



**COAHOMA COMMUNITY COLLEGE
SHORT-TERM CERTIFICATE PROGRAMS
Application & Admission Procedure**

(There is a minimum of 10 students required to begin a class, any class not meeting this requirement will be canceled.)

Emergency Medical Technician (EMT)

This one semester instructional program prepares individuals to function as a prehospital medical professional. The EMT program provides instruction in basic life support care of sick and injured persons. This includes airway assessment, communications, documentation, general pharmacology, hemorrhage control, ambulance operations, and splinting of adult, pediatric, and infant patients; and special care of patients exposed to heat, cold, radiation, or contagious disease. Emergency Medical Technicians are certified by the Mississippi State Department of Health Emergency Medical Services. Students who complete the program are eligible to take the *National Registry of Emergency Medical Technicians* Exam. For additional information, call (662) 621-4159.

Length of Time: 1 Semester, 15 weeks (8 hours per week)

Phlebotomy

This course is a one semester instructional program that prepares individuals to function in the medical laboratory as it relates to the drawing, transport, and analysis of blood and other body fluids well as familiarization with laboratory safety, and equipment. Basic laboratory specimen collection techniques are introduced. Each student completing this program is required to take

EKG Technician

This is a certificate program that prepares individuals for the performing and evaluation of EKGs in the hospital and clinical settings. Each student completing this program is required to take the National Health Association's EKG Certification Examination. For additional information, call (662) 621-4233.

Length of Time: 11 weeks (8 hours per week)

Certified Clinical Medical Assistant (CCMA)

The Certified Clinical Medical Assistant (CCMA) program is a 500-hour hybrid program made up of online coursework, twice-weekly in-person skills labs, and a clinical externship. Our hybrid format allows students to take advantage of the convenience of online courses while still being able to meet face-to-face with their instructor, interact with classmates, and participate in hands-on training labs. This program cost \$19

Tuition and fees: This fee includes the cost of the textbook, online learning software, uniforms, student ID, CPR, Supplies and Insurances.

EMT	\$1000
CCMA	\$1900
Phlebotomy	\$650
Nursing Assistant	\$650
EKG	\$650

Estimated Costs/Fees include:

- Tuition
- Textbook and online learning software
- CPR
- Accident and Malpractice Insurance
- Uniform (belt and boots not

EMT & CCMA

need assistance in preparing for the TABE, please call Mrs. Tamara Washington-Travis at the *CCC Workforce Development Training Center* (662) 621-4307.

You will be notified of your admission status usually within 10 working days after the close of the application deadline.

Post Acceptance Requirements

Upon acceptance to your program the following is required:

A \$100 (money order) deposit is required to cover the background check and drug screen.

You are required to complete a background check (through the CCCU-13(C)-2()JTJET@.00000912 0 6
st

An "unannounced" drug test will be scheduled after admission to the program.



**COAHOMA COMMUNITY COLLEGE
HEALTH SCIENCES SHORT-TERM CERTIFICATE PROGRAMS APPLICATIONS**

Check one: [] EMT [] Phlebotomy [] CNA [] EKG [] CCMA

Coahoma Community College complies with all applicable laws regarding affirmative action and equal opportunity in all its activities and programs and does not discriminate against anyone protected by law because of age, color, disability, national origin, race, religion, sex, handicap, or status as a veteran or disabled veteran.

Date of Birth _____ Social Security # _____

Student's Name _____
(First) (MI) (Last) (Maiden)

Address _____
(Street) (City) (State) (Zip) (County)

Mailing Address _____
(If different from street address)

Telephone Number(s) _____
(Home) (Work) (Cell)

Emergency
Contact _____
(Name) (Relationship) (Cell)

E-mail Address _____ U.S. Citizen? Yes ___ No ___

Have you ever been admitted to CCC? Yes ___ No ___ When _____

If yes, under what name? _____

PRIOR EDUCATION:

High School graduation (diploma) year _____ GED year _____

Last college attended _____

College Degrees Earned _____

Do you have prior certifications from the Short-Term Certificate Programs? _____ yes ___ No

If yes list the certifications _____

Are you currently enrolled in college courses? _____ Expected completion date _____

ACT score (composite) if available _____ Courses presently enrolled in

Have you ever been convicted of, plead no contest to, or are charges pending against you for a felony or misdemeanor in any state? (Includes moving vehicle violations (tickets))

YES ____ NO ____

If yes, please explain _____

Have you ever been convicted of a felony, or plead guilty to, or plead no contest to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23 (f), child abuse, arson, grand larceny, burglary, gratification of lust or aggravated assault, or felonious abuse and/or battery of a vulnerable adult?

YES ____ NO ____

If yes, please explain _____

All applicants should be advised of the following:

1. Any statement made on this application which is false and known to be false by the applicant at the time of making such statement, shall be deemed fraudulent and subject the applicant to disciplinary proceedings.
2. Admission may be denied based on the results of the criminal background check.

I certify that the information on this application is true and accurate.

Applicant's Signature

Date

DRUG POLICY

It is the goal of Coahoma Community College to maintain an environment that is free from the effects of intoxicants or other behavior affecting substances. It is the college's belief that a drug free environment is to the benefit of students and employees of Coahoma Community College as well as the surrounding community.

Once admitted to Health Sciences Program, unannounced and/or random drug screens will be done. In addition, if a student exhibits any sensory symptoms or behavior indicative of being under the influence of mind-altering substances, a drug screen will be required immediately. Refusal to be tested will result in program dismissal.

All students must have evidence of a negative drug screen when tested.

I, _____, have read and understand the substance use policy of Coahoma Community College. I grant permission for drug and alcohol testing of myself and acknowledge consent by this signature affixed hereto. I grant permission for the laboratory facility to release lab results to Coahoma Community College.

I understand that I am responsible for providing written documentation from my physician regarding controlled substances that I am taking that could be positively identified in a drug profile.

Student Signature

Date

Witness

Date

***Return this completed form with your application information.**

Performance Standards for Admission and Progression

The following performance standards provide descriptions of basic cognitive, sensory, affective, and psychomotor requirements for successful completion. Applicants and students who cannot meet one or more of the standards will be considered on an individual basis in terms of whether reasonable modification/accommodation can be made. Reasonable accommodations will be examined in accordance with the Americans with Disabilities Act (ADA) as well as the Performance Standards for Admission and Progression.

In order to successfully complete a health science program, an applicant/student must be able to do the following:

1. **Demonstrate critical thinking skills.**

Examples

make decisions using logic, creativity and reasoning to make sound clinical judgments based on standards of the program applying to
demonstrate arithmetic ability to use measuring tools and able to tell time

2. **Display interpersonal skills sufficient to interact with individuals, families, and groups in a variety of settings in the community.**

Examples

respect differences among clients and exhibit an attitude accepting of clients as individuals
establish rapport in order to communicate effectively with clients, families, significant others, and health team members
work effectively in small groups as a team member

3. **Demonstrate appropriate verbal and written communication skills.**

Examples

speak English coherently to clients, families, and other staff members
clearly explains to the patient the emergency care given
provide clear, understandable and write based upon proper use of the English language

4. **Exhibit physical ability sufficient to perform and/or assist clients to meet health care needs in a variety of settings.**

Examples

physical mo25.73 Tm0 1912 0 612 792 reW* nBT/F3 12 Tf1 0 0 1 162.02 227.21 Tm0 gr612

5. **Demonstrate gross and fine motor abilities sufficient to provide safe and effective**

Examples

BACKGROUND INFORMATION SIGNATURE FORM

All students who will be providing direct patient care in health care institutions regulated by the Mississippi Department of Health should be aware that Mississippi law requires background checks for individuals seeking employment in a health care facility.

According to the Mississippi State Law, an individual may not be eligible for employment or clinical rotations if the criminal history record check discloses a felony conviction, guilty plea or plea of nolo contendere to:

- felony of possession or sale of drugs
- murder, manslaughter
- armed robbery
- rape, sexual battery, or other sex offense listed in Section 45-33-23 (f) of the Mississippi code
- child abuse
- arson
- grand larceny, burglary
- gratification of lust or aggravated assault
- felonious abuse and/or battery of a vulnerable adult that has not been reversed on appeal or for which a pardon has not been granted.

Each student must submit to a criminal background check. This check will be arranged through the health sciences department. It is the responsibility of the student to comply with such arrangements. Failure to comply will result in the student's dismissal from the program.

If the background check reveals no results, the student will only receive a letter stating that there were no limitations/ violations and the student will be allowed to continue to clinical.

If the background results are not clear, the student is required to submit their NCIC printout health science department along with court documentation showing the status and/or resolution of the issue. The health sciences compliance committee will review the

I.

I,

have read and understand the contents of this form and agree to the terms and conditions of this form. I have read and understand the contents of this form and agree to the terms and conditions of this form.

COAHOMA COMMUNITY COLLEGE
Program Physical Performance Standards

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In order to successfully complete the allied health program, an applicant/student must be able to do the following:

1. **Exhibit physical ability sufficient to assist clients to meet health care needs in a variety of settings, including moving from room-to-room, to maneuver in small spaces, and to negotiate stairwells when necessary.** *Examples*
 - physical mobility and strength sufficient to propel wheelchairs, stretchers, etc. through doorways and close fitting areas alone or with assistance
 - stand, walk up to 75% of 6 to 12 hour shifts
 - stoop, bend, squat, reach overhead as required to reach equipment and provide nursing care
 - lift a minimum of 20 pounds of weight
 - transfer/position up to 300 pounds with assistance while lifting, positioning, and transferring clients
 - provide for activities of daily living (bed bath, oral hygiene, dressing, etc.)
 - perform CPR satisfactorily and respond quickly in an emergency situation
2. **Demonstrate gross and fine motor abilities sufficient to provide safe and effective nursing care.** *Examples*
 - demonstrate physical dexterity and coordination in delivery of care, treatment, and medications
 - hold skin taut with one hand while inserting needle in skin or vein with other hand and perform other procedures requiring the use of 2 hands
 - pick up, grasp, and effectively manipulate small objects such as dials, syringes, switches
 - calibrate and use equipment
 - maintain sterile technique when performing sterile procedures

3. Continued-

observe hazards in environment (water spills, safety rails, restraints) and harmful situations
perform physical assessment: palpate pulses, feel for heat or cold, tap body surfaces

PLEASE CHECK:

_____ The applicant does not require special accommodations to meet the performance standards.

_____ The applicant will need the following accommodations to meet performance standards.

Please list and describe the assistance needed:

Signature of Physician, Nurse Practitioner, or Physician Assistant

Date

