

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. You may also register for the TABE at our website, at www.FCTC.edu. 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.**

FIRST COAST TECHNICAL COLLEGE

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: _____

- NURSING ASSISTANT
- PATIENT CARE ASSISTANT
- PHLEBOTOMY

- ST. AUGUSTINE CAMPUS
- PALATKA CAMPUS
- NO PREFERENCE
- DAY CLASS EVENING CLASS

APPLICATION

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: _____ Phone Number: _____

Circle Highest Grade Completed: 8 9 10 11 12 College: 1 2 3 4 yrs Graduate Level
Prior Medical Training: { } Yes { } No (If yes, please provide name of school, city and State)

Type of Program: _____ Dates of Attendance: _____

Reason for Leaving Program: _____

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 CLINICAL EDUCATION PROGRAM

First Coast Technical College

The hospitals associated with our clinical education program require background checks on incoming students to ensure the safety of the patients treated by students in the program. You will be required to order your background check in sufficient time for it to be reviewed by the hospital prior to starting your clinical rotation. A background check typically takes 3 normal business days to complete.

The background checks are conducted by PreCheck, Inc., a firm specializing in background checks for healthcare workers. Your order must be placed online through StudentCheck.

Go to www.PreCheck.com and click on the StudentCheck link and then click the Student button.

Complete all required fields and hit Continue to enter your payment information. The payment of \$48.50 (plus state tax for students living in Texas) 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. For your records, you will be provided a receipt and confirmation page of your background check order placed through PreCheck, Inc.

PreCheck will not use your information for any other purposes other than a background check. Your credit will not be investigated, and your name will not be given out to any businesses.

If you need assistance, please contact PreCheck at StudentCheck@PreCheck.com.

FREQUENTLY ASKED QUESTIONS:

- How long does the report take to complete? Most reports are completed within 3 business weekdays.
- Do I get a copy of the report? No. Only the hospitals or school in the program have access to the reports. However, you can order a copy of your report for an additional fee at the time you place your order.
- Does PreCheck need every street address where I have lived over the past 7 years? No. Just the city and state.
- 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.
- I have a criminal record. What should I do? Disclose the crime on your application.

- **NOTE: THIS FORM IS TO BE PROCESSED AFTER YOU HAVE BEEN ENROLLED IN A
HEALTH OCCUPATIONS PROGRAM AT FIRST COAST TECHNICAL COLLEGE**