NORTHAMPTON COMMUNITY COLLEGE

DENTAL ASSISTING - PROGRAM REQUIREMENTS STUDENT CHECKLIST

Students who fail to submit documents by the required dates will not qualify to participate in all aspects of the class. All associated student requirement costs are the responsibility of the student.

All requirements, except for the drug screen, must be uploaded to myRecordTracker by Thursday, May 22nd			
	SECTION	**CREDENTIAL OR REQUIREMENT**	**INSTRUCTIONS AND IMPORTANT NOTES**
☐	Section A	Verification of Residency Form	• Read, complete, and upload to myRecordTracker
☐	Section B	Photo Identification	• Upload front and back of State-issued Driver's License or State-issued Photo ID to myRecordTracker
☐	Section C	Essential Functions of a Dental Assistant	• Read completely
☐	Section D	Important Background Check Review Process	• Read completely
☐	Section E	Positive Clearance Information	• Read completely
☐	Section F	Pennsylvania Criminal Background Clearance	• PATCH - see detailed instructions to complete online
☐	Section G	FBI Criminal Background Clearance (DHS)	• See detailed instructions (including fingerprinting) • Do immediately after registration!
☐	Section H	Pennsylvania Child Abuse History Clearance	• See detailed instructions • Do immediately after registration! It may take weeks to come back • Select both online and by mail options
☐	Section I	FBI Criminal Background Clearance (Aging)	• Only required if you have not lived in PA for past 2 years • Based on Verification of Residency Form
☐	Section J	Felony Disclosure Form	• Please read, sign, and upload to myRecordTracker
☐	Section K	Healthcare Facility Identification	• Do you work for one of the major healthcare networks? Answer "YES" or "NO" and list your employer, if applicable
☐	Section L	BLS for Healthcare Providers	• Upload a copy of the front and back of your BLS card • Certification must be valid throughout course
☐	Section M	Proof of Health Insurance	• Health insurance must cover student throughout the course
☐	Section N	OSHA Questionnaire	• Complete and bring to your appointment for physical • Provider must complete Medical Clearance Form • Upload completed clearance to myRecordTracker
☐	Section O	Student Health Requirements including: Physical Exam, Vaccinations, Immunizations, Titers, COVID-19 Vaccinations, TB Testing	• Health Form must be completed by a medical provider – MD, DO, PA-C, or CRNP • Must provide and upload immunization records and lab reports for all titers (bloodwork).
☐	Section P	Drug Screening	• Student will be given 24 hours' advance notification • Student is responsible for $34 payment at time of service
☐	Section Q	Medical Marijuana Policy	• Read, sign, and upload to myRecordTracker
☐	Section R	Student Information Sheet	• Complete and upload to myRecordTracker
☐	Section S	Student Emergency Contact Information Form	• Complete and upload to myRecordTracker
☐	Section T	Student Release of Information Form for Clinical Sites	• Read, sign, and upload to myRecordTracker • Permission to share information with clinical site
☐	Section U	Photo Release Form	• Read, indicate preference, sign, and upload form to myRecordTracker
☐	Section V	Consent and Release from Liability	• Upload signed and witnessed form to myRecordTracker
☐	Section W	Permission for the Release of Student Information	• Read, indicate preferences, sign, and upload form to myRecordTracker
☐	Section X	Privacy & Confidentiality-Photo, Recording, Social Media	• Read, sign, and upload to myRecordTracker
☐	Section Y	myRecordTracker Student Guide	• May take up to three weeks to get invitation from myrecordtracker@verticalscreen.com

VERIFICATION OF RESIDENCY — Section A

NORTHAMPTON COMMUNITY COLLEGE

Verification of Residency for Acceptance into an NCC Health Science Program

Date:_____ Class Start Date:_____

Student Name:_____
Last *First* *Middle*

Current Address:_____
Street Address

_____
City *State* *Zip Code*

☐ I lived at the above Pennsylvania address for two (2) consecutive years or more.

☐ I lived in Pennsylvania for two (2) consecutive years or more at my current address and previous addresses listed below:

1. Prior Address:_____
Street Address

_____
City *State* *Zip Code*

I lived at this address from _____ until _____
MM/DD/YYYY *MM/DD/YYYY*

2. Prior Address:_____
Street Address

_____
City *State* *Zip Code*

I lived at this address from _____ until _____
MM/DD/YYYY *MM/DD/YYYY*

☐ I have NOT lived in Pennsylvania for the past two (2) or more consecutive years and must submit a PA Department of Aging FBI Background Clearance through IdentoGO (Service Code **1KG 8RJ**).

By submitting this form, I certify all the information I have provided is complete, accurate, true, and correct. I make this declaration subject to the penalties of 18 Pa. C.S. §4904 relating to unsworn falsification to authorities.

Signature:_____ Date:_____

For NCC Staff Use Only

☐ I am the Authorized NCC Representative who received this completed form and verified the applicant's current residency by comparison with an official State-issued photo identification.

☐ I have verified the applicant's residency for the past two (2) consecutive years or more.

PA Department of Aging FBI clearance needed: ☐ **Yes** ☐ **N/A**

Authorized NCC Representative:_____

Title:_____ Date:_____

PHOTO IDENTIFICATION	Section B

PHOTO IDENTIFICATION REQUIREMENTS

You have three options for your photo ID as listed below. Choose ONE of the following three ID options and upload it to myRecordTracker. Please be sure it is VALID for the duration of the program. If is it expired, you MUST renew it, and if it expires during the course of the program, you must upload the new one when you receive it. Thank you!

State-issued Driver's License	
State-issued Identification Card	
PennDOT Change of Address Website	https://www.dmv.pa.gov/Driver-Services/Name-Address-Changes/Pages/Changing-Your-Address.aspx

NORTHAMPTON COMMUNITY COLLEGE

Dental Assisting Program
Essential Functions for Student Continuance and Program Completion

The Dental Assisting curriculum requires students to have adequate communication, motor, sensory, cognitive, behavioral and ethical abilities in order to ensure the health and safety of future clients/peers and to successfully complete the program of study. The Essential Functions reflect the required abilities that are compatible with effective performance as an entry-level Dental Assistant.

Abilities	Standard	Some Examples of Necessary Activities (not all inclusive)
Motor Skills/Sensory	Gross and fine motor abilities sufficient to provide safe and effective care and documentation. Tactile ability sufficient for client assessment and treatment. Visual ability sufficient for observation and assessment.	• Reaches, manipulates and operates equipment & instruments • Performs CPR • Performs palpation • Observes client responses • Discriminates color changes and shades of gray, i.e., lesion description, x-ray interpretation
Communication	Communication abilities in English sufficient for appropriate interaction with others in verbal and written form.	• Reads, understands, writes and speaks English competently • Establishes rapport with clients and colleagues • Explains treatment procedures as directed • Implements dental health education and client directives • Documents client responses, clinical findings and services rendered • Validates responses/messages with others
Behavioral/Emotional	The ability to perceive events realistically, to think clearly and rationally and to function appropriately in routine and stressful situations.	• Identifies changes in client health status • Handles multiple priorities in stressful situations • Adapts quickly to change • Uses good judgment • Empathizes with clients

Abilities	Standard	Some Examples of Necessary Activities (not all inclusive)
Cognitive/Critical Thinking	Critical thinking/problem solving ability sufficient for sound clinical judgment. Comprehend, analyze, apply, synthesize and evaluate information.	• Assists in identification of cause-effect relationships in clinical situations • Assists in development of care plans • Assists in evaluation of treatment outcomes • Seeks consultation in a timely manner • Uses critical thinking skills in both the classroom and in the clinical setting
Professional Conduct	The ability to practice dental hygiene ethically and to abide by the professional standards of practice.	• Accepts personal responsibility for actions - accountable • Courteous; appropriately open and candid • Honest; presents own work • Does not erase or modify data from any record or file, or remove any record from where it is maintained • Does not share confidential information with any individual(s) who does not need to know • Manages conflict constructively • Functions interdependently with other healthcare providers • Meets deadlines; attends class/clinic on time • Tolerant, has respect for all human beings • Accepts criticism maturely • Maintains decorum in front of future clients/peers • Complies with the clinical dress code; good personal hygiene • Complies with classroom rules and program policies

*****Penalty*****

If a student does not meet the essential functions in a pre-clinical, clinical or lab course the faculty member will issue an "F" grade for the course. The student will be referred to the lead faculty and depending on the essential function deficiency the student may be dismissed from the Dental Assisting Program.

NORTHAMPTON COMMUNITY COLLEGE

****IMPORTANT BACKGROUND CHECK REVIEW PROCESS INFORMATION****

A Pennsylvania State Police Criminal History Report, FBI Criminal History Record Report, and Pennsylvania Child Abuse History Clearance must be completed by all Allied Health students by the deadline noted within this Acceptance Checklist in order to comply with clinical facility requirements. Acceptance is considered conditional until the criminal background check requirement is met. The timeline is established to allow adequate time for the Allied Health Review Committee to review the report and make a recommendation to the Program Director regarding full acceptance into the program. Acceptance will be rescinded if the documents are not received by the deadline.

Students with three (3) reports reflecting "no record" (no convictions) can consider themselves fully accepted.

If there is a positive record, entry into clinical education will be dependent on the decision of the Allied Health Review Committee after the **background clearances, including the RAP sheet,** together with a written, detailed explanation are uploaded to myRecordTracker® (See Section E). Upon receipt of the statement and clearances, the Allied Health Review Committee will review the reports and make a recommendation to the Program Director regarding the student's acceptance into the program. Students will be notified of their status within three (3) days of the committee's review. The student may appeal the decision in writing to the Vice President for Academic Affairs (VPAA) within five (5) working days of notification receipt. The decision of the VPAA is final. The records related to the criminal background process for students will be secured in the Dean's office.

Clinical agencies have the right to deny access to any student with a criminal record based on that site's own criteria. In the event that a student is denied clinical placement based on their criminal record, their acceptance may be rescinded.

The following page contains a list of Prohibitive Offenses which may make it difficult to obtain an internship/externship or employment position within a healthcare facility.

Prohibitive Offenses Contained in 63 P.S. § 675

In no case shall an applicant for enrollment in a State-approved nurse aide training program be admitted into a program if the applicant's criminal history record information indicates a conviction of any of the following offenses:

1. An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act." (See 35 P.S. § 780-101 et seq.). These offenses may be designated as "CS" on a criminal rap sheet.

2. An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes below.

3. A Federal or out-of-State offense similar in nature to those crimes listed under paragraphs (1) and (2).

Offense Code	Prohibitive Offense Description	Type/Grading of Conviction
CC2501	Criminal Homicide	Any
CC2502	Murder	Any
CC2503	Voluntary Manslaughter	Any
CC2504	Involuntary Manslaughter	Any
CC2505	Causing or Aiding Suicide	Any
CC2506	Drug Delivery Resulting in Death	Any
CC2507	Criminal Homicide of Law Enforcement Officer	Any
CC2702	Aggravated Assault	Any
CC2901	Kidnapping	Any
CC2902	Unlawful Restraint	Any
CC3121	Rape	Any
CC3122.1	Statutory Sexual Assault	Any
CC3123	Involuntary Deviate Sexual Intercourse	Any
CC3124.1	Sexual Assault	Any
CC3125	Aggravated Indecent Assault	Any
CC3126	Indecent Assault	Any
CC3127	Indecent Exposure	Any
CC3301	Arson and Related Offenses	Any
CC3502	Burglary	Any
CC3701	Robbery	Any
CC3901	Theft	1 Felony or 2 Misdemeanors
CC3921	Theft by Unlawful Taking	1 Felony or 2 Misdemeanors
CC3922	Theft by Deception	1 Felony or 2 Misdemeanors
CC3923	Theft by Extortion	1 Felony or 2 Misdemeanors
CC3924	Theft by Property Lost	1 Felony or 2 Misdemeanors
CC3925	Receiving Stolen Property	1 Felony or 2 Misdemeanors
CC3926	Theft of Services	1 Felony or 2 Misdemeanors
CC3927	Theft by Failure to Deposit	1 Felony or 2 Misdemeanors
CC3928	Unauthorized Use of a Motor Vehicle	1 Felony or 2 Misdemeanors
CC3929	Retail Theft	1 Felony or 2 Misdemeanors
CC3929.1	Library Theft	1 Felony or 2 Misdemeanors
CC3929.2	Unlawful Possession of Retail or Library Theft Instruments	2 Misdemeanors
CC3929.3	Organized Retail Theft	1 Felony or 2 Misdemeanors
CC3930	Theft of Trade Secrets	1 Felony or 2 Misdemeanors
CC3931	Theft of Unpublished Dramas or Musicals	1 Felony or 2 Misdemeanors
CC3932	Theft of Leased Properties	1 Felony or 2 Misdemeanors
CC3934	Theft from a Motor Vehicle	1 Felony or 2 Misdemeanors
CC4101	Forgery	Any
CC4114	Securing Execution of Document by Deception	Any
CC4302	Incest	Any
CC4303	Concealing Death of a Child	Any
CC4304	Endangering Welfare of a Child	Any
CC4305	Dealing in Infant Children	Any
CC4952	Intimidation of Witnesses or Victims	Any
CC4953	Retaliation Against Witness or Victim	Any
CC5902B	Promoting Prostitution	Felony
CC5903C or D	Obscene and Other Sexual Materials and Performances	Any
CC6301	Corruption of Minors	Any
CC6312	Sexual Abuse of Children	Any

Any two Misdemeanor convictions for offenses CC3901 thru CC3934 in any combination is prohibited.

Revised 12/24/2019

POSITIVE BACKGROUND CLEARANCE INFORMATION — Section E

If you have a positive background check, a letter with the information described below must be uploaded to myRecordTracker®, along with your background check results, providing further information on the convictions and non-convictions that appeared on your record. It is important for us to gain as much information as possible about these charges to fairly evaluate your acceptance into the program. To that end, we request that you submit, in writing to the program director, the following information:

1. Date of conviction
2. Exact location
3. Offense(s)
4. How did you plead?
5. What was the outcome/sentencing?
6. Are you still on probation?
7. Provide details surrounding the offense(s) with your version of what happened.

In addition to your written statement, please provide all documentation you may possess that relates to the above record(s). Inability to comply with this request may result in dismissal from the program.

Should you have any questions, please contact Jaye Brennan, Credentialing Coordinator at jpbrennan@northampton.edu or 610-332-6288.

Submitting a Request for PA Criminal History Record Check (PATCH)

A Pennsylvania Criminal Background Check is required of all NCC Allied Health students. To obtain your record follow the steps below:

1. Go to https://epatch.state.pa.us/Home.jsp.
2. Select the **Submit a New Record Check** option. **Do NOT use the gold box titled "New Record Check (Volunteers only)" option.**
3. Read the **Terms and Conditions** surrounding use of the system in order to proceed with record check request submission. Click on **Accept**.
4. Complete the **Personal Information** form.
   a. Select **Other** from the drop-down list as **Reason for Request**.
   b. Name, address and telephone number are required fields.
5. Click **Next** and the screen will display the personal details entered in the last step. Review details and click the **Proceed** button.
6. Complete the **Record Check Request Form**.
   a. Name, Social Security Number, Date of Birth, Sex, & Race.
   b. List all aliases and/or Maiden Names.
   c. Click **Enter this Request**
7. Confirm the **Record Check Request Review** and click on **Submit**. The charge is **$22.00** per request.
8. Complete the **Credit Card Information** form. PATCH accepts Visa, Discover, Master Card, and American Express. Required information:
   a. Name and address
   b. Credit Card Type and Credit Card Number
   c. Card Verification Method (CVM) number
   d. Expiration Date
9. Click **Next** once the form has been completed.
10. PATCH will display the credit card information entered in the last step. Review the details. Click **Back** if any of the information needs to be changed. Otherwise, click **Submit**.
11. At this point, PATCH will charge the credit card entered for the amount shown. Once the submit button is clicked, this transaction will be processed. This cannot be undone.
12. PATCH will display a summary listing of the Record Check Results.
    a. Details on the record check result can be reviewed by clicking on your name.
    b. Click on the Invoice Number in the Record.
    c. Check Details page to access a printable invoice.
    d. Click on blue link titled **Certification Form** in the Record. This will bring up the record with the State seal. **Please print multiple copies, as you may need this for employment or licensure purposes.**
13. PATCH report will either show:
    a. ***No Record*** status if there are no records found for the request, *or*
    b. ***Request Under Review***. A "Request Under Review" response **does not** necessarily indicate a criminal record. If this occurs, log on to the website daily to check status. You will not be notified when the results are updated. Once the results are in, follow Step 12d. above to access and print the report, including the RAP sheet if the response indicates a criminal record.
14. Upload your PATCH Clearance results to your student account at https://www.myrecordtracker.com.
15. **IF YOUR CLEARANCE COMES BACK WITH A RECORD,** you must submit the **original**, including the accompanying Rap Sheet, together with a letter of explanation of the charges to the Credentialing Coordinator, since there are additional steps that must be taken for clinical approval. Keep a copy for your records, which may be needed for future employment or volunteer opportunities.

Submitting a Request for an FBI Criminal Background Clearance

The NCC Health Career Programs require Federal Bureau of Investigation (FBI) criminal background checks on all students. The fingerprint-based background check is a multiple-step process. Please complete the following steps of the process promptly to assure you meet the **firm deadline** for submitting results. **Please be advised that failure to comply with this requirement by the established deadline will result in cancellation of your acceptance and/or removal from the Health Career Program**.

1. **Registration:** The applicant must register prior to going to the fingerprint site. Walk in service is allowed but all applicants are required to complete pre-enrollment in the new Universal Enrollment system. Pre-enrollment can be completed online or over the phone. The registration website is available online 24 hours/day, seven days per week at https://uenroll.identogo.com. Telephonic registration is available at 1-844-321-2101 Monday through Friday, 8:00 a.m. to 6:00 p.m. EST. During the pre-enrollment process, all demographic data for the applicant is collected (name, address, etc.) along with notices about identification requirements and other important information.

   When registering online, an applicant must use the appropriate agency specific Service Code to ensure they are processed for the correct agency and/or applicant type. Using the correct service code ensures the background check is submitted for the correct purpose.

   Enter Service Code: 1KG756

2. **Employer:** **Northampton Community College**
   For Main or Pocono Campuses, enter: 3835 Green Pond Road, Bethlehem, PA 18020
   For Fowler Campus, enter: 511 E. Third Street, Bethlehem, PA 18015

3. Applicants who register under IdentoGO for fingerprints can receive their results electronically. This opportunity applies to results with no record. During the registration process you will be asked for an email address, and you will be asked to create a security question and a security answer. It is very important that once you create your security question and answer that you retain this information. Three (3) unsuccessful logins will prevent you from retrieving your results. This information cannot be reset.

4. **Payment:** The applicant will pay a fee of **$24.95** for the fingerprint service and to secure an official copy of the Criminal History Record. Major Credit Cards as well as Money orders or cashier's checks payable to **MorphoTrust** will be accepted on site for those applicants who are required to pay individually. **No cash transactions or personal checks are allowed.**

5. **Fingerprint Locations:** After registration, the applicant proceeds to the fingerprint site of their choice for fingerprinting. The location of the fingerprint sites and days and hours of operation for each site are posted on IDEMIA's website at https://uenroll.identogo.com. The location of fingerprint sites may change over time; applicants are encouraged to confirm the site location nearest to their location.

LOCATION	DAYS	HOURS
HELLERTOWN		
IdentoGO 1866 Leithsville Road Creekside Marketplace Hellertown, PA 18055-2505	Monday – Friday Saturday	09:00 AM - 05:00 PM 09:00 AM - 01:00 PM
ALLENTOWN		
IdentoGO 1382 Hanover Avenue Allentown Commons Plaza Allentown, PA 18109-2019	Monday – Friday	09:00 AM - 12:00 PM *and* 12:30 PM - 04:30 PM

LOCATION	DAYS	HOURS
EAST STROUDSBURG		
IdentoGO 5224 Milford Road Suite 155 East Stroudsburg, PA 18302-9671	Monday – Friday Saturday	09:30 AM - 06:30 PM 09:30 AM - 02:30 PM

6. **Fingerprinting**: At the fingerprint site, the Enrollment Agent (EA) manages the fingerprint collection process. The fingerprint transaction begins when the EA reviews the applicant's qualified State or Federal photo ID before processing the applicant's transaction. A list of approved ID types may be found on the IDEMIA website at https://uenroll.identogo.com. **Applicants will not be processed if they cannot produce an acceptable photo ID.** After the identity of the applicant has been established, all ten fingers are scanned to complete the process. The entire fingerprint capture process should take no more than three to five minutes.

ACCEPTABLE DOCUMENTS

- Canadian Commercial Driver's License (CDL)
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Department of Defense Common Access Card
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- Driver's License issued by a State or outlying possession of the U.S.
- Employment Authorization Card/Document (I-766) with Photo
- Enhanced Tribal Card (ETC)
- Foreign Driver's License (Mexico and Canada Only)
- Foreign Passport
- Merchant Mariner Document (MMD)
- Military Dependent's Card
- Military ID Card
- Passport Book or Card
- Permanent Resident Card / Green Card (I-551)
- Photo ID Waiver for Minors
- State ID Card (or outlying possession of the U.S.) with a seal or logo from State or State Agency
- Uniformed Services Identification Card (Form DD-1172-2)
- Visa

7. Shortly after your fingerprints have been taken and a result can be provided, you will receive an email. You will be advised to click on the link within the email and enter your security question and answer. If you lock yourself out of your security question and answer, your result will be mailed by US Mail. Current Mailing timelines take 7 to 10 business days to reach the intended destination.

   When you do access your result, it is important that you be able to download it, save it and print it for future needs. There will be no second access to this electronic result.

   If any result has a record associated with it, those results will not be electronically available and can only be mailed by US Mail. Current Mailing timelines take 7 to10 business days to reach the intended destination.

8. Upload results of your FBI Clearance **PRIOR TO THE DUE DATE** given to your student account at https://www.myrecordtracker.com.

9. Once uploaded, check with your Program Director to determine if you are required to submit the **original** document to the College as part of fulfilling your clinical requirement.

7. **IF YOUR CLEARANCE COMES BACK WITH A RECORD,** you must submit the **original**, including the accompanying Rap Sheet, together with a letter of explanation of the charges to the Credentialing Coordinator, since there are additional steps that must be taken for clinical approval. Keep a copy for your records, which may be needed for future employment or volunteer opportunities.

Submitting a Request for Child Abuse Clearance

A Child Abuse History Clearance is required of all NCC Allied Health students. **Child Abuse Clearances can now be requested online, but it may still take several weeks to receive the results.**

Please note: Failure to follow the instructions below may cause a considerable delay in processing of your application and could affect your ability to meet the deadline for submitting results. Please be advised that failure to comply with this requirement by the established deadline will result in cancellation of your acceptance and/or removal from the Allied Health Program.

1. Please go to the **PA Child Welfare Information Solution Portal** at https://www.compass.state.pa.us/CWIS.

2. Select "**Create Individual Account**" and follow the instructions to create a Keystone ID account. You will be asked to provide some personal information and answer security questions.
    A. Creation of your Keystone ID will prompt their system to send you two e-mails. One will contain confirmation of your recently created Keystone ID and the other will provide you with a temporary password.
    B. Go back to the Child Welfare Portal website at https://www.compass.state.pa.us/CWIS and choose the "**Individual Login.**" Choose "**Access my Clearance**". Read "**Learn More**" and scroll down to "**continue**" in order to login.
    C. Login by using your Keystone ID using the temporary password copied and pasted from the email sent to you.
    D. Once logged in, the system will require you to immediately change the password. Set permanent password and click "**Submit**". The website will then tell you to click on "**Close Window**" button.
    E. Login again to your application with your Keystone ID and newly created personal password.

3. Review "**My Child Welfare Account Terms & Conditions.**"
    a. Choose to accept the Terms & Conditions and click "**Next.**"
    b. On the "My PA Child Abuse History Clearances" screen choose "**Create Clearance Application**."

4. Review "**Getting Started**", scroll to bottom and select "**Begin**". Complete the Application Part I & Part II in full.
    a. Part I consists of the following sections: Application Purpose, Application Info, Current Address, Previous Address, Household Members, & Application Summary. (The form asks for all previous names, addresses, and household members since 1975). This information must be provided to the best of your knowledge and belief.
    b. Part II consists of the following sections: eSignature and Application Payment.

5. Part I / Section I "**Application Purpose**".
    a. Choose the first option "**Volunteer Having Contact with Children**"
    b. Below this a box will appear. Choose "**Other**" under the Voluntary Category. Type "**Northampton Community College**" under Agency Name.

6. Part II - Finish completing application process. Payment of $13.00 is required at time of request. Debit or credit cards will be accepted. **If the system gives you the option to print the results out immediately as well as have one sent to you in the mail, please choose both options.**

7. **IF YOUR CLEARANCE COMES BACK WITH A RECORD,** you must submit the **original**, including the accompanying Rap Sheet, together with a letter of explanation of the charges to the Credentialing Coordinator, since there are additional steps that must be taken for clinical approval. Keep a copy for your records, which may be needed for future employment or volunteer opportunities.

8. Upload results of your Child Abuse Clearance to your myRecordTracker® account.

FBI BACKGROUND CLEARANCE INSTRUCTIONS (Aging) Section I

Submitting a Request for an FBI PA Department of Aging Clearance

If you have NOT lived in Pennsylvania for the past two (2) consecutive years, you are required to obtain an FBI through the Pennsylvania Department of Aging. Please follow the instructions listed below:

1. **Registration:** The applicant must register prior to going to the fingerprint site. Walk in service is allowed but all applicants are required to complete pre-enrollment in the new Universal Enrollment system. Pre-enrollment can be completed online or over the phone. The registration website is available online 24 hours/day, seven days per week at https://uenroll.identogo.com. Telephonic registration is available at 1-844-321-2101 Monday through Friday, 8:00 a.m. to 6:00 p.m. EST. During the pre-enrollment process, all demographic data for the applicant is collected (name, address, etc.) along with notices about identification requirements and other important information.

   When registering online, an applicant must use the appropriate agency specific Service Code to ensure they are processed for the correct agency and/or applicant type. Using the correct service code ensures the background check is submitted for the correct purpose.

   Enter Service Code: 1KG 8RJ

2. **Employer:** **Northampton Community College**
   For Main or Pocono Campuses, enter: 3835 Green Pond Road, Bethlehem, PA 18020
   For Fowler Campus, enter: 511 E. Third Street, Bethlehem, PA 18015

3. Applicants who register under IdentoGO for fingerprints can receive their results electronically. This opportunity applies to results with no record. During the registration process you will be asked for an email address, and you will be asked to create a security question and a security answer. It is very important that once you create your security question and answer that you retain this information. Three (3) unsuccessful logins will prevent you from retrieving your results. This information cannot be reset.

4. **Payment:** The applicant will pay a fee of **$26.20** for the fingerprint service and to secure an official copy of the Criminal History Record. Major Credit Cards as well as Money orders or cashier's checks payable to **MorphoTrust** will be accepted on site for those applicants who are required to pay individually. **No cash transactions or personal checks are allowed.**

5. **Fingerprint Locations:** After registration, the applicant proceeds to the fingerprint site of their choice for fingerprinting. The location of the fingerprint sites and days and hours of operation for each site are posted on IDEMIA's website at https://uenroll.identogo.com. The location of fingerprint sites may change over time; applicants are encouraged to confirm the site location nearest to their location.

LOCATION	DAYS	HOURS
HELLERTOWN		
1866 Leithsville Road Creekside Marketplace Hellertown, PA 18055-2505	Monday – Friday Saturday	09:00 AM - 05:00 PM 09:00 AM - 01:00 PM
ALLENTOWN		
1382 Hanover Avenue Allentown Commons Plaza Allentown, PA 18109-2019	Monday – Friday	09:00 AM - 12:00 PM *and* 12:30 PM - 04:30 PM
LOCATION	**DAYS**	**HOURS**
EAST STROUDSBURG		
5224 Milford Road Suite 155 East Stroudsburg, PA 18302-9671	Monday – Friday Saturday	09:30 AM - 06:30 PM 09:30 AM - 02:30 PM

6. **Fingerprinting**: At the fingerprint site, the Enrollment Agent (EA) manages the fingerprint collection process. The fingerprint transaction begins when the EA reviews the applicant's qualified State or Federal photo ID before processing the applicant's transaction. A list of approved ID types may be found on the IDEMIA website at https://uenroll.identogo.com. **Applicants will not be processed if they cannot produce an acceptable photo ID.** After the identity of the applicant has been established, all ten fingers are scanned to complete the process. The entire fingerprint capture process should take no more than three to five minutes.

ACCEPTABLE DOCUMENTS
➢ Canadian Commercial Driver's License (CDL) ➢ Commercial Driver's License issued by a State or outlying possession of the U.S. ➢ Department of Defense Common Access Card ➢ Driver's License PERMIT issued by a State or outlying possession of the U.S. ➢ Driver's License issued by a State or outlying possession of the U.S. ➢ Employment Authorization Card/Document (I-766) with Photo ➢ Enhanced Tribal Card (ETC) ➢ Foreign Driver's License (Mexico and Canada Only) ➢ Foreign Passport ➢ Merchant Mariner Document (MMD) ➢ Military Dependent's Card ➢ Military ID Card ➢ Passport Book or Card ➢ Permanent Resident Card / Green Card (I-551) ➢ Photo ID Waiver for Minors ➢ State ID Card (or outlying possession of the U.S.) with a seal or logo from State or State Agency ➢ Uniformed Services Identification Card (Form DD-1172-2) ➢ Visa

7. **ALL OUT-OF-STATE RESIDENTS, PLEASE NOTE:** if you enter your zip code and find there is no fingerprinting location in your own State, you can create an appointment and select the option to have local law enforcement do a physical fingerprinting. which can then be sent by mail to IdentoGO. This takes a little extra time (6-8 weeks), but it should not cause a significant delay in your application. **(You will need 2 cards: one for Dept. of Human Services and one for PA Dept. of Aging.)**

8. Shortly after your fingerprints have been taken and a result can be provided, you will receive an email. You will be advised to click on the link within the email and enter your security question and answer. If you lock yourself out of your security question and answer, your result will be mailed by US Mail. Current Mailing timelines take 7 to 10 business days to reach the intended destination.

   When you do access your result, it is important that you be able to download it, save it and print it for future needs. There will be no second access to this electronic result.

   If any result has a record associated with it, those results will not be electronically available and can only be mailed by US Mail. Current Mailing timelines take 7 to10 business days to reach the intended destination.

9. Upload results of your FBI Aging Clearance **PRIOR TO THE DUE DATE** given to your student account at https://www.myrecordtracker.com.

10. Once uploaded, check with your Program Director to determine if you are required to submit the **original** document to the College as part of fulfilling your clinical requirement.

11. **IF YOUR CLEARANCE COMES BACK WITH A RECORD,** you are **REQUIRED** to submit the **original** to the Program Director, including the **accompanying Rap Sheet**, together with a **letter of explanation** of the charges. Please contact the Program Director immediately if you feel there is something that will come up on your background clearance since there are additional steps that must be taken for clinical approval. Be sure to keep a copy for your records, which may be needed for future employment or volunteer opportunities.

FELONY DISCLOSURE FORM Section J

The following information is very important for Dental Assisting students. Although this does not affect students until they complete their education and apply for licensure, the Northampton Community College Dental Hygiene Department requires proof (by your signature) that you were notified of this law prior to starting the program. Please read this information carefully, sign and return this document to the Dental Hygiene Department via mail to the address listed previously or in Dental Hygiene Director's office (Fowler 339).

The Dental Law known as Act of May 1, 1993, P.L. 216, No. 76 Cl. 63, Section 4.1 as amended Dec. 27, 1994, P.L. 1361, No. 160 of the Commonwealth of Pennsylvania State Board of Dentistry declares the following:

Section 4.1 Reason for Refusal, Revocation or Suspension of License or Certificate.

a) "The Board shall have authority, by majority action, to refuse, revoke or suspend the license of any dentist or dental hygienist or certificate of an expanded function dental assistant for any or all of the following reasons:

1) Failing to demonstrate the qualification or standards for a license contained in this act or regulations of the board.
2) Making misleading, deceptive, untrue or fraudulent representations.
3) Practicing fraud or deceit in obtaining a license to practice dentistry or dental hygiene or certificate for expanded function dental assisting or making a false or deceptive biennial renewal with the board.
4) Having been found guilty of a crime or misdemeanor involving moral turpitude or having been found guilty of a felony in violation of the laws of this Commonwealth or any other state, territory or country. For purposes of this clause (4), the phrase 'having been found guilty' shall include a finding or verdict of guilt, an admission of guilt or a plea of nolo contendere.
5) Having a license to practice dentistry or dental hygiene or certificate for expanded function dental assisting revoked, suspended or having other disciplinary action imposed or consented to by the proper licensing authority of another state, territory or country or his application for license refused, revoked or suspended by the proper licensing authority of another state, territory or country.
6) Violating any of the provision of this act or a lawful regulation promulgated by the board or violating a lawful order of the board previously entered by the board in a disciplinary proceeding."
7) "(8) Engaging in unprofessional conduct. For purposes of this clause (8), unprofessional conduct shall include any departure from, or failure to conform to, the standards of acceptable and prevailing dental or dental hygiene practice and standard of care for expanded function dental assistants in which proceeding actual injury to the patient need not be established.
8) Committing an act of gross negligence, malpractice or incompetence or repeated acts of negligence, malpractice or incompetence.
9) Engaging in false, misleading or deceptive advertising.
10) Being able to practice dentistry or as a dental hygienist or as an expanded function dental assistant with reasonable skill and safety to patients by reason of illness, drunkenness, excessive use of controlled substances, chemicals or any other type of material, or as the result of any mental or physical condition…

b) When the board finds that the license or certificate of any personal may be refused, revoked or suspended under the terms of this section, the board may:
    1) Deny the application for license or certificate."

Your signature indicates that you have read and understand the above excerpts from The Dental Law known as Act of May 1, 1993, P.L. 216, No. 76 Cl. 63, Section 4.1 as amended Dec. 27, 1994, P.L. 1361, No. 160.

_____

Print Name

_____ _____

Signature *Date*

Upload signed form to your myRecordTracker® account.

HEALTHCARE FACILITY IDENTIFICATION	Section K

DO YOU WORK FOR ONE OF THE MAJOR HEALTHCARE FACILITIES?

This is a "Yes/No" question on myRecordTracker. Please answer "YES" if you work for Lehigh Valley Health Network or St. Luke's University Health Network or any of their combined facilities or medical offices. If you answer "YES," please upload a copy of your work ID badge. If you do not, please answer "NO" so we can complete this requirement. Thank you!

St Luke's UNIVERSITY HEALTH NETWORK

Lehigh Valley Health Network
A PASSION FOR BETTER MEDICINE.

Lehigh Valley Hospital
Lehigh Valley Diagnostic Imaging
Heart Specialists
Lehigh Valley Physician Group
Valley Preferred
Care Beyond the Coverage
Lehigh Valley Physician Group
Health Network Laboratories
Burn Center
Lehigh Valley Hospital
HealthSpectrum Pharmacy Services
Family Pediatricians
Lehigh Valley Hospital Muhlenberg

St Luke's My Health. My Hospital.℠

BLS FOR HEALTHCARE PROVIDERS SCHEDULE — Section L

Northampton Community College's Center for Healthcare Education offers several BLS for Healthcare Providers and BLS for Healthcare Providers **Renewa**l course offerings specifically to assist Health Career students who need to obtain certification for their course of study prior to the start of class.

The American Heart Association strongly promotes knowledge and proficiency in BLS and has developed instructional materials for this purpose. Use of these materials in an educated course does not represent course sponsorship by the American Heart Association, and any fees charged for such a course does not represent income to the Association.

To obtain a listing of the current offerings and/or to enroll in a course, please visit our website at https://northampton.edu/cpr. Toward the bottom of the page, under View Featured Classed, click on Basic Life Support to view the current schedule of classes to choose the section that best accommodates your schedule.

CAMPUS LOCATIONS

FOWLER SOUTHSIDE CAMPUS
511 East Third Street, Third Floor
Bethlehem, PA 18015

POCONO CAMPUS
2411 Route 715, Kapp Hall
Tannersville, PA 18372

BASIC LIFE SUPPORT FOR HEALTHCARE PROVIDERS

Designed to provide a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use of an AED and relieve choking in Adult, Child and Infant, in a safe, timely and effective manner.

Course: CPRFA500	6 Hour Course	Fee: $160

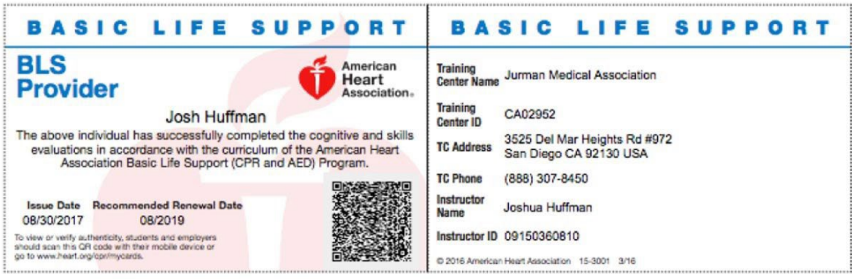
BASIC LIFE SUPPORT FOR HEALTHCARE PROVIDERS - RENEWAL

Designed to provide healthcare professionals the ability to review changes in basic life support and to renew their healthcare certification. Includes adult, child and infant. Prerequisite: Current BLS for HCP card must be presented to the instructor the day of class.

Course: CPRFA501	4 Hour Course	Fee: $100

UPLOAD YOUR COMPLETION CARD TO MYRECORDTRACKER – FRONT AND BACK:

AHA E-Card Example [Wallet]



Questions?

Center for Healthcare Education
Northampton Community College
511 E. Third Street, Suite 350
Bethlehem, PA 18015
610-332-6585
healthcare@northampton.edu
www.northampton.edu/healthcare

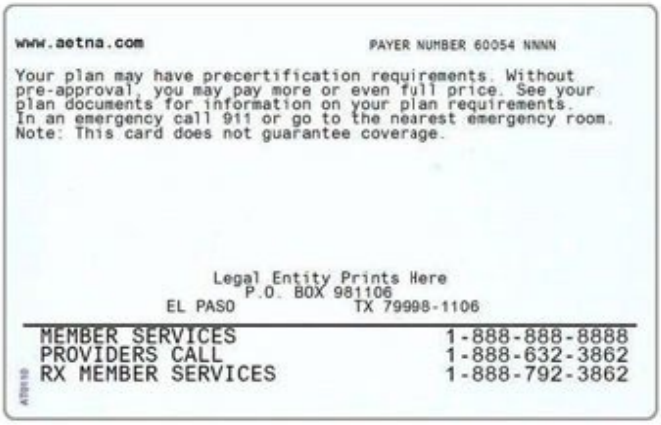
PROOF OF HEALTH INSURANCE	**Section M**

PHOTO IDENTIFICATION REQUIREMENTS

- Dental Assisting students are required to provide proof of valid health insurance for the duration of the Dental Assisting Program. Please upload the **front and back** of your health insurance card to myRecordTracker.
- Your name must be listed on the insurance card to prove validity, either as primary insured or as a dependent. If it is not, you may be asked for a letter from your insurance carrier providing proof of coverage under your name.
- If your insurance changes during the course of the program, it is your responsibility to inform the Credentialing Coordinator and upload the front and back of the new insurance card.

Sample Insurance Card

Front ↓	Back ↓



OSHA INFOSHEET

Respirator Medical Evaluation Questionnaire

Respirators must be used in workplaces in which employees are exposed to hazardous airborne contaminants. When respiratory protection is required employers must have a respirator protection program as specified in OSHA's Respiratory Protection standard (29 CFR 1910.134). Before wearing a respirator, workers must first be medically evaluated using the mandatory medical questionnaire or an equivalent method. To facilitate these medical evaluations, this INFOSHEET includes the mandatory medical questionnaire to be used for these evaluations.

Medical Evaluation and Questionnaire Requirements

The requirements of the medical evaluation and for using the questionnaire are provided below:

- The employer must identify a physician or other licensed health care professional (PLHCP) to perform all medical evaluations using the medical questionnaire in Appendix C of the Respiratory Protection standard or a medical examination that obtains the same information. (See Paragraph (e)(2)(i).)
- The medical evaluation must obtain the information requested in Sections 1 and 2, Part A of Appendix C. The questions in Part B of Appendix C may be added at the discretion of the health care professional. (See Paragraph (e)(2)(ii).)
- The employer must ensure that a follow-up medical examination is provided for any employee who gives a positive response to any question among questions 1 through 8 in Part A Section 2, of Appendix C, or whose initial medical examination demonstrates the need for a follow-up medical examination. The employer must provide the employee with an opportunity to discuss the questionnaire and examination results with the PLHCP. (See Paragraph (e)(3)(i).)
- The medical questionnaire and examinations must be administered confidentially during the employee's normal working hours or at a time and place convenient to the employee and in a manner that ensures that he or she understands its content. The employer must not review the employee's responses, and the questionnaire must be provided directly to the PLHCP. (See Paragraph (e)(4)(i).)

Excerpt from Appendix C of 29 CFR 1910.134: OSHA Respirator Medical Evaluation Questionnaire

To the employer: Answers to questions in Section 1, and to question 9 in Section 2 of Part A, do not require a medical examination.

To the employee: Your employer must allow you to answer this questionnaire during normal working hours, or at a time and place that is convenient to you. To maintain your confidentiality, your employer or supervisor must not look at or review your answers, and your employer must tell you how to deliver or send this questionnaire to the health care professional who will review it.

Once filled out, this form must be given to the PLHCP. This form should **not** be submitted to OSHA.

Part A Section 1. (Mandatory) The following information must be provided by every employee who has been selected to use any type of respirator (please print).

1. Today's date: _____
2. Your name: _____
3. Your age (to nearest year): _____
4. Sex: ○ Male ○ Female
5. Your height: ____ ft. ____ in.
6. Your weight: _____ lbs.
7. Your job title: _____
8. A phone number where you can be reached by the health care professional who reviews this questionnaire (include the Area Code): _____
9. The best time to phone you at this number: _____
10. Has your employer told you how to contact the health care professional who will review this questionnaire: ○ Yes ○ No
11. Check the type of respirator you will use (you can check more than one category):
    a. ☐ N, R, or P disposable respirator (filter-mask, non-cartridge type only).
    b. ☐ Other type (for example, half- or full-facepiece type, powered-air purifying, supplied-air, self-contained breathing apparatus).
12. Have you worn a respirator (circle one): ○ Yes ○ No If "yes," what type(s): _____

Part A. Section 2. (Mandatory) Questions 1 through 9 below must be answered by every employee who has been selected to use any type of respirator (please circle "yes" or "no").

	YES	NO
1. Do you *currently* smoke tobacco, or have you smoked tobacco in the last month?	○	○
2. Have you *ever had* any of the following conditions?		
a. Seizures	○	○
b. Diabetes (sugar disease)	○	○
c. Allergic reactions that interfere with your breathing	○	○
d. Claustrophobia (fear of closed-in places)	○	○
e. Trouble smelling odors	○	○
3. Have you *ever had* any of the following pulmonary or lung problems?		
a. Asbestosis	○	○
b. Asthma	○	○

	YES	NO
c. Chronic bronchitis	○	○
d. Emphysema	○	○
e. Pneumonia	○	○
f. Tuberculosis	○	○
g. Silicosis	○	○
h. Pneumothorax (collapsed lung)	○	○
i. Lung cancer	○	○
j. Broken ribs	○	○
k. Any chest injuries or surgeries	○	○
l. Any other lung problem that you've been told about	○	○
4. Do you *currently* have any of the following symptoms of pulmonary or lung illness?		
a. Shortness of breath	○	○
b. Shortness of breath when walking fast on level ground or walking up a slight hill or incline	○	○
c. Shortness of breath when walking with other people at an ordinary pace on level ground	○	○
d. Have to stop for breath when walking at your own pace on level ground	○	○
e. Shortness of breath when washing or dressing yourself	○	○
f. Shortness of breath that interferes with your job	○	○
g. Coughing that produces phlegm (thick sputum)	○	○
h. Coughing that wakes you early in the morning	○	○
i. Coughing that occurs mostly when you are lying down	○	○
j. Coughing up blood in the last month	○	○
k. Wheezing	○	○
l. Wheezing that interferes with your job	○	○
m. Chest pain when you breathe deeply	○	○
n. Any other symptoms that you think may be related to lung problems	○	○
5. Have you *ever had* any of the following cardiovascular or heart problems?		
a. Heart attack	○	○
b. Stroke	○	○
c. Angina	○	○
d. Heart failure	○	○

	YES	NO
e. Swelling in your legs or feet (not caused by walking)	○	○
f. Heart arrhythmia (heart beating irregularly)	○	○
g. High blood pressure	○	○
h. Any other heart problem that you've been told about	○	○
6. Have you *ever had* any of the following cardiovascular or heart symptoms?		
a. Frequent pain or tightness in your chest	○	○
b. Pain or tightness in your chest during physical activity	○	○
c. Pain or tightness in your chest that interferes with your job	○	○
d. In the past two years, have you noticed your heart skipping or missing a beat	○	○
e. Heartburn or indigestion that is not related to eating	○	○
f. Any other symptoms that you think may be related to heart or circulation problems	○	○
7. Do you *currently* take medication for any of the following problems?		
a. Breathing or lung problems	○	○
b. Heart trouble	○	○
c. Blood pressure	○	○
d. Seizures	○	○
8. If you've used a respirator, have you *ever had* any of the following problems?	○	○
(If you've never used a respirator, check the following space and go to question 9.) ☐		
a. Eye irritation	○	○
b. Skin allergies or rashes	○	○
c. Anxiety	○	○
d. General weakness or fatigue	○	○
e. Any other problem that interferes with your use of a respirator	○	○
9. Would you like to talk to the health care professional who will review this questionnaire about your answers to this questionnaire? ☐		

Questions 10 to 15 below must be answered by every employee who has been selected to use either a full-facepiece respirator or a self-contained breathing apparatus (SCBA). For employees who have been selected to use other types of respirators, answering these questions is voluntary.

10. Have you *ever* lost vision in either eye (temporarily or permanently)?	○	○
11. Do you *currently* have any of the following vision problems?	○	○
a. Wear contact lenses	○	○
b. Wear glasses	○	○
c. Color blind	○	○
d. Any other eye or vision problem	○	○

	YES	NO
12. Have you *ever had* an injury to your ears, including a broken eardrum?	○	○
13. Do you *currently* have any of the following hearing problems?	○	○
a. Difficulty hearing	○	○
b. Wear a hearing aid	○	○
c. Any other hearing or ear problem	○	○
14. Have you *ever had* a back injury?	○	○
15. Do you *currently* have any of the following musculoskeletal problems?	○	○
a. Weakness in any of your arms, hands, legs, or feet	○	○
b. Back pain	○	○
c. Difficulty fully moving your arms and legs	○	○
d. Pain and stiffness when you lean forward or backward at the waist	○	○
e. Difficulty fully moving your head up or down	○	○
f. Difficulty fully moving your head side to side	○	○
g. Difficulty bending at your knees	○	○
h. Difficulty squatting to the ground	○	○
i. Climbing a flight of stairs or a ladder carrying more than 25 lbs.	○	○
j. Any other muscle or skeletal problem that interferes with using a respirator	○	○

This infosheet does not include the questions in Part B because they are not mandatory; rather, they may be added to the questionnaire at the discretion of the health care professional who will review the questionnaire.

OSHA Educational Materials

OSHA has an extensive publications program. For a listing of free items, visit OSHA's web site at www.osha.gov/publications or contact the OSHA Publications Office, U.S. Department of Labor, 200 Constitution Avenue, N.W., N-3101, Washington, DC 20210. Telephone (202) 693-1888 or fax to (202) 693-2498.

Contacting OSHA

To report an emergency, file a complaint or seek OSHA advice, assistance or products, call (800) 321-OSHA (6742) or contact your nearest OSHA regional, area, or State Plan office; TTY: 1-877-889-5627.

U.S. Department of Labor

OSHA Occupational Safety and Health Administration

DTSEM OSHA 3789-05 2015

NORTHAMPTON COMMUNITY COLLEGE

FIT TEST MEDICAL CLEARANCE

OSHA Form Review

Healthcare Education Programs

Name:_____
Last *First* *Middle*

DOB:_____ Student ID:_____

	Program of Study			Healthcare Education Instructor
☐	Dental Assisting		☐	Nurse Aide Instructor
☐	Nursing Reactivation		☐	Nursing Reactivation Instructor
☐	Phlebotomy		☐	Phlebotomy Instructor
☐			☐	

I hereby certify that I have reviewed the attached OSHA Form for the above-named individual, and this individual is medically cleared to be fit tested for a N95 respiratory face mask.

To be completed by medical provider:

Please print, type, or stamp:

Name of Licensed Provider:_____

Address:_____

Phone:_____

Signature of Licensed Provider:_____ Date:_____

Student Health Requirements

Attached is the NCC health form that must be completed and **uploaded** to myRecordTracker®. All health-related information must be uploaded by the due date given in order to continue in the program. **Failure to upload all of the required information by the due date will result in dismissal from the program.**

The Health and Wellness Center at Northampton Community College is operated by St. Luke's University Health Network, Bethlehem, PA. Physical examinations and some of the required immunizations may be obtained at the Health and Wellness Center. Please call 610-861-5365 for more information or to schedule an appointment. You may also contact St. Luke's Urgent Care Center, 153 Brodhead Road, Bethlehem, PA, 610-954-3220, to make an appointment for health services if you do not have your own family physician.

Health insurance is **required** for all Health Career Programs and must be maintained throughout the duration of the Program. It is the student's responsibility to upload a copy of the front and back of the new insurance card immediately.

The checklist below provides an overview of what must be completed on the Health Form. Please be sure to check form BEFORE leaving Medical Provider's Office to ensure all items are completed.

PAGE 1 – Student Information (to be completed by student)		
☐	Personal Information	• Student to complete and sign first page of health form
☐	Health Insurance	• Students **must** have personal health insurance • Complete health insurance section on first page
PAGE 2 – Physical (to be completed by physician)		
☐	Physical Performed by Medical Provider	• Bring health form **and OSHA form** to scheduled appointment • Medical provider MUST clear student for N95 fit testing • Be sure provider initials all boxes on Page 2 of Health Form and also signs form
PAGE 3 – Immunizations, Vaccinations, and Titers (Bloodwork)		
☐	Varicella	• Must show proof of two Varicella vaccinations – *OR* – • Titer to prove immunity • Proof of disease is NOT acceptable
☐	MMR	• Must provide proof of two MMR vaccinations – *OR* – • Titer to prove immunity
☐	Hepatitis B	• Must provide proof of three Hepatitis B vaccinations
☐	Hepatitis B Surface Antibody – **QUANTITATIVE Titer** ******REQUIRED******	• **Must** obtain Hep B Surface Antibody in addition to Hep B vaccination dates **to show immunity or lack of immunity** • This is **required** and must be done immediately in case further vaccinations are needed
☐	Hepatitis B Booster or Repeat Series	• Start immediately ONLY if antibody titer shows no (repeat all 3 doses) or low (get booster dose) immunity.
☐	TDAP	• Proof of TDAP dated **within 10 years**
☐	Influenza Vaccination *(Seasonal)*	• Required for all classes
☐	COVID-19 Vaccination	• Must provide proof of COVID-19 vaccination(s) as mandated and boosters warranted (see myRecordTracker instructions)
PAGE 4 – TB Testing (to be completed by physician or clinical staff)		
☐	Step #1 TB Test Results ***(must be within 12 months of clinical)***	• 1st TB test must be administered, and results documented 48-72 hours later
☐	Step #2 TB Test Results ***(must be within 3 months of clinical)***	• One week after 1st test is read, have second test administered, and results documented 48-72 hours later
☐	**IMPORTANT NOTE REGARDING TB TESTING:** • QuantiFERON blood testing may be administered in place of the two-step TB testing. • QuantiFERON or chest x-ray must be performed in the event of any positive results from the skin testing.	

NORTHAMPTON
COMMUNITY COLLEGE

NCC Health & Wellness Center

Main Campus ♦ College Center ♦ Room 120
3835 Green Pond Road ♦ Bethlehem, PA 18020
Phone: 610-861-5365 ♦ Fax: 610-861-4545

NCC Health & Wellness Center Physical Exam and Health Requirement Options		
Physical Exams	$25.00 *(by appointment only at the Health & Wellness Center)*	$45.00 *(at St. Luke's North*)*

Required Vaccines/Titers		
IMMUNIZATION	**VACCINE PRICES**	**TITER PRICES**
	*Available at both the Health & Wellness Center and St. Luke's North**	*Available at St. Luke's North* only*
Hepatitis A (per dose)	$65.00 *(2 doses needed)*	
Hepatitis B (per dose)	$60.00 *(3 doses needed)*	$30.00
Meningitis (Menactra)	$130.00	
MMR (per dose)	$70.00 *(2 doses needed)*	$219.50 *(for all 3 titers)*
Tetanus (Tdap)	$40.00 *(includes pertussis)*	
Tuberculin Skin Test (PPD)	$10.00 *(per test)*	
Varicella	$135.00	$42.60

** St. Luke's North may also charge an administration fee.*

☐ CHE Instructor
☒ Dental Assisting
☐ Nursing Reactivation
☐ Phlebotomy Technician
☐ Other_____

NORTHAMPTON COMMUNITY COLLEGE

HEALTHCARE EDUCATION HEALTH FORM

For questions about health requirements, please contact:

Healthcare Education

Northampton Community College
Fowler Family Southside Center
511 E. Third Street, Suite 350
Bethlehem, PA 18015

Phone: 610-332-6585
Fax: 610-332-6556
healthcare@northampton.edu

PART I – REPORT OF MEDICAL HISTORY

Please complete *(print all sections)*. **International students: please provide all health documents translated into English.**

Student Name: _____ **Student ID #:** _____
Last *First* *Middle*

Home Address: _____ Gender: ☐ Male ☐ Female ☐ Other_____

City/State/Zip: _____ Preferred: ☐ He/Him ☐ She/Her ☐ They/Them

Home Phone: _____ Cell Phone: _____

Email Address: _____ **Date of Birth**: _____

Program/Major: **Dental Assisting** On Campus Housing: ☐ Yes ☐ No

Semester: ☐ FA ☐ SP ☐ SU Year_____ Campus: ☐ Main ☐ Fowler ☐ Monroe ☐

I. EMERGENCY NOTIFICATION

Name of Contact: _____ Relationship: _____

Home Address: _____ City/State/ Zip: _____

Primary Phone: _____ Alternate Phone: _____

II. MEDICAL HISTORY – Please answer yes or no to all questions and insert the year for all positive answers:

	Yes	No	Please Explain
Allergies			
Asthma			
Cardiac			
Chemical Dependency			
▪ Drugs			
▪ Alcohol			
Diabetes Mellitus			
Gastrointestinal Disorder			
Hearing Disorder			
Hypertension			
Neuromuscular			
Orthopedic Condition			
Respiratory Illness			
Seizure Disorder			
Vision Disorder			
Other (Specify)			

ACCIDENT AND HEALTH INSURANCE (Required) – Student must upload a copy of current health insurance card (front and back) to myRecordTracker®. Student is required to have valid health insurance for the duration of the program and must notify the Credentialing Coordinator of any change in health insurance which occurs during the program, and upload a copy of the new insurance card.

If the above-named emergency contact cannot be reached at the time of an emergency, the College is authorized to send the above-named student to the nearest hospital and/or to administer necessary emergency care. In addition, I authorize the release of information regarding my health/medical status to the Program Director and appropriate designee(s), to the Northampton Community College Health and Wellness Center, to the appropriate health care agency in which I am completing clinical requirements, and/or to the above-named emergency contact.

_____ _____
Student signature (Parent/Guardian if under 18 yearsof age) *Date*

PART II-REPORT OF MEDICAL EXAMINATION

A physical examination completed **within 6 months of the start of the clinical experience** by a licensed medical provider (MD, DO, CRNP, or PA-C) is **required** prior to entry into clinical practice. Clinical work is **PROHIBITED** until the required medical forms are uploaded and verified.

Name:_____ **Student ID:**_____ **DOB:**_____

I. Height_____ Weight_____ Blood Pressure_____ Pulse_____

II. Vision Uncorrected R_____ L_____

Corrected R_____ L_____

III. Clinical Examination: *Describe details of abnormalities* **Date of Examination**:_____

	Normal	**Abnormal**	**Comments**
Skin			
Head and scalp			
Eyes			
Ears/Hearing			
Mouth, Nose, Throat			
Neck			
Heart			
Lungs			
Abdomen			
Genitourinary			
Musculoskeletal			
Neurological			
Psychiatric			
Exposure to Hepatitis A, B, or C			*If positive for exposure, please submit titers.*

Allergies	
Medications taken on a regular basis	

****IMPORTANT** LICENSED PROVIDER, PLEASE INITIAL TO CERTIFY THE FOLLOWING:**	**INITIALS**
I certify that the applicant is free from communicable diseases in the communicable state.	
I certify that the applicant has no medical conditions or restrictions which will prevent the applicant from performing the essential functions of the job. (If the applicant has restrictions that require accommodation, please note them in the comments section below.)	
Comments *(if applicant has any limitations, please explain)*:	

Please print, type or stamp:

Name of Licensed Provider_____

Address:_____

Phone_____

Signature of Licensed Provider_____ Date_____

CLINICAL REQUIREMENTS

To meet the requirements set forth by NCC, Clinical Sites and OSHA, you will need to obtain and upload to myRecordTracker® documentation for the following immunizations and tests before beginning your experience at Clinical Sites.

IMMUNIZATIONS (Vaccinations)

All students are required to UPLOAD **immunization records** to myRecordTracker® for the following:

- **Varicella** (Chickenpox) – 2 doses after age 12 months
- **MMR*** – 1st dose after age 12 months, and 2nd dose after age 4 years
- **Hepatitis B** – 3 doses
- **TDAP** – Tetanus Diphtheria Acellular Pertussis *(Dated within 10 years)*
- **Influenza** – Current Season *(Required if participating September – April)*

HEPATITIS B SURFACE ANTIBODY, QUANTITATIVE TITER

- **All Students** are required to obtain the **Hepatitis B Surface Antibody, QUANTITATIVE Titer** to determine immunity status and UPLOAD the **lab report** to myRecordTracker®. **Titer results must be dated within the past three years.**

HEPATITIS B REPEAT SERIES OR BOOSTER *(Required if titer shows no or low immunity)*

- If the Hepatitis B Surface Antibody, Quantitative Titer shows no immunity, the repeat series of three doses should be started immediately.
- If the titer shows low immunity, a booster dose should be given immediately. The repeat titer should be given one month after the booster or last dose.
- Any repeat doses, booster, and titer reports must be uploaded to myRecordTracker® each time they are received.

COVID-19 VACCINATION AND BOOSTER RECORDS

- COVID-19 Vaccinations are required by major healthcare networks to protect yourself and others while working in healthcare. Please upload proof of full vaccination (one dose of J & J, or two doses of the Pfizer or Moderna vaccines). You will be required to provide a copy of your COVID-19 vaccination card to your internship/externship site.
- If you have received a COVID-19 booster, please provide proof, although not mandatory at this time.

TITERS (Bloodwork)

- **If immunization records are not available,** students are required to obtain titers to determine immunity status for the above listed requirements. **All titer results must be dated within three years.**
- Documentation of the Chickenpox disease is not considered acceptable for immunity, and a titer must be drawn.

SUPPORTING DOCUMENTATION OPTIONS

- Immunization records can include your childhood and/or school immunization records – or a printout from your medical provider.
- Lab reports must contain titer results **dated within the past three years** showing level of immunity.

Name:_____ **Student ID #**_____

Last *First* *Middle*

TUBERCULOSIS SCREENING REQUIREMENTS

In order for any student to observe in any area of the Clinical Site, Tuberculosis screening must be administered and documented and may be obtained by skin testing or blood test. **Two** TB skin tests are required **within 12 months, the most recent within 3 months, of the start of your Clinical Experience**. A QuantiFERON-TB Gold blood test may be administered **within 3 months of the start of your Clinical Experience,** in lieu of the two TB skin tests. **Document the results below and/or upload relevant documentation.**

***** If results are positive (greater than 10mm induration), or if there is any history of a previous positive TB test, either the QuantiFERON-TB Gold blood test or chest x-ray must be performed.***

A. **Two TB Skin Tests** - within 12 months, **the most recent within 3 months**, of the start of the clinical experience.

STEP 1	Date	Arm	Results (mm)	Signature
Administered				
Results Read			☐ (+) ☐ (-) ____mm	

***** AND *****

STEP 2	Date	Arm	Results (mm)	Signature
Administered				
Results Read			☐ (+) ☐ (-) ____mm	

OR -

B. **QuantiFERON-TB Gold or T-SPOT-*TB* blood test** - within **3 months** of the start of the clinical experience:

MUST UPLOAD COPY OF LAB REPORT.

OR -

C. **Chest X-Ray** - within **6 months** of the start of the clinical experience:

MUST UPLOAD COPY OF CHEST X-RAY REPORT.

NOTE: *TB testing can be administered at the location of the student's choice (i.e., private physician's office, NCC Health and Wellness Center, or at any clinic.) The student is responsible for any and all charges.*

TO BE COMPLETED BY MEDICAL PROVIDER WHEN TB RESULTS ARE VERIFIED:

Please print, type or stamp:

Name of Licensed Provider_____

Address:_____

Phone_____

Signature of Licensed Provider_____ Date_____

URINE DRUG SCREENING REQUIREMENTS

NCC's Allied Health programs are affiliated with healthcare providers throughout the region. A number of these facilities now require students participating in clinical education at their site to have drug screens completed prior to attending clinical.

When do I go for my drug screen?

At a later date to be determined, you will be given information and dates to have your drug screen done. **YOU WILL ONLY BE GIVEN 24-48 HOURS' NOTICE**. This may be done during class, or you may be required to go to St. Luke's North or another facility. If it is done during class and you are absent on the day of testing, you will be required to go to St. Luke's North by the end of that same business day. It is important that you obtain your drug test in the specified time frame in order for St. Luke's to process and deliver the results in a timely manner.

Where do I go to have the drug screen done?

St. Luke's North is our preferred provider for these drug screens, and they are aware of NCC Allied Health student requirements. The test may be performed during class or at their site at NCC's discretion, and St. Luke's will communicate the results directly to the NCC authorized NCC Staff. Allied Health program directors will communicate with the authorized NCC staff to ensure that all students are compliant with the requirement and all student results are negative.

What should I bring with me?

You should bring the drug screen form that will be given to you in class, as well as photo identification and payment.

What is the cost of the test?

The current cost* of the test is $34 and is due at time of service. Payment may be made by cash or check payable to St. Luke's. ****Cost is subject to change during the course of the academic year.****

What if my drug screen is positive?

Students will only be permitted to attend clinical education if they have a negative drug screen. Any student with a positive screen will be immediately withdrawn from the program.

What if my provider has prescribed Medical Marijuana?

NCC has a policy for addressing the use of medical marijuana that you are able to read prior to enrolling in this program so that you are aware of the policy and its potential effects of your ability to complete this program.

REMINDER: The drug screen will be completed at a later date TBD. Do not obtain drug screen now!

NORTHAMPTON COMMUNITY COLLEGE

Health Careers Medical Marijuana Policy

In order to be transparent regarding the entire drug screening process and the use of Medical Marijuana, Northampton Community College recognizes our responsibility to fully inform students of NCC's policy at the time of acceptance. Please read the following policy carefully and acknowledge your understanding by signing and uploading this form to myRecordTracker.

The Pennsylvania Department of Health is currently implementing the Pennsylvania Medical Marijuana Program, a component of the Medical Marijuana Act (MMA) that was signed as law on April 17, 2016. This program provides access to medical marijuana for patients with serious medical conditions as defined by the Pennsylvania Department of Health.

At this time, the Federal government regulates drugs through the Controlled Substances Act, which does not recognize the difference between medical and recreational use of marijuana. Under Federal law, marijuana is a Schedule 1 controlled substance, meaning that it is considered to have no medical value. Medical practitioners may not prescribe marijuana for medical use under Federal law.

Students entering any Health Science Careers Program are required to have urine drug screenings upon admission to the clinical phase of the program and on a yearly basis while participating in clinical experiences. As per current policy, if the results are positive, the student will be dismissed from the program immediately and referred for appropriate counseling.

Students using medical marijuana will not be eligible for clinical, internship, or externship placement in any NCC health science career program, due to the current discrepancy between State and Federal law regarding Drug Free Work Place Act and the MMA. Businesses who are not in compliance with Federal law are at risk for criminal or civil charges; and additionally, may find issue with eligibility for Federal contracts and grants. Additionally, Pennsylvania's Medical Marijuana statute specifically provides that an employer does not have to accommodate an individual in a safety sensitive position if that person is under the influence of medical marijuana. Most positions involving direct patient care will be considered safety sensitive positions.

Students should also understand that under current Pennsylvania State Board law, many health career licensing boards require drug screening at the time of application for licensure. Similarly, most health care employers will perform routine drug screening as a condition for employment, as these positions involve direct patient care, and are considered safety sensitive positions.

Due to current laws, NCC does not provide admission to the clinical phase in any of our Health Science Career Programs. Students who have been admitted and are later to be found positive for medical marijuana will be dismissed from the Program.

I hereby acknowledge that I have read and understand NCC's Health Careers Medical Marijuana Policy.

_____

Student's Name (Please Print)

_____ _____

Signature of Student *Date*

Upload signed form to your myRecordTracker® account.

STUDENT INFORMATION SHEET **Section R**

NORTHAMPTON COMMUNITY COLLEGE

HEALTHCARE EDUCATION

Student Information Sheet

PLEASE PRINT

Name:_____

Preferred or Chosen Name:_____

Address:_____

City/State/Zip:_____

County:_____

Home Phone:_____ Cell Phone:_____

E-mail Address:_____ Social Security No:_____

☐ ***Please check here if we may send you periodic email updates about our classes and programs.***

Date of Birth:_____ Marital Status: ☐ S ☐ M ☐ W ☐ D ☐ SEP

Gender: ☐ Male ☐ Female ☐ Other:_____

Preferred Pronoun: ☐ He/Him ☐ She/Her ☐ They/Them

WHO PAID FOR THIS TRAINING?

☐ Self ☐ CareerLink * ☐ Other*_____

**Please provide Name, Address, Phone, and Email Information of your Case Manager/Point of Contact:*

_____

SCHOOL BACKGROUND

1. Are you a high school graduate? ☐ Yes ☐ No
2. If not a high school graduate, do you have a G.E.D.? ☐ Yes ☐ No
3. Have you previously attended college? ☐ Yes ☐ No

   Degree(s) earned _____
4. Do you plan to continue your education after this class? ☐ Yes ☐ No

WORK EXPERIENCE

Are you currently employed? ☐ Yes ☐ No

Name and location of employer:_____

What is your job title?_____

MINORITY INFORMATION

The following information is requested to monitor the compliance posture of the institution and will be used only to collect and maintain data on the race, sex, and ethnic identity of all students. This information may be requested on national and state statistical reports. *Please check all that apply to you.* ***(OPTIONAL)***

☐ American Indian ☐ Asian ☐ Black/African American ☐ Native Hawaiian/Other Pacific Islander
☐ Pacific Islander ☐ Caucasian ☐ Hispanic/Latino ☐ Other_____

Language:_____ Have you taken ESL courses? ☐ Yes ☐ No

Primary *Secondary*

EMERGENCY CONTACT FORM **Section S**

NORTHAMPTON COMMUNITY COLLEGE

Healthcare Education

STUDENT EMERGENCY CONTACT INFORMATION

Please print clearly:

Student Name:_____

Preferred or Chosen Name:_____

Street Address:_____

City:_____ State:_____ Zip:_____

EMERGENCY CONTACT(S):

Name:_____

Relationship to Student:_____

Phone:_____ Alternate Phone:_____

Name:_____

Relationship to Student:_____

Phone:_____ Alternate Phone:_____

MEDICAL INFORMATION:

Medical Conditions:_____

Known Allergies to Medications:_____

Other Conditions to be aware of:_____

Hospital Preference:_____

In the event of an emergency, please contact:

Healthcare Education Department
Northampton Community College

Office Phone: 610-332-6585
E-mail: healthcare@northampton.edu

NORTHAMPTON COMMUNITY COLLEGE

Student Release of Information Form

For Health Career Clinical Sites Only

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the student's educational record from disclosure to unauthorized individuals. As an admitted and enrolled student in this NCC Health Career program, additional documentation is required to be submitted, including criminal background checks, health and vaccination/titer information, and drug screening results. While these items are not part of the student educational record, they are maintained as confidential by the program/school. Northampton Community College is required to share positive results of criminal background checks and drug screening with any affiliated institution used for clinical education in the Health Career programs, as well as any pertinent health information requested by the clinical facilities.

☐ I understand that the clinical affiliate requires that positive results of my background check(s) be shared with the following individuals: the VP Human Resources, Labor/Employment Counsel, VP Patient Care Services, and/or the manager(s) of the unit where the student is assigned for clinical.

☐ I understand that any requested information will be released to the requestor according to the guidelines outlined in the affiliation agreement between the college and the clinical affiliate.

☐ In connection with my admission and enrollment in an NCC Health Career Program and my participation in the program's clinical training opportunities, I hereby authorize the College and its agents to release any and all information relevant to my criminal record, health information, and/or drug screen results to any authorized clinical site representative it deems appropriate in order to determine my suitability to be enrolled in the Health Career Program and/or to be assigned to a clinical site selected by the College. A photocopy of this release will be sufficient to authorize the release of the information.

Student Information:
(*Please print legibly*)

_____
Student ID

_____
Student's Name *(Last)* *(First)* *(Middle)* *(Previous)*

_____
Address *(Street)* *(City)* *(State)* *(Zip)*

_____ _____
Primary Phone Number **Secondary Phone Number**

_____ _____
Signature of Student Authorizing Release **Date**

Upload signed form to your myRecordTracker® account.

NORTHAMPTON
COMMUNITY COLLEGE

PHOTOGRAPHY RELEASE

For and in consideration of my engagement as a model by Northampton Community College, Hereafter referred to as NCC, I hereby give NCC, its legal representatives and assigns, those for whom NCC is acting, and those acting with its permissions, or its employees, the right and permission to copy-right and/or use, reuse and/or publish, and republish photographic pictures or portraits of me, or in which I may be distorted in character, or form, in conjunction with my own or a fictitious name, on reproductions thereof in color, or black and white made through any media by NCC, for any purpose whatsoever; including the use of any printed matter in conjunction therewith.

I hereby waive any right to inspect or approve the finished photograph or advertising copy or printed matter that may be used in conjunction therewith or to the eventual use that I might be applied.

I hereby release, discharge and agree to save harmless NCC, its representatives, assigns, employees or any person or persons, corporation or corporations, acting under its permission or authority, or any person, persons, corporation or corporations, for whom he/she might be acting, including any firm publishing and/or as a result of any distorting, blurring, or alteration, optical illusion, or use in the taking, processing or reproduction of the finished product, its publication or distribution of the same, even should the same subject me to ridicule, scandal, reproach, scorn or indignity.

☐ I hereby warrant that I am 18 years of age or older, and competent to contract in my own name insofar as the above is concerned.

☐ I have read the foregoing release, authorization, and agreement, before affixing my signature below, and warrant that I fully understand the contests thereof, and hereby give permission for my photograph to be taken and used as described above.

☐ I have read the above release, and DO NOT give permission for my photograph to be taken during the course of this program.

Program: Dental Assisting Program

Print Name: _____

Signature: _____ Date: _____

Witness: _____ Date: _____

NORTHAMPTON
COMMUNITY COLLEGE

DENTAL ASSISTING
CONSENT AND RELEASE FROM LIABILITY

IN CONSIDERATION of being allowed to participate in any activity or training program affiliated with Northampton Community College and intending to be legally bound hereby, the undersigned:

Acknowledges and fully understands that each participant will be engaging in activities that involve collecting data and practicing dental assisting skills on each other and the risks thereof. Further, the undersigned acknowledges and fully understands that there may be other risks not known to the College.

The undersigned acknowledges and assumes all the foregoing risks and accepts personal responsibility for any and all damages of whatever kind, name or nature in any manner arising out of or in connection with the undersigned's participation in the activity or training program.

The undersigned forever releases, acquits, discharges, indemnifies and holds harmless the College and all its agents, officers and employees and if applicable, the other participants in the program and owners and lessors of premises used to conduct the program from and all causes of action, including personal injury, illness, death and property damage, costs, charges, claims, demands and liabilities of whatever kind, name or nature in any manner arising out of or in connection with the undersigned's participation in the activity or training program.

THE UNDERSIGNED HAS READ THE ABOVE CONSENT AND RELEASE AND UNDERSTANDS THAT HE/SHE/THEY HAS GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT AND DOES HEREBY ACKNOWLEDGE THAT HE/SHE/THEY IS SIGNING IT VOLUNTARILY.

_____ _____

Print Full Name ***Date***

_____ _____

Signature ***Date***

_____ _____

Witness ***Date***

NORTHAMPTON
COMMUNITY COLLEGE

PERMISSSION FOR THE RELEASE OF STUDENT INFORMATION

I hereby give **Northampton Community College, Dental Assisting course** permission to release information to:

Prospective Employers

The following categories may be released for the purpose of referral or information:

Test Data	☐ Yes	☐ No
Personal Information	☐ Yes	☐ No
Academics	☐ Yes	☐ No

Signature_____ Date_____

I authorize Northampton Community College to release a copy of my competencies to prospective employers who request training information.

Signature: _____

Print Name: _____

Date: _____

NORTHAMPTON COMMUNITY COLLEGE

PRIVACY AND CONFIDENTIALITY
Photographing, Recording, and Social Media of Patients/Residents/Clients/Consumers and Their Families, Including Clinical Site Staff, Instructors, and Classmates

According to Federal requirements related to abuse at F223 and F226 "the patient/resident/client/consumer", has the right to be free from verbal, sexual, physical, and mental abuse, corporal punishment, and involuntary seclusion." "The facility must develop and implement written policies and procedures that prohibit mistreatment, neglect, and abuse of the patient/ resident/client/consumer and misappropriation of patient/resident/client/ consumer property."

- **Under no circumstances is it acceptable for a student or instructor to take photos, record sounds/voices or video of any patient/resident/client/consumer that contains nudity or shows the resident in a negative way.** This includes the following: bathing, showering, toileting, incontinence care, perineal care, showing a body part without the patient's/resident's/client's/consumer's face whether it is the chest, limbs, or back, inappropriate behavior by a patient/resident/client/consumer, or anything showing the patient/resident/client/consumer in a compromised position.
- **Under no circumstances is it acceptable for a student or instructor to post any photos, record sounds/voices, video, or any other information regarding any patient/resident/client/consumer on any social media platform.**
- Surveyors must investigate these incidents regardless of the cognitive status or consent of the patient/resident/client/consumer.
- It is also unacceptable to photograph or record patient's/resident's/client's/consumer's family members, clinical site staff, your instructors, and classmates.
- If students ask to take pictures or record lectures (in the classroom and/or skills lab) for the sole purpose of learning and studying, it is at the instructor's discretion whether or not a student has their permission.
- Students may have their photographs taken for the purpose of creating ID badges, as required by our clinical sites. Your photos are kept on file for our recordkeeping and will not be used in any other way, without the student's consent.
- You may be asked to sign a Photography Release if classroom photographs are taken for the use of college marketing materials.

I have read and understand the above policy regarding privacy and confidentiality and agree to adhere to this policy and realize that I may be withdrawn from the program for any violations of this policy.

_____

Name of Student (PLEASE PRINT)

_____

Signature of Student *Date*

MYRECORDTRACKER

STUDENT GUIDE

IMPORTANT NOTICE

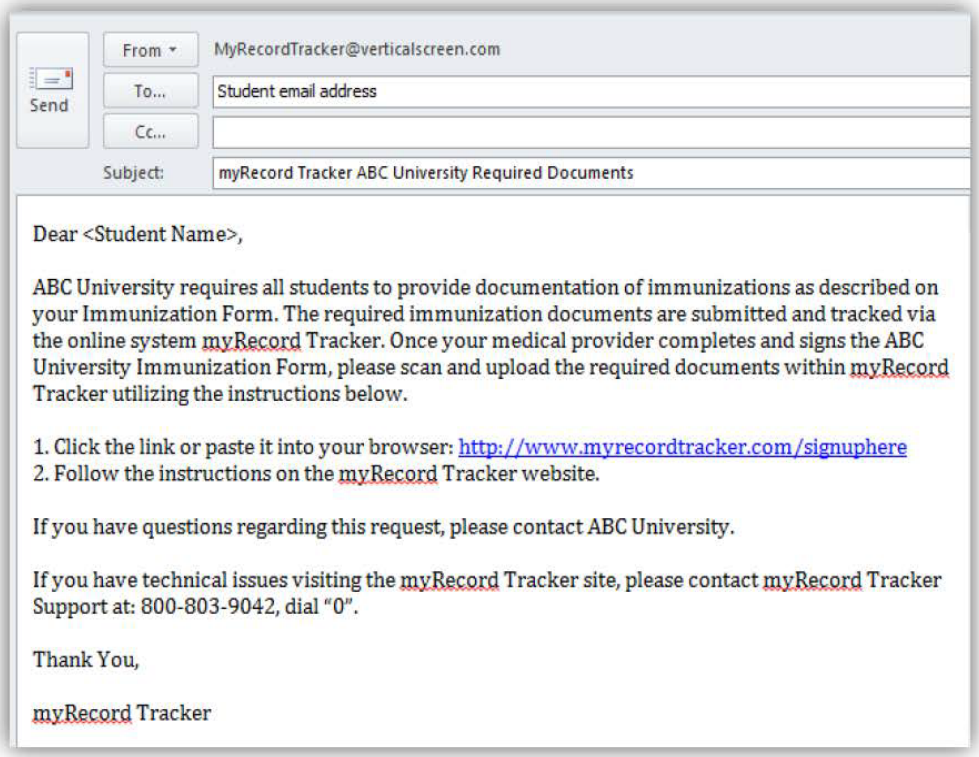
- Although you should begin obtaining all of your requirements immediately, you will not be able to upload them until you have received an email from myRecordTracker@VerticalScreen.com with instructions on creating your account, **which may take three to four weeks from notice of your acceptance**.
- Please check your spam folder if you do not receive the email within this timeframe.
- Use **1/1/2099** when prompted for an expiration date.
- If you are a student in a Health Career Program ***and*** living in the Residence Halls, you will be required to use **both your NCC Student email address *and* a personal email address in order to create TWO separate myRecordTracker® accounts**.
- If you have questions regarding the email accounts, please contact the NCC Technology Services Help Desk at 610-861-5413 or helpdesk@northampton.edu.

WELCOME

This guide will provide you with clear, concise step-by-step instructions for accessing myRecordTracker to upload and share documentation pertaining to your student requirements. If you have questions about myRecordTracker, please contact Certiphi Screening's Applicant Services team at 800-735-2660, ext. 2006 or myrecordtracker@verticalscreen.com.

STEP 1: EMAIL NOTIFICATION

You will receive an email notification from myrecordtracker@verticalscreen.com with important instructions on how to access and create a myRecordTracker account. The following is a sample email that you will receive to initiate the record fulfillment process.



Send

From MyRecordTracker@verticalscreen.com

To... Student email address

Cc...

Subject: myRecord Tracker ABC University Required Documents

Dear <Student Name>,

ABC University requires all students to provide documentation of immunizations as described on your Immunization Form. The required immunization documents are submitted and tracked via the online system myRecord Tracker. Once your medical provider completes and signs the ABC University Immunization Form, please scan and upload the required documents within myRecord Tracker utilizing the instructions below.

1. Click the link or paste it into your browser: http://www.myrecordtracker.com/signuphere
2. Follow the instructions on the myRecord Tracker website.

If you have questions regarding this request, please contact ABC University.

If you have technical issues visiting the myRecord Tracker site, please contact myRecord Tracker Support at: 800-803-9042, dial "0".

Thank You,

myRecord Tracker

Figure 1: Sample email from school

NOTE: In order for you to receive the invitation email from myRecordTracker, the school must have uploaded your contact information into the myRecordTracker system. If you are expecting an invitation email to myRecordTracker, but you have not received one, contact the school.

The myRecordTracker invitation email will prompt you to use the link provided to create a myRecordTracker account. Once you create an account, you can begin fulfilling the program requirements.

NOTE: Please do not share the URL included in the invitation email. The URL is only available for one-time use to set up your profile and is unique to your particular profile and requirements.

STEP 2: ACCESSING MYRECORDTRACKER

Once your myRecordTracker account is created, you can log in to gain access to your account by visiting www.myrecordtracker.com and entering your username, password and PIN.

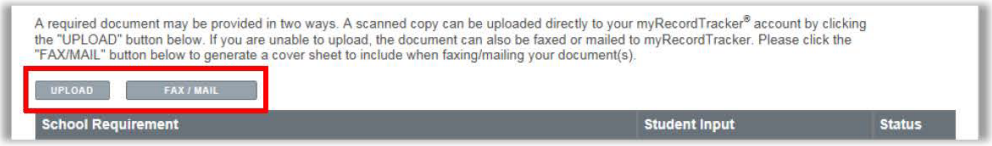
Figure 2: The myRecordTracker login screen

How to Complete Your myRecordTracker Requirements

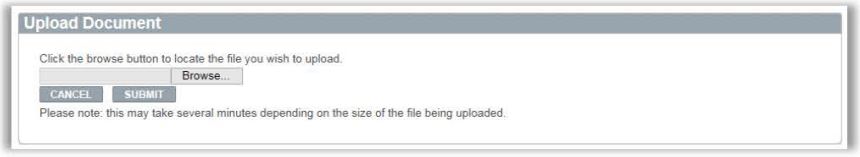
Each requirement within your myRecordTracker profile requires a response in the student input section. If a document is required, please provide a completed copy of the document. If a question is asked, please respond to the question asked. Once a requirement is met, you will see "Pending Approval" appear in the status column. Once the requirement is approved, the requirement status will show as "completed". * It is necessary that all requirements are completed by the **due date** indicated within the profile.

A required document may be provided in two ways.

- A scanned copy can be uploaded directly to your myRecordTracker account by clicking the "UPLOAD" button below.
- If you are unable to upload, the document can also be faxed or mailed to Certiphi Screening. Please click the "FAX/MAIL" button below to generate a cover sheet to include when faxing/mailing document(s).

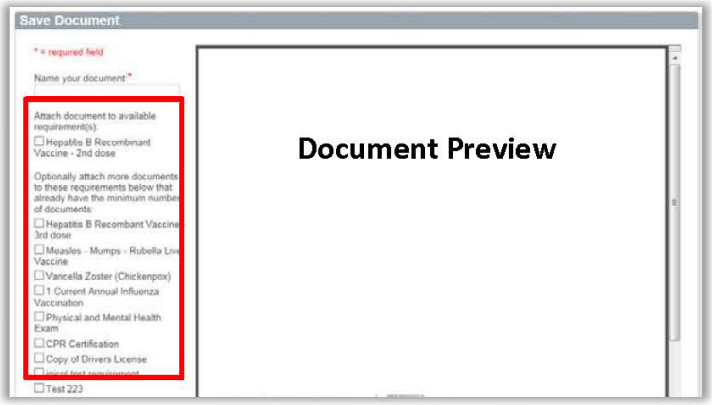


If applicable, the opportunity also exists to attach a single document to multiple requirements. If you choose to upload your document, you will be directed to the Upload Document section of the website (shown below) .This will allow you to select and submit the necessary document:



Once submitted, you will be given the opportunity to review the document that was uploaded, along with naming the document on the myRecordTracker website. This section will indicate which unfulfilled requirement(s) are left. You can decide to attach your document to multiple requirements or just one requirement by checking the box to the left of the unfulfilled requirement.

When prompted for an expiration date, please use 1/1/2099



PROPRIETARY & CONFIDENTIAL 251 VETERANS WAY WARMINSTER, PA 18974 P 888.260.1370 F 215.396.1124 CERTIPHI.COM