

HEALTH SCIENCES APPLICATION INSTRUCTIONS

Application is for the following programs: Medical Assistant, Dental Assisting, Dental Hygiene, Emergency Medical Services, Medical Data Specialist, Medical Laboratory Technology, Mortuary Science, Nuclear Medicine, Occupational Therapy Assistant, Pharmacy Tech, Physical Therapist Assistant, Radiation Therapy (separate requirements on website), Radiography, Respiratory Care (Therapy), Sonography, Surgical Tech

How to find the application

The application can be found at the following website <https://www.actx.edu/forms/health/> or by searching “**Health Sciences Application**” in our search bar (top right hand corner of the website) on the Amarillo College homepage www.actx.edu

Where to login to the application

To begin the application click on “**Log In (AC Students Only)**” on the upper right hand corner of the website under the Search bar and to the left of the green “GIVE TO AC” button.

You will use your online AC Connect student login information to login to the application. If you have not set this up, please visit the following website to set up your AC Connect account www.actx.edu/login

If you are not a currently accepted Amarillo College student, please visit the following website to complete our General Admission requirements www.actx.edu/enroll. This will then allow you access to your AC Connect account then the online Health Sciences application.

*****If you have previously applied to a program using the online application last year, please refer to the last page of this instruction sheet (page 6) *****

First page of the application

Once logged in to the application you should be taken to the first page where you will begin to enter your basic information such as your name, address, phone number, etc. If you are not taken to this page, click on “**Apply**” in the area where you initially logged in and you will be taken to the page.

Other than providing your basic information (Name, Address, Phone, Email), you will also complete the following items on the first page of the application:

- ☐ **Have you ...made an application to any Amarillo College Health Sciences program?**
- ☐ **Language Information**
- ☐ **To which of the following programs are in Interested in applying?** (You will click and drag your program(s) below to the checkered box area. If applying to more than one program (limit to 3), make sure they are in order. You can adjust these later in the app.)
- ☐ **List any scholastic honors** (optional, type any scholastic honors held)
- ☐ **List any professional licenses or certificates held** (optional, type in any current or previous licenses or certificates held, preferably in the health care field)

Once you have completed these items, you will click the green “**CLICK TO CONTINUE**” button at the bottom of the page. Make sure all the information is correct before doing so because you will not be able to go back and make any corrections to this first page.

Online Forms

Once you complete the first page of the application you should be taken to a series of online forms where you read the provided information and select the “Yes” radial button at the bottom of each form to give your electronic signature.

The online forms should consist of:

- ☐ **Release and Waiver of Liability**
- ☐ **Oath Of Confidentiality**
- ☐ **Medical Insurance Coverage**
- ☐ **Criminal Background Check Statement of Understanding and Agreement** (Ignore the message regarding launching the PreCheck website before selecting Yes. Ordering the background check through that website can be done later in the application.)

Transcripts Upload Page (optional step)

When the four online forms above are completed, you will then be taken to the “**Transcripts (Optional)**” step. This step is for applicants who are potentially transferring from other institutions and have not yet sent official transcripts to our Registrar’s Office for evaluation and transfer of credit. Uploading the unofficial transcripts will help the Program Directors view what courses have been completed elsewhere in case there is delay in getting the official transcripts. **This is completely optional but is helpful!**

For current Amarillo College students, there is no need to upload unofficial transcripts since AC courses can be accessed easily.

Whether you upload the transcripts or not, you will need to click the green “**Click to Continue**” button on bottom right of that page to go to the next part of the application.

NOTE:

After completion of the first page of the application, the online forms, and the transcript upload page, your application will automatically be saved at that point so you can log out and log in at a later time to gradually work on the remaining items needed through the May 31st deadline.

Remaining Application items

After completion of the Transcript upload page, you will then be taken to the next part of the application where you will see 8 items listed in a column on the left side of the page and the program(s) you are applying to in the center of the page.

As you login and log out of the application, you will be taken to this page as it contains the remaining steps needed to fully complete the application.

There is no particular order in how you need to complete the remaining requirements, you just want to make sure they are completed by the May 31st deadline.

The 8 items on the left side column of the application

- **Criminal Background Check – Precheck** – When you click on this item, you will be taken to the PreCheck website (www.precheck.com) where you can then order your background check for your program(s). Once you are ready to order your background check and are on the website you will complete the following steps:
 - Click on **“Students”** on the top right hand side of the website
 - On the next page click on **“Order My Background Check...”**
 - The next page will provide information on the process of the background check. You will then type in **“Amarillo College – Allied Health Division”** in the **School and Program** area, then click on the **“Select Program”** drop down box and select the program you are applying to. Then select **Background Check** and **Start Application**. *****If you are applying to more than one program, only select your top program and only order the background check once. The background check results will be available for other programs to view. *****
 - You will then create an account on the next page and from there you begin providing your information that is needed to check your background. With creating an account through PreCheck, you will be able to login and monitor the progress of your background check

The background check will take 3-5 days to complete and the report will be sent directly to our institution for your program(s) to view.

- **Criminal Background Check – Acknowledgement** – This online form was completed within the series of online forms after the first page of the application but you can click on it to refer to the information again.
- **Oath of Confidentiality** - This online form was completed within the series of online forms after the first page of the application but you can click on it to refer to the information again.

- ☐ **Edit Immunizations** – The required immunizations are listed on the checklist of the Health Sciences application homepage (<https://www.actx.edu/forms/health/>) and are also listed when you click in the requirement within the application.

Read the required listed immunizations carefully.

You will need to scan and upload your immunization records onto the online application. There is a “**Browse**” button where you can find your scanned files then click on “**UPLOAD FILES**” to officially upload them. Once you have your immunizations uploaded, click on the green “**Click to Continue**” button to submit them. Your immunizations can be on multiple forms and you can upload these documents gradually and as many times as you need to.

- ☐ **Add/Edit CPR Certification and Expiration Date** – Applicants are required to complete an American Heart Association course for CPR/BLS (Basic Life Support) for Healthcare Providers and upload a copy of current certification.

Once you have your CPR/BLS certification, you will upload a scanned copy of it onto this section of the application and also enter your expiration date for the certification then click the green “**Click to Continue**” button to submit it.

Amarillo College does offer CPR/BLS courses through our Continuing Healthcare Education department, but you are welcome to obtain your certification through alternative sources. In order to read more about our CPR/BLS courses, you can visit the following website <https://www.actx.edu/ch/cpr>. If you would like to register for the course online, click on the blue “**REGISTER FOR CLASSES**” button on the page (above the CPR picture) and type in “**BLS**” in the “**Search for classes**” search bar.

- ☐ **Waiver of Liability** - This online form was completed within the series of online forms after the first page of the application but you can click on it to refer to the information again.

- ☐ **Medical Insurance Coverage** - This online form was completed within the series of online forms after the first page of the application but you can click on it to refer to the information again.

- ☐ **Add Additional Programs (OPTIONAL!)** – This is not an application requirement! If you click on this item, it will take you to the bottom of the page where you will see a list of other Health Science programs that is similar to the first page of the application. If you choose to apply to another application, you will click and drag that program to the checkered box and click “**ADD PROGRAMS**” and the program will be listed under the other program(s) you are applying to in the center of the page.

NOTE:

If you are applying to more than one program, when you complete the above listed items each program will have access to view the online forms, uploaded documents, and background check report.

Specific Program Requirements in the center of the page

As stated previously, you should see the program(s) that you are applying to in the center of the page. The program name should be on the left, the statement **“This application is incomplete. Click the Program Requirements button to see what is missing.”** Should be in the center, and a green button that states **“PROGRAM REQUIREMENTS”** should be on the right of that area.

NOTE: In case you are not wanting to apply for a particular program, click on the **“PROGRAM REQUIREMENTS”** button then click on **“Remove Program from Application”**

In addition to the 8 items on the left hand side of the application page, you will need to click on the **“PROGRAM REQUIREMENTS”** button next to the program(s) to see what specific program requirements they need. Each program has a different set of specific requirements.

Some programs may require applicants to read through online forms with specific program information and electronically sign while others may not.

Some programs do require observations/job shadowing as a part of the application process and the forms that need to be printed and completed are within the program requirements area of the application. There will also be an area in the program requirements page to upload those forms once they are completed.

There will also be an area in the program requirements that is listed as **“Add/Edit CPR Certification and Expiration Date”**. If you have already uploaded your CPR certification previously, it will also be uploaded here. If you haven’t uploaded your certification yet, you will just upload it one time and it will show as uploaded in both areas of the application that call for the certification.

Once all application requirements have been completed (first page, online forms, 8 listed items, and program requirements), you will then see the message within the program requirements that states **“Program Requirements met for application”** and there is a blue button below it that will state **“CLICK TO COMPLETE PROGRAM APPLICATION AND RETURN TO PROGRAM LIST”**.

(You may see these two above mentioned messages within the program requirements area even if you have not completed all of the requirements, but make sure you complete all requirements first before clicking on the blue button to submit your application.)

When you are ready to submit your application to your specific program, click on the blue **“CLICK TO COMPLETE PROGRAM APPLICATION AND RETURN TO PROGRAM LIST”**. Your application will then be submitted and the director of that program will be notified that you have applied. If you are applying to more than one program, you will have to go and click on the same blue button within that program’s requirements and it will then submit the application for that program as well.

I recommend reaching out to the program director(s) at some point after submitting your application(s) to ensure they received it and to see if you need to complete anything else for their program.

Previously applied to a program using the online application last year?

If you have previously applied with the online application and are needing to re-apply to a program again you will complete the follow steps once you have logged in:

- ☐ Once logged in, you may be taken to a page that shows you your previous application with the App ID, date, status, etc. You will need to start a new application and to do so you will click on **“Apply”** in the area where you initially logged in. The **“Apply”** button should be to the left of **“My Applications”** and **“Log Out”**.

NOTE: If you login and are not taken to the page where you see your previous application, but are taken to the first page of the application where it requests your contact info, go ahead and start that process on that page.

- ☐ Once you click apply, you will be taken to the first page of the application and you will need to complete the information on that page. (See the **First Page of the Application** on **page 1** of these instructions)
- ☐ You will then complete **Online Forms** and **Transcript Upload** (if needed) portions of the application. (see **page 2** for instructions)
- ☐ After completion of the above step, you will then be taken to the area of the application where you will see the remaining items needed (**8 items on the left column** and **Program Requirements** in the center of the page)

Immunizations & CPR documents

If uploaded your immunizations and CPR certification on the previous year's application, those items should still be uploaded on the application in their designated areas.

Keep in mind if any of the immunizations or CPR certification have expired, you will need to re-upload those documents to have the most current copies on file.

Observation forms

If your program requires observations and those were uploaded last year, they too should be uploaded on the application. Most programs do not require updated observations, but to be safe you can check with the program director(s) to see if they will require this.

Background check

The background check is good for one year. So if you ordered one for last year's application, check the date that you ordered it and if it will expire before the application deadline of May 31st, you will need to order another background check (see **page 3** for instructions).

- ☐ Once all of the items are completed, you will submit your application for your program(s) (see **page 5** for instructions)