

Application Packets are due
no later than June 27, 2019
at 4:30 p.m. to the Lively Tech Health
Education Center (Bldg 15)



Lively
Technical
College



Patient Care Technician Program Application Packet

500 North Appleyard Drive | Tallahassee, FL 32304
850.487.7555 | www.Livelytech.com



Mission Statement

Lively Technical Center's Mission is to provide career-oriented education to the community.

Our Vision

- We aim to be the first choice for community career and technical education.
- Through education, we will contribute to the betterment of our society.
- Students will be able to enhance their lives through our educational offerings.
- We will support diverse learning styles.
- Industry driven instruction will be the standard for our programs.
- We will support student, community, and institutional goals.

Approved:

Faculty and Staff: August 6, 2018

Public Hearing: September 18, 2018

School Advisory Council: September 18, 2018

The Accrediting Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350; 770.396.3898.

AdvancED Florida (SACSCASI) University of West Florida, 11000 University Parkway, Pensacola, FL 32514 800.865.9068

Lively is approved for training by the following State Approved Agencies: The Florida Department of Veterans Affairs, The Florida Board of Cosmetology, The Florida State Board of Nursing, The Federal Aviation Administration, The Florida Real Estate Commission, The Florida Department of Insurance, The Florida of Business and Professional Regulation, The American Heart Association, The Florida Department of Transportation, The Department of Highway Safety and Motor Vehicles, The Florida Rider Training Program, The Motorcycle Safety Foundation, The HVAC Excellence for Heating & Air, ASE Certified, NATEF and The Lively Technical Center Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants' Endowment (AAMAE). Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, Florida 33756, 727.210.2350

**Any academic requirement, course or program offering, business policy, fee, and/or information contained in this publication are subject to change or revocation without notice.





Lively Tech
500 North Appleyard Drive
Tallahassee, Florida 32304

LEON COUNTY SCHOOLS SUPERINTENDENT
Rocky Hanna

LEON COUNTY SCHOOL BOARD MEMBERS
Rosanne Wood (Chair)
DeeDee Rasmussen (Vice-Chair)
Georgia "Joy" Bowen
Darryl Jones
Alva Striplin

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Shelly Bell

LIVELY ASSISTANT PRINCIPAL
Randy Free

DIRECTOR HEALTH EDUCATION
Yolanda Graham, BSN, RN

No person shall on the basis of sex (including transgender, gender nonconforming and gender identity), marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability or genetic information be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law. No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

Lack of English language skills will not be a barrier to admission and participation. The district may assess each student's ability to benefit from specific programs through placement tests and counseling, and, if necessary, will provide services or referrals to better prepare students for successful participation.



Patient Care Technician Program Application Packet

PROGRAM DESCRIPTION:

The Patient Care Technician Program (PCT) is designed to prepare students employment as advanced cross-trained certified nursing assistants and home health aides. This program offers a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant, for acute and long-term care settings along with home health; EKG performance and readings; phlebotomy; and rehabilitation assisting.

PROGRAM BEGINS	Fall Semester: Full time classes begin on August 12, 2019.
PROGRAM LENGTH	The program consists of 600 clock hours.
PROGRAM HOURS	Day Program: Monday – Thursday 8 am - 4 pm. Evening Program: Monday – Thursday 6:00 pm – 10:00 pm (includes summer)
PROGRAM LOCATION	Lively Technical Center Health Education Department, Building 15 500 North Appleyard Drive Tallahassee, FL 32304 (850) 487-7449 (Clinical locations vary)

GENERAL REQUIREMENTS

Applicants seeking admission to the PCT Program must:

- Be at least 18 years of age at projected time of program completion.
- Have a high school diploma or equivalent.
- Pass random drug screenings throughout the program. Students with positive drug screen results will be withdrawn from the program.

To apply for acceptance into the PCT Program students must:

1. **STEP 1 - COMPLETE THE LIVELY STUDENT ONLINE APPLICATION.** (This application is required for all Lively students) This application can be completed at: <https://livelytech.com>

STEP 2 - MEET WITH STUDENT SERVICES ADVISOR- Student Services will review your online enrollment information. **You will need to provide:**

- Two proofs of Florida Residency
- Official Transcripts for High School and College (if applicable). For copy of your GED transcript go to www.myged.com
- Wonderlic Test Official Results or exemption (see below for more information).

STEP 3 - MEET WITH FINANCIAL AID – Meet with Financial Aid. They will check for all needed financial aid documents (ISIR, verification letter, etc.) Bring proof of any additional grants, scholarships, or waivers in order to your deferment. (If you are self-pay, you may skip this step.). Federal Pell Grant information is at www.fafsa.ed.gov. School code: 013997

2. Complete the **PCT Application Packet**

The PCT Application Packet must include:

- **Health Education Student Information Sheet.**
The Student Information Sheet is available as an interactive PDF [here](#). A printed copy must be submitted with the application packet.
- **Three current reference letters:**
 - Two professional references (recent employers, former teachers, counselors, etc.)
 - One personal reference (may not be family member)
- **Student Health Assessment Form** signed by a healthcare provider.
This can be uploaded via the Lively Student Online Application or submitted with the application packet.
- **Receipt of payment for a Level 2 criminal background to Leon County Schools.**
This must be completed prior to submitting the application, at the student's expense*. In order to participate in the mandatory clinical practicum, as well as to obtain licensure, students must have a clear background.

**No refunds will be issued.*

TESTING INFORMATION – REQUIRED TESTS & SCORE INFORMATION

Academic Skills Test (Wonderlic)

State Board Rule 6A-10.040, FAC states the following: "Students who are enrolled in a postsecondary vocational certificate program shall complete a basic skills examination."

Lively admission policies require that all students that enroll in Workforce Education Certificate Programs of 450 hours or more must take the Wonderlic assessment test or provide proof of acceptable forms of exemption from testing.

You may be exempt from the Wonderlic test if you:

- Possess a college degree at the associate in applied science level or higher.
- Demonstrate readiness for public postsecondary education pursuant to F.S. 1008.30 (See acceptable exemptions list in Student Services)
- Earned a **standard Florida public high school diploma** (Student entered 9th grade in the 2003-2004 school year or any year thereafter) or earned a GED in 2014 or any year thereafter.
- Student serves as an active duty member of any branch of the United States Armed Services
- Passed a state or national industry certification or licensure examination identified in State Board of Education rules and aligned to the career education program, which they enroll.
- Proof of exemption status is required. Please see an advisor for further details in Student Services.

The academic skills test passing score for the PCT Program is a 10 in Reading, Language and Math. These scores are valid for two (2) years.

If you do not meet your exit scores, you will need to enroll in AAAE at a cost of \$30 per semester. The AAAE instructor evaluates your test scores and an individualized learning plan will be designed based on your Wonderlic results. Students work individually, at their own pace, and seek the assistance of an instructor when needed.

There is a \$25.00 fee for this exam. Applicants must go to the Registration window in Building 8 to pay for the exam then report to the Testing Center.

For more information, please contact The Testing Center: 850-487-7467

Regular Hours of Operation: Monday-Friday, 8:00am-4:00pm

HEALTH REQUIREMENTS

Applicants are required to complete a Student Health Assessment Record by a Healthcare Provider (not more than 6 months old). If, after acceptance, a student's health status changes, further documentation may be required stating the student is physically able to continue the program. As stated on the Student Health Assessment Form, applicants are required to provide proof of the following current immunizations:

- Tetanus, within the past 10 years (Td or Tdap)
- MMR x2 (given on or after the applicant's first birthday). Official documentation of immunity is also acceptable.
- Hepatitis B series.
- Varivax x2 - Official documentation of immunity is also acceptable.
- PPD/Tuberculin skin test within past 12 months. *PPD/Tuberculin skin testing is valid for one (1) year from date of administration. Students will be required to maintain current PPD/Tuberculin skin testing throughout the duration of the program. Students who test positive for tuberculosis must show proof of a negative chest x-ray taken within the past five years to satisfy this requirement.*
- Seasonal Flu Vaccine (August-March).

ORIENTATION

After being accepted into the LTC Patient Care Technician Program, applicants will be notified about attending a mandatory orientation. The date(s) and time(s) of this meeting will be given to all accepted students within their acceptance letter. For further information, please contact the Health Education Department at 850-487-7449.

CRIMINAL BACKGROUND CHECK

All applicants must undergo a Level 2 criminal background through Leon County Schools. In order to participate in the mandatory clinical practicum, as well as to obtain licensure, students must have a clear background.

DRUG SCREENING

Drug screening is not required prior to admission into the program. However, all students must submit to and **pass** three random drug screenings after entering the PCT Program and prior to having access to the clinical health care facilities utilized in the Program. This is a Joint Commission on Accreditation of Healthcare Organizations (JCAHO) requirement demanded of all acute care facilities in Florida. Students who do not pass a random drug screening will be withdrawn from the program.

DISABILITY SUPPORT SERVICES

If you have question regarding adult students with disabilities and accommodations, please contact LTC Student Services in Building 9 or at 850-487-7473.

FINANCIAL AID

Financial Aid is available for this program based on eligibility. Qualifying students may be awarded a Federal Pell Grant based on their current FAFSA submission provided through the Federal Student Aid, U.S Department of Education. Lively does not provide loans. Third party loans and other personal financial arrangements are a personal decision of the student and not handled at Lively Technical Center. Additionally, Lively accepts other funding options (Florida Prepaid, CareerSource, VA, etc.). The Financial Aid Office is located in Building 8, phone number 850-487-7431 or 850-487-7421 and/or via email at LTCFinAid@leonschools.net. Please direct all financial aid questions directly to their office.

ACCEPTANCE INTO PROGRAM / REGISTRATION

Lively Technical accepts applicants into all Health Education programs on a rolling admission basis. As we receive applications, potential students are scheduled for an interview with the Health Education Director or their assignee. Once an applicant has completed the interview, they will be notified of their admission status. Accepted applicants will be given an acceptance letter, which will allow them to register for the program they have applied to. Lively Tech Health Education programs may be closed prior to the posted application deadline date once that program has reached capacity. Questions regarding the application process should be directed to Ms. Yolanda Graham, Health Education Director or her secretary Ms. Tracy Blomeley.

Late and/or incomplete packets will not be considered

The Florida Board of Nursing is responsible for protecting the public. In carrying out this responsibility, the Board of Nursing reserves the right to deny licensure to anyone who has been convicted of a crime other than minor traffic violations. Pursuant to Section 456.0635, Florida Statutes, the Florida Board of Nursing shall refuse to issue a license, certification or registration and shall refuse to admit a candidate for examination if the applicant has been:

- Convicted or plead guilty or nolo contendere (no Contest) to a felony violation regardless of adjudication of chapters 409, 817 or 893, Florida Statutes; or 21 U.S.C. ss. 801- 970 or 42 U.S.S. ss 1395-1396, unless the sentence and any probation or pleas ended more than 15 years prior to the application.
- Terminated for cause from Florida Medicaid Program (unless the applicant has been in good standing for the most recent five years).
- Terminated for cause by any other State Medicaid Program or the Medicare Program (unless the termination was at least 20 years prior to the date of the application and the applicant has been in good standing with the program for the most recent five years).

ENROLLMENT IN LIVELY TECH AND PCT APPLICATION CHECKLIST

COMPLETE THE LIVELY STUDENT ONLINE APPLICATION

Apply at www.livelytech.com

MEET WITH STUDENT SERVICES ADVISOR

Must bring:

- Two proofs of Florida Residency
- Official transcripts for High School/College/GED
For copy of GED go to www.myged.com

WONDERLIC TEST OFFICIAL RESULTS (if needed)

MEET WITH FINANCIAL AID

Use the following link for the Federal Pell Grant: www.fafsa.ed.gov School Code: 013997

Complete the **PCT Application Packet**. The Application Packet must include:

HEALTH EDUCATION STUDENT INFORMATION SHEET

THREE CURRENT REFERENCE LETTERS:

- Two professional references (recent employers, former teachers, counselors, etc.)
- One personal reference (may not be family member)

STUDENT HEALTH ASSESSMENT FORM

RECEIPT OF PAYMENT FOR A LEVEL 2 CRIMINAL BACKGROUND TO LEON COUNTY SCHOOLS



Lively Health Education Student Information Sheet

PERSONAL INFORMATION

Date _____

Date of Birth _____

Last Name _____ First Name _____ MI _____

Address _____ City/State _____ Zip _____

Home # _____ Work # _____ Cell # _____

Email Address _____

Emergency Contact _____ Phone# _____

EDUCATION

High School _____ City/State _____

Highest grade completed _____ Year _____ Choose one: High School Diploma GED

Previous Nursing School _____ City/State _____

College _____ Degree awarded _____ City/State _____

Military _____

Education as Certified Nursing Assistant, Patient Care Assistant, Patient Care Technician or Medical Assistant

Name of School _____

Certification Awarded Yes No Date the Certificate Awarded _____
Proof required at time of application.

EMPLOYMENT RECORD

Present _____ Title/Position _____

Dates of Employment: From _____ to _____

Previous _____ Title/Position _____

Dates of Employment: From _____ to _____

Previous _____ Title/Position _____

Dates of Employment: From _____ to _____

The information on this application is true and factual.

Signature: _____ Date: _____

<input type="checkbox"/> Completed required enrollment process to Lively Tech.	Advisor Initials: _____
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Student Health Assessment Record

THIS FORM MUST BE COMPLETED BY YOUR HEALTH CARE PROVIDER. Any falsification of this record will result in immediate dismissal from the program (if accepted).

NAME (please print): _____
Last First MI

DATE OF BIRTH: _____/_____/____ Male Female

1. **MMR** (Need proof of two MMR vaccines or one mumps, two measles, and one rubella. Any person born before 1/1/57 will need proof of rubella immunization or positive titer.)
Date of MMR #1: _____ Date of MMR #2: _____
OR
Antibody titers:
Mumps titer date: _____ Results: Immunity/Not immune
Rubeola titer date: _____ Results: Immunity/Not immune
Rubella titer date: _____ Results: Immunity/Not immune
If not immune, will require MMR x2.

2. **Tetanus** (Td or Tdap with the last ten years): Date: _____

3. **Hepatitis B series:**

Hepatitis B #1 date Hepatitis B #2 date Hepatitis B #3 date
OR
Antibody titer date: _____ Results: Immunity/Not immune

4. **Varicella: History of having Chicken Pox is not accepted.**
Date of 1st dose: _____ Date of 2nd Dose: _____
OR
Varicella titer date: _____ Results: _____ (Lab value)

5. **PPD** (TB Skin Test): Date taken: _____
Results: _____ Positive _____ Negative
Chest x-ray, if positive PPD: Date: _____ Results: _____

6. **Seasonal Flu Vaccine:** Date of Vaccine: _____ Injection Site: _____
(August-March) Lot Number Expiration: _____ Examiner's Initials: _____

Verified by:

Name of Physician's Office/Health Center

Address of Office

Healthcare Provider Signature

Date

Level 2 Background Screening Instructions

Level 2 screening standards (Fingerprints) return criminal history results on arrests (including juvenile) nationwide. Under Florida Statute 1012, persons with specified access require level 2 screening. Offences outlined in Florida State Statute 435.04 (crimes of moral turpitude) can be disqualifying when persons have been found guilty of or entered a plea of nolo contendere (no contest). FDLE Level 2 Background Screenings must be done for prospective students who wish to enroll in any of the following Health Education Programs:

- Medical Assisting
- Nursing Assistant
- Patient Care Technician
- Practical Nursing

Instructions:

1. Go to the Fingerprinting Office at the Leon County Schools District main office, located at 2757 W. Pensacola St., Building 1 (to the right of the main district office). The hours for the Fingerprinting Office are: Monday-Friday, 8:00 am-5:00 pm - Take this form with you.
2. The cost of the background screening is \$61.00 and is payable via credit card or money order.
3. Obtain a receipt for the screening.

Submit the receipt of the background screening along with the Health Education program application.

If your background screening does not come back "clear," you will be notified. Additional information may be required.



LEVEL 2 Background Screening Request Form

The following individual needs to obtain a Level 2 Background Screening, per Florida Statute 1012:

IMPORTANT:
The ORI number for the screening is V37020031

PLEASE PRINT

LAST NAME: _____ FIRST NAME: _____

DATE OF BIRTH: _____ SOCIAL SECURITY NUMBER: _____

DRIVER LICENSE NUMBER: _____ PHONE: _____

The above individual will be at Lively Technical Center/Externship/Clinical Site for the following purpose:

_____ Student

Entity/Individual from Lively Technical Center making this request: Lively Administration

Please submit print results to:

ATTENTION:
Shelly Bell, CTE Director
Lively Technical Center
500 North Appleyard Drive
Tallahassee, Florida 32304
Fax: 850.487.7478

Any questions regarding this request, should be directed to Health Education Director: 850.487.7443

R. 1/19