



**NORTH FLORIDA  
TECHNICAL COLLEGE**

**2020-2021  
Medical Assisting Program  
APPLICATION PROCESS**



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/>**

## OVERVIEW

The Practical Nursing Program is a 1300-hour course, beginning in July 2020. The estimated cost of the program is \$5,500.00. **Program costs are estimated and subject to change.** The program provides training for employment in the health industry. Graduates will have successfully completed courses in caring for medical and surgical patients. Included in the program are courses designed to instruct students in the care of convalescent, physically challenged, and rehabilitative physical and/or mental patients. Instruction is also given for pediatric, obstetric, and geriatric clients. The graduate has a thorough understanding of body structure and function, nutrition, medication, life span, diseases and disorders, community health, CPR, and first aid. Throughout the program, the nursing process is integrated and the concept of lifelong learning is stressed. Students are enrolled in Practical Nursing to meet the requirements of the Florida State Board of Nursing. The following units of instruction are covered in the program.

OCP	Course Number	Course Title	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
	MEA5073	Laboratory Procedures	125 hours
	MEA0506	Administrative Office Procedures	90 hours
	MEA0942	Practicum Experience	200 hours

Medical Assisting is both rigorous and challenging. Because it requires a high level of student commitment and mastery of content in many academic areas, prospective Medical Assisting students must follow certain steps to earn a Practical Nursing Application. **(Steps #1 and #2 have to be completed in consecutive order, the TEAS Test must be taken before the TABE Test. Both steps must be completed before moving on to Step #3.)**

Students must pay the school Cashier (904-966-6768) at least one day prior to testing. **Please arrive 15 minutes prior to your scheduled testing time. Late students will forfeit their testing fee and must reschedule and repay for a later test.** Students must have a valid picture ID in order to test.

**Step #1:** Pay a **non-refundable \$65.00 testing fee** for the Test of Essential Academic Skills (TEAS) in the Administration Building at NFTC, and schedule your test at that time. Then create an account at [www.atitesting.com](http://www.atitesting.com) to enable you to access the assessment when you come in to test. Be sure to save your username and password. **The TEAS must be taken at NFTC and may be attempted up to three times. Students must wait at least 30 days before re-testing. Remediation classes for the TEAS are available.** An overall score of **48.0%** or above is required for the Medical Assisting Program.

**Step #2:** Provide official proof of a TABE exemption or pay a **non-refundable \$20.00 testing fee** for the Test of Adult Basic Education (TABE) in the Administration Building at NFTC and register to take the assessment. **The TABE must be taken at NFTC** in order to proceed to Step #3 of the application process. Scores of 10.0 or above in Reading, Math and Language are required for the MA Program.

- If a student scores below the required TABE score in any subject area, remediation classes for the TABE are available. If a student chooses not to remediate, they must wait a minimum of three months before re-testing.

**Step #3:** Prospective students who complete steps #1 and #2 will be given the Practical Nursing application packet. **Applications may be picked up from Mr. Tinsler in Student Services.** Applicants must return their completed applications to Student Services, in person, by **May 14, 2020**. Applications will only be accepted between the hours of **8:00AM and 3:00PM**.  
*\*\*\*Applicants and alternates will be selected using a 100 point scoring system and notified by May 21, 2020.\*\*\**

### ADMISSION REQUIREMENTS

1. Successfully complete Step 1.
2. Successfully complete Step 2.
3. Complete and return the Practical Nursing application by **Thursday, May 14, 2020**
4. Minimum age of **18** by **Completion of the Program**.
5. Meet immunization and medical exam requirements.
  - a. All hospitals and healthcare facilities require student nurses to have completed the Hepatitis B vaccination before they begin clinical hours. In order to complete your application for the PN Program, you must immediately begin the Hepatitis B vaccination series or provide proof of prior immunization documentation with an authorized signature.
  - b. If you have not had the Hepatitis B series, it is given in three doses:
    - i. Dose one – Schedule immediately
    - ii. Dose two – one month following the first dose prior to the first day of class.
    - iii. Dose three – approximately five months following dose two
6. FDLE Level II background check from IdentoGo MorphoTrust USA(**required after being selected for the PN program**).

### CLINICAL INFORMATION

- Students will be expected to provide their own transportation to and from clinical sites.
- Clinicals sites may be held at various locations within a 50 mile radius from the school.

**NOTES:** \_\_\_\_\_  
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# NORTH FLORIDA TECHNICAL COLLEGE

## 2019 Fall Testing Schedule

DATE	TABE	TEAS	Pearson Vue (GED)(TBA)
8/23/2019		10:00 AM	
8/30/2019		10:00 AM	
9/5/2019		5:00 PM	
9/6/2019	10:00 AM		
9/12/2019	5:00 PM		
9/13/2019		10:00 AM	
9/19/2019		5:00 PM	
9/20/2019	10:00 AM		
9/26/2019	5:00 PM		
9/27/2019		10:00 AM	
10/3/2019		5:00 PM	
10/4/2019	10:00 AM		
10/10/2019		10 AM	
10/17/2019	5:00 PM		
10/18/2019		10:00 AM	
10/24/2019		5:00 PM	
10/25/2019	10:00 AM		
11/1/2019		10:00 AM	
11/7/2019		5:00 PM	
11/8/2019	10:00 AM		
11/14/2019	10:00 AM		
11/15/2019		10:00 AM	
11/21/2019		5:00 PM	
12/5/2019		5:00 PM	
12/6/2019	10:00 AM		
12/12/2019	10:00 AM		
12/13/2019		10:00 AM	
12/19/2019		5:00 PM	

609 N. Orange St., Starke, FL, 32091, Ph: 904-966-6764, Fax: 904-966-6786

*All Testing Times Are Subject To Change Without Notice!*

## TEST RESOURCES

### **TEAS:**

The Test of Essential Academic Skills (TEAS) is a proctored exam that is designed to measure essential skills and academic readiness for entry level satisfactory performance in a formal nursing education program. The exam has a 209 minute time limit and is four-option multiple choice, with 170 test items. Items are broken down into content areas and consist of 40 items related to Reading, 45 items related to Mathematics, 30 items related to Science, and 55 items related to English and Language Usage. Calculators are not permitted. TEAS study materials may be purchased at [www.atitesting.com](http://www.atitesting.com). Select shop online, TEAS Products, and select which option fits your needs.

### **TABE:**

The Test of Adult Basic Education (TABE) is a proctored online assessment that is designed to measure basic skills in Reading, Math, and Language. TABE 11/12 study materials can be found at [www.fldoe.org/workforce/programs/vpi\\_ck.asp](http://www.fldoe.org/workforce/programs/vpi_ck.asp).

Other study websites for both the TABE and the TEAS are [www.uniontestprep.com](http://www.uniontestprep.com) and [www.mometrix.com/academy](http://www.mometrix.com/academy)

**NOTES:** \_\_\_\_\_  
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## **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: Maximum Points 40**

- |   |                |           |
|---|----------------|-----------|
| ○ | 100.0% - 80.1% | 40 points |
| ○ | 80.0% -- 68.1% | 30 points |
| ○ | 68.0% -- 58.1% | 20 points |
| ○ | 58.0% 48.0%    | 10 points |

### **DEGREE OR COURSE WORK: Maximum Points 35**

- |   |   |           |
|---|---|-----------|
| ○ | BA / BS Degree (or higher)  | 35 points |
| ○ | AA / AS Degree  | 30 points |
| ○ | NFTC Health Program – Graduate  | 15 points |
| ○ | 12 credit hours or more of college courses<br>(with an overall grade of B or higher excluding remediation<br>and preparation courses) | 15 points |
| ○ | CNA/HHA/PCA/PCT/EMT/EKG/Medical Assistant<br>Phlebotomy Certificate (from accredited agency)  | 15 points |

### **HEALTH RELATED WORK EXPERIENCE: Maximum Points 25**

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             | 25 points |
| ○ | Six months up to two years | 15 points |
| ○ | Less than six months       | 10 points |

### **BONUS POINTS Maximum Points 5**

Points will be awarded to applicants for turning in their **completed application** on or before April 9, 2020.

**Notice of Equal Access/Equal Opportunity and Nondiscrimination:** North Florida Technical College (NFTC) 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. NFTC 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 Human Resources Director using the following contact information: 501 W. Washington Street, Starke, FL 32091, 904-966-6810.

## **BACKGROUND CHECK REQUIREMENT**

Prospective Practical Nursing 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.