



Applicant Name: \_\_\_\_\_

Intake Date: \_\_\_\_\_

Steps	Phase 1: Admission and Online Classes -- What To Do
<p><b>Family Care Safety Registry</b></p> <p><input type="checkbox"/></p>	<p>If you are not currently registered for the Family Care Safety Registry, you can sign up online at: <a href="https://health.mo.gov/safety/fcsr/">https://health.mo.gov/safety/fcsr/</a>.</p> <p>The cost is approximately \$15.25.</p>
<p><b>Alcohol/drug screening</b></p> <p><input type="checkbox"/></p>	<p>Complete alcohol and drug screen at Risse Counseling. Contact Cynthia Critchfield for dates and times (314-481-3143). Map included in application packet. Results will be sent to our office.</p> <p>Location: Risse Counseling 101 East Main Street, Festus, MO 63028.</p>
<p><b>Tuition</b></p> <p><input type="checkbox"/></p>	<p>Tuition is often funded by programs through the MoJobs Center and will be verified at time of application for the program.</p> <p>If third party is paying for tuition, a letter must be submitted with application. Sample copy of letter is in the application packet.</p> <p>If tuition is paid by student, payment may be made by: credit or debit card; cashier's check; or cash. Personal checks are not accepted. Payment plans are not available.</p>
<p><b>CareerStep</b></p> <p><input type="checkbox"/></p>	<p>Attend on-boarding webinar with CareerStep on designated date/time to verify ability to access course curriculum and receive final instructions from CareerStep student advocate.</p>
<p><b>Online Classes</b></p> <p><input type="checkbox"/></p>	<p>Online classes are available 24 hours, 7 days per week. Weekly achievements will be expected from each student and must be successfully completed in a timely manner.</p> <p>Plan to work 15 to 20 hours per week on the computer. The goal is to finish in 6 months or less.</p> <p><b>YOU MUST PASS YOUR COURSE FINAL BEFORE ENTERING THE PRE-CLINICAL ACADEMY.</b></p>

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Steps	Phase 2: Preclinical Academy-- What To Do
<p><b>Immunizations</b></p> <p><input type="checkbox"/></p>	<p>Prior to beginning Clinical Training (Phase 3) students may be required to show proof of having had the immunizations listed below. Some immunizations require several weeks to complete. It is important to start early enough to complete BEFORE you enter Phase 3: Clinical Training.</p> <p>MMR – 2 doses with several weeks between            Varicella            Hepatitis A            Hepatitis B – 3 dose with several weeks between            Current Influenza vaccine</p> <p>Immunizations can usually be obtained at your county health department, a primary care physician's office, or a clinic. Prices vary.</p>

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Steps	Phase 2: Preclinical Academy-- What To Do
<p><b>BLS</b></p> <p><input type="checkbox"/></p>	<p>Complete and pass the Basic Life Support for Healthcare Professionals (BLS) Certification PRIOR to pre-clinical. Completed at Orientation for the Preclinical Academy.</p> <p>Class schedule for each semester is posted at www.jeffco.edu/jcce. The cost for this class is \$65.00 and must be paid at the time of registration.</p>
<p><b>Complete 2-step PPD (TB) testing.</b></p> <p><input type="checkbox"/></p>	<p>Two-step PPD.</p> <p><b>Step One:</b> Get one needle stick. Have the test read 2-3 days later.</p> <p><b>WAIT ONE WEEK.</b></p> <p>Step Two: Get another needle stick. Have it read 2-3 days later.</p> <p>The test is valid for one year only. Proof of both negative readings is required.</p>
<p><b>Pre-clinical Academy</b></p> <p><input type="checkbox"/></p>	<p>The pre-clinical academy is offered approximately every three months.</p> <p>Part of the pre-clinical academy takes place on the Hillsboro campus of Jefferson College and part at the Imperial campus. Students must attend both parts of the preclinical academy. Classes are from 5:00 pm to 9:00 pm.</p> <p>The preclinical academy is 3 weeks in length. 100% attendance is expected.</p>

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Steps	Phase 3: Clinical Training-- What To Do
<p><b>Clinical Training</b></p> <p><input type="checkbox"/></p>	<p>All students will complete an unpaid clinical experience consisting of 130-180 hours.</p> <p>Scrubs are required and will be obtained from Jefferson College Bookstore. They are included in the program tuition.</p>

For office use only	
<b>Date submitted:</b> _____	<b>Reviewed by:</b> _____
<b>Drug Screen:</b> _____	<b>Advantage:</b> _____
<b>Background Check:</b> _____	<b>FCSR:</b> _____
<b>PPD (2):</b> _____	<b>MMR (2):</b> _____
<b>Varicella:</b> _____	
<b>Hep A:</b> _____	<b>Hep B (3):</b> _____
<b>Influenza:</b> _____	