



HEALTH APPLICANT INFORMATION

Dear Health Program Applicant:

Thank you for your interest in applying for entrance into one of the Health Programs. There are several steps necessary to be officially accepted into a program. This information is provided in order to clarify the process of admission. The steps are listed below in chronological order.

1. **Test of Adult Basic Education (TABE) Assessment**
 - a. **TABE Version D - Full Battery** is required for applicants for the Patient Care Technician Program & Massage Therapy Program.
 - b. **TABE Version A-Full Battery is** required for applicants for the Medical Coder/Biller, Practical Nursing Program & Pharmacy Technician.
 - c. **Exempt TABE:** Nursing Assistant, Home Health Aide, and Phlebotomy applicants and those with an acceptable college degree.
2. **The cost of the TABE is fifteen dollars (\$15).** The test is given Tuesday, Wednesday and Thursday at 7:30 a.m. – 12 p.m. or Tuesday evening from 4:45 p.m. – 9 p.m. during the school sessions. If more than two (2) years have passed from the date of entrance into the program (i.e., the first day of class), the TABE must be re-taken. If you have a college degree from an accredited college or university, you are exempt from the TABE test. You must provide a copy of your degree at time of application. To schedule the TABE, call the Ridge Career Center switchboard 863.419.3060.
3. **Schedule an Appointment to Meet with the Adult Guidance Counselor for day time programs.** Ms. Alice Moore, Adult Guidance Counselor, may be able to see you on the day of your test for application. At busy times of the year, an appointment is necessary. She is located in the RCC Guidance Office. For the night scheduled classes, Mr. Cochran, the Evening Director, will meet with you or Ms. Sloan, the Evening Secretary.
4. **Complete a Computerized Ridge Application Form at RCC.** Computers are available for you to use in the guidance office. Someone can assist you if you are not familiar with computers. Mark the course you have chosen as your desired program. Each application must be accompanied with an application fee before the application can be processed.
5. **Submit your high school transcript or GED.** Your high school transcript or GED must be from a SACS accredited school or the equivalent. If your transcript is not approved for acceptance by the Polk County Schools, the adult guidance counselor can advise you. If your transcript is out-of-country, it must be translated into English and justified as US equivalent by an authorized agent.
6. **Provide Identification Documents.** Please provide a copy of the following:
 - 1.) Social Security Card
 - 2.) Drivers License or Florida ID.
 - 3.) One additional proof of Florida residency or are required to pay-out-of- state tuition fees.
7. **Sign a "Permission to Obtain a Criminal Background Check"** either through the Adult Guidance office for day classes or through Mr. Cochran or Ms. Sloan for evening classes and pay the amount of sixty dollars (\$60) to the school cashier to cover this cost. If you have a felony conviction or some misdemeanor convictions, you may not be permitted to take the State Licensure Exam for CNA or LPN at the end of the program. The background check will not be activated until 30-60 days prior to your admission. If there are problems, you will be notified. Again, persons with a felony conviction may not be permitted to take the State Board of Nursing Examination at the end of the program or obtain employment in a health care setting. A moral affidavit must also be signed in the presence of a notary. This form is your statement to the school that you meet the requirements required by clinical facilities. (Practical Nursing Applicants do not pay this fee until they have completed the NLN and are accepted into the program.)

8. **Practical Nursing Applicants Must Take the National League for Nursing Pre-Entrance Test (NLN).** Practical Nursing Applicants are required to take the NLN Test prior to acceptance in the program. After completing the initial application, please pay \$45 non refundable fee to the School Store Cashier and bring the receipt to the Health Science Building, Nursing Secretary, to schedule the NLN Test. Once the test is completed, Practical Nursing Applicants are notified of acceptance or non acceptance. Also, Practical Nursing Applicants do not pay the Criminal background fee until the NLN has been taken and passed.
9. **Provide Transcripts, as requested.** Documentation of the *Health Core Certificate* or completion of *Health Science 1 and 2* in high school may provide 90 contact hours of credit. Practical Nursing applicants may be granted transfer credit for certain college courses. You may request a review of your official college transcript to determine if transfer credit is allowable.
10. **Medical Clearance. Attend Information Session to Obtain Medical Forms.** Attendance is required if you are enrolling in a program that requires medical clearance as Home Health Aide, Nursing Assistant, Practical Nursing, Pharmacy Technician, Phlebotomy, Patient Care Technician. (See posted schedule of Information Sessions).
 - a. If the following items are not documented as completed within thirty (30) days of admission, your seat will be forfeited.
 - b. Sign a form requesting that results of a 10-panel drug screen be sent to the school. Complete the test thirty (30) days prior to admission to the program and have the results sent to the school as directed.
 - c. Provide a physical examination signed by a MD, DO or ARNP as medical clearance verifying fitness to enter the health program. (A form is provided on which to verify health information).
 - d. Obtain Titers for MMR, Varicella, Hepatitis B and C. Obtain immunizations as required. (See medical form).
 - e. Obtain Tdap immunization; DO NOT GET THE TRADITIONAL TETANUS OR DT BOOSTER. Tdap is a new Immunization for adults including tetanus, diphtheria and pertussis. If your MD is not familiar with Tdap, call us for clarification.
 - f. Obtain a TB Test within three months of beginning the program. If this is your first screen, it must be repeated one more time a week later. If you have annual screens, only one is required, but both are documented on the medical form. If positive, a chest x-ray is required
 - g. Assure that the medical form is dated and signed by the MD, ARNP and bring to RCC before the first day of class.
11. **Be measured for uniforms.** Varied colored uniforms are used for each class. An information sheet is provided in the admission packet. This sheet indicates locations that sell the appropriate uniforms. If you are funded by WIA, you may need to get a voucher from your financial advisor to pay for the uniforms, etc. Some classes have uniforms fitted the first week of class. Review the material in your admission packet obtained at the Information Session you attend to determine your responsibility regarding uniforms.
12. **Apply for Financial Aid.** You are advised to begin working on financial aid as soon as you are accepted. Information can be obtained from RCC's Financial Aid Coordinator, Ms. Jean Baker, concerning application for financial aid.

Thank you for your interest in the Health Education Programs at Ridge Career Center. If you have questions, please contact the Adult Guidance Counselor, Mrs. Alice Moore, for day programs or the Assistant Director for Evening Programs, Mr. Steve Cochran, for evening scheduled programs. You may also call me at 863.419.3060, ext 4802.

Sincerely,

M. Elizabeth West, Ed.D., RN
Senior Coordinator Health Science Education