

MCC-Penn Valley Physical Therapist Assistant Prospective Student Information



Accredited by:



Physical Therapist Assistant as a Career

Source: U.S. Department of Labor

<http://www.bls.gov/oes/current/oes312021.htm>

- Median annual earnings of physical therapist assistants were \$54,330 in May 2014. The lowest 10 percent earned less than \$31,840 and the highest 10 percent earned more than \$75,530.
- Physical therapist assistants perform components of physical therapy procedures and related tasks selected by a supervising physical therapist. These workers assist physical therapists in providing services that help improve mobility, relieve pain, and prevent or limit permanent physical disabilities of patients suffering from injuries or disease. Patients include accident victims and individuals with disabling conditions such as low-back pain, arthritis, heart disease, fractures, head injuries, and cerebral palsy.
- Physical therapist assistants need a moderate degree of strength because of the physical exertion required in assisting patients with their treatment. In some cases, assistants and aides need to lift patients. Constant kneeling, stooping and standing for long periods also are part of the job.
- Employment in the occupation is projected to increase much faster than the average, through the year of 2014. <http://www.bls.gov/ooh/healthcare/physical-therapist-assistants-and-aides.htm>
- Approximately 71% of jobs are in hospitals or offices of physical therapists.

Other information about Physical Therapy can be found at the American Physical Therapy Association's web site at <http://www.apta.org>

Physical Therapist Assistant Program Information

- Established in 1973
- Accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools.
- The PTA program is accredited by the Commission on Accreditation in Physical Therapy Education, (CAPTE).
- The PTA program is affiliated with Johnson County Community College (JCCC), allowing residents of Johnson County to take physical therapist assistant courses at MCC-Penn Valley, while paying tuition at JCCC tuition rate. Further information can be received by calling JCCC's Counseling Department.
- The PTA program has selective admission after a minimum of one semester of college work.
- The formal program is two years in length, with a total of ~73 credit hours; graduates earn an Associate in Applied Science Degree.
- The Physical Therapist Assistant Program is located in a state of the art facility, the Health Sciences Institute, which opened in January 2010.
- The Health Sciences Institute is close to MCC-Penn Valley's 32nd and Southwest Trafficway location and is located at 3444 Broadway.
- Coursework includes lecture and structured laboratory classes. During laboratory classes, students are expected to perform physical therapy procedures on each other in a safe manner.

- The PTA program includes 720 hours of clinical experience at four different clinical sites. Students may be required to drive within a radius of 60 miles to travel to the clinical rotations.
- The Academic Coordinator of Clinical Education (ACCE) will determine the clinical sites for the student taking into consideration clinical availability, student needs, and the variety of clinical experiences.
- Students should understand that while working in a health care setting, they may be exposed to blood and body fluids, however, the risk should be minimal if standard precautions are observed.
- Sixty five to seventy five percent of entering students typically graduate at the end of the two year program, consistent with national statistics.
- Graduates are eligible to sit for the National Physical Therapist Assistant Examination, which is now required to practice in all 50 states and Washington DC.
- Over the past 3 years 99% of graduating students who have taken the licensing exam have passed the exam and are working in the field.

PTA Web Based Program

- The application process is the same as the land based program, however, applications are due October 1st, students enter the program the following January.
- Approximately 14-16 students are admitted.
- Students will attend a formal orientation to the program in the fall that includes orientation to web based learning.
- Lecture courses are taken entirely on line except for exams.
- Approximately 1/3 of the 72 credit hours needed for the degree are administered through distance education.
- Written examinations are administered at the college.
- Laboratory experiences are the same as the land based program and will be scheduled each Friday at the Health Science Institute.
- Web based students spend the same amount of time in the lab as their traditional land based counterparts.
- Clinical experiences and requirements are the same as the land based program.
- Program policies are the same as the land based program.
- Graduation, licensing exam pass rates and employment rates are commensurate with the land based program.

The web based program is ideal for the student that would normally need to travel a significant distance for classes, has time constraints, or has a background in health. The student should be adept in the use of computers, have access to a reliable computer, and be disciplined in study habits. The student should expect to spend the same amount of time on-line as they would in class as well as spending time studying the material as they would if they were enrolled in a class. Allied health programs involve a great deal of time for study and therefore, the student should be prepared to commit enough time for successful completion of the program. Web based learning is not a short cut and will be as demanding as in traditional course work.

Program Requirements for Students:

Academic Requirements

Below are highlights of the Academic Rigor of the PTA Program. The entire Student Handbook can be found on the PTA Program Website.

- Students must allow time for study to be successful in this challenging program.
 - Students must earn a grade of “C” or better in all coursework.
 - Students not earning a minimum grade of “C” in any program or biology course once admitted to the program will not be allowed to continue in the program. In order to achieve a “C” in physical therapy assistant courses, a student must achieve a minimum score of 75% in both laboratory and lecture portions of the class in order to pass the course. Laboratory and lecture scores will be calculated separately to assure 75% and then combined per the instructor’s syllabus to determine a final grade. If a student earns below 75% in either section they will earn a “D” or less regardless of the final percentage total.
 - If a student earns a “D” or below in a physical therapy course or biology course once in the program, the student will not be allowed to continue in the program as previously scheduled, but rather required to complete and carry out a formal remediation plan approved by a faculty panel*. The plan will require at minimum, the student to repeat failed coursework and any course with a lab in that semester. The plan may require the student to remediate the entire semester, depending on the circumstances. A student earning two grades of “D” or lower in the program will be dismissed from the program
 - Students will perform practical examinations and skills checkouts graded according to a performance checklist Students must meet minimum standards in order to proceed to clinical rotations.
 - Students are expected to participate in field trips to area facilities several times/semester in order to supplement classroom instruction.
 - Students are expected to participate in clinical rotations which are scheduled 40 hours/week. Students may be scheduled at a clinical rotation site within 60 miles radius. Transportation to and from the site is the responsibility of the student.
 - Access to and responsibility for the cost of emergency services in off campus educational experiences is the responsibility of the student.
 - The program has attendance policies that result in point deductions for absences. Attendance in class is required and continued absences may result in dismissal from the program.
 - Students are responsible for completing a student portfolio.
 - For more detailed information about program policies, consult the Physical Therapist Assistant Program Handbook on-line at <http://www.mcckc.edu/pta>
- *All remediation plans are dependent on panel approval and space availability.**

Requirements to Advance to Clinical Component of the Program

- Successful completion of all prior coursework in the program with a minimum grade of “C” in both the lecture and laboratory portions of the course and completion of related portfolio components.
- Overall grade point average of 2.0 or better.
- Successful completion of pre-clinical written and practical examinations.
- Complete physical examination (prior to clinicals).
- Verification of vaccinations or acquired immunity to specific disorders
- Annual TB test required. (information will be provided once in program)
- Carry health insurance or sign a waiver.
- Obtain Hepatitis B vaccination or sign a waiver. (information provided once in program)
- Purchase liability insurance through the college for clinical rotations.

- Students will be required to complete a drug screen for a clinical rotation and may be dismissed from the clinical site as a result of a positive drug screen.
- Registration with the Family Care Safety Registry is mandatory as well as a Criminal Background Check (CBC): Clinical sites require that only students with an acceptable consumer report, as it relates to criminal background, be allowed to participate in clinical rotations. Therefore, prior to commencing the clinical portion of your program, MCC will have a security agency conduct a criminal background check. You are responsible for completing the required application information with the credit reporting agency and paying the cost. Criminal background checks will be conducted prior to beginning clinical rotations. *

*MCC shall not use the results of a background check as criteria for admission to any program or course. However, you should know that you will not be able to obtain a license to practice or be allowed to participate in clinicals should you have an unacceptable background as defined by state law regarding health care providers. An unacceptable background includes a felony and/or class "A" misdemeanor conviction. Questions in regard to this requirement can be taken to MCC's Clinical Compliance Coordinator Dominga Levin at 816-604-4815.

Answers to Frequently Asked Questions:

- PTA coursework will not transfer to a Doctorate level program for a physical therapist, however, some general education courses may transfer. There are currently only a few bridge programs in the United States.
- There are an increasing number of schools that will transfer PTA credits to a degree in health care, for instance, "Healthcare Management". Additional information can be found at the APTA website.
- Many students are employed while in the program, however, it will likely be difficult to work more than 24 hours per week.
- Science courses must have been completed within the past five (5) years.

**Metropolitan Community College-Penn Valley
Physical Therapist Assistant Program
Curriculum Checklist**

Name: _____ Student ID#: _____

Please consult the Program Coordinator, Randy.Leighton@mccckc.edu for any changes in curriculum sequencing.

			Hours	Grade	Hours Earned	Grade Points
PROGRAM PREREQUISITES						
ENGL	101	*Composition & Reading I (JCCC: ENGL 121, 3 Cr)	3			
		Any biological or physical sciences course. (students planning to take Biol 109 to satisfy A& P will need to take Intro to Cell Biology or CHEM 105, 5 Cr) (JCCC: CHEM 122, 5 Cr)	4-6			
BIOL	150	Medical Terminology (JCCC: LC 130, 3 Cr)	2			
PTHA	151	³ Introduction to Physical Therapy	2			
TOTAL			10			
FIRST SEMESTER						
BIOL	109	¹ Anatomy & Physiology with lab	4-6			
PSYC	140	*General Psychology (JCCC: PHYC 130, 3 Cr)	3			
SPDR	100	*Fundamentals of Speech (JCCC: SPDR 121, 3 Cr)	3			
PTHA	152	Physical Therapy Fundamentals I	4			
PTHA	160	Medical Diseases	2			
TOTAL			18			
SECOND SEMESTER						
HIST/ POLS		^{**4} American Institutions (HIST 120, 121 or POLS 135, 136, 137)	3			
EMTP	100	² Basic Emergency Patient Care	1			
PTHA	153	Kinesiology	4			
PTHA	154	Applied Neurology	2			
PTHA	159	Orthopedic Pathology	2			
PTHA	161	Physical Therapy Fundamentals II	4			
PTHA	162	Clinical Immersion (~40 hours of clinical experience)	1			
TOTAL			17			
THIRD SEMESTER						
PTHA	155	Rehabilitation	4			
PTHA	158	Therapeutic Exercise	4			
PTHA	164	Pediatrics & Gerontology	2			
PTHA	171	Clinical Seminar	2			
PTHA	170	Clinical Education I (3 weeks full-time)	3			
TOTAL			15			
FOURTH SEMESTER						
PTHA	272	Clinical Education II (14 weeks full-time)	12			
TOTAL			12			
TOTAL PROGRAM CREDIT HOURS			72			

See next page for key to superscripts

*General education courses can be sequenced in any manner, but should be completed prior to the third semester. SPDR 102 will also be accepted.

¹For MCC students: BIOL 109 Anatomy & Physiology or HLSC 108, or the combination of BIOL 110 and 210 will meet the requirement.

Two JCCC options are available:

Option 1 - BIOL 144 Human Anatomy & Physiology (5 cr) AND BIOL 145 Human Anatomy/Physiology Dissection (1 cr). (NOTE: BIOL 144 must be taken before BIOL 145.)

Option 2 - BIOL 140 Human Anatomy (4 cr) AND BIOL 225 Human Physiology (4 cr)

(NOTE: CHEM 122 and BIOL 140 must be taken before BIOL 225.)

²CPR Certification will not exempt you from class. This course is only offered to students accepted into the PTA program and cannot be taken out of sequence.

³Applications received without PTHA 151 completed will be evaluated, but the applicant will be at a disadvantage compared to an applicant with all pre-requisite courses completed.

⁴Students graduating from a Missouri College are mandated by the state to have education in Missouri history and governance. Students who have taken their US History course outside of MO will need to enroll in POLS 153-MO Constitution to earn their A.A. S. degree.

**ADDENDUM TO CURRICULUM REQUIREMENTS
PHYSICAL THERAPIST ASSISTANT PROGRAM
Metropolitan Community College-Penn Valley**

1. History or the American Institutions requirement must be completed at an accredited Missouri college. This is true for all students, including those attending through JCCC. Students who have completed American History at an institution outside the State of Missouri must enroll in a 1-credit hour course (POLS 153) to fulfill this requirement.
2. Chemistry 105 may be substituted for BIOL 100 (Cell Biology). Students should seek approval prior to enrolling in any other chemistry course since they are unlikely to match course descriptions. Those students enrolling through JCCC should take JCCC's Chemistry 122 instead of Introduction to Cell Biology. General Biology generally DOES NOT transfer in as Cell Biology.
3. Students may elect to complete the required coursework for the Physical Therapist Assistant Program in three years rather than two. This can be accomplished by completing all non-PTHA coursework prior to entering the program. Once admitted, all PTHA coursework must be taken in sequence, in the semester that it is offered. It is strongly suggested that those with other significant responsibilities such as working or family commitments consider this three-year time framework.

Non-PTHA coursework includes:

BIOL 100 - Introduction to Cell Biology or Chemistry 105 (PVCC)
BIOL 109 - Anatomy & Physiology
BIOL 150 - Medical Terminology
PSYC 140 - General Psychology
ENGL 101 - Composition and Reading
SPDR 100 - Speech
HIST 120 or 121, or POLS 135, 136, 137

**METROPOLITAN COMMUNITY COLLEGE-PENN VALLEY
PHYSICAL THERAPIST ASSISTANT PROGRAM
PERFORMANCE STANDARDS FOR
PHYSICAL THERAPIST ASSISTANT STUDENTS**

Student Responsibilities:

Applicants to this program should be aware of the technical standards required for completion of this program. These performance standards are provided to prospective students to assist them in determining whether they will be able to successfully complete the program. It is the policy of MCC-Penn Valley to provide reasonable accommodations for individuals with disabilities. If you need an accommodation due to a disability under the Americans with Disabilities Act, please contact the Access Resource Coordinator at <http://www.mcckc.edu/main.asp?P=SADAOverview> Two to six weeks advance notice is required for some accommodations.

Upon completion of the Associate Degree in Applied Science in Physical Therapy, the graduate will have met the following standards:

1. Completion of an academically rigorous program, requiring a minimum grade of 75% in both laboratory and lecture components of each course.
2. Achieved competency of 80% or above in lab competency checks and practical examinations without critical safety errors.

ABILITY	STANDARD	SOME EXAMPLES OF NECESSARY ACTIVITIES
Mobility and Dexterity	Physical ability and fine motor skills to provide safe and effective patient treatment.	<ul style="list-style-type: none"> ● Assist clients in activities of daily living including bed mobility, transferring from one surface to another and walking with and without assistive devices on levels or stairs using minimum, moderate and maximum assistance. Transport clients in wheelchairs ● Physically assist clients in exercise programs. ● Apply modalities, therapeutic exercise equipment, prosthetics and braces. ● Perform manual techniques such as manual resistance, passive range of motion, massage, CPR, debride and bandage wounds. ● Use instruments such as goniometers, strength gauges. ● Complete clinical rotations for 8 hours/day, 40 hours/week.
Sensory Ability	Sensory ability sufficient to monitor client status and use equipment in order to administer safe and effective patient treatments	<ul style="list-style-type: none"> ● Detect and respond to monitoring alarms, client's and other health professionals communications. ● Read dials and monitor equipment, interpret facial expressions, assess the environment, and observe changes in patient status that require attention. ● Detect patient physical structure and function abnormalities.
Critical Thinking	Cognitive ability to demonstrate effective problem solving skills and clinical judgment.	<ul style="list-style-type: none"> ● Prioritize tasks and make appropriate decisions related to situations ● Identify cause-effect relationship

		<p>to apply safe and effective intervention strategies within the physical therapy plan of care</p> <ul style="list-style-type: none"> ● Apply information in classroom to clinical setting, adapting the treatment as needed ● Effectively manage time
Interpersonal Skills	Interpersonal abilities to interact with clients, families, groups, team members from a variety of social, emotional, cultural, and intellectual backgrounds.	<ul style="list-style-type: none"> ● Establish rapport and maintain professional relationships with clients/families and colleagues that optimizes treatment effectiveness
Communication	Communication abilities for interaction with others orally and in writing	<ul style="list-style-type: none"> ● Comprehend instructions and written documentation ● Instruct client/family ● Document progress notes ● Communication with supervising physical therapist and others
Professional Behavior	Behavior consistent with the standards and core values of the physical therapy profession.	<ul style="list-style-type: none"> ● Regular attendance and timeliness ● Ability to self assess and implement self improvement strategies ● Attendance at one continuing education meeting ● Completion of one activity to increase public awareness of physical therapy and/or health ● Participation in one community service activity.

Candidates for the Physical Therapist Assistant Program are required to certify that these standards have been provided to them.

Name (please print): _____

Signature: _____ Date: _____

Metropolitan Community College is committed to a policy of nondiscrimination on the basis of age, color, creed, disability, marital or parental status, national origin, race, religion, or gender in admissions, educational programs or activities, and employment, as specified by federal laws Title IX of the Education Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and state laws and regulations.

**Drug-Free Workplace, Campus and Community
Drug Screen Policy**

MCC – Penn Valley is committed to maintaining high standards in all programs including allied health and nursing education and practice. Safe practice includes efficient, reliable, and unimpaired student performance at all times including in the classroom and in a clinical setting. Being under the influence of drugs or alcohol poses serious safety and health risks not only to the user but also to all persons who come in contact with the user. Students are required to perform all education related activities in appropriate mental and physical condition

MCC-PV has adopted the Federal Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act Amendments of 1989. The policy is one of zero tolerance. Together with the college’s Drug-Free policy, the Code of Student Conduct imposes prohibited conduct and possible disciplinary action. If in violation of these policies, students subject themselves to disciplinary actions up to and including suspension or expulsion from the college and its programs.

Clinical facilities are committed to providing a safe environment in order to protect its patients, residents, employees and visitors; to provide the highest level of service; and to minimize the potential for accidents and injuries. Therefore, many of the clinical contracts between MCC – PV and hospitals, clinics, and other facilities have a component requiring drug screening for allied health and/or nursing students. The clinical site might require that an MCC – PV allied health and/or nursing student complete and pass a drug screen prior to being admitted into the facility as a student. Additionally, some clinical facilities require random drug testing during the duration of a clinical rotation. Refusal to submit to a drug screen or testing positive can make a student ineligible to participate in clinical training.

The cost for a drug screen may be covered by the clinical facility. If not, the student is responsible for the cost.

I understand the policy as outlined above and agree to abide by this policy.

Student’s Name

Date

Student’s Signature

**PHYSICAL THERAPIST ASSISTANT PROGRAM
STEPS TO ENTRANCE**

1. Apply to the college on-line by filling out an application at <http://www.mcckc.edu> and click on Get Started and follow those steps.
2. Have formal transcripts sent to the Student Data Center, 3200 Broadway, Kansas City, Missouri, 64111. Your transcript will be evaluated by the Student Data Center. The college will provide you a student ID number that will allow you to access your transcript information and determine what classes have transferred from other schools.
3. Enroll as directed on the web site.
4. Complete 10 credit hours of coursework toward the degree that must include:
 - A. One of the following general education requirements:
 1. ENGL 101 Composition & Reading (3 credits) (JCCC: ENGL 121, 3 credits), PSYC 140 (3 credits) (JCCC: PHYC 130, 3 credits), SPDR 100 Fundamentals of Speech (3 credits) (JCCC: SPDR 121, 3 credits), or American Institutions (HIST 120, 121 or POLS 135, 136, 137 (3 credits)
 - B. Each of the following:
 1. Any biological or physical sciences course. (students planning to take Biol 109 to satisfy A& P will need to take Intro to Cell Biology or CHEM 105, 5 Cr) (JCCC: CHEM 122, 5 Cr) (JCCC: CHEM 122, 5 credits)
 2. BIOL 150 Medical Terminology (2 credits) (JCCC: LC 130, 3 credits)
 3. PTHA 151 Introduction to Physical Therapy (2 credits)
4. Any changes in prerequisites as outlined in #3 should be approved by **the Program Coordinator, Randy.Leighton@mcckc.edu or at (816) 604-4808**
5. Download the program application from MCC's web site, found under Physical Therapist Assistant. Fill out the application exactly as directed. The deadline for applications for the traditional face to face program beginning each August is June 10th. Applications for the web based program are due October 1.
6. As part of the application process, you will be required to complete 2 separate 4 hour observations in two different physical therapy settings, an in-patient facility (hospital, nursing home, in-patient rehab facility) and the second in a facility of your choosing. Instructions are provided in the application packet.
7. Applications will be reviewed and applicants will be notified of formal acceptance into the program 2-3 weeks following the application deadline.
Top applicants will undergo an interview. To qualify for acceptance into the program, applicants must have completed 10 credit hours of specified prerequisites with a grade point average of 2.5 or above and minimum grade of "C" in all PTHA and biological courses completed for the degree.

If the number of qualified individuals applying exceeds program capacity, the best qualified applicants will be selected based on:

- a. Academic performance (including, but not limited to: GPA in courses for degree, Intro to PT and biology grades, degrees, demonstrated ability to handle full course load, history of repeated coursework)
- b. Volunteer or work experience in health care
- c. Written communication
- d. Reference questionnaires
- e. Interview

In 2014, approximately 40% of qualified applicants were admitted to the program. The goal class size is approximately 22-24 students for the traditional land based program and 14-16 for the web based program. Of applicants offered a position in the class during 2014, the majority of students had a GPA of 3.0 or better (in courses required for the degree), more than ½ had a Bachelor's degree.

8. Students will be invited to an orientation session soon after admittance for enrollment.

This college does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or access to, or treatment of employment in its programs and activities-MCC-PV provides a range of services to allow persons with disabilities to participate in educational programs and activities. If you desire support services for the application process or course work, contact the Access Counselor at (816) 604-4089 to request assistance, or call TDD at (816) 604-4383.

**PROJECTED PROGRAM COSTS
PHYSICAL THERAPIST ASSISTANT PROGRAM**

TUITION

Classification	Cost/Credit Hour
In-District Resident	\$ 95.00
Out of District MO Resident	\$175.00
Out of State Resident	\$229.00

The official complete tuition matrix can be found at <http://www.mcckc.edu/tuition>

NOTE: Estimated cost to attend Physical Therapist Assistant Program at MCC-PV. Costs reflect the tuition rate effective June 2015 and are subject to change; obtain current rates from Cashier's Office. The Allied Health fee is assessed for each PTHA course in the amount of \$20/credit hour.

OTHER EXPENSES

First Semester	Books Criminal Background Check Lab Coat/Scrubs Allied Health Fee Family Care Registry Document Management profile Immunizations	+\$500.00 39.00 +30.00 40.00 12.00 35.00 Cost will Vary
Second Semester	Books Allied Health Fee Drug Screen	+\$320.00 240.00 32.00
Third Semester	Books Immunizations and physical exam Allied Health Fee APTA Membership	+\$175.00 Cost will vary 240.00 90.00
Final Semester	Scrubs	+30.00

+Approximate

In addition, a physical examination must be performed prior to clinical rotations. A standard physical form will be provided to students at that time.

FINANCIAL AID

Questions concerning scholarships or any other form of financial aid should be directed to the Financial Aid office, MCC-PV, (816) 604-4067.

Criminal Background Check (CBC) and Family Care Safety Registry (FCSR):

Clinical sites require that only students with an acceptable consumer report, as it relates to criminal background, be allowed to participate in clinical rotations. Therefore, prior to commencing the clinical portion of your program, Metropolitan Community College (MCC) will require a CBC (instructions below). **You are responsible for completing the online application and paying the cost. Criminal background checks are normally conducted once during duration of the program; however, some clinical sites may require a more current report. You will be responsible for applying online and paying for the cost of the additional background check if it is required by the clinical site.**

In addition, The Department of Mental Health (DMH) has implemented a requirement that impacts Allied Health and Nursing students. This new guideline requires that all persons who come in contact with consumers in a Missouri mental health setting must have a Family Care Safety Registry (FCSR) background screening. The FCSR is a background screening that is not included in the standard Validity Screening Solutions Criminal Background Check. **You are responsible for completing the required application information with the Missouri Department of Health and Senior Services and paying the cost. As with the CBC, the FCSR is normally conducted once during the program; however, some clinical sites and extending your program length may require a more current report. You will be responsible for applying online at the FCSR on the Missouri Department of Health and Senior Services website and paying for the cost of \$11.00 for being placed on the registry plus \$1.00 for processing online. Any addition report required by either a clinical site or MCC will be at no additional cost to you once you are on the registry.**

Finally, an Employment Disqualified List (EDL) check is required of students whose programs are exempt from the FCSR. Your Clinical Coordinator will let you know if you are in a program that is exempt from the FCSR. There is no cost for this check. Your Clinical Coordinator will complete an "EDL Form" for each class of students. The completed EDL Form is faxed to the Missouri Department of Health and Senior Services by the DCP. The results are faxed back to the Director of DCP who will contact the program's Clinical Coordinator with the results. The EDL Check is not to be processed by anyone other than the DCP. If you need the EDL reference number for a clinical site, contact the DCP directly. No MCC employee will send this information directly to a clinical site. You will be responsible and must provide the information to the clinical site.

You should know that you will not be able to obtain a license to practice or be allowed to participate in clinicals should you have an unacceptable background as defined by state law regarding health care providers. An unacceptable criminal background includes a class "A", "B", and some "C" felony and/or some class "A" misdemeanor conviction for a crime against person. Findings reported by the FCSR which include substantiated child abuse/neglect findings, open criminal records, placement on the Department of Health and Senior Services' Employee Disqualification List (EDL), placement on the Department of Mental Health's Employee Disqualification Registry, or denial/revocation/suspension of a foster parent license may also result in your inability to obtain a license to practice or be allowed to participate in clinicals defined by state law regarding health care providers.

MCC realizes that the background checks ordered by you at the onset of your program are a report of your history only inclusive to the date of your online application and payment for this background check. Should you be convicted of an offense that falls within "unacceptable background" as defined by state law regarding health care providers after you have completed the background check and while you are still in the program, it is strongly recommended that you reveal your current status to the Director of Clinical Programming (DCP). Your status has changed and your ability to obtain a license and practice and to continue your clinical experiences has been severely compromised.

Ordering Options are provided on the attached forms as step-by-step directions on how to complete each background screening online. **MAKE sure you read the directions and for the Family Care Safety Registry fully because a mistake in completing the online information will delay the completion of the CBC and/or the FCSR, which will delay your ability to participate in the clinical rotation.**

Certified Profile Student Instructions

About CertifiedProfile

CertifiedProfile is a secure platform that allows you to order your background checks, drug test & medical document manager online. Once you have placed your order, you may use your log in to access additional features of **CertifiedProfile**, including document storage, portfolio builders and reference tools. **CertifiedProfile** also allows you to upload any additional documents required by your school.

Order Summary

- **Required Personal Information** – In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number and e-mail address.
- **Drug Test (Lab Corp)** - Within 24-48 hours after you place your order, the electronic chain of custody form (e chain) will be placed directly into your CertifiedProfile account. This e chain will explain where you need to go to complete your drug test.
- **Medical Document Manager** - Document trackers provide secure online storage for all of your important documents. At the end of the online order process you will be prompted to upload specific documents required by your school for immunization, medical or certification records. Documents may be uploaded via free iPhone app, photos with smart phones emailed to a computer, scanned documents (scanners are available in HSI room 206), faxes and US Postal service.
- **Payment Information** – Payment will be due at the end of the online order process, you will be prompted to enter your Visa or MasterCard information. Money orders are also accepted but will result in a \$10 fee and additional turn-around-time.

To view a student web demo of your certified profile account, go to the following website -
https://www.certifiedbackground.com/webinar/email_webinar/certifiedprofile_tutorial/CertifiedProfile_Tutorial.swf

Place Your Order

Go to: www.CertifiedBackground.com and enter package code:

MM96 – Background Check & Drug Test & Medical Document Manager \$106

(Choose the whole package above or each of the packages below)

MM96bg – Background Check \$39

MM96dt –Drug Test \$32

MM96im –Medical Document Manager \$35

You will then be directed to set up your **Certified Profile** account.

View Your Results

Your results will be posted directly to your CertifiedProfile account. You will be notified if there is any missing information needed in order to process your order. Although 95% of background check results are completed within 3-5 business days, some results may take longer. Your order will show as “**In Process**” until it has been completed in its entirety. Your school's administrator can also securely view your results online with their unique user name and password.

**If you need assistance please contact CertifiedProfile at 888-914-7279 or
[cpservicedesk@certifiedprofile.com](mailto:cp servicedesk@certifiedprofile.com)
and a Certified Profile Representative will be available Monday-Friday 8am-8pm & Sunday 10am- 6:30pm
EST.**

NOTE: The Director of Clinical Programming will not keep a copy of either the Criminal Background Check or the Family Care Safety Registry for the student to have if a facility requires that this documentation be presented before a student can commence a clinical placement there. The student must be able to present this documentation to the clinical site (along with any other requested CNE requirement). Therefore, it is imperative that each student gets, makes and keeps a copy of both the CBC and the FCSR results for his/her own files.
