



## ST. JOHNS COUNTY SCHOOL DISTRICT First Coast Technical College

### HOME HEALTH AIDE PROGRAM

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To Prospective Health Career 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.

**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. Also, some felony convictions cause a person's civil rights to be taken away. For further information, please contact Florida Department of Health, Division of Medical Quality Assurance, 4052 Bald Cypress Way, Tallahassee, FL 32399 (850-245-4125).**

For all other cases, the Governing Board makes decisions about licensure on an individual basis based upon the answers to questions on the application. 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 for action.

The Governing Boards for each health occupation have 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. Cases of applicants that have committed violent crimes or are repeat offenders are required to be reviewed by the respective board. Evidence of rehabilitation is important to the Board Members when making licensure decisions.

In these cases, the Board may issue a license under conditions such as probation, supervision, or additional education, or simply deny the application. If drugs or alcohol are a concern, the board may require the applicant to undergo an evaluation and to sign a contract with a designated monitoring program.

Each health careers program makes independent decisions about admissions into the program and FCTC requires 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 complete the chosen program; thus, such a student may not be eligible for licensure, certification and registry in Florida.

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

For more information, please contact Florida Department of Health, Division of Medical Quality Assurance, 4052 Bald Cypress Way, Tallahassee, FL 32399, via web site at <http://www.doh.state.fl.us/mqa> or by contacting the Call Center at 850-488-0595.

# FIRST COAST TECHNICAL COLLEGE HOME HEALTH AIDE

Dear Prospective Student:

First Coast Technical College is accepting applications for the Home Health Aide program. Classes will be held in St. Augustine and several clinical sites in St. Johns, Putnam, and/or Clay Counties. The course schedule is Monday through Thursday 8am-3pm. The program length is 165 hours.

**To be eligible for this course you will need to meet the following prerequisites and complete the following steps:**

- |   |         |
|---|---------|
| 1. Schedule date and time to attend orientation and take TABE test or meet exemption. | \$25.00 |
| 2. Complete application form and include all required documentation.                  |         |
| 3. Submit completed application and required documentation to Registration.           | \$10.00 |

TABE scores are valid for two years from the date of administration. If you do not have recent TABE scores on record with First Coast Technical College, please register for test in registration.

**Note: All fees are nonrefundable/nontransferable and subject to change.  
APPLICATIONS MUST BE COMPLETE and SUBMITTED IN PERSON.**

**PLEASE DO NOT MAIL YOUR APPLICATION!  
Submit completed applications to Registration Office  
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

**ADMISSION REQUIREMENTS**

1. Be at least 18 years of age upon completion of the program.
2. Have a TABE score of 5th grade in reading, language, and math or meet TABE or degree exemption for completion of the program. Student may enter program with TABE scores within 3 grade levels of requirement.
3. Complete an FDLE Background Check regarding arrest and conviction **at student's expense**. *See attached information sheet with instructions. Please be aware that some convictions may prevent you from entering the program.*
4. Pass a mandatory drug testing if the student does not pass the drug screening, immediate dismissal from the program will occur. *Completed after entering the program please see program instructor for submission date.*
5. Must have a current AHA Health Care Provider BLS CPR Card - *must stay current throughout the program enrolled in. Obtained at student's expense.*

**In-State Tuition**

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 two of the following documents from Tier 1 or one from Tier 1 and one from Tier 2 (cannot have two from Tier 2) with **APPLICABLE ESTABLISHMENT DATES**:

**Tier 1 – Must have at least one of the following documents**

1. A Florida voter's registration card
2. A Florida driver's license
3. A State of Florida identification card
4. A Florida vehicle registration
5. Proof of a permanent home in Florida which is occupied as a primary residence
6. Proof of a homestead exemption in Florida
7. Transcripts from a Florida high school for multiple years if the Florida high school diploma or GED was earned within the last 12 months
8. Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12-month period

**Tier 2 – May include one of the following documents**

1. A declaration of domicile in Florida (1 year after date filed)
2. A Florida professional or occupational license
3. Florida incorporation
4. A document evidencing family ties in Florida
5. Proof of membership in a Florida-based charitable or professional organization
6. Any other documentation that supports the student's request for resident status, including, but not limited to, utility bills and proof of 12 consecutive months of payments; or an official state, federal, or court document evidencing legal ties to Florida

### **ACCEPTANCE INTO THE PROGRAM**

Once you have submitted your completed application you are then eligible to register, pay tuition and begin class at the next enrollment date. **Application submission and Registration MUST be done at least three weeks prior to class scheduled start date.** Your application is good for two (2) years from date of TABE administration. After two (2) years your application will expire and you must reapply.

### **AUXILIARY AID**

This school provides auxiliary aids and services for persons with disabilities. If you need assistance during your study, please contact your counselor in Building "A".

### **COURSE DESCRIPTION**

Home Health Aide covers Basic Healthcare Worker and Home Health Aide for a total of 165 hours. The course is made up of classroom and lab simulation. Students are expected to attend all simulation and classroom hours. Students are responsible for transportation to all classroom and simulation sites.

### **FINANCIAL AID**

"FCTC encourages all students to apply for financial aid. Please visit our website at [www.fctc.edu](http://www.fctc.edu) for detailed instructions & the required forms packet. Or, you can pick up the instructions & forms at any campus. **You can start the application process at any time. You do not have to wait for your orientation, TABE test, or program application to be done.** Applying for financial aid & determining eligibility usually takes 1-2 weeks. If you have questions, or would like additional assistance, please call 904.547.3511 or email [susan.williams@stjohns.k12.fl.us](mailto:susan.williams@stjohns.k12.fl.us)

## **CHECKLIST FOR APPLICANT**

**Prior to submitting application, make one COPY of each item below and ATTACH to application.**

**FCTC is unable to make copies of the required documentation.**

- ( ) TABE scores of 5<sup>h</sup> grade in Math, Reading and Language or AA/BS Degree with official transcript and Orientation or meet exemption
- ( ) High School Diploma with official transcript or GED Certificate (*Preferred not Required*)
- ( ) Florida Driver's License
- ( ) Residency Documentation
- ( ) Must have a current AHA Health Care Provider BLS CPR Card - **must stay current throughout the program enrolled in.**
- ( ) FDLE Background check completed/submitted see attached information on submission

For cost breakdown go to <http://fctc.edu/consumer-information/cost-by-program/>

**NOTE:** Costs are approximate and may vary at any time. Sales Tax is not included in estimates. If an agency is paying for your books or clothing, you must present approved voucher and payment receipt to receive items.



**FLORIDA RESIDENCY FOR TUITION PURPOSES RESIDENCY AFFIDAVIT**

**THIS SECTION MUST BE COMPLETED IN FULL IF YOU ARE CLAIMING FLORIDA RESIDENCY FOR TUITION PURPOSES PERSUANT F.S. 1009.21**

Students who have been established as exempt from paying tuition fees or use Florida Prepaid are exempt from the residency requirement.

Name of Student \_\_\_\_\_ Last 4 of SS# \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_ DOB / \_\_\_\_ / \_\_\_\_

Claimant Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_

(Claimant is the person who is claiming Florida residency, e.g., the student, parent, spouse, or legal guardian)

Permanent Legal Address of Claimant \_\_\_\_\_

Date Claimant Began Establishing Residency in Florida \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Students must provide TWO qualifying forms of documentation proving at least 12 consecutive months residency prior to enrollment. Please select TWO qualifying forms of documentation from Tier 1 or ONE from Tier 1 & ONE from Tier 2.**

**Please indicate which required Florida residency supporting documents you are providing:**

**TIER 1: MUST have at least one from this tier**

- Florida driver license or State of Florida ID card
- Florida voter registration
- Florida vehicle registration
- Proof of permanent home in Florida which is occupied as primary residence by the student of the parent/legal guardian (if the student is dependent)
- Proof of homestead exemption in Florida
- Transcripts from a Florida high school for multiple years, if the Florida high school diploma or GED was earned within the last 12 months
- Proof of permanent full-time employment in Florida for at least 30 hours per week for a 12 month period
- Proof of active duty residing or stationed in Florida

**TIER 2:**

- A declaration of domicile in Florida
- A document evidencing family ties in Florida
- A Florida professional or occupational license
- A Florida incorporation
- Proof of membership in a Florida-based charitable or professional organization
- Any other documentation that supports the student's request for resident status (Examples: utilities bills for 12 months, lease agreement for 12 months)

Claimant's Driver License

State \_\_\_\_\_ Number \_\_\_\_\_ Issue Date \_\_ / \_\_ / \_\_\_\_

Claimant's Voter Registration

State \_\_\_\_\_ County \_\_\_\_\_ Number \_\_\_\_\_ Original Issue Date \_\_ / \_\_ / \_\_\_\_

Claimant's Vehicle Registration

State \_\_\_\_\_ Number \_\_\_\_\_ Original Issue Date \_\_ / \_\_ / \_\_\_\_

Non U.S. Citizen Only

Resident Alien Number \_\_\_\_\_ Issue Date \_\_ / \_\_ / \_\_\_\_

I do hereby swear and affirm that the above named student meets all requirements indicated in the checked category above for classification as a Florida resident for tuition purposes. I understand that a false statement in this affidavit will subject me to penalties for making a false statement pursuant to F.S. 837.06.

**Signature of Claimant** \_\_\_\_\_ **Date** \_\_\_\_\_

**OFFICE USE ONLY – please ensure copies of residency documents and independent proof if required are attached**

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_ Approved: YES  NO

## FLORIDA RESIDENCY DEFINITIONS

A Florida "resident for tuition purposes" is an independent person who has, or a dependent person whose parent or legal guardian has, established and maintained legal residence in Florida for at least twelve (12) months. Residency in Florida must be for the purpose of establishing a permanent legal residence and not merely to just attend school at an institution of higher education. To qualify as Florida resident for tuition purposes, you must be a U.S. citizen, permanent resident alien, or legal alien granted indefinite stay by the Bureau of Citizenship and Immigration Services. Other persons not meeting the twelve (12) month legal residence requirement may be classified as Florida residents for tuition purposes only, if they fall within one of the limited special categories authorized by the Florida Legislature and Florida Board of Education for exemption. All other persons are ineligible for classification as a "Florida Resident for Tuition Purposes."

**Documents supporting the establishment of legal residence in Florida must be dated, issued, or filed 12 months prior to the first day of classes of the term for which an in-state classification is sought.**

### Who may be eligible to establish Florida residency for tuition purposes?

- U.S. citizens, permanent resident aliens, and certain Visa categories
- Independent persons (not claimed by anyone other than themselves for Federal Income Tax purposes), who have resided, and been employed in a permanent, full-time position, in Florida for the last 12 months or more.
  - **Independent:** 24 years of age or older; married (must provide marriage certificate if student is under 24); has children who receive more than half of their support from the student; has other dependents who live with and receive more than half their support; is a veteran of the U.S. Armed Forces or is currently serving on active duty (provide DD214); both of the student's parents are deceased (provide death certificates); student was (until age 18) a ward of the court.
  - **Dependent:** All students who do not meet the definition of an independent student shall be classified as dependent.
- Either parent or legal guardian of a dependent child. Federal Income Tax documents will be required to prove dependency. The term "dependent child" means any person, whether or not living with his/her parent or legal guardian, who is eligible to be claimed by his/her parent or legal guardian as a dependent under the Federal Income Tax and who receives more than 50% of the true cost of living expenses from his/her parent or legal guardian.

### Who is not eligible to establish Florida residency for tuition purposes?

- Students who are dependent on out-of-state parents (claimed on the parent(s) Federal Income Tax form).
- Students who moved to the State of Florida for the sole purpose of attending an institution of higher education.
- Students who claim independence but cannot document independence.
- Certain Visa categories.

### Who is exempt from establishing Florida residency for tuition purposes?

- Students who are exempt from paying fees (DCF, homeless waivers) are exempt from providing proof of residency F.S. 1009.25(2)(c)(d) and (f), F.S.
- Students paying with Florida Prepaid College Program. Each qualified beneficiary shall be classified as resident for tuition purposes, regardless of his or her actual legal residence. F.S. 1009.98(a)1.

### NON-FLORIDA RESIDENTS ONLY

I understand that I do not qualify as a Florida resident for tuition purposes for the term for which this application is submitted and that if I should qualify for some future term it will be necessary for me to file the required documentation prior to the beginning of the term in order to be considered for Florida residency reclassification.

Printed Student Name \_\_\_\_\_ State of Residence \_\_\_\_\_

Student Signature \_\_\_\_\_

**FIRST COAST TECHNICAL COLLEGE  
HOME HEALTH AIDE APPLICATION**

2980 COLLINS AVENUE  
ST. AUGUSTINE FL 32084-1919  
(904) 547-3282

**NOTE: All fees are non-refundable/non-transferable and subject to change.** All fees must accompany submission of this form. Application Fee \$10.00

RCPT. # \_\_\_\_\_

DATE.# \_\_\_\_\_

Initials. \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (Middle) (Maiden Name/Other Names)

Social Security#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_  
(Street) (Apt/Unit Number) (City) (State) (County) (Zip)

Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Emergency contact: \_\_\_\_\_ *Required* Phone Number: \_\_\_\_\_

Circle Highest Grade Completed: 8 9 10 11 12

College: 1 2 3 4 yrs

Reason for Leaving Program:

\_\_\_\_\_

Have you ever been convicted of a crime, found guilty or entered a plea of no-contest to a crime other than a traffic violation?

{ } No { } Yes

If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

I verify that all information contained in this application is true and correct. I authorize the First Coast Technical College to contact former employers and educational institutes in this application, and further authorize these employers and educational institutes to release information to officials of First Coast Technical College concerning my performance and progress while under their employ or enrolled in their program(s).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**The following information is not used in the eligibility process.**

Applicant's Sex: { } Female { } Male  
Race: { } White { } Black { } Asian/Pacific Islander { }  
Hispanic  
{ } American Indian/Alaskan Native { } Multi-Racial { } Other

Are you a United States citizen? { } Yes { } No Is English your second language? { } Yes { } No



## Instructions for Obtaining your Background Check for the HHA Program

Background checks and drug screening are required on incoming students to insure the safety of the patients treated by students in the clinical/extern/practicum education program. Your results must be submitted in sufficient time to allow for items to be reviewed by the program coordinator. A background check typically takes 3-5 normal business days to complete. Background checks are conducted by the Florida Department of Law Enforcement and the FDLE does not release Social Security Number information.

There will be a charge of **\$24.00** against your credit card for each name search performed, regardless of search results. This Internet service will provide you with a list of possible matches similar to the subject of the inquiry.

***Falsifying or altering any of the returned information with intent to misrepresent the contents is prohibited by law, and may be punishable as a felony when done with intent to injure or defraud any person.***

### **FDLE Student Background Check Ordering Steps:**

1. For the student background check go to <https://web.fdle.state.fl.us/search/app/default>
2. Under the search tab complete all required fields as prompted and hit submit to enter your payment information. The application will first ask for information about you and the credit card that you will use to pay for the services. The purpose for this information is to validate the credit card payment and to allow FDLE to fulfill its requirements for criminal history dissemination.
3. After submitting your customer information, you will continue to the entry of search criteria. The accuracy of the information you provide is critical to the search results since records searched are based on your submission information.
4. After submitting the search criteria, you will confirm the information and accept the \$24 fee for the search. You will be presented a receipt which you can e-mail and/or print for your convenience. We strongly encourage you keep the receipt for your records in case you experience problems with the Internet service.
5. Search results are returned directly to your browser screen. Search results will not be sent by regular mail. Review the possible matches individually, by evaluating all of the demographic information that is available. You should begin by looking at the complete name, sex, race, date of birth, SSN and any other identifiers that may be present, such as alias name, additional dates of birth or SSN, height, weight, eye, and hair color. Do not assume that the possible match will always be the first or second candidate.
6. The Search Results Page displays the possible matches to the search criteria that you have entered. The result of the search could indicate that no record was found on the subject, that a single subject matched the search criteria, or that there were multiple possible matches.
  - a. If there was no record found, there is no criminal history on file for the subject (based on the info provided). No additional charges apply beyond the \$24 fee.
  - b. If a single match occurred, the subject's criminal history will be returned. No additional charges apply beyond the \$24 fee.
  - c. If more than one record matched the search criteria, you will be presented with a choice of up to five candidates that matched. You will then select the record(s) you would like to receive. The criminal record for one selected candidate is included in the \$24 fee. Should you elect to receive records on more than one candidate, you will be charged an additional \$24 for each candidate you select.
7. When you get to the Select Candidates page, you may select the record(s) you would like to receive by clicking the "Display History" button next to the subject. Only subjects that are selected will be displayed once you click the "Display History" button.
8. Your search results are returned instantly, have your results emailed to yourself, you **MUST forward the results to [debra.warren@stjohns.k12.fl.us](mailto:debra.warren@stjohns.k12.fl.us)**