



# LLU Cardiac Electrophysiology Technician Program

## Step 1: Apply to LLU Online

Complete an online application. There is a \$60 application fee due at the time of application per submission. Reapplication fee is \$30. These fees are nonrefundable. You need only to complete one online application for the University and CEPT program.

Submit online application as early as possible. Waiting or holding off for the program deadlines may decrease your chances of acceptance into certain programs that fill early and or delay admissions decisions. Admissions elements (i.e. transcripts, recommendations, observation/service hours) may be submitted *after* the application is submitted, but *as soon as possible* and *before* the CEPT program deadline date. Our program begins application reviews before the application is complete. We encourage you to send an *unofficial transcripts* prior to requesting official transcripts to ensure you meet minimal criteria for our program. Applicants should request transcripts at the time of submission or shortly thereafter. If courses are still in progress, submit the application and then have final transcripts forwarded to Loma Linda University as soon as possible.

## To Check Status

Check the status of the application online. Please be sure to write down Login ID and PIN when applying. If Login ID is forgotten, a new application will need to be created. However, there is a retrieval for PIN using Login ID. Website for checking application status is as follows: <https://ssweb.llu.edu>, please do not hesitate to contact Alan Alipoon regarding application inquiries for the CEPT program.

## Applications remain *active* until:

- All documents are received and application is processed for the desired year.
- The class fills and program is closed by the department.
- The application deadline passes, (this cancels out active applications).
- The student deactivates the application in writing.
- An admission decision has been made by the school.
- The student does not meet the minimum admissions requirement and is notified in writing

## Step 2: Request Official Transcripts

Request official transcripts from each college or University attended. High school transcripts are also needed for students who do not have a previous associate's or bachelor's degree.

- Official college transcripts must be sent to us *directly* from each college you have attended. If you have difficulty in having your institution send your transcript directly to us, please contact us and we will provide you with an official letter.
- **Official transcripts MAY NOT be hand-delivered or sent in directly by the student** but must be sent *directly* from previous educational institutions. Hand-carried or sealed transcripts that are sent along with other application materials are not considered official copies even if the seal is unbroken.
- All official transcripts must be submitted before admission acceptances can be offered. Applicants will be given a one-quarter grace period in which to have their final transcripts forwarded to us. Second quarter registration will not be permitted without receipt of the final transcripts. If you are enrolled in back-to-back semesters/quarters with LLU, make sure you request final transcripts to be sent from your previous school to LLU as soon as possible. Students who have not cleared registration or have holds on their accounts will not be allowed to attend classes until the matter is resolved.
- Transcripts must be sent by the issuing institution to LLU Admissions Processing for all SAHP applications.
- High School Transcripts are not required from students who have graduated with an Associates or Bachelors degree or higher unless your program of choice requires proof of specific high school courses such as Math, Chemistry or Physics requirements. Transcripts must be sent directly to LLU from your graduating High School.
- Refer to grade information if you have further questions regarding your credits. <http://www.llu.edu/allied-health/sahp/admissions/gradeinfo.page>
- To expedite your application process and online application status, forward all admissions documents to the following address or have them sent electronically (EDI) to the following address.

Admissions Processing  
Loma Linda University  
Loma Linda CA 92350

Send EDI Transcript to:  
School Code 001218  
EDI Qualifier: 22

## Step 3: Personal Recommendations

Three personal recommendations are required for the CEPT program. Recommendations should be from persons other than family members/close relatives and from someone who has known you in the following settings: Professional (mentor, supervisor or boss), Church or community service related (pastor, community service supervisor) &/or School related (professor, teacher, or advisor). If you are having difficulties with providing a recommendation through our online application, please have your recommender email your recommendation to [sahpadmissions@llu.edu](mailto:sahpadmissions@llu.edu). Include the applicant's name, program they are applying for, your recommendation and how you know the applicant.



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## Step 4: Observation & Service Hours

CEPT program requires that you observe a Cardiac EP lab as part of the admissions process. An observation form is required for acceptance of this rotation. Our clinical coordinator, Joe Giron, will be the person who coordinates this rotation at an EP lab near you. Once application for CEPT program is received, Joe Giron will contact you personally.

## Step 5: Interviews

The CEPT program will interview students as part of the admissions process and will contact the prospective students to make arrangements once the application has been reviewed. Applicants are encouraged to visit the Loma Linda campus for these appointments if possible. If the student is unable to come to the interview in person, a phone or online interview (Skype, webcam) are alternative options. Please make arrangements with our department once you are contacted for an interview.

## Step 6: Admissions Decisions

The admissions office or department will notify you of your application status once your application has been reviewed and acted on by the department and school administrative committees. It is imperative that your contact information is current. Our department will call or email with acceptance decisions once they have been made, as well. All students will receive a follow up letter from the Admissions department with the contact info on file.

## Step 7: Confirmation

A prospective student will be given further instructions in acceptance letter or through communication by CEPT staff.

## Step 8: Additional requirements

The following are additional documented requirements that will need to be completed before you attend LLU. These additional requirements should be sent/completed once you are accepted. They are required before your first quarter registration is complete:

- Immunization records before first day of class, including the following immunizations: TB skin test, MMR, Hepatitis A, Hepatitis B, and Varicella: chicken pox - Holds cleared through Student Health
- Background check (A criminal check is required before first student clinical rotation. Students with felony records may not be eligible to sit for national exams for some professions. Accepted students will receive further information regarding completing this element. Non degree students will be required to complete a background check at the time of application submission. Fees associated with the background check are the student's responsibility.
- Fingerprinting (Some clinical sites require fingerprinting before first clinical rotation.) Fees associated with the fingerprinting process are the student's responsibility.
- CPR certification for the health care provider is required and must be kept current throughout your program. (Certification is required before clinical rotation, but we recommend you complete prior to beginning a program) If you need to take CPR please see our Life Support Education Offerings.

## For Online Programs

Loma Linda University is restricted from accepting applications for online programs from certain states. Please refer to our University website for further Information: <http://www.llu.edu/central/assessment/distance-education.page?>

## Hospital Based Inquiries & Program Advisement

If you are interested the Hospital based CEPT program option, please contact us before applying.

If you have questions regarding any of our CEPT programs please contact us.

Program Director: Alan Alipoon [aalipoon@llu.edu](mailto:aalipoon@llu.edu) (909) 558-4932