



Dear Student:

You are registered for the part-time Clinical Assistant Prep (CAP) course. The course includes mandatory, weekly in-person lab sessions and an asynchronous lecture component. The class time is 5:30-9:30 PM. Participants are expected to be present for the entire duration of the class time. This course also includes an optional, one semester internship immediately following the successful completion of the CAP course. Updates will be sent via email. Please check your email, including the junk/spam folders regularly.

Participation in the internship course requires submission of required documents and screenings. These documents will be due **BEFORE** the CAP course begins. **Check your email frequently** for details on the designated deadlines and steps to submit the documents. You will be required to submit the following:

INTERNSHIP DOCUMENTS: *only pdf files are accepted*

- State ID/Driver's License
- Resume
- Immunization Record (2 MMR, 3 HEP B, 2 VZV)- *no university forms accepted*
- AHA BLS Provider Card
- Proof of Health Insurance
- TB Skin Test or QuantiFERON testing (*within last 12 months*)

INTERNSHIP SCREENINGS: DO NOT DO THESE NOW. WAIT FOR INSTRUCTIONS.

- FDLE Level II Criminal Background Check
- Urine Drug Screening
- Estimated Cost: \$150.00 (*not included in tuition*)

If you wish to opt out of the clinical internship, you **will not need** these documents or screenings. Please send an email to the Clinical Program Director to indicate that you are opting out of the internship course.

COURSE WEBSITE REGISTRATION: Please, do this now.

Create your course website account. This is a required step to access the materials for the course. Use this link to create an account on our learning management system (Moodle): <https://courses.healthscienceconsulting.com/login/index.php>.

Students will be added to the Internship Screenings course and/or CAP course. Once added, you will receive email notification and further instructions.



REFUND POLICY: Cancellation and Substitution by Customer

All fees are non-refundable. The customer may cancel their registration **with a substitution** by providing the company with a written notice of cancellation a minimum of thirty (30) days before commencement of the course. If written notice of cancellation is not received within thirty (30) days, then the full course Fee will be chargeable and/or nonrefundable.

There will be a cancellation service charge of \$200 for a substitution. This service charge will be deducted from all monies paid prior to any refund being issued.

DIRECTIONS:

The lab sessions are held at the Callaway Center, 2507 Callaway Road. It is a brick building off North Monroe Street near the Cracker Barrel and the I-10 interchange The Clinical Learning Center (Suite 206) is on the 2nd floor, to the right off the rear elevator.

WHAT TO BRING AND WHAT TO WEAR:

Please wear solid-colored, clinical scrubs (top and bottom, any color), to every class including the first day. Students must also wear closed-toed shoes, nails must be kept short (no acrylic), and hair pulled away from the face.

Students are strongly encouraged to bring lunch to class. We have a break room, refrigerator, and microwave available for your use. It is very important to stay hydrated as you will be performing venipunctures on each other.

Please bring your laptop or tablet and print out any course handouts needed for each class. Handouts are made available to you on the course website. We offer free Wi-Fi access.

REQUIRED- AMERICAN HEART ASSOCIATION BLS PROVIDER CPR CERTIFICATION:

Each student must be certified in Basic Life Support (BLS) directly through an **American Heart Association training facility**. It cannot be a BLS class from the American Red Cross, ASHI, or any other organization. *You do not need First Aid, only BLS.*

To meet with the requirement through HSC/CPR Tally:

1. Take BLS in-person - The course is discounted for CAP students at \$50.00. **The coupon code to use is cap*10***. Register at the following link:
at <https://healthscienceconsulting.enrollware.com/schedule#ct116335>.
2. Take the ONLINE Heartcode Basic Life Support (BLS) and complete your **IN-PERSON** skills session upon completing the course online. You must register for both the online course and in-person skills session
here: <https://healthscienceconsulting.enrollware.com/schedule#ct138393>.



NATIONAL CERTIFICATION EXAM REGISTRATION:

The cost of the national CCMA exam is \$199.00+ processing fee and **is not included** in your course registration fees. The exam is proctored and taken **IN-PERSON** at HSC. You must register for a testing date within sixty (60) days of the CAP course completion. **There are no options for remote testing.** The available testing dates are found at the following link: <https://healthscienceconsulting.com/product/national-certification-exam-payment/>. The exam registration closes 7-10 business days before the testing date.

Interns: The certification exam is taken after the successful completion of the internship. Do not register for the exam until instructed to do so.

Non-Interns (opting out): Register for the exam now. Spots are limited. You cannot take the exam prior to completing the CAP course.

Contact us with your questions.