



## CONTINUING, PROFESSIONAL & WORKFORCE EDUCATION

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# Program costs and information

Lecture- \$448.00 – 64-hour course.

- Tuition \$448.00
- Insurances \$26.00; liability and accidental (*rates are subject to change*)
- If you qualify for financial aid, you pay \$224.00 plus insurances.
- Payment plan is available.
- Register and begin working on Complio submission.
- Proof of second Hepatitis B dose at the time of registration.

COMPLIO subscription - \$87.00.

This is not included in the cost of the class. The student must pay this subscription cost separately for use of the service on the COMPLIO website. To pay for subscription, a credit card may be used. **Check Clinical Packet for more details.** You will need to provide:

- Immunization (Hepatitis B, Tetanus, Tdap, MMR, Varicella, TB, etc.)
- Background check & Drug screen
- CPR by American Heart Association for Health care providers
- Offered by Continuing Ed for \$28.

\*\*Students must be **Complio Complete** in order to register for Practicum.\*\*

Practicum- \$241.00\*; Student has 1 month to complete requirements.

- If you qualify for financial aid you pay \$103.00

NHA Test – Register 4 to 5 days prior to test.

- \$14 sitting fee, paid at registration at Continuing Ed.
- \$117 test fee, paid online at [www.NHAnow.com](http://www.NHAnow.com)
- Student must take copy of NHA clinical hours with signature and date to enter testing area.
- See reverse for NHA registration steps.

Other fees associated with class but not charged by South Texas College: Continuing Education Department:

- Complio & requirements
- NHA National Exam:
- Uniform-Navy blue scrubs.

\*\* You have 2 weeks after completion of your lab/lecture course to register for Practicum. If you take longer than 2 weeks (or up to 3 months), you must register for a 32-hour refresher course. The refresher course cost is \$160. If you take longer than 3 months, you will be required to start the program over.

**If you have any questions or need more information, please call 956-872-3585.**

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## Continuing, Professional & Workforce Education Clinical/Practicum Requirements Checklist

**To qualify for enrollment in a Continuing, Professional and Workforce Education (CPWE), the student must meet the criteria listed below. Student must also be COMPLIANT on all requirements prior to registering for Phlebotomy Practicum (or Clinicals) course.**

**Complio Info Sessions are available!** Join us every 2<sup>nd</sup> Wednesday of every month from 12 pm to 1 pm or 4<sup>th</sup> Wednesday of every month 5 pm to 6 pm at the Nursing Allied Campus, Building A, Room 406. Call Ms. Mata for more information.

For assistance with your Complio, stop by the NAH Open lab (take all of your documents with you)

After uploading your documents, allow up to two (2) business days for Administrator/Clinical Affairs Specialist to review your documents.

- Create Complio account** at [www.southtexascollegecompliance.com](http://www.southtexascollegecompliance.com). For technical support, call American DataBank at 1-800-200-0853. (See attached instructions for Complio on Page 3)
  - Select a Department and a Program of Study- Load Packages
  - Select 14-month subscription-\$15 AND Criminal Background Check AND Drug & Alcohol Screen\*-\$70 (\$85)
  - Scan, upload, and attach all of your required documents.
  - If an item is not accepted, you will receive an email notification indicating reason.
  - If an item is about to expire, you will receive email notification prompting you to update item.

*\*Drug & Alcohol Screen MUST BE NEGATIVE*

- Immunizations (must be validated/stamped by facility):**
  - Hepatitis B complete 3 vaccine series or titer report proving immunity
    - **1<sup>st</sup> month dose**
    - **3<sup>rd</sup> month dose (required for registration)**
    - 6<sup>th</sup> month dose
  - Tetanus/Diphtheria/Pertussis (Tdap) - within last 10 years
  - MMR (Measles, Mumps, Rubella) - 2 doses required or titer report proving immunity
  - Varicella (Chicken Pox) - 2 doses required or titer report proving immunity
  - Meningitis (for entering students 21 years old and under) - 1 dose is accepted if within the last 5 years or must have 2 completed doses
  - Current TB (must be within the last three months)
  - Flu (required from August to April and MUST include vial lot # and vial expiration date on the form) are required.

*\*All required immunizations/titers must be from a U.S. medical source.*

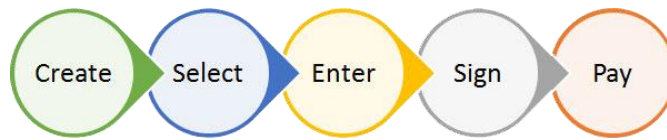
*Student must contact Clinical Affairs Specialist to have their immunizations (shot record) reviewed.*

- Current CPR**-American Heart Association for Healthcare Providers OR BLS Provider certification is required; renew every two (2) years. NO ONLINE CPR COURSES ARE ACCEPTED
- Proof of Insurance:** CURRENT Health Insurance OR Student Accidental Insurance or submit Exemption in COMPLIO
- Valid Form of Identification:** Current/Valid TX Driver's license, Texas ID, Passport, or US Military ID with visible signature and photo
- Social Security Card** for verification purposes (required by some clinical affiliates and state-licensing board); card, must be signed.
- Complete and sign form** BACKGROUND CHECK AUTHORIZATION AND RELEASE FORM (See attached page 4)
  - **Criminal Background Check:**
    - If the student has a POSITIVE criminal background (arrests, charges pending, deferred) a student may be ineligible to complete Practicum depending NHA committee decision. A student may still complete the CE program at a risk that the record may make the student ineligible for employment.
    - If the student DOES NOT have a criminal background, complete background check once the student creates and pays for their COMPLIO account.
- Technical Performance Standards** – signed statement of ability to perform technical standards (See attached, page 5)
- Manal Policy 3337-** complete and sign (See attached, Page 6)

**\*\*All students must be FULLY Complio Complete to be placed at a site.\*\***

- Practicum Site:** Follow up with your instructor for site placement.
- Print your Complio *Summary Report*** and turn it in to the office of Continuing Education.
  - Financial Aide (optional)
  - Register
  - Pay tuition
- Practicum:** Log your required punctures (venipunctures and dermal) in your folder. Fill out all necessary sections of the folder, including supervisor signatures and return to it to Continuing Education.
- NHA Test:** Retain folder for testing purposes.

South Texas College is an equal education and equal employment opportunity/affirmative action employer. As an equal opportunity employer, the College does not discriminate on the basis of race, color, national origin, religion, age, sex, sexual orientation, gender, gender identity, disability, genetic information, or veteran status. Discrimination is prohibited and the College will comply with all applicable College policies, and state and federal legislation. This policy extends to individuals seeking employment with and admission to the College.



- Visit Complio at: <http://www.southtexascollegecompliance.com/>

- Complio is American DataBank's comprehensive tool for student screening and compliance. The Complio Screening process is simple and straightforward with just five basic steps to complete. The process should take less than 20 minutes.

**1. Create your Account & Subscribe**

- Click **Create an Account** to get started. Complio will send an email to the address used during account creation.
- Click on the **Activation Link** within the message.

**2. Select a Screening Package**

- Login in and follow **Create Order**.
- Follow the prompts and answer the questions.
- Select a screening **Package**.

**3. Enter Information**

- Enter the **Personal Information** required to complete your screening.
- Add your **Residential History**.

**4. Sign Forms**

- Use your mouse to sign the **Disclosure & Authorization Form** and authorize the background check.

**5. Submit Payment**

- Enter **Payment Details**. Please read the **Refund Policy**.  
**Submit** your order. American DataBank will immediately begin processing your background check.

- **Additional Steps Needed Once You've Placed Your Order**

Along with ordering the background check you will need to complete the following:



**Drug screening**

After you have submitted your order, **please access your email account that you provided with your order** to obtain the Electronic Authorization Form and drug screen collection site location that you selected.

Electronic Drug Screen Information:

- Order your drug screen online as directed by your Program Coordinator.
- After you have submitted your order, please access your email account that you provided with your order to obtain the Electronic Authorization Form and drug screen collection site location that you selected.**

**\*\*Please be sure to check your SPAM and JUNK MAIL Folders. If you have not received your Electronic Authorization Form within a few hours of placing your online order please call American DataBank at 1-800-200-0853.\*\***

- Your Registration ID **will expire 30 calendar days** after your order was submitted.
- You **MUST** complete your drug screening **within 30 days** of ordering. If you do not get your drug screening done within 30 days, **YOU WILL BE REQUIRED TO ORDER AND PAY FOR A NEW DRUG SCREENING.**
- Your results will be reported directly to American DataBank within one to three business days of your drug testing. These results will be sent electronically to you and your school.

**Additional Information**

- **It is recommended to NOT** drink more than 8oz (a "glass") of fluid in the 2 hours before giving a urine sample. An abundance of fluid in the body will result in a "dilute" reading, which constitutes a "flagged" result.
- At the facility, if you are not able produce a urine sample when requested, call ADB at 1-800-200-0853 on how to proceed. The lab will run extensive tests to verify if the drug screen is negative/positive/dilute.

**For Negative Results** - a fax is sent from LabCorp to American DataBank to input the results.

**For Dilute Results** - you must contact American DataBank at 1-800-200-0853 for further instructions.

**For Positive Results** - the results are forwarded to the Medical Review Officer. The Medical Review Officer will contact you for verification of any prescription drug you may be taking to show a false positive. After discussion, the Medical Review Office will send a fax to American DataBank to input the results and close the order. If the order is positive, the Medical Review Office will list the drug that is positive.

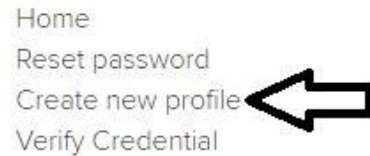
# National Healthcareer Association (NHA) Exam

When creating an account to register for the phlebotomy certification exam, that candidate will need to make sure the test is schedule and paid for at least 4 to 5 days before the testing date.

1. Login to [www.NHAnow.com](http://www.NHAnow.com)
2. On the top right corner, click on the orange LOGIN button to the next screen.



1. On the left hand column, click **Create new profile**.



3. Fill out the required information starting with email and create a password.
4. Under organization type, select **School or Training Center**.
5. Under organization, select **South Texas College Continuing Ed Cash**.

Organization Type \*

Organization \*

6. Continue filling out the rest of the information. (Name, address, DOB, etc.)
7. Click on square next to “Yes, I Agree.”
8. Click on orange Register.
9. On the next screen on the left hand column select **CPT (Certified Phlebotomy Technician)**
10. On the attestation screen, click the orange Agree button to go on to next screen.
11. Answer all of the questions accordingly to go onto next screen.
12. Select **Online** for the testing method to go onto the next screen.
13. Click right on the date you select for testing, and then click on the **Continue** button. On the next couple of screens, you will be entering your credit card information and finalizing your transaction.

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