Dear Applicant,

Thank you for your interest in physical therapy as a career and the Physical Therapist Assistant program at Navarro College. We appreciate your interest and look forward to serving your educational needs.

The material included in this packet will describe the admissions process to the Navarro College Physical Therapist Assistant program and contains all the forms needed for application to the program.

This five semester program leads to an Associate in Applied Science Degree (A.A.S. P.T.A) and helps to prepare the graduate to take the National Physical Therapy Examiners (NPTE) examination to become a physical therapist assistant (PTA). Graduates must meet additional requirements for state licensure.

Admission to the PTA Program is a separate procedure from admission to Navarro College. Applicants must meet all admission criteria for Navarro College before submitting an application to the PTA Program. Positions in this program are limited. Admission to the PTA program will be made on the applicant’s ranking through a point system.

Applications will be accepted beginning April 1, 2016 and must be postmarked no later than August 31, 2016.

If you have questions about the physical therapist assistant program or the admissions process please contact the Health Professions Department at (972)775-7270 or email sarah.austin@navarrocollege.edu. Again, thank you for your interest in physical therapy as a career. We look forwarding to working with you.

Sincerely,

Physical Therapist Assistant Program Faculty
GENERAL INFORMATION

ACCREDITATION
Graduation from a physical therapist assistant education program accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, VA 22314; phone; 703-706-3245; accreditation@apta.org is necessary for eligibility to sit for the licensure examination, which is required in all states.

Effective October 7, 2014, Navarro College has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education (1111 North Fairfax Street, Alexandria, VA 22314; phone; 703-706-3245; email: accreditation@apta.org). Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates that the program may matriculate students in technical/professional courses and that the program is progressing toward accreditation. Candidate for Accreditation is not an accreditation status nor does it assure eventual accreditation.

LOCATION
Physical therapy courses are offered on the Midlothian campus of Navarro College. Some PTHA courses may be offered in hybrid format with the lecture portion of the course completed via distance education and the lab portion completed on campus. Students should consider individual travel time requirements prior to applying to the program.

ADMISSION
A new class is admitted into the Physical Therapist Assistant Program each year. The program accepts a maximum of 23 students. Current dates for admission can be found on the PTA webpage of the Navarro College website. Late applications or inquiries will NOT be considered for admission.

STUDENT SUCCESS INITIATIVE (TSI STATUS)
The Texas State Education Code requires that undergraduate students entering a public institution of higher learning be tested to measure their skill levels in reading, writing, and mathematics prior to enrolling in any coursework. For these purposes, the student must be TSI complete per college policy. Some students may be “exempt from testing” if they meet certain requirements.

PROGRAM COURSES
PTA courses are offered in a set sequence. Once admitted into the program, the student must progress through the curriculum as designed. This means a student may not “jump ahead” in the curriculum and take advanced physical therapist courses. Academic courses not completed prior to acceptance into the PTA Program are the student’s responsibility to schedule around PTA courses.

GRADES
The PTA program will follow the grading system listed below:
A = 100-90    B = 89-80    C = 79-75    D = 74-60    F = 59-0

Students must earn a “75” or above in all PTA coursework in order to progress in the program. A grade of 70 or above must be obtained in all other academic core courses in the PTA degree plan.
POLICY ON CRIMINAL BACKGROUND CHECKS

Navarro College Physical Therapist Assistant program is committed to ensuring public safety and protection by requiring criminal background checks. Felony convictions will prevent the applicant from acceptance into the program. A felony conviction may affect a graduate’s ability to sit for the FSBPT Certification Examination and/or attain state licensure and may prevent the applicant from acceptance into the Navarro College PTA program. (Please refer to Texas Board of Physical Therapy Examiners Rules, Rule 343.9 for further definition). Misdemeanor convictions constitute meeting with the PTA Program Director prior to entry into the PTA program to discuss the implication of the criminal record on his/her potential progression in and completion of all requirements of the curriculum. Prior to application into the PTA program, each student will be required to complete a Criminal Background Check and submit the results of Criminal Background Check with the application.

Clinical training sites, in accordance with the Regulations of the State of Texas and National Accreditation Agencies, require employees, students, and volunteers who work with children, the elderly, or the disabled to have a “clear” criminal history background check. Agencies vary as to what the definition of “clear” means. Students cannot participate in lab or fieldwork studies involving clients without a “clear” criminal history background check. The facilities may choose to request nationwide and international criminal history background checks as well. The final decision regarding acceptance of a student for fieldwork training based on previous criminal history rests with each facility.

DRUG SCREEN

Drug screens are mandatory after acceptance into the program. In addition, Navarro College Physical Therapist Assistant Department Program Director reserves the right to institute random drug screens during the PTA student’s enrollment in any PTA class or clinical setting. The student will be responsible for any cost involved in a random or required (by any clinical education facility) drug screen. Failure to comply with the drug screen or to pay for the drug screen will result in dismissal from the PTA Program.

MEDICAL LIABILITY INSURANCE

Students enrolled in the PTA Program are required to have personal health insurance prior to the start of clinical courses. Students must provide documentation indicating that they are covered with “catastrophic or emergency care” and/or a county health card. The students who are accepted into this program will be required to sign a statement of understanding regarding personal health insurance.

As well, students will be required to have limited liability insurance and pay a predetermined fee to the Cashier’s office of Navarro College at the start of each fall semester so that Navarro College can secure the limited liability insurance coverage. Students may wish to purchase additional liability insurance. NOTE: The liability insurance that each student will have does not pay for injuries to the student – only for injuries to the patient. The student is completely responsible for personal medical costs incurred while at clinical sites. If a patient is injured by the student, the limited liability insurance may or may not cover all legal costs.
DRESS CODE
Student professional dress is expected for all classroom and clinical activities. Women are allowed to wear one stud earring in each ear (no bars) and men may not wear earrings at all. No other visible piercings (including tongue) are allowed. Clothing needs to cover all visible tattoos. Examples of basic dress code are as follows:

CLASSROOM: Students are to wear program scrubs with the PTA monogram, closed-toe shoes (no heels, boots or croc styled shoes), and Navarro College nametag. Students may also choose to wear the professional dress uniform (stated below).

PROFESSIONAL: Instructors may request that students dress professionally, in class, at times during the semester. Professional dress includes casual (Dockers-type) dress pants with a collared shirt (tucked in), belt, closed-toe shoes (no heels or boots), and Navarro College nametag. No denim in any form is allowed.

ADMISSION PROCESS

PRIOR TO APPLICATION TO THE PTA PROGRAM
The following documents need to be on file with Navarro College PRIOR TO application into the PTA Program:
1. Application on file for acceptance into Navarro College.
2. Separate transcripts from other colleges and universities or GED/High School diploma must be submitted and verified as received by the Registrar’s office.
3. Documentation of TSI completion.

APPLICATION TO THE PTA PROGRAM
The applicant will complete and submit an application portfolio no later than August 31, 2016 for acceptance into classes for Spring 2017. The application portfolio MUST contain the following completed items:
1. Evidence of admission to Navarro College
2. Completed Physical Therapist Assistant Program application.
3. Completed Core Curriculum/Related Requirements Course Table (see page 9)
   o Attach copies of transcripts from other colleges/universities previously or currently enrolled
     ▪ Official copy NOT required
4. Copy of TEAS V- Allied Health scores
   o NOTE: An applicant MUST have a 59.7% or higher to apply to the Navarro College PTA Program.
5. Copy of national background check
   o Go to www.directscreening.com
   o Order National Background Check – National Search ($16.95)
6. Completed and signed immunizations documentation (page 15)

Points will be awarded for courses taken and completed by August 2016. No points will be awarded for courses taken during the Fall 2016 semester.
Bring or mail all documentation to the Physical Therapist Assistant Department located on the second floor of Building 2 on the Midlothian Campus of Navarro College, Office 215 or Office 213 (Attn: PTA Program – Sarah Austin) 899 Mount Zion Road, Midlothian, TX 76065.

During the months of September and October, all complete portfolios will be reviewed. Points will be totaled for each applicant based on the Applicant Entrance Criteria Worksheet, which can be found on page 10 of this packet. The highest total point applicant sets the mark for ranking. Applicants will be numbered in descending order based on point total. If two or more applicants tie for total points, GPA will be used as a tiebreaker with the higher GPA ranked higher.

Students will be notified within six weeks as to their status in the PTA Program. A correct and current email is very important in the notification process, as this is how students will be informed of their acceptance into the PTA program. The applicant must reply within 48 hours/2 days to assure their position in the program. Students selected for admission into the PTA program will be required to attend a mandatory orientation at a date to be determined.
CURRICULUM REQUIREMENTS

ASSOCIATE IN APPLIED SCIENCE
The Physical Therapist Assistant program provides the basic knowledge and skills required of an entry-level physical therapist assistant into the workforce. Upon satisfactory completion of this curriculum, the student will be awarded an Associate in Applied Science degree and will be eligible to sit for the national licensure examination. The Texas Board of Physical Therapy Examiners is the official licensing agency.

Major course requirements (PTHA courses) must be taken in sequential order at the advisement of the program director or program faculty. This means a student may not “jump ahead” in the curriculum and take advanced physical therapy courses. A grade of “75” (per PTA grading scale) or better is required for satisfactory completion of all PTHA courses and a grade of “C” or better is required for all academic courses (per Navarro College grading scale).

1. **PREREQUISITE COURSES**  
   - BIOL 2401 Anatomy & Physiology I  
   - BIOL 2402 Anatomy & Physiology II  
   - HPRS 1101 Introduction to Health Professions  
   - ENGL 1301 Composition I  
   **12 HOURS**

2. **CORE CURRICULUM/RELATED REQUIREMENTS**  
   - MATH 1342 Elementary Statistics  
   - PSYC 2314 Lifespan Growth and Development  
   - PHIL 1301 or 2306 Intro to Philosophy or Intro to Ethics  
   - Approved Speech Elective  
   **12 HOURS**

3. **MAJOR COURSE REQUIREMENTS**  
   - PTHA 1409 Introduction to Physical Therapy  
   - PTHA 1413 Functional Anatomy  
   - PTHA 1321 Pathophysiology for PTA  
   - PTHA 2409 Therapeutic Exercises  
   - PTHA 1431 Physical Agents  
   - PTHA 2205 Neurology  
   - PTHA 2201 Essentials of Data Collection  
   - PTHA 1260 PTA Clinical I  
   - PTHA 2431 Management of Neurological Disorders  
   - PTHA 2435 Rehabilitation Techniques  
   - PTHA 2360 PTA Clinical II  
   - PTHA 2361 PTA Practicum  
   - PTHA 2339 Professional Issues  
   **42 HOURS**

**TOTAL 66 HOURS**
# CORE CURRICULUM/RELATED REQUIREMENTS TABLE

## NAVARRO COLLEGE PHYSICAL THERAPIST ASSISTANT PROGRAM

<table>
<thead>
<tr>
<th>Course Name and Number</th>
<th>College Name</th>
<th>Semester &amp; Year</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPRS 1101</td>
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<tr>
<td>Introduction to Health</td>
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<tr>
<td>Professions</td>
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<tr>
<td>BIOL 2401</td>
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<tr>
<td>Anatomy &amp; Physiology I</td>
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<tr>
<td>BIOL 2402</td>
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<tr>
<td>Anatomy &amp; Physiology II</td>
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<tr>
<td>ENGL 1301</td>
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<tr>
<td>Composition I</td>
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<tr>
<td>PSYC 2314</td>
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<tr>
<td>Lifespan Growth and</td>
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<tr>
<td>Development</td>
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<tr>
<td>MATH 1342</td>
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<tr>
<td>Elementary Statistics</td>
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<td>PHIL 1301</td>
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<tr>
<td>Introduction to Politics</td>
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<tr>
<td>or PHIL 2306</td>
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</tr>
<tr>
<td>Introduction to Ethics</td>
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<td></td>
<td></td>
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<tr>
<td>Approved Speech Elective</td>
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<td></td>
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</tbody>
</table>

Complete the table above.

Please highlight all courses on transcripts where the courses were completed. Attach copies of transcripts to this form.
APPLICANT ENTRANCE CRITERIA WORKSHEET
NAVARRO COLLEGE PHYSICAL THERAPIST ASSISTANT PROGRAM

Applicant’s Name: ____________________________  Date: ___________________

Total Score: ____________________________

1. TEAS score – Adjusted individual score
   71% - 100% = 5
   65% - 70% = 3
   59.7%-64.9% = 1
   Section 1 Score: ___________________

2. GPA – Overall grade point average
   GPA 4.0 = 5
   GPA 3.5 to 3.9 = 3
   GPA 3.0 to 3.4 = 2
   GPA 2.5 to 2.9 = 1
   Section 2 Score: ___________________

3. Completion of pre-requisites:
   a. Completion of HPRS 1101: Introduction to Health Professions
      With a grade of “A” = 5
      With a grade of “B” = 3
      With a grade of “C” = 1
      Applicant’s Score: ___________________
   b. Completion of BIOL 2401: Anatomy & Physiology I
      With a grade of “A” = 5
      With a grade of “B” = 3
      With a grade of “C” = 1
      Applicant’s Score: ___________________
   c. Completion of BIOL 2402: Anatomy & Physiology II
      With a grade of “A” = 5
      With a grade of “B” = 3
      With a grade of “C” = 1
      Applicant’s Score: ___________________
   d. Completion of ENGL 1301: Composition I
      With a grade of “A” = 5
      With a grade of “B” = 3
      With a grade of “C” = 1
      Applicant’s Score: ___________________
   Section 3 Score = (a+b+c+d) = ________________

4. Completion of core course (excluding pre-requisites):
   a. Completion of MATH 1342: Elementary Statistics
PTA Application Packet 10

With a grade of “A” = 3
With a grade of “B” = 2
With a grade of “C” = 1
Applicant’s Score: ___________________

b. Completion of PHIL 1301 or 2306: Intro to Philosophy or Intro to Ethics
With a grade of “A” = 3
With a grade of “B” = 2
With a grade of “C” = 1
Applicant’s Score: ___________________

c. Completion of PSYC 2314: Lifespan Growth and Development
With a grade of “A” = 3
With a grade of “B” = 2
With a grade of “C” = 1
Applicant’s Score: ___________________

d. Completion of SPCH elective: Speech Elective
With a grade of “A” = 3
With a grade of “B” = 2
With a grade of “C” = 1
Applicant’s Score: ___________________

Section 4 Score = (a+b+c+d) =___________________

5. Previous healthcare work experience
Yes = 2
No = 0
Section 5 Score: ___________________

6. Completion of prior college degree
Master’s degree = 3
Bachelor’s degree = 2
Associate’s degree = 1
No prior degree = 0
Section 6 Score: ___________________

TOTAL SCORE (maximum of 47 pts): ___________
APPLICATION FOR ADMISSION
NAVARRO COLLEGE PHYSICAL THERAPIST ASSISTANT PROGRAM
899 Mount Zion Rd.
Midlothian, TX 76065
(972)775-7270

APPLICATION DEADLINE: AUGUST 31, 2016
MAIL OR DELIVER APPLICATION TO THE ABOVE ADDRESS.

Please print legibly in blue or black ink.

Student ID #: _______________________

Name: _______________
    Last Name                             First Name                                         Middle

Address: _______________________________________________________________________
    Number and Street     County
    City   State   Zip Code

Phone Numbers: Home (       ) ________-___________      Cell (       ) ________-_________

Email address*: ________________________________________________________________
    *MANDATORY: NOTIFICATIONS WILL BE MADE VIA EMAIL. PLEASE ENSURE ADDRESS IS CORRECT AND LEGIBLE.

Status of application (Check one field)

    _______ Entry (first application)
    _______ Re-entry (previously in the program)
    _______ Transfer from another PTA program

Note: If transfer is checked above, identify source of transfer credit:
______________________________________________________________________________

Have you ever submitted an application to any other allied health program?  ____ Yes    ____ No

If yes, what program: _____________________________________________________________

Name of school: _________________________________________________________________

Dates attended: _________________________________________________________________

Degree earned or reason for withdrawing: ____________________________________________

Are you a high school graduate?  ____ Yes    ____ No    GED     Year Completed: ___________

Name and address of High School: ____________________________________________________

______________________________________________________________________________
List all colleges, including Navarro College you have attended. **You are required to send one (1) official transcript from each institution listed below to the Navarro College Registrar’s office.**

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>City and State</th>
<th>Number of Credits/Degree Earned</th>
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<tbody>
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</tr>
</tbody>
</table>

List any licenses or certificates you may have (not including Driver’s License):
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Have you been employed in the healthcare field: ____ Yes  ____ No
______________________________________________________________________________

If yes, when: _________________________________________________________________

Where (Location): _____________________________________________________________

Job Description: ______________________________________________________________

Emergency Contact Information (Include full name, address, home/work phone):
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Below, please write a brief summary explaining why you want to become a PTA.
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
PLEASE READ CAREFULLY BEFORE INITIALING:

_____ I understand that the presence of an offense on my criminal history record may interfere or negate progression in the PTA program, and that I may not be eligible for PTA licensure in the state of Texas and/or certification by the National Board for Physical Therapist Examiners.

_____ I understand that the program for which I am applying may require extended travel for clinical assignments in the early morning, late evening, and/or Saturdays. I am prepared to meet this requirement.

_____ I have read and understand the conditions for admission to the Physical Therapist Assistant Program at Navarro College. I understand that failure to complete all steps of the application process will cause me to be ineligible for admission into the PTA Program.

_____ I understand I must first be accepted into Navarro College prior to submitting an application to the PTA program. I understand positions in the PTA program are limited and acceptance into Navarro College does not guarantee acceptance into the PTA program.

_____ I acknowledge points will be awarded for courses taken and completed by August 2016. No points will be awarded for courses taken during the Fall 2016 semester.

_____ I understand that if accepted for admission to the program, I will be required to attend a mandatory orientation prior to the start of the first semester. Should I fail to attend the orientation session, I acknowledge that I will not be eligible to enroll in program courses and will forfeit my position in the program.

_____ I understand that should I be completing pre-requisite courses after acceptance into the PTA program, I must maintain a grade of “C” or above or forfeit my position in the PTA program.

_____ I certify that I acknowledge that I am applying to Navarro College Physical Therapist Assistant (PTA) program and that it is not accredited at this time. I also understand that Navarro College PTA program will not know its accreditation status until Fall 2016. I understand that I am required to graduate from an accredited program prior to taking the PTA licensure examination.

_____ I certify that the statements made by me on this application are true, complete, and correct. I also understand that I am responsible for submitting all requested transcripts and/or other documents for the completion of the application process.

Signature of Applicant: ___________________________    Date: ___________________________

Navarro College shall not discriminate against any person on account of race, color, religion, creed, gender, age, national origin, ancestry, disability, marital status or Veterans status. Navarro College adheres to the policies and procedures as prescribed under ADA-504

PTA Application Packet 13
IMMUNIZATIONS AND PHYSICAL HEALTH EXAMINATION

Upon acceptance to the PTA program, the student is to submit required proof of current immunization status along with the signed form in this packet. All immunizations should be completed prior to application to the program. It is recommended that the student have completed 2/3 of the Hepatitis B series prior to application to the program.

The student must complete the Hepatitis B series the semester before the first clinical assignment. A complete Hepatitis B series requires 4-6 months to complete. Student should be aware of the timeline to ensure completion of the series. A student will be dropped from the program if they do not complete the Hepatitis B series.

Each student must undergo a physical health examination by a certified Health Professional once admitted into the program. Please note, the health examination requires the student to read the “Performance Standards” beforehand, and both the student and the health professional must sign the form indicating the ability to perform as described and/or any limitations which may be present.

The responsibility for maintaining current health testing and immunizations, including costs, are the responsibility of the student.
IMMUNIZATIONS
NAVARRO COLLEGE PHYSICAL THERAPIST ASSISTANT PROGRAM

Please have your health care professional review your immunization record/status.

Due to the nature of the learning experience and assignments, all PTA students must provide documentation of current immunization status for vaccine-preventable diseases & other testing. Immunizations and testing requirements are based upon recommendations and/or requirements from the following agencies and organizations: (1) fieldwork education sites; (2) Texas Department of Health; (3) Centers for Disease Control; (4) Texas Administrative Code Title 25, Part 1, Chapter 97, Subchapter B, Rule 97.64. The Texas Administrative Code mandates certain immunizations prior to patient contact. Students who fail to provide appropriate documentation will not be permitted to register for clinical/practicum fieldwork education and must withdraw from the program.

Document must include signature of health care provider and date(s).

Appropriate documentation includes one of the following methods in most cases:
- Copy of official Immunization Record or health care provider immunization forms
- Copy of laboratory (serological) evidence of immunity (titers)

Note: Some clinical agencies may require further documentation/testing or have additional requirements.

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Other recommended vaccines:</td>
<td>4. Tetanus/Diptheria – Td (See below)</td>
<td>5. Hepatitis B series (total of 3)</td>
<td></td>
</tr>
<tr>
<td>Required Tests:</td>
<td>Tuberculosis (TB) Skin testing – Required annually. If a chest x-ray is necessary, the student must document a negative chest x-ray within the past three (3) years.</td>
<td></td>
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</tr>
</tbody>
</table>

MMR – If you were born on or after January 1, 1957, follow A, B, & C
A. Measles
All students born on or after January 1, 1957 must show, prior to patient contact, acceptable evidence of two doses of measles vaccine administered since January 1, 1968 or serological evidence of immunity. There must be 30 days or more between the two doses.

MMR – If you were born prior to January 1, 1957, follow E, F, G, & H
E. Measles
All students born prior to January 1, 1957 must show, prior to patient contact, acceptable evidence of one dose of measles vaccine or serological evidence of immunity.

F. Mumps
All students born prior to January 1, 1957 must show, prior to patient contact, acceptable evidence of one dose of mumps vaccine or serological evidence of immunity.

G. Rubella
All students born prior to January 1, 1957 must show, prior to patient contact, acceptable evidence of one dose of rubella vaccine or serological evidence of immunity.

H. Hepatitis B
All students shall receive a complete series of Hepatitis B vaccine prior to the start of direct patient care or show serologic confirmation of immunity to Hepatitis B virus.

 Varicella – Students shall receive two doses of varicella vaccine unless the first dose was received prior to age thirteen. A parent of physician validated history of varicella disease (chicken pox) or varicella immunity is acceptable in lieu of vaccine. A statement from a physician, the student’s parent or guardian, or school nurse must support varicella history.

Tetanus Diptheria – Students must document dose of Td vaccine current (within 10 years) through anticipated completion of fieldwork.

EXCLUSIONS FROM COMPLIANCE are allowable on an individual basis for medical contraindications, reasons of conscience, including a religious belief, and active duty with the armed forces of the United States (Texas Administrative Code). Requests for exclusion will be handled on an individual basis and must be presented in a written request prior to the due date for Personal Student Portfolio.

Student Signature ____________________________ Date ________________________