



HEALTH APPLICANT INFORMATION 2014-2015

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 an allied health program. This information is provided in order to clarify the process of admission. The steps are listed below in chronological order.

□ TABE test

TABE Version D - Full Battery is required for applicants for the Patient Care Technician & the Massage Therapy Programs.

TABE Version A-Full Battery is required for applicants for the Medical Coder/Biller, Medical Transcription, Practical Nursing Program & Pharmacy Technician.

Exempt TABE: Nursing Assistant, Home Health Aide, and Phlebotomy Program applicants and those with an acceptable college degree who present an official transcript are exempted.

The cost of the TABE is fifteen dollars (\$15). The test is given Tuesday and Thursday at 7:45 a.m. – 12 p.m. or Tuesday evening from 4:45 p.m. – 9 p.m. during the school sessions. Please be on-site 15 minutes prior to roll call. If it has been more than two (2) years since you have taken the TABE, it must be re-taken. If you have a college degree from a SACS or equivalent 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.

□ 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 TABE test. At busy times of the year, an appointment is necessary. She is located in the Health Science Building. For the scheduled night classes, see Ms. Shawnta Dillard, the Evening Secretary from 1 PM to 9 PM, Monday through Thursday and Friday's from 7:00 am to 3:00 pm.

□ Complete a 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 of \$30 before the application can be processed.

□ Submit your High School Diploma, Transcript or GED. Your high school graduation 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.

□ Provide Identification Documents. Please provide a copy of the following:

- 1.) Social Security Card
- 2.) Drivers License or Florida ID.
- 3.) Two proofs of Florida residency or required to pay-out-of- state tuition fees.

□ Sign a "Permission to Obtain a Criminal Background Check" either through the Adult Guidance office for day classes or through Ms. Dillard, Evening Secretary, for evening classes and pay the amount of sixty dollars (\$60) for the day to the school cashier to cover this cost. All Practical Nursing evening students will pay \$86.00 for Level 2 Fingerprinting background check.

Applicants who have a felony conviction or misdemeanor convictions for theft, domestic violence, battery, Medicaid fraud, etc. may not be permitted to take the State Licensure Exam for CNA or LPN, register for Pharmacy Certification at the end of the program, participate in the clinical practicum necessary to complete the program or potentially find employment in a health care setting. The background check will not be activated until 30-60 days prior to your admission. If there are problems, you will be notified. A moral affidavit must also be signed in the presence of a notary at the information session. This form is your statement to the school that you meet the requirements required by clinical facilities.

Practical Nursing Applicants Must Take a Pre Entrance Test. Practical Nursing Applicants are required to take an additional pre-entrance test prior to acceptance in the program. After completing the initial application, please pay fifty dollars \$50 non-refundable fee to the School Store Cashier and bring the receipt to the Health Science Building, Nursing Secretary, Ms. Phyllistene Johnson to schedule the test. Once the test is completed, Practical Nursing Applicants are notified of acceptance or non-acceptance. The TEAS V is the only accepted Pre-Entrance test. An overall score of 60% must be achieved to be considered for admission to the program.

□ **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.

□ **Attend Information Session (Required):** Sessions are held monthly. Please call Ms. Johnson at 419-3060, Ext 4801, for a date if you did not get the handout provided earlier. This is required to obtain the medical screening packet, information on financial aid and essential program information such as uniforms, textbooks, etc.

□ **Medical Clearance for Programs Requiring Affiliation with Health Facilities or Clinical Rotation.** If the following items are not documented as completed within thirty (30) days of admission, your seat may be forfeited. If there are problems, please call Mrs. DuCharme ext. 4802.

- **Sign a form requesting that results of a 10-panel drug screen be sent to the school.** Complete the test no more than thirty (30) days prior to admission to the program and have the results sent to the school as directed.
- **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).
- **Obtain Titters for MMR, Varicella, Hepatitis B and C. Obtain immunizations as required or provide proof of Immunization.**
- **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.**
- **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.**
- **Assure that the medical form is dated and signed by the MD, ARNP and bring to RCC before the first day of class.**

APPLICANTS MUST ATTEND THE INFORMATION SESSION TO OBTAIN THE REQUIRED MEDICAL DOCUMENTS. STUDENTS ARE ACCEPTED FOR ADMISSION WHEN DOCUMENTS ARE COMPLETED AND RETURNED. LATE ADMISSIONS MAY BE PROVIDED AN EXTENSION UPON REQUEST. THESE ARE CONSIDERED ON AN INDIVIDUAL BASIS. NO STUDENT IS ALLOWED TO ATTEND CLINICAL UNTIL THE MEDICAL SCREENING IS COMPLETED.

□ **Obtain uniforms.** Varied colored uniforms are purchased for each class. An information sheet is provided in the admission packet at the Information Session. 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.

□ **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, Mr. Bob Wetherbee, concerning application for financial aid. You must complete a FAFSA Form before meeting with the counselor. Information is available in the lobby.

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. Tom Ereditario, for evening scheduled programs. You may also call Mrs. DuCharme, Senior Coordinator Health Science Education.