



Nurse Assistant Admissions Checklist

Applicants to the Fletcher's Nurse Assistant Program must complete and submit the following information in order to apply. **If at any point, the candidate does not comply with any part of this process, the candidate will not be eligible for the program and will have to re-apply for a future clinical class.** It is recommended that you hand-deliver all information. All applicants must submit all of the following for their application for admission to be considered.

- _____ 1. Complete an admissions application to Fletcher Technical Community College (current/continuing Fletcher students do not need to submit another application) online at www.fletcher.edu.
- _____ 2. Be fully or unconditionally accepted to Fletcher Technical Community College by completing all Admissions requirements. Admissions will notify you of your status via email.

The Following must be submitted to the Department of Nursing:

- _____ 1. This checklist signed and dated
- _____ 2. Complete and submit the "Nurse Assistant Application" located on the Fletcher website → Programs → Nursing and Allied Health → Nurse Assistant
- _____ 3. State Background Check – **Louisiana State Police or Louisiana State Police approved site only.** See below for instructions on how to obtain approved background check. For a list of criminal convictions that bar employment of unlicensed persons, [click here](#).

An Individual may obtain a true copy of their criminal history by requesting a "Right to Review" in one of three ways:

In Person at this office (7919 Independence Blvd, Baton Rouge, LA):

\$26 money order, cashier's check, or business check for processing and a \$10 money order, cashier's check, or business check for fingerprinting, both made out to the Dept. of Public Safety (cash or personal checks will not be accepted). You will need to have a valid state issued ID or Driver's License. This service is available Monday thru Friday (excluding holidays) from 8:00 AM to 3:30 PM. If you arrive before 3:00 PM you may wait and take your certified copy of the response with you but if you arrive after 3:00 PM, your response will be mailed to you or you may return the next business day and pick it up.

Online:

ON-LINE SITE IS: <https://br-solutions.net/employer-resources>

From the home page, you will see a menu bar across the top of the page, look for SCHOOLS and select Fletcher Technical Community College.

The next page will have Fletcher Technical Community College's name on the left side of the page. Under it will be the progress screen to show you what you have completed as you go along. In the middle of the page are the instructions and information regarding background checks that the company will be doing. Read all information. Across the bottom of the page are two (2) sections:

- YOUR DEMOGRAPHICS
- AUTHORIZATION & CONTINUE TO REVIEW/SIGN FORMS

Click on your Demographics.



An application page will appear where you complete all information.
Click on Continue to next page. If you have completed everything correctly it will turn green, if it turns red you must make corrections to your errors before moving on.
Click continue to complete the Authorization & Continue to Review/sign forms page.
Check the consent box before you continue to the next step (review & sign).
After completing the application, you will be asked to make the payment and sign your paper work on-line. The price is \$35. Payment must be made for the request to be processed.
The background check results will be sent to Fletcher Technical Community College.
If you have any questions, call 985-503-7911 for assistance.

By mail:

You must mail a set of fingerprints, an authorization form, a rap disclosure form (these forms must include the individuals complete name and address and they are available online at lsp.org) and a \$26 money order, cashier's check or business check (cash or personal checks will not be accepted) payable to the Dept. of Public Safety to:
Bureau of Criminal Identification
P.O. Box 66614 Mail Slip A-6
Baton Rouge, LA 70896
Please Note: The mail process may take up to two months to process..

*Admission to the Nurse Assistant program will be contingent on a clear Direct Service Worker, Nurse Aid and Sex Offender registry report.

*Program acceptance is limited based on clinical facility availability

Proof of the following will be required upon **admission** into the program.

- Required immunizations are 2 MMR shots (measles, mumps, and rubella), a current tetanus – diphtheria (TD) shot within the last 10 years.
- Hep B series must be started
- Flu vaccination or waiver
- Physical Exam
- Current TB test

The Nurse Assistant program is not eligible for financial aid. If you need tuition assistance, please contact The Louisiana Workforce Commission, Catholic Social Services, and/or other agencies to determine if you are eligible.

If you do not have a high school diploma or HiSET, but would like to obtain the HiSET while in the Nurse Assistant program, you can contact Bayou Cane Adult Education at (985) 876-3180.

Please sign and send this check sheet with your application and supporting documents to:

Address: Fletcher Technical Community College
Department of Nursing and Allied Health
1407 Highway 311
Schriever, LA 70395



By signing and submitting this document, I understand that if Fletcher does not receive all required documentation, my application will be considered incomplete and will not be processed. I understand that it is my responsibility to make sure that all information that is submitted to Fletcher is received on time and is complete.

Applicant's Signature: _____

Date: _____