



NORTH FLORIDA

TECHNICAL COLLEGE

2019-2020

MEDICAL ASSISTING

APPLICATION

Application Deadline: Thursday, May 16, 2019
By 3:00PM

Classes start Monday, July 29, 2019
Class – Monday - Thursday – 7:30AM to 4PM



COE – 7840 Roswell Rd, Suite 325
Atlanta, GA 30350

609 North Orange Street, Starke, Florida 32091-2434

Phone: (904) 966-6764 Fax: (904) 966-6817

Website: <http://nftc.edu/>

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EQUAL OPPORTUNITY EDUCATION: *North Florida Technical College will adhere to all applicable federal, state and local laws, and regulations and guidelines with respect to providing reasonable accommodations as required to afford an equal education opportunity.*

North Florida Technical College subscribes to equal access opportunity and endorses non-discrimination on the basis of race, color, religion, national origin, sex, age, handicap or marital status.

OVERVIEW

The medical assisting program is a 1300 hour program designed to train medical assistants with the knowledge, technical skills, and employability skills to work as entry level medical assistants in physician offices and clinics. The course will include a mandatory non-paid 200 hour externship in a physician's office or clinic. The course will include medical office procedures, phlebotomy, EKG training, pharmacology, laboratory procedures, and administrative office procedures. Upon successful completion of the program students are eligible to take a National Certification Examination that is required for employment in this field.

Program content and clock hours

The medical assistant program is a 1300 clock hour program and includes the following sequence of instruction;

OCP	Course Number	Course Title	Course Length
A	HSC0003	Basic Healthcare Worker	90 hours
B	MEA0002	Introduction to Medical Assisting	250 hours
	MEA0501	Medical Office Procedures	75 hours
C	MEA0521	Phlebotomist, MA	75 hours
D	MEA0543	EKG Aide, MA	75 hours
E	MEA0581	Clinical Assisting	230 hours
	MEA0530	Pharmacology for Medical Assisting	90 hours
	MEA0573	Laboratory Procedures	125 hours
	MEA0506	Administrative Office Procedures	90 hours
	MEA0942	Practicum Experience	200 Hours

Admission Requirements

1. Take the TEAS test with score to be used for selection purposes.
2. Take the TABE or meet TABE or degree exemption. Must have score of 10th grade in reading, math, and language by the end of the program to receive certificate.
3. Documentation of a high school diploma, GED or higher degree.
4. 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. *Completed after entering the program.*
5. 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.*

Financial Aid

Financial aid is available for those who qualify through the U.S. Department of Education Federal Student Aid (FAFSA). Call Lorrie Allen, Financial Aid Coordinator, at (904) 966-6765 for more information or go online to www.fafsa.ed.gov. The federal code for NFTC is **033823**. NFTC also accepts V.A. benefits, Bright Futures, and Florida Prepaid.

Florida Residency for Tuition Purposes

In order to qualify for Florida resident tuition, legal residence documentation must be dated, issued, or filed 12 months before entering the first day of any technical program. **At least two of the following documents must be submitted, with dates that evidence a 12-month qualifying period.** All documents provided are subject to verification.

First Tier: (at least one of the two documents submitted must be from the First Tier)

1. Florida Driver's License
2. Florida Identification Card
3. Florida Voter Registration Card
4. Florida Vehicle Registration
5. Proof of a permanent home in Florida which is occupied as a primary residence by the individual or by the individual's parent if the individual is a dependent child.
6. Proof of a homestead exemption in Florida.
7. Transcripts from a Florida high school for multiple years (2 or more 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 consecutive 12-month period.

Second Tier: (may be used in conjunction with one document from First Tier)

1. A Declaration of Domicile in Florida.
2. A Florida professional or occupational license
3. Florida Incorporation
4. A document evidencing family ties in Florida
5. Proof of membership in Florida-based charitable or professional organizations
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; a lease agreement and proof of 12 consecutive months of payments, or an official state, federal, or court document evidencing legal ties to Florida.

Unacceptable forms of identification:

Social Security Cards, Hunting/Fishing Licenses, Library Cards, Shopping club/rental cards, Birth Certificates, Passports, and Cell-phone bills.

Selection Process

The selection committee will use the following 100 point scoring system to calculate points for admission into the program. In the event of a tie, the selection committee will use the TEAS score as a tie breaker. If a tie remains, the selection committee may use an additional assessment tool.

TEAS ASSESSMENT:

- 90.7% - 100%
- 78.0% - 90.0%
- 58.7% - 77.3%
- 41.3% - 58.0%
- 00.0% - 40.7%

Maximum Points 40

- 40 points
- 30 points
- 20 points
- 15 points
- 10 points

DEGREE OR COURSE WORK:

- BA / BS Degree (or higher)
- AA / AS Degree
- NFTC Health Program – Graduate
- 12 credit hours or more of college courses
(with an overall grade of B or higher excluding remediation
and preparation courses)
- CNA/HHA/PCA/PCT/EMT/EKG/Medical Assistant
Phlebotomy Certificate (from accredited agency)

Maximum Points 35

- 35 points
- 30 points
- 15 points
- 15 points
- 15 points

HEALTH RELATED WORK EXPERIENCE:

Work experience must be on company letterhead and include: Employers name, address, telephone, beginning and ending date of employment, job title, and the signature of supervisor and credentials that can be verified.

- Over two years
- Six months up to two years
- Less than six months

Maximum Points 25

- 25 points
- 15 points
- 10 points

Application Checklist

Applicant is Responsible for all copies of all documents!

_____ Proof of Florida Residency

_____ Copy of Diploma or GED or Official transcripts proving degree(s) or course work.

_____ Completed employment verification letters on letterhead -- **(if seeking points)**.

_____ Completed Student Acknowledgement Form, Physical Examination Form / Immunization Record, VECHS Waiver Agreement and Statement

_____ Copy of valid Driver's License.

_____ Copy of Social Security Card.

_____ Copy of Birth Certificate.

ACCEPTANCE INTO THE PROGRAM

Once you have submitted your completed application and you are notified of your acceptance, then you are eligible to register, pay tuition and begin class at the next enrollment date. You will be required to submit documentation of a current physical examination (see physical examination form on page 10), and all immunizations listed below. (*Obtained at students expense*) You will also be required to submit a Level II background check. (see page 9). **There will be a mandatory orientation for ALL applicants accepted into the program. This orientation will be held on Monday June 17, 2019 at 6 PM. More information will be provided in your acceptance letter.**

Medical Information Documentation
PPD or CXR Negative Test Results (Tuberculin test)
Hepatitis B Vaccination, Declination or Titers of immunity
Influenza Vaccination current season
Measles
Mumps
Rubella
Varicella immunization or physicians statement
Tdap (one time administration) or Tetanus
Current Physical Exam

Estimated Program Cost

*Estimated cost of the program is \$5,500.00

Deposit Requirements

*Deposit of \$500.00 will be required for students not receiving full financial aid.

*No deposit required for students qualifying for full financial aid.

Florida Department of Law Enforcement
Criminal Justice Information Services Division / User Services Bureau



VECHS WAIVER AGREEMENT AND STATEMENT
Volunteer & Employee Criminal History System (VECHS)
For Criminal History Record Checks
under the National Child Protection Act of 1993, as amended,
and Section 943.0542, Florida Statutes

Pursuant to the National Child Protection Act of 1993, as amended, and section 943.0542, Florida Statutes, this form must be completed and signed by every current or prospective employee, volunteer, and contractor/vendor, for whom criminal history records are requested by a qualified entity under these laws.

I hereby authorize, **North Florida Technical College**, to submit a set of my fingerprints and this form to the Florida Department of Law Enforcement for the purpose of accessing and reviewing Florida and national criminal history records that may pertain to me. I understand that I would be able to receive any national criminal history record that may pertain to me directly from the FBI, pursuant to 28 CFR Sections 16.30 – 16.34, and that I could then freely disclose any such information to whomever I chose. By signing this Waiver Agreement, it is my intent to authorize the dissemination of any national criminal history record that may pertain to me to the Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, pursuant to the National Child Protection Act of 1993, as amended, and Section 943.0542, Florida Statutes.

I understand that, until the criminal history background check is completed, you may choose to deny me unsupervised access to children, the elderly, or individuals with disabilities. I further understand that, upon request, you will provide me a copy of the criminal history background report, if any, you receive on me and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. I may obtain a prompt determination as to the validity of my challenge before you make a final decision about my status as an employee, volunteer, contractor, student or subcontractor.

A national criminal history background check on me has previously been requested by:

(Name and Address of Previous Qualified Entity) _____

(Year of Request) _____

I have _____ **OR** I have not been convicted of a crime _____

If convicted, describe the crime(s) and the particulars of the conviction(s) in the space below:

I do _____ **OR** I do not authorize you to release my criminal history records, if any, to other qualified entities _____

I am current or prospective (**circle one**): Employee Student Volunteer Contractor/Vendor

Signature: _____ Date: _____

Printed Name: _____ DOB: _____

Address: _____

TO BE COMPLETED BY QUALIFIED ENTITY

Entity Name: North Florida Technical College Phone: (904) 966-6764
Address: 609 N. Orange Street, Starke, FL 32091 FAX: (904) 966-6817
FDLE Assigned Qualified Entity Number: V04020001

ORIGINAL – MUST BE RETAINED BY QUALIFIED ENTITY

Background Check Requirements

Prospective Medical Assisting Student:

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

The following is the only permanent barrier to licensure in Florida: **As of July 1, 2009, any felony drug conviction or Medicaid/Medicare fraud will prohibit the eligibility of licensure, 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 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 overtime. Cases of applicants who 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 NFTC requires criminal background screenings 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, or 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 of 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.

Physical Examination Form/Immunization Record

*****TO BE COMPLETED BY A LICENSED PHYSICIAN OR A.R.N.P.*****

Date of Examination: _____

Legal Name: _____

Last

First

M.I.

Significant Family History _____

Significant Past History _____

Any disease or treatment being followed that should be periodically evaluated? _____

Has the applicant had surgery? Yes _____ No _____ If yes, please list: _____

Does the applicant take any medications? Yes _____ No _____ If yes, please list: _____

Weight _____ Height _____ General Appearance _____ Pregnant - Yes: _____ No: _____

Eyes _____ Vision - Right _____ Left _____ Color Blind - Yes _____ No: _____

Nose _____ Throat _____ Ears _____ Hearing - Right _____ Left _____ Tonsils _____

Neurological _____ Abdomen _____ Hernia _____ Genito-urinary _____

Skeletal System _____ Chest _____ Lungs _____ Heart _____ Murmurs _____

Rate _____ B/P _____

Immunization: The following immunizations are required.

- Tetanus / Diphtheria (T.D.) – must be within last 10 years
- Mantoux / Tuberculin Tine (P.P.D.) – must be within past year
- Measles / Mumps / Rubella (M.M.R.) – students must have proof of two immunizations and have the option of receiving the immunization or taking the titer test which provides proof of immunity.
- Hepatitis B – Proof of at least first shot within three shot series
- **Varicella – Yes _____ No _____**
 - **If no, student must have vaccine or titer drawn****Varivax:** _____ **Varicella Titer:** _____

In your opinion, is there any reason that the applicant should NOT participate in the clinical activities related to the Medical Assisting Program? Yes _____ No _____ If yes, please explain:

Do you consider this applicant physically and emotionally stable to work as a health care professional?

Yes _____ No _____ If no, please explain _____

Provider's Signature: _____ License Number: _____

Printed Name: _____ Phone Number: (____) _____ Date: _____

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students". Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31): School officials with legitimate educational interest; Other schools to which a student is transferring; Specified officials for audit or evaluation purposes; Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school; Accrediting organizations; To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law. Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school. For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service. Or you may contact us at the following address: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520

Notice of Equal Access/Equal Opportunity and Nondiscrimination

North Florida Technical College is committed to an environment that embraces diversity, respects the rights of all individuals, is open and accessible, and is free of harassment and discrimination based on, but not limited to, ethnicity, race, creed, color, religion, age, disability, sex, marital status, national origin, political opinions or affiliations, veteran status, and genetic information. The Center does not discriminate in its programs and activities, including employment and admissions.

In particular, Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination based on the sex of students, employees, and third parties when appropriate, of educational institutions which receive federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Bradford Union Technical Center complies with all aspects of this and other federal and state laws regarding non-discrimination.

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

Anyone with questions about compliance or a complaint regarding harassment or discrimination, including sexual harassment and sexual violence as a violation of Title IX, should contact the Center's Equal Access/Equal Opportunity Coordinator using the following contact information:

Jennifer Roach, Director of Human Resources & Equity
501 West Washington Street, Starke, FL 32091 904-966-6810
Bradford County School District Board Rule 2.16 defines its policy prohibiting discrimination and harassment,
and its grievance procedures for such complaints.

NONCRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for a job or license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- **You must be provided written notification¹ that your fingerprints will be used to check the criminal history records of the FBI.**
- **If you have a criminal history record, the officials making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.**
- **The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.**
- **If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the job, license, or other benefit based on information in the criminal history record.²**

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)

¹ Written notification includes electronic notification, but excludes oral notification.

² See 28 CFR 50.12(b).

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).