



Clinical Assistant Prep (CAP) Registration Manual

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INTRODUCTION

Welcome to Health Science Consulting! We are excited to support your transition into a promising career in healthcare. You are registered for the **Part-Time Clinical Assistant Preparation (CAP) Course**.

This accelerated course includes:

- Asynchronous lecture components
- Weekly Hands-on clinical laboratory sessions
- Structured skills training designed to prepare students for entry-level healthcare settings and national certification

Attendance is mandatory for all scheduled sessions. Classes are held **weekly from 5:30-9:30 PM**, and participants are expected to be present for the full duration of each training session.

The CAP course also includes the opportunity to participate in an **optional, one-semester clinical internship** immediately following the successful completion of the course and fulfillment of internship eligibility requirements.

Course announcements, updates, assignments, and important program communications will be distributed through the course site and the email address provided during registration. Students will be enrolled in the online course site approximately **two (2) weeks prior to the course start date**.

Upon successful completion of the CAP course requirements, students will become eligible to register for the national certification examination.

COURSE LOCATION AND DIRECTIONS

The Clinical Assistant Preparation (CAP) course will take place at the **Callaway Center**, located at:

2507 Callaway Road
Tallahassee, Florida

The Callaway Center is a brick building located off North Monroe Street near the Cracker Barrel restaurant and the Interstate 10 interchange.

Classes are held in the **Clinical Learning Center (Suite 206)**, located on the **second floor**. After exiting the rear elevator, turn right to access the classroom and laboratory space.

What to Bring & Dress Code Requirements

Required Attire

Students are required to wear:

- Solid-colored clinical scrubs (top and bottom) to **every class session**, including the first day
- Closed-toe shoes

Professional appearance standards must also be maintained:

- Nails must be kept short
- Acrylic nails are not permitted
- Hair must be pulled away from the face during laboratory activities

Failure to comply with dress code requirements may result in removal from laboratory participation for safety purposes.

Required & Recommended Items

Students should bring:

- A laptop or tablet for accessing course materials and online assignments
- Printed course handouts, when applicable

Course handouts and learning materials will be available through the online course site. Complimentary Wi-Fi access is available at the training center.

Food, Hydration & Break Area

Students are strongly encouraged to bring lunch, snacks, and water to class each day. A student break area with:

- Refrigerator access
- Microwave access
- Seating area

is available for student use.

Hydration is especially important during laboratory training sessions, as students will practice clinical skills such as venipuncture on one another throughout the course.

COURSE REQUIREMENTS

Course Website Registration — Required

Please complete this step immediately.

All CAP students are required to create an account on the Health Science Consulting Learning Management System (Moodle) to access:

- Course materials



- Assignments
- Announcements
- Exams
- Course handouts and resources

Use the following link to create your account: [HSC Moodle Login Page](#)

Students will be enrolled in their assigned CAP course sites approximately **two (2) weeks prior to the start of the course**. Once enrollment has been completed, students will receive an email notification with additional instructions and course access details.

American Heart Association (AHA) BLS Provider CPR Certification — REQUIRED

All students enrolled in the Clinical Assistant Preparation (CAP) Program are required to successfully complete the **American Heart Association (AHA) Basic Life Support (BLS) HeartCode Complete Pathway** prior to course completion.

This certification is a mandatory program requirement and is commonly required by:

- Healthcare employers
- Clinical internship sites
- National certification pathways

What is HeartCode BLS Complete?

HeartCode BLS Complete is an official blended-learning certification program through the American Heart Association designed specifically for healthcare professionals. The course combines:

- Self-paced online learning
- Hands-on skills testing and competency assessment

Upon successful completion of both portions, students will receive an official **2-year AHA BLS Provider certification card**.

Course Components

Online Cognitive Learning Portion



Students will complete an interactive online learning module independently. The program utilizes simulation technology, realistic patient scenarios, and immediate feedback to reinforce learning.

Topics include:

- High-quality CPR for adults, children, and infants
- Automated External Defibrillator (AED) usage
- Team dynamics and emergency communication
- Basic life support emergency response procedures

Hands-On Skills Session

After completing the online portion, students must complete an in-person skills assessment using:

- A Voice-Assisted Manikin (VAM), and/or
- An approved AHA instructor

Students must demonstrate competency in all required BLS skills to successfully earn certification.

Registration Information for CAP Students

Required Registration Link

[HSC BLS HeartCode Complete Registration Page](#)

CAP Student Promo Code

bls_cap!

Discounted Student Price

\$65.00

Additional Requirements & Policies

- Students are responsible for independently registering for and completing the AHA BLS certification course.
- The AHA BLS certification must remain active throughout participation in the CAP course and any associated clinical internship.



- The American Red Cross BLS certification is **not accepted** for CAP course completion requirements.
- Failure to complete the required AHA BLS certification may impact:
 - Course completion eligibility
 - Clinical internship eligibility
 - Issuance of the Certificate of Completion

Students are strongly encouraged to complete the HeartCode BLS pathway early in the semester to avoid delays in course progression and internship eligibility.

CLINICAL INTERNSHIP (OPTIONAL)

The course includes an optional, one semester internship. The internship takes place in the semester immediately following CAP course completion. There is no alternative internship schedule provided. Students will be provided with a survey link to opt-in or opt-out of the internship course. 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. Documents will not be submitted via email. 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)- *official records; 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.



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.

NATIONAL CERTIFICATION EXAM REGISTRATION:

The fee for the national CCMA examination is \$199.00 plus a processing charge and **is not included** in course registration fees. Candidates may choose to complete the exam either through live, remote proctoring (online) or at an approved testing location (PSI). The examination should be scheduled only after successful completion of the CAP course or internship course. **Please wait for official instructions before registering for the certification exam.**

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): Instructions and your testing window of eligibility will be provided at the end of the CAP course.

IMPORTANT CONTACTS

HSC Office Hours

Monday-Thursday, 9AM-3PM

850-559-1678

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Office hours by appointment only

We look forward to serving you soon!