NORTHAMPTON
COMMUNITY COLLEGE

> ### *Welcome to the School of Health, Sciences and Education*
> ### *and the*
> ### *Sports Medicine & Rehabilitation Sciences Program!*

Acceptance Checklist
FALL 2024

This Acceptance Checklist is designed to provide a timeline for completion of the essential program admission requirements.

If you are starting the Sports Medicine Program without having completed any of the required courses or have completed some of the required courses and are ready to take the Sports Medicine courses, you are ready to begin gathering the requirements listed in this Acceptance Checklist.

If you have not completed any of the required courses and are unable to be a full-time student, then you should change your major to Health Sciences and register for any required courses other than the Sports Medicine courses.

It is important that you read through the entire checklist and note the due dates listed on the Table of Contents associated with each requirement so that you do not miss any deadlines.

It is critically important that you begin the process for obtaining the required FBI Criminal Background Check, *(and PA State Police and Child Abuse Clearances, <u>if needed</u> – see Section A)* immediately. **These documents require time for agency processing. Due to time constraints, the background check(s) should be done as soon as you receive your acceptance packet.**

No prior background clearances will be accepted. Acceptance is conditional upon receipt of background clearance(s) (see enclosure for further explanation).

Best wishes for much success as you start your journey down this rewarding career path!

PLEASE PRINT ONE-SIDED

Timeline for Completion of Requirements

BEGIN IMMEDIATELY

Orientations

- ☐ Complete the mandatory NCC onboarding, advising, and registration orientation (Parts 1 and 2) at: https://www.northampton.edu/admissions/enrollment-checklist.html.

- ☐ Watch the prerecorded **Health Career Orientation** at https://www.northampton.edu/education-and-training/programs/health-science-resources.html which contains information on several important topics.

- ☐ RSVP and mark your calendars to attend **ONE** of the **mandatory Sports Medicine Program Orientation Sessions** to be held via Zoom.

MANDATORY SPORTS MEDICINE PROGRAM ORIENTATION ZOOM SESSIONS

- ☐ **You will not be allowed to register for your Medical Assistant courses until you have attended ONE of the following Program Orientation Sessions:**

Option 1:	**Thursday, July 11 at 5:00 p.m.**
Option 2:	**Tuesday, July 30th at 9:00 a.m.**
Option 3:	**Monday, August 12th at 5:00 p.m.**

  https://northampton-edu.zoom.us/j/98834092900

- ☐ Important course information, departmental policies, and procedures as well as course registration information will be covered at these sessions.

- ☐ **RSVP** for one of the mandatory orientations at **https://info.northampton.edu/sm-program-orientations**

Background Clearances

- ☐ Read Background Check Review Process and actions required if you have a positive background *(see Section A)*. Acceptance is conditional upon receipt of the FBI Background Clearance. Acceptance into the program is conditional upon receipt of all three clearances *(see Sections C and D)* and an explanation letter if you have a positive background history, and approval by the Health Sciences Review Committee.

- ☐ Register (pre-enroll) for fingerprint-based FBI Background Clearance and schedule time to get fingerprinted *(see Section B).*

- ☐ Read, sign, and date the Felony Disclosure Form *(see Section E),* and the Student Release of Information Form for Allied Health Clinical Sites *(see Section F)*

Financial Aid

- ☐ Apply for financial aid at https://www.northampton.edu/cost-and-financial-aid/financial-aid/index.html *(if needed).*

By August 12, 2024

☐ Attend the mandatory program orientation at https://northampton-edu.zoom.us/j/98834092900.

☐ Email your FBI Background Clearance *(Section B)* – as well as the PA State Police and Child Abuse Clearances *(Sections C and D)* and explanation letter if you have a positive history – to Shawn Fortley at sfortley@northampton.edu. *Positive background checks will require review and may delay registration (refer to Section B).*

*** ORIGINAL FBI (OR ALL) BACKGROUND CLEARANCE(S) WILL BE HANDED IN DURING CLASS ***

☐ Email your signed and dated Felony Disclosure Form to Shawn Fortley at sfortley@northampton.edu *(Section F).*

☐ Obtain an NCC Student ID by completing the online form at https://www.northampton.edu/_forms/ncc-id.html.

By August 24, 2024

☐ Financial Aid for books is available in August. Please check with the bookstore for dates at 610-861-5322.

☐ Buy books at NCC bookstore or online at https://northampton.bncollege.com/.

August 26, 2024

☐ Begin classes… Good luck!

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SECTION	REQUIREMENTS AND IMPORTANT INFORMATION	DUE DATE
Section A	Important Background Check Review Process	Read Immediately
Section B	FBI Background Clearance Instructions	8/12/2024
Section C	PA State Police Background Check (PATCH) Instructions	If positive history
Section D	Child Abuse Clearance Instructions	If positive history
Section E	Felony Disclosure Form	8/12/2024

NORTHAMPTON
COMMUNITY COLLEGE

Sports Medicine Department:

Health Sciences:	Penn Hall	610-861-5533
Program Manager:	Jim Reidy	610-861-5533
Credentialing Coordinator:	Shawn Fortley	610-861-4192

Health and Wellness Center...**610-861-5365**

Bethlehem Campus

Admissions Office	610-861-5500
Bookstore	610-861-5322
Bursar's Office	610-861-5407
Children's Center	610-861-5477
Disability Services	610-861-5342
Financial Aid	610-861-5510
Housing/Student Life	610-861-5324
Records/Registration Office	610-861-5494

Monroe Campus

Admissions Office	570-369-1801
Bookstore	570-369-1830
Children's Center	570-369-1860
Disability Services	570-369-1910
Enrollment Office	570-369-1800
Student Life	570-369-1850

IMPORTANT

BACKGROUND CHECK REVIEW PROCESS INFORMATION

You are required to obtain an FBI Background Clearance for the Sports Medicine and Rehabilitation Program. Instructions to obtain this clearance are attached *(See Section B).*

However, if a record shows up on your clearance, please read the information below and email Shawn Fortley, Credentialing Coordinator, at sfortley@northampton.edu to discuss further steps.

If you have a positive criminal history check (a record shows up on your FBI clearance), you will also need to complete a Pennsylvania State Police Criminal History Report *(see Section C),* a Pennsylvania Child Abuse History Clearance *(see Section D)* and a letter with the information described below must be provided, along with your background check results, detailing further information on the convictions and non-convictions that appeared on your record. It is important for us to gain as much information as possible about these charges to fairly evaluate your acceptance into the program. To that end, we request that you submit, in writing to the Credentialing Coordinator, the following information:

1. Date of conviction
2. Exact location
3. Offense(s)
4. How did you plead?
5. What was the outcome/sentencing?
6. Are you still on probation?
7. Provide details surrounding the offense(s) with your version of what happened.

In addition to your written statement, please provide all documentation you may possess that relates to the above record(s). Inability to comply with this request may result in dismissal from the program.

Entry into this program will be dependent on the decision of the Health Sciences Review Committee after the **background clearances, including the RAP sheet,** together with a written, detailed explanation are submitted confidentially to Shawn Fortley. Upon receipt of the statement and clearances, the Health Career Review Committee will review the reports and make a recommendation to the Program Director regarding the student's acceptance into the program. Students will be notified of their status within three (3) days of the committee's review. The student may appeal the decision in writing to the Vice President for Academic Affairs (VPAA) within five (5) working days of notification receipt. The decision of the VPAA is final. The records related to the criminal background process for students will be secured in the Dean's office.

Should you have any questions, please contact Shawn Fortley, Credentialing Coordinator at sfortley@northampton.edu or 610-861-4192.

Submitting a Request for an FBI Criminal Background Clearance

The NCC Health Career Programs require Federal Bureau of Investigation (FBI) criminal background checks on all students. The fingerprint-based background check is a multiple-step process. Please complete the following steps of the process promptly to assure you meet the **firm deadline** for submitting results. **Please be advised that failure to comply with this requirement by the established deadline will result in cancellation of your acceptance and/or removal from the Health Career Program**.

1. **Registration:** The applicant must register prior to going to the fingerprint site. Walk in service is allowed but all applicants are required to complete pre-enrollment in the new Universal Enrollment system. Pre-enrollment can be completed online or over the phone. The registration website is available online 24 hours/day, seven days per week at https://uenroll.identogo.com. Telephonic registration is available at 1-844-321-2101 Monday through Friday, 8:00 a.m. to 6:00 p.m. EST. During the pre-enrollment process, all demographic data for the applicant is collected (name, address, etc.) along with notices about identification requirements and other important information.

   When registering online, an applicant must use the appropriate agency specific Service Code to ensure they are processed for the correct agency and/or applicant type. Using the correct service code ensures the background check is submitted for the correct purpose.

   > # Enter Service Code: **1KG756**

2. **Employer:**   **Northampton Community College**
   For Main or Monroe Campuses, enter: 3835 Green Pond Road, Bethlehem, PA 18020
   For Fowler Campus, enter: 511 E. Third Street, Bethlehem, PA 18015

3. Applicants who register under IdentoGO for fingerprints can receive their results electronically. This opportunity applies to results with no record. During the registration process you will be asked for an email address, and you will be asked to create a security question and a security answer. It is very important that once you create your security question and answer that you retain this information. Three (3) unsuccessful logins will prevent you from retrieving your results. This information cannot be reset.

4. **Payment:** The applicant will pay a fee of **$25.25** for the fingerprint service and to secure an official copy of the Criminal History Record. Major Credit Cards as well as Money orders or cashier's checks payable to **MorphoTrust** will be accepted on site for those applicants who are required to pay individually. **No cash transactions or personal checks are allowed.**

5. **Fingerprint Locations:** After registration, the applicant proceeds to the fingerprint site of their choice for fingerprinting. The location of the fingerprint sites and days and hours of operation for each site are posted on IDEMIA's website at https://uenroll.identogo.com. The location of fingerprint sites may change over time; applicants are encouraged to confirm the site location nearest to their location.

LOCATION	DAYS	HOURS
HELLERTOWN		
IdentoGO 1866 Leithsville Road Creekside Marketplace Hellertown, PA 18055-2505	Monday – Friday Saturday	09:00 AM - 05:00 PM 09:00 AM - 01:00 PM
ALLENTOWN		
IdentoGO 1382 Hanover Avenue Allentown Commons Plaza Allentown, PA 18109-2019	Monday – Friday	09:00 AM - 12:00 PM *and* 12:30 PM - 04:30 PM

LOCATION	DAYS	HOURS
EAST STROUDSBURG		
IdentoGO 5224 Milford Road Suite 155 East Stroudsburg, PA 18302-9671	Monday – Friday Saturday	09:30 AM - 06:30 PM 09:30 AM - 02:30 PM

6. **Fingerprinting**: At the fingerprint site, the Enrollment Agent (EA) manages the fingerprint collection process. The fingerprint transaction begins when the EA reviews the applicant's qualified State or Federal photo ID before processing the applicant's transaction. A list of approved ID types may be found on the IDEMIA website at https://uenroll.identogo.com. **Applicants will not be processed if they cannot produce an acceptable photo ID.** After the identity of the applicant has been established, all ten fingers are scanned to complete the process. The entire fingerprint capture process should take no more than three to five minutes.

ACCEPTABLE DOCUMENTS
➢ Canadian Commercial Driver's License (CDL)
➢ Commercial Driver's License issued by a State or outlying possession of the U.S.
➢ Department of Defense Common Access Card
➢ Driver's License PERMIT issued by a State or outlying possession of the U.S.
➢ Driver's License issued by a State or outlying possession of the U.S.
➢ Employment Authorization Card/Document (I-766) with Photo
➢ Enhanced Tribal Card (ETC)
➢ Foreign Driver's License (Mexico and Canada Only)
➢ Foreign Passport
➢ Merchant Mariner Document (MMD)
➢ Military Dependent's Card
➢ Military ID Card
➢ Passport Book or Card
➢ Permanent Resident Card / Green Card (I-551)
➢ Photo ID Waiver for Minors
➢ State ID Card (or outlying possession of the U.S.) with a seal or logo from State or State Agency
➢ Uniformed Services Identification Card (Form DD-1172-2)
➢ Visa

7. Shortly after your fingerprints have been taken and a result can be provided, you will receive an email. You will be advised to click on the link within the email and enter your security question and answer. If you lock yourself out of your security question and answer, your result will be mailed by US Mail. Current Mailing timelines take 7 to 10 business days to reach the intended destination.

   When you do access your result, it is important that you be able to download it, save it and print it for future needs. There will be no second access to this electronic result.

   If any result has a record associated with it, those results will not be electronically available and can only be mailed by US Mail. Current Mailing timelines take 7 to10 business days to reach the intended destination.

8. Upload results of your FBI Clearance **PRIOR TO THE DUE DATE** given to your student account at https://www.myrecordtracker.com.

9. Once uploaded, check with your Program Director to determine if you are required to submit the **original** document to the College as part of fulfilling your clinical requirement.

10. **IF YOUR CLEARANCE COMES BACK WITH A RECORD,** you are **REQUIRED** to submit the **original** to the Program Director, including the **accompanying Rap Sheet**, together with a **letter of explanation** of the charges. Please contact the Credentialing Coordinator immediately if you feel there is something that will come up on your background clearance since there are additional steps that must be taken for clinical approval. Be sure to keep a copy for your records, which may be needed for future employment or volunteer opportunities.

Submitting a Request for PA Criminal History Record Check (PATCH)

A Pennsylvania Criminal Background Check is required of all students enrolled in NCC Health Career Programs. To obtain your record follow the steps below:

1. Go to https://epatch.pa.gov/home.
2. Select the **Submit a New Record Check** option. **Do NOT use the gold box titled "New Record Check (Volunteers only)" option.**
3. Read the **Terms and Conditions** surrounding use of the system in order to proceed with record check request submission. Click on **Accept**.
4. Complete the **Personal Information** form.
    a. Select **Other** from the drop-down list as **Reason for Request**.
    b. Name, address and telephone number are required fields.
5. Click **Next** and the screen will display the personal details entered in the last step. Review details and click the **Proceed** button.
6. Complete the **Record Check Request Form**.
    a. Name, Social Security Number, Date of Birth, Sex, & Race.
    b. List all aliases and/or Maiden Names.
    c. Click **Enter this Request**
7. Confirm the **Record Check Request Review** and click on **Submit**. The charge is **$22.00** per request.
8. Complete the **Credit Card Information** form. PATCH accepts Visa, Discover, Master Card, and American Express. Required information:
    a. Name and address
    b. Credit Card Type and Credit Card Number
    c. Card Verification Method (CVM) number
    d. Expiration Date
9. Click **Next** once the form has been completed.
10. PATCH will display the credit card information entered in the last step. Review the details. Click **Back** if any of the information needs to be changed. Otherwise, click **Submit**.
11. At this point, PATCH will charge the credit card entered for the amount shown. Once the submit button is clicked, this transaction will be processed. This cannot be undone.
12. PATCH will display a summary listing of the Record Check Results.
    a. Details on the record check result can be reviewed by clicking on your name.
    b. Click on the Invoice Number in the Record.
    c. Check Details page to access a printable invoice.
    d. Click on blue link titled **Certification Form** in the Record. This will bring up the record with the State seal. **Please print multiple copies, as you may need this for employment or licensure purposes.**
13. PATCH report will either show:
    a. *__No Record__* status if there are no records found for the request, *or*
    b. *__Request Under Review__*. A "Request Under Review" response **does not** necessarily indicate a criminal record. If this occurs, log on to the website daily to check status. You will __not__ be notified when the results are updated. Once the results are in, follow Step 12d. above to access and print the report, including the RAP sheet if the response indicates a criminal record.
14. Upload your PATCH Clearance results to your student account at https://www.myrecordtracker.com.
15. **IF YOUR CLEARANCE COMES BACK WITH A RECORD,** you must submit the **original**, including the accompanying Rap Sheet, together with a letter of explanation of the charges to the Credentialing Coordinator, since there are additional steps that must be taken for clinical approval. Be sure to keep a copy for your records, which may be needed for future employment or volunteer opportunities.

Submitting a Request for Child Abuse Clearance

A Child Abuse History Clearance is required of all NCC Health Career students. **Child Abuse Clearances can now be requested online, but it may still take several weeks to receive the results.**

Please note: Failure to follow the instructions below may cause a considerable delay in processing of your application and could affect your ability to meet the deadline for submitting results. Please be advised that failure to comply with this requirement by the established deadline will result in cancellation of your acceptance and/or removal from the Health Career Program.

1. Please go to the **PA Child Welfare Information Solution Portal** at https://www.compass.state.pa.us/CWIS.

2. Select "**Create Individual Account**" and follow the instructions to create a Keystone ID account. You will be asked to provide some personal information and answer security questions.
    A. Creation of your Keystone ID will prompt their system to send you two e-mails. One will contain confirmation of your recently created Keystone ID and the other will provide you with a temporary password.
    B. Go back to the Child Welfare Portal website at https://www.compass.state.pa.us/CWIS and choose the "**Individual Login.**" Choose "**Access my Clearance**". Read "**Learn More**" and scroll down to "**continue**" in order to login.
    C. Login by using your Keystone ID using the temporary password copied and pasted from the email sent to you.
    D. Once logged in, the system will require you to immediately change the password. Set permanent password and click "**Submit**". The website will then tell you to click on "**Close Window**" button.
    E. Login again to your application with your Keystone ID and newly created personal password.

3. Review "**My Child Welfare Account Terms & Conditions.**"
    a. Choose to accept the Terms & Conditions and click "**Next.**"
    b. On the "My PA Child Abuse History Clearances" screen choose "**Create Clearance Application.**"

4. Review "**Getting Started**", scroll to bottom and select "**Begin**". Complete the Application Part I & Part II in full.
    a. Part I consists of the following sections: Application Purpose, Application Info, Current Address, Previous Address, Household Members, & Application Summary. (The form asks for all previous names, addresses, and household members since 1975). This information must be provided to the best of your knowledge and belief.
    b. Part II consists of the following sections: eSignature and Application Payment.

5. Part I / Section I "**Application Purpose**".
    a. Choose the first option "**Volunteer Having Contact with Children**"
    b. Below this a box will appear. Choose "**Other**" under the Voluntary Category. Type "**Northampton Community College**" under Agency Name.

6. Part II - Finish completing application process. Payment of $13.00 is required at time of request. Debit or credit cards will be accepted. **If you have not obtained a previous Child Abuse Clearance, the $13.00 fee may be waived.** If the system gives you the option to print the results out immediately as well as have one sent to you in the mail, please choose both options.

7. Upload results of your Child Abuse Clearance to your student account at https://www.myrecordtracker.com. Keep a copy for your records.

8. **IF YOUR CLEARANCE COMES BACK WITH A RECORD,** you are **REQUIRED** to submit the **original** to the Program Director, including the accompanying Rap Sheet, together with a letter of explanation of the charges. Please contact the Credentialing Coordinator immediately if you feel there is something that will come up on your background clearance since there are additional steps that must be taken for clinical approval. Be sure to keep a copy for your records, which may be needed for future employment or volunteer opportunities.

FELONY DISCLOSURE FORM *(required)*	Section F

The following information is very important for Sports Medicine and Rehabilitation Program students. Although this does not affect students until they complete their education and apply for licensure, the Northampton Community College School of Health Sciences requires proof (by your signature) that you were notified of this law prior to starting the program. Please read this information carefully, sign and upload this document to your myRecordTracker® account.

"…The Board shall not issue a license or certificate to an applicant who has been convicted of a felonious act prohibited by the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act" or convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory or country unless:

1. at least ten (10) years have elapsed from the date of conviction;

2. the applicant satisfactorily demonstrates to the Board that she/he has made significant progress in personal rehabilitation since the conviction such that licensure of the applicant should not be expected to create a substantial risk of harm to the health and safety of patients or the public or a substantial risk of criminal violations; and

3. the applicant otherwise satisfies the qualifications contained in or authorized by this act.

As used in this section, the term "convicted" shall include a judgment, an admission of guilt or a plea of nolo contendere. An applicant's statement on the application declaring the absence of a conviction shall be deemed satisfactory evidence of a non-conviction, unless the board has some evidence to the contrary."

Your signature indicates that you have read and understand the above excerpts.

_____   _____
Signature   *Date*

_____
Print Name

Email signed form to sfortley@northampton.edu.