

To Prospective Nursing Applicant:

Individuals who are considering entering the health care profession and who may have a criminal history often ask about potential barriers to licensure, certification and registry following successful completion of an approved course.

The only permanent barrier to licensure in Florida is not having our civil rights. Some felony convictions cause a person's civil rights to be taken away. **As of July 1, 2009 any felony drug conviction or Medicaid/Medicare fraud will prohibit the eligibility of license, certification or registry in Florida for 15 (fifteen) years after the end of the probation period. For further information please contact Florida Department of Health, Division of Medical Quality Assurance, 4052 Bald Cypress Way, Tallahassee, FL 32399 (850-245-4125).**

The Board of Nursing makes decisions about licensure based upon a number of questions on the application and on an individual basis. The application (or the background screening) that indicates a criminal history is considered a non-routine application and must be reviewed by the board staff and possibly referred to the Board of Nursing for action.

Each applicant is reviewed on its own merits. The Board of Nursing has created guidelines for specific offenses to be cleared in the board office; however, the staff cannot make determinations in advance as laws and rules do change over time. Violent crimes and repeat offenders are required to be presented to the Board of Nursing for review. Evidence of rehabilitation is important to the Board Members when making licensure decisions.

The Board may issue a license under conditions such as probation, supervision, or additional education, or the Board may deny your application. If drugs or alcohol are a concern, the board may require the applicant to undergo an evaluation and to sign a contract with the Intervention Project for Nurses (800-840-2720).

Each nursing program makes independent decisions about admissions into the program and may require a criminal background screening as part of that process. Clinical facilities may limit or prohibit students with criminal histories from participating in clinical experiences. Other options may not exist for the student to complete required clinical hours in order to obtain a nursing degree; thus, such a student may not be eligible for licensure in Florida.

The licensure application requires disclosure of any criminal history and the disposition of all cases prior to board review. Entry into the nursing education program is the prospective student's decision based upon the knowledge that he/she may, or may not, be granted a nursing license. All of the above factors should be taken into consideration prior to making a decision about a nursing career.

For more information, obtain the Florida Nurse Practice Act and Rules of the Board of Nursing, along with an information packet, via web site at <http://www.doh.state.fl.us/mqa> or by contacting the Call Center at 850-488-0595.

Dear Prospective Student:

We are excited that you are interested in fulfilling a professional goal by attending the First Coast Technical College. Attached is the application for Phlebotomy, Nursing Assistant (NA), Patient Care Assistant (PCA) you requested.

Nursing Assistant covers Basic Health Occupations and Nursing Assistant for a total of 165 hours. Patient Care Assistant covers NA plus Home Aide and Patient Care Assistant for a total of 290 hours.

The Test for Adult Basic Education (TABE) is required for entrance into these programs. A minimum basic skills grade level of 7 in Language, Reading, and Mathematics is required on the TABE for the Nursing Assistant, and Patient Care Assistant Programs. Data has indicated that attainment of required level of entry will assist the nursing program candidate to pass the required state certification examinations. To register for the TABE, contact the school at (904) 547-3282 in St. Augustine or (386)326-9000 in Palatka. The TABE test will take approximately three (3) hours.

Florida State Statutes now requires students to qualify as a **FLORIDA RESIDENT**. To qualify as a Florida resident for tuition purposes, a student must have established legal residence in Florida and must have **MAINTAINED** legal residence in Florida for at least **12 MONTHS IMMEDIATELY PRIOR TO THE FIRST DAY OF CLASS**. Evidence of Florida residency may include one or more of the following documents with **APPLICABLE ESTABLISHMENT DATES**:

1. Proof of purchase of a permanent home in Florida
2. Florida vehicle registration
3. Professional/occupational license in Florida
4. Full-time employment in Florida
5. Florida driver's license
6. Florida voter's registration card
7. Declaration of domicile

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Please indicate on the application form, the course and location that best fit your professional goal, and return it to the FCTC Registration, Building A, with the required fee(s).

We look forward to seeing you soon as a student in one of these rewarding health professions.

Sincerely,

Nancy Plumlee, RN, MSN
Coordinator, Health Occupations Department

**ACCEPTANCE INTO THESE PROGRAMS REQUIRES CRIMINAL BACKGROUND
CHECK AND DRUG SCREENING TEST.**
This is to be completed after you are enrolled.

StudentCheck

Look beyond grade point averages.

INSTRUCTIONS FOR OBTAINING YOUR BACKGROUND CHECK, AND FINGERPRINTING FOR A CLINICAL EDUCATION PROGRAM

FIRST COAST TECHNICAL INSTITUTE BACKGROUND CHECK & FINGERPRINTING

Background checks and drug screening are required on incoming students to insure the safety of the patients treated by students in the clinical education program. Fingerprinting is required for a Florida-specific screening which was mandated as part of House Bill 7069, and required by Florida's Agency for Health Care Administration of applicable types of facilities where you will complete clinical work. This is in addition to the Student background check through PreCheck's StudentCheck solution. You will be required to order your background check as well as register and submit fingerprints in sufficient time to allow for items to be reviewed by the program coordinator or associated hospital prior to starting your clinical rotation. A background check typically takes 3-5 normal business days to complete. Fingerprinting collection, dissemination and results take on average 3 days. The background checks are conducted by PreCheck, Inc., a firm specializing in background checks for healthcare workers. PreCheck will not use your information for any other purposes other than the services ordered. Your credit will not be investigated, and your name will not be given out to any businesses. The fingerprint collection is handled by Cogent Systems, and you can find more information and a link to their registration page by going to www.mystudentcheck.com and selecting the "Student Fingerprinting" link.

PreCheck Student Background Check Ordering Instructions:

1. For the student background check go to www.mystudentcheck.com and select your School and Program from the drop down menus for School and Program.
2. Complete all required fields as prompted and hit Continue to enter your payment information. The payment can be made securely online with a credit or debit card. You can also pay by money order, but that will delay processing your background check until the money order is received by mail at the PreCheck office. **Texas** residents will pay **\$52.50** and **New Mexico** residents will pay **\$52.02** Residents in **all other states** will pay **\$48.50**. For your records, you will be provided a receipt and confirmation page of background check through PreCheck, Inc.

Fingerprint Ordering Instructions:

1. Once you've ordered your background check through www.mystudentcheck.com, or if you **only** need fingerprinting, please click on the Student Fingerprinting link near the top of the screen when viewing www.mystudentcheck.com. You will be taken to a page with brief information about the process, and offered a link to go directly to Cogent Systems registration page. You may also just go directly to www.cogentid.com, and click on the FL area link, then the AHCA link, and review the Registration Procedures section.
2. Click on Register Online when you are ready to register for your fingerprints. You will enter basic information, and will also be required to provide the AHCA License Number of the clinical site who is requiring your fingerprints. If you do not know the AHCA number, or one is not listed below, please contact your school or the clinical site requesting that you submit fingerprints.

Please enter AHCA License Number: _____

3. You will be prompted for payment information. The cost of the fingerprint search and collection is **\$54.25**. Once you've submitted your information you will be provided a Registration Number and the ability to look up Cogent's fingerprinting sites. You must take your Registration Number with you to the site.

4. Once you've visited the site and your results have been processed, they will be returned directly to the clinical site that requires the fingerprinting search.

FREQUENTLY ASKED QUESTIONS REGARDING PRECHECK'S BACKGROUND CHECK/STUDENTCHECK:

- Does PreCheck need every street address where I have lived over the past 7 years? No. Just the city and state.
- I selected the wrong school, program, or need to correct some other information entered on www.mystudentcheck.com, what do I do? Please email StudentCheck@PreCheck.com, with the details.
- How long does the background check take to complete? Most reports are completed within 3-5 business weekdays.
- Do I get a copy of the PreCheck background report? Yes. Log into www.mystudentcheck.com and click on "Check Status", and enter your SSN and DOB. If your report is complete, you may click on the application number to download and print a copy. This does not apply to the fingerprint results supplied to your Clinical Site by Florida's Agency for Health Care Administration.
- I have been advised that I am being denied entry into the program because of information on my report and that I should contact PreCheck. Where should I call? Call PreCheck's Adverse Action hotline at 800-203-1654. Adverse Action is the procedure established by the Fair Credit Reporting Act that allows you to see the report and to dispute anything reported.

If you need further assistance, with the background check or drug screening services, please contact PreCheck at StudentCheck@PreCheck.com. You may also review Cogent Systems' Frequently Asked Questions at www.cogentid.com/fl/index_ahca.htm