

NURSING HOME ACTIVITY DIRECTOR

St. Philip's College
Academy of Health Career Training
Workforce Development and Continuing Education
www.alamo.edu/spc/admin/ce



Would you like a career in the health care field? You can become a Certified Activity Director in about 7months!

The Nursing Home Activity Director Program is a 232-hour certification program that includes 120 hours of classroom training and a 112-hour practicum. A Nursing Home Activity Director manages a wide range of activities to promote and stimulate the physical and mental health of nursing facility residents.

Update classes are also available.

PROGRAM REQUIREMENTS

- You must be free of previous felony convictions.
- You must be able to speak, read, write, and understand English.
- You must be at least 18 years of age.

For additional information please contact

Pam Rendon - (210) 486-2287
Regina M. Graves - (210) 486-2786
Aurora M. Medina - (210) 486-2835
Or visit us online at
www.alamo.edu/spc/admin/ce

APPLICATIONS AVAILABLE

online or at St. Philip's College
Continuing Education Building
1801 Martin Luther King Drive
San Antonio, TX 78203



ALAMO
COLLEGES

ST. PHILIP'S COLLEGE

The Alamo Colleges is an EOE. For any special accommodations issues or an alternate format contact Educational Support Services at (210) 486-2020.

APPLICATION PROCEDURE AND SELF-CHECKLIST

1.) Determine Eligibility St. Philip's College requires that all Nursing Home Activity Director applicants meet the following criteria prior to admission to the training program.

1. Are you at least 18 years of age? Yes No
2. Can you speak, read, write, and understand English? Yes No
3. Are you free of previous felony convictions? Yes No

If you answered 'yes' to each question, then you qualify for admission to the Nursing Home Activity Director Program, and can proceed to the following steps.

2.) Apply to the Program Applicants who submit a complete application packet will be considered for acceptance into the NHAD Program. The items below must be included in your application packet for it to be considered complete and eligible for review.

1. Application for Admission

2. Proof of Date of Birth - Submit a copy of your Driver's License, Birth Certificate, or other proof of date of birth.

3. Your current employment will determine which additional documents must be submitted with your application.

A.) If you are currently employed (in any capacity) at a long-term care facility, assisted living facility, adult day care, or other geriatric care facility, then you must submit proof that you are in compliance with your employer's immunization schedule, by submitting a letter from the DON, Administrator at HR Rep at your facility, confirming that you meet their immunization requirements.

B.) If you are not employed at a facility, you must submit proof of:

1. **2 doses of Varicella** (Chicken Pox Vaccine) - Proof of having obtained both doses, **OR** physician documented history of the disease, **OR** a serum titer confirming immunity.
2. **3 doses of Hepatitis B** - Proof of having completed the series, **OR** serum titer confirming immunity. This is a 3-dose series that can take up to 6 months to complete, so please plan accordingly. Proof of all 3 doses is required at the time of application.
3. **Measles, Mumps, Rubella** (MMR) - Proof of having obtained the complete MMR immunization, along with a second dose of the Measles, **OR** serum titer confirming immunity to each disease. If you were born prior to January 1, 1957, then you are exempt from showing proof of the MMR vaccine, but you must show proof of date of birth.
4. **Tetanus** - Proof of having been immunized within the last 10 years.
5. **TB Test** (Tuberculosis) - Proof of negative reading from skin test or chest x-ray. Cannot be more than 1 year old on the first day of class.
6. **Background Check** - Initiate a background check by visiting www.precheck.com. Do not initiate the background check more than 3 months before the first day of class, as **background checks older than 3 months will not be accepted**. Results will be directly reported to the Academy of Health Career Training.

3.) Acceptance or Denial Applicants who submit a complete application packet by the stated application deadline, and meet the above listed requirements, will be accepted into the program. If your packet is not complete by the deadline, you will not be accepted into the program; however, you may be eligible to keep your application packet active for the next cohort; any expired immunizations and/or background check will have to be resubmitted for review.

4.) Attend Student Orientation If accepted, you will be mailed a formal acceptance letter from the College, and information regarding the mandatory student orientation will be provided in that letter. **Orientation is mandatory.**

5.) Register and Pay for the Class All students **must register and pay for the first class at least 5 days prior** to the first day of class. Your seat in any class will not be reserved until full payment has been received.

Once you have completed your application packet, return it by the required deadline by fax, mail, or in person to:

**St. Philip's College-Continuing Education
Academy of Health Career Training
1801 Martin Luther King Dr
San Antonio, TX 78203
(210) 486-2816**

About Financial Aid: Financial aid is available for students who qualify. In order to receive funds, you must first apply for federal financial aid at www.fafsa.ed.gov. If your application is approved, you will then be required to apply for TPEG-CE funds. TPEG-CE covers 100% for classes under \$499, and 50% for classes over \$500. The application process for financial aid can take anywhere from 2 weeks to 3 months, so apply early. Eligibility is determined by the St. Philip's College Financial Aid Office, and questions regarding funds and/or eligibility should be directed to their office at (210) 486-2600.



ALAMO COLLEGES

ST. PHILIP'S COLLEGE

Nursing Home Activity Director

Application for Admission

Workforce Development and Continuing Education

Academy of Health Career Training

Review this form carefully and complete it in its entirety. Please type or print clearly.

Student Information

Name (Last, First, Middle) _____

List Any Former Names _____ Social Security Number _____

Street Address _____ City/State/Zip/County _____

Phone Number _____ Alternate Phone Number _____

Course and Section Number _____ Email _____

Course Location: St. Philip's College Primary Language _____

CTTC (New Braunfels) Date of Birth _____

Additional Requirements

The Division of Workforce Development and Continuing Education at St. Philip's College mandates the Nursing Home Activity Director student requirements. Please initial the items below indicating you acknowledge and meet the requirements as listed.

_____ I am able to read, write, speak, and understand English.

_____ I am at least 18 years of age.

_____ I am free of previous felony convictions.

In addition to the preceding requirements, certain items must accompany this application. Complete applications will be given first consideration and submission of an incomplete application will result in a delay in processing.

The following items are required:

- Proof of being in compliance with employer's immunization schedule, or complete immunization record from physician or clinic.
• Proof of being in compliance with employer's background requirements, or a criminal background report.
• Copy of Birth Certificate, Driver's License or other proof showing minimum age requirement of 18 is fulfilled.

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 Nursing Home Activity Director Program. I understand that the faculty and staff of the Academy of Health Career Training will read the information contained in this application.

Applicant Signature _____

Date _____

Continuing Education Office Use Only

Date Received _____

Reviewed By _____

Date Reviewed _____

Accepted

Denied

Date Student Notified of Status _____

by: Letter

Phone

Email



**INSTRUCTIONS FOR OBTAINING YOUR CRIMINAL BACKGROUND CHECK FOR CLINICAL EDUCATION PROGRAMS
ALAMO COMMUNITY COLLEGES – ST. PHILIP'S COLLEGE DEPARTMENT OF CONTINUING EDUCATION**

The hospitals and facilities associated with our clinical education programs require background checks on incoming students to ensure the safety of the patients treated by students in the program. You will be required to order your background check in sufficient time for it to be reviewed by the facility prior to starting your clinical rotation. A background typically takes 3 business days to complete.

The background checks are conducted by PreCheck, Inc., a firm specializing in background checks for healthcare workers. Your order must be placed online through StudentCheck.

Instructions:

- 1.) Visit www.precheck.com and select 'StudentCheck' from the bottom right hand side of the screen.
- 2.) Select 'Order Student Background Check'
- 3.) 'Select 'St. Philip's College Continuing Education' as the school, then select 'Continuing Education' as the program.
- 4.) Provide necessary information
- 5.) Submit Payment information
- 6.) Print confirmation page for your records.

The payment of \$48.50 + tax can be made securely online with a debit or credit card authorization. You can also pay by money order, but that will delay the processing of your background check until the money order is received by mail at the PreCheck office. You will be provided an order confirmation number and instructions on how to check the status on the completion of your report by email.

PreCheck will not use your information for any other purposes other than a background check. Your credit will not be investigated, and your name will not be given out to any other business entities.

If you should require additional assistance, please contact Pre Check at StudentCheck@PreCheck.com, or by calling 1-800-999-9861.

Frequently asked Questions:

Q.) How long does the report take to complete?

A.) Most reports are completed within 3 business days.

Q.) Do I get a copy of the report?

A.) No. Only the hospitals or schools in the program have access to the reports. However, you can order a copy of your report for an additional fee at the time you place your order.

Q.) Does PreCheck need every street address where I have lived for the past 7 years?

A.) No. PreCheck only needs the city and state.

Q.) I have been advised that I am being denied entry into the program because of information on my report and that I should contact PreCheck. Where should I call?

A.) Call PreCheck's Adverse Action Hotline at 1-800-203-1654. Adverse Action is the procedure established by the Fair Credit Reporting Act that allows you to see the report and to dispute anything reported in it.

Q.) I have a criminal record. What should I do?

A.) Disclose the crime on your application.

Q.) My criminal background was recently checked by another entity, can I submit that report for this program?

A.) Maybe. If your recent background check was conducted by PreCheck, you can request that it be forwarded to the training facility of your choice. If a business other than PreCheck conducted the background check, it cannot be substituted. Please keep in mind that background checks may not be more than 90 days old.