

# INSTRUCTIONS FOR PROGRAM/CLINICAL REQUIREMENTS

for Medical Assistant/CCMA and Phlebotomy Technician Programs

**PLEASE READ THIS ENTIRE DOCUMENT**

Program requirements must be completed prior to the start of each student's program of study.

Please note that if any of these requirements are obtained after the start of your program and contain prohibitive offenses and/or positive drug screen results, your clinical experience may be delayed, and therefore be unable to complete the program on the scheduled date. It is important that you provide these requirements prior to the start of your program. (Please contact our office at 717-221-1352 if you have any questions about this important aspect of your program.)

Program requirements include:

1. **Health physical.** Using the Health History form we provide, obtain a health physical, including any required immunizations or titers and a two-step PPD/Mantoux. (If you have had a recent physical (no earlier than six months prior to the start of your program), your doctor can complete the form with the needed information.) COVID-19 and Influenza Vaccinations: Students must provide documentation that they are fully **COVID-19** vaccinated. ("Fully COVID-19 vaccinated" means receiving one dose of the Johnson & Johnson vaccine or two doses of the Pfizer or Moderna vaccine and at least one booster.) A medical or religious exemption may be accepted by some clinical sites – please discuss this with our staff to ensure you meet one of these requirements. The current season's **influenza vaccine** is required if your clinicals are scheduled for Oct. through May. Both vaccines can be documented by your healthcare provider on the Health History form he or she completes. (Immunization requirements are subject to change depending upon the presence of active disease in the community.)
2. **[FOR WELLSPAN HEALTH CLINICAL PLACEMENTS only (See your program coordinator for more information if you live in or near the York, Lancaster, or Chambersburg area.)]**  
**10-Panel Urine Drug Screen.** Results must be obtained no later than three to four weeks prior to starting the clinical portion of your program. You can obtain the drug screen at a CLIA-approved outpatient lab such as Concentra or Quest Diagnostics, at a WellSpan Occupational Medicine practice, or through your primary care physician's office (check to see if they can perform 10-panel urine drug screens). We suggest contacting the provider of choice to see if an appointment is required. Please use the order form that we provide when providing the specimen. *If the drug screen results are obtained after your program begins and they are positive for any of the drugs tested, you will not be able to begin the clinical experience and will not be able to complete the program. No tuition refunds will be issued so it is best to obtain the drug screen before starting the program if you may be concerned about a potential positive result.*

## HOW TO OBTAIN CLEARANCES

Students are also required to complete the following background clearances: FBI Criminal History Background Check, Pennsylvania Child Abuse History Clearance, and the Pennsylvania State Police Criminal History Clearance. You should begin requesting the following clearances no later than eight weeks prior to the start of your program as some clearances take several weeks to be processed.

### 1. **FBI Criminal History Background Check**

- a. The Commonwealth contracts with IdentoGo for digital fingerprinting. This is a multi-step process.
- b. Questions concerning registration, processing, or billing, please contact IdentoGo at 1-844-321-2101.
  - i. Register for an appointment to be fingerprinted at a convenient location by using this link: <https://www.identogo.com/locations> (and entering your zip code)
    - Once you click on a nearby fingerprinting site, click on "Schedule Appointment" then "Digital Fingerprinting". Enter this Service Code – 1KG6ZJ at the top of the next screen.
    - "Name / Method of Contact" is already chosen. Continue completing the required information.

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- Students who do not have a criminal history record may enter an email address and create a security question and answer to obtain an electronic clearance.
  - Retain this information for future logins as it cannot be reset.
- Students with a criminal history record will not be able to receive an electronic copy and will only receive a paper clearance.
- Payment for fingerprinting is due at the time of the fingerprinting appointment and is currently \$23.25 (volunteer cost).
- c. When receiving the FBI Criminal History Background Check by email:
  - **Using a computer**, click on the link in the email.
  - Enter the security question and answer that you created.
    - After 3 failed login attempts, the student will be locked out and the clearance will be mailed through the US Postal Service.
  - **IMPORTANT:** Immediately download and save the clearance as a .PDF as this will be your certified clearance.
    - There will be no second access to this electronic result so it is important you download and save this to your computer, flash drive or thumb drive.
    - Email the clearance to Jackie Foster, program coordinator, at [jafoster@hacc.edu](mailto:jafoster@hacc.edu).

## 2. A Child Abuse History Certification

- a. Questions and concerns, please contact the ChildLine Verification Unit at 717-783-6211 or toll-free at 1-877-371-5422.
  - i. Submit and pay for this certification online at <https://www.compass.state.pa.us/cwis/public/home>
    - Current costs (Volunteers – No cost, unless obtained in past five years, then cost is \$13.)
    - Log in to an existing individual account or create a new one.
  - ii. Students are notified by an automated system that the results have been processed.
  - iii. Students will be able to view, download save and print their results online.
  - iv. Save the clearance to your computer, flash drive, etc. and email to Jackie Foster at [jafoster@hacc.edu](mailto:jafoster@hacc.edu).

## 3. PA State Police Criminal History Record Check

- a. For questions concerning this record check, please call toll free at 1-888-783-7972.
  - i. Submit and pay for this certification online at <https://epatch.pa.gov/home>.
    - Click on “New Volunteer Record Check”.
    - Accept the Terms and Conditions by clicking on the box under “Volunteer Acknowledgement Section”.
    - Volunteer Organization Name is “Harrisburg Area Community College”.
      - Volunteer Organization Phone Number is “717-221-1354”
      - Current Cost (No Cost)
    - Complete the form and submit.
      - Please make note of the control number which begins with an “R”, the date you submitted the clearance and your name exactly as it was entered.
    - The results are usually received from the email you provided within a few minutes.
      - If they are not received, you may return to the website and click on “Check the status of a Record Check”.
      - Ensure that you enter the exact information that is requested and that you noted earlier.

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- Once the clearance is available, **using a computer**, click on “Certification Form” to open the clearance in .PDF format.
- Save the clearance to your computer, flash drive, etc. and email it to Jackie Foster, program coordinator, at [jafoster@hacc.edu](mailto:jafoster@hacc.edu).

If at any time you have questions about obtaining these program requirements and clearances, please contact Amy Beth Martin at [amartin@hacc.edu](mailto:amartin@hacc.edu) (admin specialist) or Jackie Foster at [jafoster@hacc.edu](mailto:jafoster@hacc.edu) (program coordinator).

(Please note that the cost of the clearances may change without notice. These costs are provided are approximate costs.)

**We look forward to having you in class!**