



**Nurse Aide for Healthcare Program
APPLICATION PROCESS**

1. Gather all required application documents: proof of immunizations, copy of picture ID and Social Security Card, and criminal background check.
3. Submit your complete application in person to St. Philip's College Nursing Education Department, 1801 Martin Luther King Dr., San Antonio, TX 78203. Do not submit original immunization document. Only submit copies to the Nursing Department. We recommend that you submit your complete application by the recommended deadline. The following items must be submitted in order for your packet to be considered complete:
 - Application for Admission form
 - Proof of all immunizations
 - Copy of picture ID and Social Security Card
 - Criminal background check (due two weeks before clinical, but can be submitted up front)
4. Nursing Education faculty and staff members will review your application for completeness.
5. You will be notified by email of the status of your Application for Admission.
 - A. If your application is approved:
 - B.
 - We will send your acceptance letter to the email address provided on this application.
 - The email will contain specific orientation, registration and payment instructions.
 - You must be registered and paid at least 3 days prior to the first day of class.



Please print or type all information

Identifying Information:

Name: _____
(Print Name) Last First MI

SSN: _____ **Banner ID** _____ **Date of Birth** _____

Student Email: _____ **Home/Cell** () - _____

Address: _____
Street APT. #

City State ZIP

Please provide your initials next to each item, confirming that you meet the minimum entrance requirements as listed:

- _____ I am in suitable physical/emotional health to safely care for patients.
 _____ I am able to read, write, speak, and understand English.
 _____ I am able to perform the physical functions of the course.
 _____ I am free of previous felony convictions.
 _____ I am not listed on the Texas Nurse Aide Registry in revoked status.
 _____ I am not listed on the Employee Misconduct Registry.

The following items must be included with your application: proof of all immunizations, copy of picture ID, copy of Social Security Card, background check (background check is due 2 weeks before clinical)

Once you have completed the application packet, please return it in person to *St. Philip's College Nursing Education Department; Center for Health Profession Building Office 100, 1801 Martin Luther King Drive, San Antonio, TX 78203.*

WE ONLY ACCEPT COMPLETE APPLICATIONS!
For questions about the application process, please call (210) 486-2720.

Office Use Only	Received By: -----
Date Received: _____	



Please Note: Mandatory criminal background check will be required prior to admission.

I hereby certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any misrepresentation or falsification of information is cause for denial of admission or expulsion from the College. I understand that the information contained in this application will be read by the Faculty and Staff of St. Philips College, as appropriate.

Applicant Signature

Date

A criminal background check is required to confirm that you are free of previous felony convictions. **Your background check is due two weeks prior to the start of clinical;** you will be provided with a definite deadline at the start of class. Background checks older than 90 days will not be accepted.

IMMUNIZATION

All applicants must show proof that the following immunizations have been obtained:

- **Varicella (Chicken Pox)** —Doses or documented evidence of disease by physician or a signed letter from a parent or legal guardian confirming history of the disease.
- **Hepatitis B- (COMPLETE)** series of 3 vaccines (this is a 6 months series)
- **Measles, Mumps, Rubella (MMR)** - Proof of (A) a complete MMR immunization (2 doses); or (B) Serum titer confirming immunity to each disease; or proof that you were born before January 1, 1957.
- **Tetanus**- Proof of having been immunized within the last 10 years.
- **Tuberculosis (TB Test)** – Proof of negative skin reading or chest x-ray within the last 12 months.
- **Influenza: required** annually by October 1st of each year.

All healthcare providers and students in these professions should receive annual vaccination against influenza. Seasonal vaccines are required by clinical sites. We encourage you to get immunized for the flu during the flu season. However, if not, understand that you will be required to wear appropriate and approved mask during clinical rotations should you choose not to get immunized with the seasonal flu vaccine.



Documentation of ALL of the above listed immunizations is required at the time of application. Applications submitted without proper documentation of ALL required immunizations will not be accepted.

**PICTURE ID AND SOCIAL
SECURITY CARD**

These items are required for the state exam, and are due at the time of application. Please ensure that the name on your Picture ID (Driver License, school ID, military ID, etc.) matches the name on your Social Security Card. If the names do not match, then you will be required to obtain new documents with matching names. Both documents must be current/not expired.

The Texas Health and Human Services, the Alamo Colleges District, St. Philip's College, and the Nursing Education Department and/or the facilities hosting your clinical experience establish the requirements listed in this packet; therefore, we cannot make exceptions to any of the requirements.

I hereby certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any misrepresentation or falsification of information is cause for denial of admission to the Nurse Aide for Healthcare Program. I understand that the faculty and/or staff of the Nursing Education Department will read the information contained in this application.

Applicant Signature

Date