COLLEGE OF DUPAGE

Anesthesia Technology Program

Associate of Applied Science Degree
Online Program

Fall 2019

Non-working Anesthesia Technology Application Deadline is July 25, 2019 at 5 p.m.

(If you are currently working as an AT, please see steps on page 10)

Note: Please see specific program registration or admission packets for detailed information on when to begin completing health requirements, drug tests, CPR, criminal background checks and proof of insurance submission. Timing varies depending upon either entrance to or participation in the clinical component of a given program. Funds paid to Edward Corporate Health or to a personal health care provider/ source, CastleBranch.com, insurance companies, and funds used towards CPR completion are not eligible for any sort of refund from College of DuPage if the required course(s) are not successfully completed.

COLLEGE OF DUPAGE
Health and Sciences Division
425 Fawell Blvd.
Glen Ellyn, IL. 60137-6599
www.cod.edu
PHONE 630 942-8331 FAX 630 942-4222

Dear Applicant,

Thank you for your interest in the College of DuPage Anesthesia Technology program. Enclosed you will find an admissions packet which should answer most of your questions. If you have any additional questions, please feel free to contact me at cabaik@cod.edu or by calling (630) 942-8328 or (630) 399-3147.

Sincerely,

Kathy Cabai

Kathy Cabai, EdD, Cer. A.T.T., RN, MSN, CNOR
Program Coordinator

Anesthesia Technology Program

Anesthesia technologists are integral members of the anesthesia patient care team. Their role is to assist licensed anesthesia providers in the acquisition, preparation and application of various equipment and supplies required for the delivery of anesthesia care. This may be performed in a variety of clinical settings including the operating room, interventional and diagnostic radiology, post anesthesia care unit, intensive care unit, cardiac catheterization lab, emergency department, endoscopic and dental suites and ambulatory surgery centers.

Job responsibilities may include equipment maintenance and servicing such as cleaning, sterilizing, assembling, calibrating, testing, troubleshooting, and recording of inspections and maintenance. In addition, the anesthesia technologist assists licensed anesthesia providers with patient assessments, evaluations, transport, positioning, insertion of intravenous and other invasive lines, and airway management.

Information about a career as an Anesthesia Technologist is available at: www.asatt.org or http://www.caahep.org/

Program Information Disclaimer:
This program information is published for that purpose only; however, the information in this packet is not to be regarded as an irrevocable contract between the student and the program. The program reserves the right to change, at any time, without notice, graduation requirements, fees and other charges, curriculum, course structure and content, and other such matters as may be within its control, notwithstanding any information set forth in the Program information packet in accordance with College of DuPage policies and procedures.

Statement of Health
If accepted, the health requirements must be completed prior to the first clinical rotation. Please see the health requirement packet for details. **Please do not complete these requirements until you are instructed to do so.** The health examination is completed at the student's expense. Students will still need to be *"cleared"* by Edward Corporate Health. Once given a *"clearance form",* students will go to *CastleBranch.com* to upload their health documents to the medical document manager piece. Students will have unlimited access to personal health records beyond program completion. Along with the health record piece, the Drug Test and Background Check is completed through *CastleBranch.com*.

If applicants do not submit the necessary paperwork, do not obtain the required examinations and vaccinations, and/or are unable to obtain clearance to participate in all the program's clinical activities, without restrictions and/or precautions, they may be considered ineligible for the program and can be withdrawn from the program courses in which they are registered.

Program Admission Preference
Preference in admission is given to residents of District 502 who meet the stated minimum acceptance criteria for the program. Priority for admissions are a) In-district applicants; b) Out-of-district applicants working full-time in-district (proof of in-district employment will be required each semester); c) Out-of-district applicants including those students with a joint or chargeback agreement; d) International; e) Other.

Statement on Medical Care and Health Insurance
Students are responsible for their own medical care and health insurance while in the program. Students must possess health care insurance in order to train at the clinical affiliate. The student is responsible for any costs that may be incurred related to personal injuries he/she may acquire while performing activities at the clinical affiliate. The affiliating clinical facility and/or College of DuPage cannot be held liable for such injuries. Please visit the Center for Access and Accommodation website for additional details.

Students are required to provide evidence of current health insurance coverage. Please follow specific guidelines as instructed for submitting proof of insurance.

Statement on Medical Malpractice Insurance
Malpractice insurance is required and is included in the clinical education tuition costs on an annual basis. That is, the cost of the insurance is included with the tuition costs for ANES 1501. Students must be officially registered and listed on the instructor's class roster to be covered by the malpractice insurance.

Statement on Transportation
Students are responsible for finding their own transportation to and from the College and Clinical Site. No special accommodations will be made for students with transportation problems. Students who accept a position in the program should be willing and able to travel to any site to which they may be assigned including those outside of District #502.

Non-Discrimination Policy
The College prohibits discrimination in its admissions, employment, and educational programs or activities on the basis of race, color, sex, religion, creed, national origin, age, ancestry, marital status, sexual orientation, gender identity and expression, arrest record, military status or unfavorable military discharge, citizenship status, and physical or mental disability. The College will protect an individual's right to express their viewpoint or opinion, so long as it does not violate State or Federal law and is not detrimental to the College.

This Policy against discrimination applies throughout all College environments, whether on campus, at work assignments off campus, at College-sponsored social functions, or otherwise.

Procedures to facilitate the College's prohibition of discrimination will be promulgated consistent with the Policy. (Board Policy 20-5).

Student E-Mail Policy
College of DuPage will send all official communications to you through your official COD email (dupage.edu). You will no longer be able to use a preferred email account. You do have the option to forward these communications to a personal email account if you wish.

Check out your COD email to get the message about:
- Official COD communications
- Financial aid communications
- Petition to graduate
- Transfer credit evaluation
- Prerequisite proof Sensitive
- FERPA-related communications
- Transcript order Important messages from instructors

http://www.cod.edu/academics/email.aspx

Citizenship/Visa Status
If you are not a U.S. citizen or a permanent resident of the U.S., and if you have any questions or concerns regarding your eligibility to participate in health sciences programs, please contact the **International Student Office**, SSC 2225, (630) 942-3328, e-mail: **intlstdt@cod.edu**.
Qualified applicants will be considered out-of-district in the admissions ranking process if they are **not** a:
- U.S. citizens
- Permanent residents

Statement on Drug Testing and Criminal Background Testing
A drug test and Criminal Background Check are required prior to starting a clinical rotation in the Hearing Instrument Dispensary program. Several clinical affiliates also require finger printing. The costs of these requirements are the responsibility of the student. You will be informed by the Program Coordinator when you will need to complete these

requirements. **Please do not complete them until instructed to do so.** Results of testing may result in inability to attend clinical experiences and therefore dismissal from the program.

Criminal Background Check Information
All health care workers and student health care workers are required to undergo a criminal background check in order to work in a clinical setting. A student with a positive background check containing disqualifying conditions as defined by Federal and State law will not be allowed to enter the clinical portion of the program. A student with a positive background check containing disqualifying conditions as defined by Illinois State Law (225ILCS46/25) and 77 Ill Adm. Code 955 Section 955.160 will not be allowed to enter the clinical portion of this program, thus preventing the student from obtaining mandated certification and/or licensure.

NOTE: You may have been convicted and not sent to jail. People are often fined or given probation or conditional discharge rather than jail time, but these are still considered convictions. If you are unsure as to whether an arrest resulted in a conviction, contact the county in which you were arrested and speak to a representative in the Circuit Clerk's office, State's Attorney's office or your attorney.

Program Profile
The Anesthesia Technology program prepares the student to be an integral member of the anesthesia patient care team. Emphasis is on fundamental and advanced clinical procedures to assist licensed anesthesia providers in the acquisition, preparation and application of various types of equipment required for the delivery of anesthesia care.

College of DuPage Anesthesia Technology program is accredited through the Commission on Accreditation of Allied Health Education Programs (www.caahep.org/) (727) 210-2350. College of DuPage is accredited by the Higher Learning Commission.

Students are expected to comply with the rules, regulations and procedures of College of DuPage and the affiliated clinical hospital sites. *Non-compliance with rules, regulations and procedures is a basis for* **dismissal** *from the program. The Health and Sciences Program Standards for Professional Conduct is available upon request and will be presented to the students upon their acceptance into the program.*

Laboratory Skills, Competencies and Exams
This program has mandatory exams that must be passed prior to going to clinical rotations. If the student does not successfully complete these, then the student will be asked to withdraw from the program. Students must maintain a 2.0 GPA for all required coursework once accepted into the program.

Classes
This program is delivered entirely online for the classroom component. Students will be required to make arrangements for their own clinical sites if they are **out-of-state** in order to complete the clinical component of the program. Please contact the Program Coordinator for additional information.

For those who have an Associate's Degree or higher, a Certificate in Anesthesia Technology can be obtained by completing the core ANES courses & SURGT 1000 course.

Anesthesia Technology Pre-Entry courses:
Students **must** have a minimum of three (3) categories from the below General Education required courses completed prior to beginning the program (Preferably your Physical/Life Science, Global/Multicultural Studies or Contemporary Life Skills category, and English). Individuals with a higher number of completed General Education requirements will receive acceptance priority. It is encouraged that students complete the General Education requirements prior to starting the Anesthesia Technology Core Courses. (There is no specific age limit regarding pre-entry courses).

Anesthesia Technology Program Required Courses

NOTE: The curriculum is currently going through a revision process. Please monitor packet for changes.

First Semester
- **ANES 1501** - Anesthesia Technology Principles I
  (8 credit hours)
- **ANES 1510** - Anesthesia Technology Clinical Practicum I
  (4 credit hours)
- **SURGT 1000** - Ethical Considerations in the Health Care Industry
  (3 credit hours) (Required if not previously taken)

Total: 15 credit hours

Second Semester
- **ANES 1502 -** Anesthesia Technology Principles II
  (11 credit hours)
- **ANES 1520** - Anesthesia Technology Clinical Practicum II
  (4 credit hours)

Total: 15 credit hours

Third Semester
- **ANES 1503** - Anesthesia Technology Principles III
  (4 credit hours)
- **ANES 1530** - Anesthesia Technology Clinical Practicum III
  (4 credit hours)

Total: 8 credit hours

General Education Required Categories
- Communications (6 credit hours)
- Humanities (3 credit hours)
- Mathematics (3-5 credit hours)
- Social and Behavioral Sciences (3 credit hours)
- Global/Multicultural Studies or Contemp. Life Skills (3 credit hours)
  - (Recommended): HLTHS 1110 - *Biomedical Terminology* (3 credit hours)
    NOTE: This course will count towards the Global/Multicultural Studies/Contemporary Life Skills Category.
  - Physical and Life Sciences - (3-5 credit hours)
    (Recommended): ANAT 1500 - *Survey of Human Anatomy & Physiology* (4 credit hours)
    NOTE: ANAT courses count towards Physical/Life Science Category
- Physical and Life Sciences (3 - 5 credit hours)
- Electives - Humanities/Fine Arts or Social and Behavioral Sciences (3-6 credit hours)

Total: 24-26 credit hours (26 credit hours are necessary for graduation)
Total Program (Certificate) Credits: 38 credit hours
(Includes SURGT 1000)

Total Credits for A.A.S. Degree: 64 credit hours

Determination of Acceptance

See Admissions Requirements & Rubric for specific details. The Admissions Committee will meet and approximately 4-6 weeks from the deadline date. The decision letters will be mailed and/or sent via email.

Requirements after Acceptance
You must maintain a 2.0 GPA through the program for all required coursework. If a 2.0 GPA is not maintained the student will not continue in the program and/or graduate from the program.

Once accepted, students who are required to attend clinical will need to complete health requirements. **Please do not complete the health requirements until you are instructed to do so**, however, once informed, they must be completed by the specified due date. You will need to complete health requirements, a Chart Review with Edward Corporate Health, Background Check, Drug Test and the Medical Document Manager piece through Castle Branch. Please see the health requirement packet for details. You are also responsible for submitting your CPR card and you must be certified through the American Heart Association (AHA) Basic Life Support Provider. You will also need to provide evidence of current health insurance coverage.

Students with chronic medical problems or physical limitations, such as back or knee problems, must have these conditions specifically addressed on the forms, including any restrictions and current medications the student is required to take for health maintenance. For all students, the physician must indicate whether the student's health status will allow them to safely pursue the educational objectives of the program to which they have applied and/or have registered. The health examination and vaccinations are completed at the student's expense.

If applicants do not submit the necessary paperwork, do not obtain the required examinations and vaccinations, and/or are unable to obtain clearance to participate in all the program's clinical activities, without restrictions and/or precautions, they may be considered ineligible for the program and can be withdrawn from the program courses in which they are registered.

Certification
Certificate of Achievement and an Associate of Science degree (dependent upon previous degree completion) is awarded upon completion of all required courses with a C or better. The course courses are offered over three semesters. Upon successful completion of the program, the student is eligible to take the Commission on Accreditation of Allied Health Education Programs National Certification Examination to become certified as an Anesthesia Technologist (Cer.A.T.T.).

Clinical Education
If you are an out-of-state student, you will be required to make arrangements for your own clinical site in order to complete the clinical component of the program.

Progress on General Education Requirements
All general education courses support the requirements of the Associate of Applied Science Degree.

Technical Standards of Acceptance
Standard Skills in Health Career Programs
To participate in any Health Career program at College of DuPage that has a direct patient care or clinical education component, applicants must possess additional non-academic skills. These occupational standards are consistent with the duties of the entry-level professional in that field and are set by the individual program. These skills, which protect the health and well-being of patients, may include but are not limited to the ability to the list below. Please refer to the Health Science programs' Essential Functions.

- Lift, push, pull and/or carry greater than 100 pounds
- Lift and transfer patients to and from wheelchairs, stretchers, beds and imaging tables
- Move, adjust and manipulate equipment
- Position patients for exams
- Respond appropriately to sounds such as the patient's voice and movements at a normal conversational volume
- Respond appropriately to equipment signals such as sound and light

- Manipulate the necessary hospital equipment for patient care such as dials, switches, push buttons & keyboards
- Perform for a prolonged period without breaks in a typical shift of eight hours
- Communicate orally and in writing with patients, doctors and other personnel clearly and effectively, and have the ability to follow verbal and written directions

In the Anesthesia Technology profession, you may be exposed to fumes, chemicals, cold, noise, radiation, blood/body fluids and infectious diseases. See the packet for the Health Career program to which you are applying for specific occupational requirements. Students who do not meet these standards may be considered ineligible for a program and can be withdrawn from all program classes. If you are unsure whether you can meet these requirements, you are advised to consult an adviser, counselor or member of the program faculty to discuss the situation, and/or schedule an appointment with your physician prior to applying to the program or enrolling for classes

Admission & Registration Requirements:

Working Anesthesia Technologists: See page 10

Non-Working Anesthesia Technologists: See pages 11-12

*Please be sure to follow the correct option from above as the $50 application fees are <u>non-refundable</u>.

Working Anesthesia Technology (AT) Admission Criteria:
If you are a <u>non-working</u> AT, please see requirements on page 11-12

Students must complete the following Admissions Check List and all Program Entrance Requirements to be considered for admission to the Anesthesia Technology program. **For non-working Anesthesia Tech applicants**, it is your responsibility to ensure that all material listed below have been completed and received by **July 25, 2019. For those students that are currently working as an Anesthesia Tech**, please be sure to follow the Registration steps below prior to the first day of class.

NOTE: Admission Committees for all Health Science programs has the right to deny admission to any applicant that they feel is unable to fulfill these essential functions as described.

1. Schedule and complete a mandatory individual advising session/interview with the program coordinator that will be scored on a rubric. Call (630) 942-8328 or email cabaik@cod.edu to schedule. It is required that an applicant attend an advising session within a 12 month period prior to the application deadline.

2. If you have not been admitted to College of DuPage, please complete the **non-refundable** $20 College of DuPage General Admissions Application online. **This application is for general admissions to College of DuPage only; it is not an application to the Health Sciences Limited Enrollment Anesthesia Technology program.**

3. To ensure that all of your eligible credits are evaluated towards the admission requirements, turn in **ALL** official Transcripts from institutions that you have attended. Immediately:
   a) Submit your official transcript(s) to College of DuPage, Office of Student Records. **If College of DuPage is the only institution you have attended, you do not need to request official transcripts.**
   b) Verify receipt of your transcript(s). Login to your myACCESS account, click on 'myACCESS for Students', then select '**My Profile**'. The receipt status of your transcript will be listed under '**Transcript Institutions**'.

   NOTE: If you have an international transcript from high school or college, it must first be evaluated. Please visit the following website http://cod.edu/registration/records/trans_eval_listing.aspx for details.

4. Submit the following items (a – b) via email to cabaik@cod.edu.
   a) ALL applicants will need to complete the SmarterMeasure self-assessment tool. This assessment tool is designed to evaluate your online learning readiness. Go to the College of DuPage's SmarterMeasure site at http://cod.smartermeasure.com/ to learn more about the assessment and take the test. Results will be sent to your email. **Please email a copy of your results to cabaik@cod.edu.**

   b) Submit a letter (on official facility letterhead) from the manager stating you are working as an AT. **Submit official letter to cabaik@cod.edu.**

   c) Course: SURGT 1000 – Ethical Considerations in the Health Care Industry
   NOTE: It is preferred that SURGT 1000 be taken prior to program application. Otherwise, students can take SURGT 1000 during their first semester of the program.

   d) If you are currently employed as an AT and you have completed Steps 1 through 4, you will be given permission by the Health Science Division Office to register for the Anesthesia Technology courses. You will be notified of your next steps via email so be sure to monitor your email.

Non-Working Anesthesia Technology (AT) Admission Criteria:
If you are a working AT, please see requirements on page 10

Students must complete the following Admissions Check List and all Program Entrance Requirements to be considered for admission to the Anesthesia Technology program. **For non-working Anesthesia Tech applicants**, it is your responsibility to ensure that all material listed below have been completed and received by **July 25, 2019. For those students that are currently working as an Anesthesia Tech**, please be sure to follow the Registration steps below prior to the first day of class.

NOTE: Admission Committees for all Health Science programs has the right to deny admission to any applicant that they feel is unable to fulfill these essential functions as described.

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2. If you have not been admitted to College of DuPage, please complete the **non-refundable** $20 College of DuPage General Admissions Application online. **This application is for general admissions to College of DuPage only; it is not an application to the Health Sciences Limited Enrollment Anesthesia Technology program.**

3. To ensure that all of your eligible credits are evaluated towards the admission requirements, turn in **ALL** official Transcripts from institutions that you have attended. Immediately:
   a) Submit your official transcript(s) to College of DuPage, Office of Student Records. **If College of DuPage is the only institution you have attended, you do not need to request official transcripts.**
   b) Verify receipt of your transcript(s). Login to your myACCESS account, click on 'myACCESS for Students', then select '**My Profile**'. The receipt status of your transcript will be listed under '**Transcript Institutions**'.

   NOTE: If you have an international transcript from high school or college, it must first be evaluated. Please visit the following website http://cod.edu/registration/records/trans_eval_listing.aspx for details.

4. Complete the **non-refundable** $50 Health Sciences Limited Enrollment Program Application online.
   Once term is selected and application submitted, you may not change the term or program.
   - Select **Fall 2019** in "I plan to start"

      I plan to start*

      | **Fall 2019** | |

   - Select **Anesthesia Technology Degree** when asked "What Health Sciences Limited Enrollment program are you applying for?"

      What Health Sciences Limited Enrollment program are you applying to?*

      | **Anesthesia Technology Degree** | |

If you do not have a credit card, you can purchase a prepaid credit card from your local retailer

5. ALL applicants will need to complete the SmarterMeasure self-assessment tool. This assessment tool is designed to evaluate your online learning readiness. Go to the College of DuPage's SmarterMeasure site at http://cod.smartermeasure.com/ to learn more about the assessment and take the test. Results will be sent to your email. **Please email a copy of your results to hsadmissions@cod.edu.**

6. A goal letter is due with your application. The goal letter essay should include three components: general information about you, a positive quality you would like to convey to the Admissions Committee, and your "story" ie. your reason for seeking admission into the program, relevant preparation you have had for the program, relevant professional experience you may have, your capacity for self-directedness, and your long- and short-range goals, including educational goals. The goal letter must be typed using one and one-half-inch line spacing. It should be two to four pages in length and submitted as a Word Document. Please be sure to include your full name, student ID number and Anesthesia Technology in the letter. **The goal letter needs to be emailed to hsadmissions@cod.edu.**

7. Pre-Entry course categories listed under "Classes - General Education Requirements": These pre-entry course categories will be used to score candidates on a rubric. Student must complete a minimum of three (3) categories from the General Education required courses completed prior to beginning the program (Preferably your Physical/Life Science, Global/Multicultural Studies or Contemporary Life Skills category, and English). (**NOTE:** This requirement is waived if you have earned one of the following degrees: Associate's, Bachelor's, Master's or Phd/EdD, prior to the application deadline. You must submit official transcripts to the COD Records Office prior to the application deadline). If you obtain official proof of any of the above degrees, you will then receive the maximum number of 6 points on the merit evaluation for this requirement.

    Students may be accepted based on program availability and coursework completion. Decisions are made by the admissions' committee. There are no specific age limit regarding pre-entry courses. (Grades of "F" are not accepted).

"All application documents delivered to the College of DuPage pertaining to a health sciences admissions file become the property of the College of DuPage and will not be returned to applicants. This includes but is not limited to transcripts, letters of recommendation, clinical evaluation forms or outside test reports."

Requests for admission are **not** automatically carried over to the following cycle. Applicants who were not accepted for the cycle in which they originally applied are asked to pay the $50 **non-refundable** Health Science application fee and submit any/all supporting documents as listed on the Admissions Checklist of the Application Packet requirements (if applicable).

Anesthesia Technology Admission Rubric
(Subject to Change)

Student Name: _____

Area	Rubric	Completed	Possible Points
Advising Session	Must complete a mandatory individual advising session/interview with program coordinator within a 12-month period of the application deadline date.	Yes or No	
Completed General Education Required Categories Completed). Waived if you have earned one of the following degrees: Associate's, Bachelor's, Master's or Phd/EdD, prior to the application deadline. (You must submit official transcripts to the COD Records Office prior to the application deadline). NOTE: If you obtain official proof of any of the above degrees, you will then receive the maximum number of 6 points on the merit evaluation for this requirement	General Education Required Categories _____ Category 1: **Communications:** 6 credits (minimum required) Category 2: **Humanities:** 3-6 credits (minimum required) Category 3: **Mathematics:** 3-5 credits (minimum required) Category 4: **Social & Behavioral Sciences:** 3 credits (minimum required) Category 5: **Global/Multicultural Studies or Contemp. Life Skills** 2-3 credits (minimum required) Category 6: **Physical and Life Sciences** 3-5 credits (minimum required)	Every COMPLETED category would receive 1 point. NOTE: In order to achieve the category completion, the **minimum** credit hours are required within each category. For example, if you have completed 2 credits under "communication" you will NOT receive merit points. If you have completed 6 credit hours for communication, you will receive 1 (one) full merit point under that category.	Max amount of points that can be earned will be 6 points
3 General Education Category Complete	Letter grade of first category (Scale A)	Scale A A = 4 points B = 3 points C = 2 points	4 points

(If more than 3 categories have been completed, the categories with the highest grades will be used for this area)	Letter grade of second category (Scale A)	Scale A A = 4 points B = 3 points C = 2 points	4 points
	Letter grade of third category (Scale A)	Scale A A = 4 points B = 3 points C = 2 points	4 points
Previous Degrees Earned	Points are awarded for the highest degree earned from an accredited educational institution None/Certificate = 0 pts. Associate = 2 pts. Bachelors or higher = 4 pts	0-4 points	4 points
Goal Letter	Quality of written essay submitted	1.General information about you = 3 pts. 2. A positive quality you would like to convey to the admissions committee = 3pts. 3. Your story a. Reason for seeking admission b. Relevant preparation you have had for the program c. Relevant professional experience you may have d. Your capacity for self -directedness e. Long term goals f. Short term goals g. Educational goals = 7 pts. 4. Typed 2-4 pages, one and one-half inch spacing, grammatical /spelling errors Minus 2 pt. or more points could be deducted from above depending upon errors and lack of content = 2pts. a. on letter head b. from lead/manager c. lists role and duties	15 points total Minus 2 points or more
College of DuPage Resident	Yes or No	Yes = 3 points No = 0 points	3 points

Smarter Measure self-assessment tool	Average percentage of the following 4 areas: 1. Life Factors 2. Personal Attributes 3. Tech Knowledge 4. Reading Recall	Average Percentage: 90% - 100% = 4 points 80% - 89% = 3 points 70% - 79% = 2 points 60% - 69% = 1 point	15
Tie Breaker	In the event of a tie breaker, the student who applied first will be admitted		
Totals			

Total maximum merit evaluation points are 52.
All applicants will be ranked on the merit evaluation.
Final acceptance decisions are made by the Admissions Committee