically.
- Additionally, If you took dual credit courses in high school and received college credit, please send the college transcript that reflects those credits earned.
- Send **ALL** college transcripts from any regionally accredited college or university that you have ever attended.
- Only official transcripts will be accepted. We cannot accept transcripts that are issued to student or are not in a sealed envelope, if not sending electronically.

Admission Requirements

Nonacademic Requirements for the Program.

To be accepted in the program, the applicant must meet the following requirements:

1. Be 18 years of age by January 1 of the year applying for enrollment.
2. Be eligible to work in the United States as required by the U.S. Citizenship and Immigration Services (https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents)

Academic Requirements for the Program.

To be accepted in the program, the applicant must meet **one** of the following requirements.

Please select which criteria you are meeting for admission into the program:

☐ Minimum 2.75 College GPA (4.00 Scale) on all academic work from all institutions and a minimum of 9 credit hours completed.

☐ Minimum 2.75 High School GPA (4.00 Scale).

☐ Obtain a score of 165 or higher in all four sections of the General Educational Development (GED) Test

Pre-Admission Conference

- Any applicant applying to the Neurodiagnostic Technology Program **MUST** attend an in-person Pre-Admission Conference. If you are applying to the program that starts in January of 2027, the dates are August 25th, September 17th and October 15th (applicants only need to attend one of the sessions). Additional information about the Pre-Admission Conference can be found on our website (www.stvincent.org/NDT).

Letters of Recommendation

- Applicants are required to submit two letters of recommendation. These letters can be from previous instructors, bosses, or a personal letter of reference. These can be submitted via email or with the application. Letters can be emailed to Lorrie Edwards at the following email: Lorrie.Edwards@ascension.org.

Application Fee

- The program is not able to accept cash. Please include with your application a money order, cashier's check or personal check made out to Ascension Neurodiagnostic Technology Program in the amount of $40 (application fee is non-refundable). Please make sure the money order is signed and all required information is filled out.

Clinical Observation & Narrative

- Applicants must complete a clinical observation (job shadow) in the EEG department at Ascension St Vincent ***prior to the application deadline***. Once the observation has been completed, write and submit a narrative explaining the following: 1) why you want to be a neurodiagnostic technologist, 2) based on your job shadow, what does a neurodiagnostic tech do in a typical day and what interested you most, 3) what you believe are essential traits of a neurodiagnostic technologist, and 4) your long-term career goals. This can be included with the application.

For a complete application you must include…

- ☐ Application
- ☐ **Non-refundable** application fee $40- **NOT CASH**. Money order or personal check ONLY.
- ☐ 2 Letters of Recommendation (can be emailed to Lorrie.Edwards@ascension.org)
- ☐ High School or GED Transcript emailed to Lorrie.Edwards@ascension.org
- ☐ **ALL** College Transcripts emailed to Lorrie.Edwards@ascension.org
- ☐ Narrative - 4 paragraph minimum (can be emailed to Lorrie.Edwards@ascension.org)
- ☐ Attend a ***Mandatory*** Pre-Admission Conference
- ☐ Schedule a Clinical Observation (Job Shadow) at Ascension St Vincent. For more information about the job shadow, visit the Admissions Process tab on our website: www.stvincent.org/NDT

Revised August 2026

PERSONAL HISTORY

Name: _____
Last *First* *Middle Initial*

Other name under which transcripts may be listed: _____

Mailing Address: _____
House # *&* *Street* *Apt. #*

_____
City *State* *Zip*

Telephone: _____

E-mail address: _____

Resident Status

1. Are you eligible to work in the United States as required by the U.S. Citizenship and Immigration Services? (https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents) ☐

AGE ATTESTATION

2. Will you be 18 years or older by January 1st of the year you seek enrollment? ☐

Prior Application

3. Have you applied to this program in the past 2 years? ☐

ACADEMIC DEGREE HISTORY

Official transcripts must be sent from each institution attended;
List the most recent colleges first (use additional sheets if needed)

Do you currently have **any** academic degree (associate, bachelors, masters, etc.)? ☐
in **any** discipline?

If yes…

Degree _____
Institution: _____
Date earned: _____

If not, will you have earned **any** academic degree (associate, bachelors, masters, etc.) ☐
in **any** discipline by **January 1** of 2027?

If yes…

Degree _____
Institution: _____
Date to be earned: _____

HIGH SCHOOL ATTENDED

**** If you are currently enrolled in classes, please include a current class schedule ****

High School: _____

City & State _____

*Dates of Attendance:*_____ *Year of Graduation:* _____

COLLEGES ATTENDED

**** If you are currently enrolled in classes, please include a current class schedule ****

College / School: _____

City & State _____

*Dates of Attendance:*_____*Major* _____

College / School: _____

City & State _____

*Dates of Attendance:*_____*Major* _____

EMPLOYMENT HISTORY

**** Please list the most recent first ****

Name of Company _____

Address (City, State & Zip) _____

Start Date _____ *End Date* _____

Type of Business _____ *Telephone* _____

Position Held _____ *Supervisor* _____

Briefly describe your job responsibilities _____

Reason for leaving _____

Name of Company _____

Address (City, State & Zip) _____

Start Date _____ *End Date* _____

Type of Business _____ *Telephone* _____

Position Held _____ *Supervisor* _____

Briefly describe your job responsibilities _____

Reason for leaving _____

Name of Company _____

Address (City, State & Zip) _____

Start Date _____ *End Date* _____

Type of Business _____ *Telephone* _____

Position Held _____ *Supervisor* _____

Briefly describe your job responsibilities _____

Reason for leaving _____

If not listed above, have you ever worked for Ascension St Vincent? ____ *Yes* ____ *No*

If yes, please list time period employed and reason for leaving. _____

_____

ATTESTATION OF HIGH SCHOOL GRADUATION/GED

By my signature below, I state that I am a high school graduate or have completed the General Education Development (GED) test.

STATEMENT OF TRUTH

I certify that the information contained in this application is correct to the best of my knowledge and understand that any misstatement or omission of information is grounds for immediate removal from consideration of admission or dismissal from the program if already admitted. I authorize the employment references listed herein to release to you any and all pertinent information concerning my previous employment. I authorize the academic references listed herein to release to you any and all pertinent information concerning my previous enrollment in the institution. I further agree to release all parties from all liability from damage that may result from furnishing said information to you. I acknowledge I have reviewed information regarding the Essential Functions and Skills individuals need to possess to be successful in the Neurodiagnostic Technology Program and as a Neurodiagnostic Technologist online at www.stvincent.org/NDT.

Signed _____ *Date* _____

* Send all application materials to: *

Lorrie Edwards

Neurodiagnostic Tech Program Director

College of Health Professions

c/o St. Vincent Indianapolis Hospital

2001 W 86th Street

Indianapolis, IN 46260

**** Candidates are encouraged to submit their application materials as soon as possible.**

Be sure to read the application reminders on page two of the application prior to submission.