Application Checklist for
the following programs:

- **Practical Nursing**
- **Surgical Technology**
- **Dental Assisting**

Program Requirements

All students must be 18 years of age upon completion of their program.

A high school diploma or a GED is required to enter this program.

A Social Security number is required to obtain licensure and some certifications.

Students are required to attend clinical trainings in multiple counties including, but not limited to, St. Johns, Putnam, Clay and Duval. It is the student's responsibility to arrange for transportation.

If you meet the above requirements, please continue with this Application Checklist.

Application Checklist

The following are required for a complete application packet.

☐ Request your **final official sealed high school or GED transcripts**. If you have an Associate degree or higher, this can be sent in lieu of high school or GED transcripts. Go to https://fctc.edu/transcripts/ to learn how to submit your final official transcripts.

   If you do not have a high school diploma, please contact Recruiter@FCTC.edu to learn how to move forward.

   o Once your official transcripts have been reviewed, you will receive an email detailing next steps. You will be notified if you need to schedule and take the CASAS assessment test. CASAS scores must be on file unless you meet the basic skills exemption requirement. *See below regarding accommodations.*

☐ For **Practical Nursing** and **Surgical Technology Programs ONLY**: schedule, take and pass the **Test for Essential Academic Skills (TEAS)** before moving on to the next step. A minimum TEAS score of **55% overall** must be on file before the Online Application will be sent.

☐ When your transcripts are reviewed and uploaded, FCTC will send you an **Online Application** through your FOCUS account. Complete your online application and submit.

☐ Complete **Florida Residency Affidavit for Tuition Purposes** and provide copies of two qualifying documents to prove residency.

☐ **Background Screening** requirements *(separate fees apply)*:

   Practical Nursing and Surgical Technology Programs ONLY: A Level 2 Background Screening is required. When your application packet is complete, Admissions will send you background screening instructions. Do NOT complete a background screening prior to receiving FCTC instructions; fees are non-refundable. Additional paperwork is required to complete the background check; follow the instructions carefully. The Background Screening for Practical Nursing and Surgical Technology students must remain valid while students are enrolled in the program.

   Dental Assisting students ONLY: Complete and submit an FDLE Background Check with your application documents. FDLE Background Checks expire within one year.

☐ Application documents should be uploaded to your FOCUS account. Please see **IMPORTANT STUDENT LINKS** in your FOCUS account portal and click on **How to upload documents to FCTC**.

Auxiliary Aid and Accommodations
FCTC provides auxiliary aids and services for persons with disabilities. If you need assistance during the course of your study, please visit Student Advising in Building A at the FCTC Main Campus or email StudentAdvising@FCTC.edu.

FCTC does not make inquiries of a student concerning a disability or accommodations. Students with a disability, IEP or 504, etc. that are requesting special accommodations must meet with a student advisor and identify themselves prior to assessments and the beginning of classes. Self-advocacy is highly suggested. Please refer to the Student Handbook.

It is the responsibility of the student to ensure all paperwork has been submitted to Admissions.

Your application packet will be processed in the order it was received. Allow minimum of 10 business days for application processing. More time may be required during high volume periods.

<mark>Admissions will email a request for missing information and documents. Please respond promptly.</mark>

Once your application packet is complete, you will be contacted to pay the application fee. After the application fee is paid, you will receive an email detailing registration instructions.

Seats are limited and fill on a first-come, first-served basis. Please apply early. When/if a program is full, students will be emailed about Waitlist opportunities and next steps.

FCTC's primary method of communication is via email. Be sure to check your emails including spam/junk.

Contact Admissions@fctc.edu if you have questions.

The Florida Board of Nursing is responsible for protecting the public. In carrying out this responsibility, the Board of Nursing reserves the right to deny licensure and/or certification to anyone who has been convicted of a crime other than minor traffic violations. Pursuant to Section 456.0635, Florida Statutes, the Florida Board of Nursing shall refuse to issue a license, certification or registration and shall refuse to admit a candidate for examination if the applicant has been:

➢ Convicted or plead guilty or nolo contender (no Contest) to a felony violation regardless of adjudication of chapters 409, 817 or 893, Florida Statutes; or 21 U.S.C. ss.801-970 or 42 U.S.S. ss 1395-1396, unless the sentence and any probation or pleas ended more than 15 years prior to the application.

➢ Terminated for cause from Florida Medicaid Program (unless the applicant has been in good standing for the most recent five years).

➢ Terminated for cause by any other State Medicaid Program or the Medicare Program (unless the termination was at least 20 years prior to the date of the application and the applicant has been in good standing with the program for the most recent five years).

For more information, please contact Florida Department of Health, Division of Medical Quality Assurance via web site at http://www.doh.state.fl.us/mqa

We suggest you review the statutes below to make sure you will be able to obtain certification before deciding to apply: Florida Statute 0456.0635   Florida Statute 0464.018

DENTAL ASSISTING APPLICANTS ONLY
 Obtaining Your FDLE Background Check

There will be a charge on your credit card for each name search performed regardless of search results. This service will provide you with a list of possible name matches for the inquiry. *Falsifying or altering any 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

- For the student background check, go to https://web.fdle.state.fl.us/search/app/default.

  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.

- After submitting your customer information, continue to the entry of search criteria. Records searched are based on your submission information, so accuracy is critical.

- After submitting the search criteria, you will confirm the information and accept the 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.*

- 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 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.

- 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.
  - o If there was no record found, there is no criminal history on file for the subject based on the information provided. No additional charges apply beyond the original fee.
  - o If a single match occurred, the subject's criminal history will be returned. No additional charges apply beyond the original fee.
  - o 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 fee. Should you elect to receive records on more than one candidate, you will be charged an additional fee for each candidate you select.

- When you get to the Select Candidates page, you may select the record(s) you would like to receive by clicking the "Display History" next to the subject.

- Search results are returned instantly. **Request results to be emailed to <u>you</u>**. Submit the background check results with your application documents.

AFTER STUDENTS ARE REGISTERED AND ENROLLED IN HEALTH SCIENCES PROGRAMS:

Drug Testing

Students must pass a mandatory drug screening or immediate dismissal from the program will occur. Drug screenings are completed **AFTER** starting the program. Please see instructor for submission date.

Physical Examination and Immunizations

Submission date for Physical and Immunizations will be given **after** the program begins.

Medical Information Documentation
PPD or CXR Negative Test Results (Tuberculin test) – Completed after program begins
Hepatitis B Vaccination, Declination or Titers of immunity
* Influenza Vaccination current season
Measles documentation or two immunizations
Mumps documentation or two immunizations
Rubella documentation of two immunizations
Varicella immunization or physician statement – documentation of two immunizations
Tdap (one-time administration) or Tetanus – within ten years
Current Physical Exam – Completed after program begins
*COVID-19 vaccination

Some clinical sites may require documentation to fulfill their vaccination and/or immunization requirements which may impact clinical hours required in the program. This requirement is imposed by the health care providers.