

## **HEALTH AND SAFETY REQUIREMENTS**

Maricopa Community Colleges does not require students to provide proof of vaccination to enroll in its colleges or programs, but certain clinical partners may require adherence to vaccination protocols.

As is outlined in Arizona Revised Statutes 15-1650.05, students participating in clinical settings at a healthcare institution licensed under A.R.S. Title 36 which includes hospitals, nursing care institutions, residential care institutions, intermediate care facilities for individuals with intellectual disabilities (ICF-IID), group homes, or other medical facilities may be required to provide proof of a COVID-19 vaccination and be subject to regular health screening and testing as determined by the healthcare institutions. (See Arizona Revised Statutes 15-1650.05).

Maricopa County Community College District will require all Allied Health and Nursing students to show proof of vaccination in order to ensure compliance with our clinical partner's health and safety requirements. Students must be in compliance with the immunization processes and procedures of the Healthcare Program in which they are enrolled. The program will provide students with health requirements applicable to that program and the deadline by which students must submit proof of meeting such requirements. Individuals should consult with their physician regarding necessary and available vaccinations.

MCCCD cannot provide accommodation in the clinical setting and cannot force our clinical partners to provide accommodations to students. Students may be able to decline a vaccine due to religious beliefs or for medical reasons by following the clinical partner's declination or accommodation process, if the clinical partner has one. If you are unsure if the facility where you have been placed provides accommodations, please visit myClinicalExchange (mCE) to confirm and obtain directions for requesting accommodations from the site.

The Maricopa Community College programs will try to assist students who decline required vaccinations due to religious beliefs or medical reasons with clinical placement in an effort to provide clinical experiences necessary for the completion of the program. However, declination may limit the availability of clinical placements in a given semester and/or may delay or prevent a student's ability to graduate.

Students will be responsible for the cost of completion for all immunization requirements. The following is a description of immunizations that may be required and the type of documentation that a student would have to provide to verify the requirements have been met. (See Exhibit B Health and Safety Documentation) If there is a communicable disease outbreak, additional vaccinations may be required as specified by the local public health agency. Proof of all immunizations and tuberculin skin tests should be copied and submitted to the third-party verification system.

Health and Safety requirements are subject to change without notice, depending on clinical agency requirements. If the requirements change due to our agreements with our clinical facilities, you will be notified and will be required to meet the changes in requirements.

**A. COVID-19 Vaccine-Optional Immunization**

The COVID-19 vaccine is optional for students. If you choose to receive the vaccine, you may upload your vaccination record as proof of immunization.

Acceptable documentation includes:

1. Proof of **two-dose series** of Pfizer-BioNTech or Moderna vaccine. OR
2. Proof of a **single dose** Johnson & Johnson's Janssen vaccine. OR
3. Proof of a **single dose** Pfizer-BioNTech or Moderna Bivalent vaccine. OR
4. Upload a copy of your signed COVID-19 declination if required by the facility.

Please Note: All documentation is required to have the student's full name, Date of Administration, Manufacturer, and Healthcare Professional or Clinical Site. Annual vaccination and/or renewal are not determined at this time.

**B. MMR (Measles/Rubella, Mumps, & Rubella)**

MMR is a combined vaccine that protects against three separate illnesses – measles, mumps and rubella (German measles) – in a single injection. Measles, mumps, and rubella are highly infectious diseases that can have serious, and potentially fatal, complications. The full series of MMR vaccination requires two doses. If you had all three illnesses OR you have received the vaccinations but have no documented proof, you can have an IgG MMR titer drawn, which provides evidence of immunity to each disease. If the titer results are POSITIVE, showing immunity to each disease, upload a copy of the lab results.

Options to meet this requirement:

1. Submit documentation of two MMR vaccinations on separate dates at least 4 weeks apart. OR
2. Lab documentation of POSITIVE titer results for each disease (measles, mumps and rubella). OR
3. NEGATIVE or EQUIVOCAL titer results for measles, mumps or rubella shows lack of immunity, meaning you must submit documentation of one MMR booster (vaccination) dated after negative or equivocal titer. OR
4. Upload a copy of your signed MMR declination. Please note that a completed declination form does not guarantee clinical placement. Further, the declination notice does not guarantee an accommodation will be granted by a clinical partner or that you will be placed at a clinical site that does not require the MMR vaccine, which may impact continuation in your clinical course.

**Please Note: If the student has prior immunizations it is required for students to provide written documentation of all doses. If results are negative and documentation is not available it is required to start a new series.**

**Please Note: All documentation is required to have the student's full name.**

**C. Varicella (Chickenpox)**

Chickenpox is a highly contagious disease caused by the varicella-zoster virus (VZV). Infection with chickenpox also makes people susceptible to develop herpes zoster (shingles) later in life. The best means of preventing chickenpox is to get the varicella vaccine.

Varicella vaccination is required for all healthcare workers who do not meet evidence of immunity by having met any of the following criteria: a). Documentation of receiving 2 doses of varicella vaccine, separated by at least 4 weeks or b). Laboratory evidence of immunity or laboratory confirmation of disease. If you haven't had the varicella vaccine or if you don't have a blood test that shows you are immune to varicella (i.e., no serologic evidence of immunity or prior vaccination) get 2 doses of varicella vaccine, 4 weeks apart.

**Options to meet this requirement:**

1. Documentation of two varicella vaccines, including dates of administration. OR
2. Upload a copy of proof of a POSITIVE IgG titer for varicella. If the titer is NEGATIVE or EQUIVOCAL. Upload documentation of one varicella (vaccination) booster dated after negative or equivocal titer. OR
3. Upload a copy of your signed Varicella declination. Please note that a completed declination form does not guarantee clinical placement. Further, the declination notice does not guarantee an accommodation will be granted by a clinical partner or that you will be placed at a clinical site that does not require the Varicella vaccine, which may impact continuation in your clinical course.

**Please Note: If the student has prior immunizations it is required for students to provide written documentation of all doses. If results are negative and documentation is not available it is required to start a new series.**

**Please Note: All documentation is required to have the student's full name.**

**D. Tetanus/Diphtheria/Pertussis (Tdap):**

Tetanus, diphtheria, and pertussis are serious bacterial illnesses which can lead to illness and death. Tdap vaccination can protect against these diseases and is recommended for healthcare personnel with direct patient contact who have not previously received Tdap. Tdap vaccination can protect healthcare personnel against pertussis and help prevent them from spreading it to their patients.

Following administration of Tdap, a new Tdap should be given if 10 years or more since the initial Tdap.

If you have a Tdap titer, it must include all three components (Tetanus, Diphtheria and Pertussis).

**Please note- If you submit a non-immune titer for Tdap, you will be required to receive a booster or**

recommendation from the healthcare provider. Boosters must be dated after your titer.

To meet this requirement:

1. Provide documentation of a Tdap vaccination administered after the age of 11 and then a new Tdap vaccination every 10 years thereafter. OR
2. Lab documentation of Positive titer results for each disease (tetanus, diphtheria, and pertussis.) OR
3. Negative or Equivocal titer results for tetanus, diphtheria or pertussis shows lack of immunity, meaning you must receive a booster dated after your titer or recommendation from the healthcare provider. OR
4. Upload a copy of your signed Tdap declination. Please note that a completed declination form does not guarantee clinical placement. Further, the declination notice does not guarantee an accommodation will be granted by a clinical partner or that you will be placed at a clinical site that does not require the Tdap vaccine, which may impact continuation in your clinical course.

Please Note: All documentation is required to have the student's full name and date of administration.

#### **E. Tuberculosis (TB)**

Tuberculosis (TB) is caused by a bacterium called *Mycobacterium tuberculosis* which usually infects the lungs, but can attack any part of the body such as the kidney, spine, and brain. Not everyone infected with TB bacteria develops tuberculosis. As a result, two TB-related conditions exist: latent TB infection (LTBI) and TB disease. If not treated properly, TB disease can be fatal.

All students entering a MCCC HealthCare program are required to upload documentation showing negative TB disease status. Documentation may include a negative 2-step Tuberculosis Skin Test (TBST) or negative blood test (QuantiFERON or T-Spot) performed within the previous twelve (12) months. The TBST or negative blood test must remain current throughout the semester of enrollment.

To maintain compliance with annual TB testing requirements, students who initially submitted a 2-step TBST may submit a current 1-step TBST for subsequent annual testing. A TBST is considered current if no more than 365 days have elapsed since the date of administration of the second of the 2-step TBST. Most recent skin testing or blood tests must have been completed within the previous twelve (12) months.

If you have ever had a positive TBST, you must provide documentation of a positive TBST, and a negative blood test or negative chest X-ray from within the last 12 months. You will also need to complete a TB Symptom Screening Questionnaire annually.

If you have received the TB vaccine (Bacille Calmette-Guerin (BCG) you must provide documentation of BCG TB Vaccine and a negative blood test or a negative chest x-ray from within the last 12 months.

To meet this requirement:

1. Proof of a negative 2-step TBST completed within the previous 12 months, including

date given, date read, result, and name and signature of the healthcare provider. **Please note: 2-step TBST consists of four total visits and two separate readings.**

Follow the steps below:

Step 1

1. Administer first TST following proper protocol
2. Review result
  - \*Positive - consider TB infected, no second TST needed; evaluate for TB disease (x-ray)
  - \* Negative - a second TST is needed. Retest in 1 to 3 weeks after the first TST result is read.
3. Document result

Step 2

1. Administer second TST 1 to 3 weeks after first test is read
2. Review results
  - \* Positive - consider TB infected and evaluate for TB disease (x-ray).
  - \*Negative - consider a person not infected.
3. Document result

OR

2. Submit documentation of a negative blood test (QuantiFERON or T-Spot) performed within the last twelve months. OR
3. Submit documentation of a negative chest X-ray if TBST or Blood Testing is positive. OR
4. **POSITIVE RESULTS:** If you have a positive TBST, provide documentation of negative chest X-ray performed within the last twelve months or negative blood test and a completed MCCC Tuberculosis Screening Questionnaire. The questionnaire can be found in the American DataBank Medical Document Tracker. This questionnaire must be completed annually. OR
5. Submit documentation of TB vaccine (Bacille Calmette-Guerin (BCG) and a negative blood test or a negative chest x-ray from within the last 12 months.

**Please Note: If the student has prior immunizations it is required for students to provide written documentation of all doses. If results are negative and documentation is not available it is required to start a new series.**

**Please Note: All documentation is required to have the student's full name.**

**Please Note: A new chest x-ray must be completed every five years.**

## **F. Hepatitis B**

MCCCD students may be exposed to potentially infectious materials which can increase their risk of acquiring hepatitis B virus infection, a serious disease that can cause acute or chronic liver disease which can lead to a serious, lifelong illness. MCCCD recommends that all students receive the hepatitis B 3-vaccine series administered over a 6-month period. Obtain the first vaccination; the second is given 1 - 2 months after the first dose and the third injection is 4 - 6 months after the first dose. Students may also obtain the Heplisav-B 2 dose series administered at least four weeks apart.

Effective immunization status can be proven by a titer confirming the presence of anti-Hbs or HepBSab

antibodies in the blood. This titer is recommended but not mandatory.

**Please note- if you submit a non-immune titer for Hepatitis B, you will be required to receive a booster or recommendation from your healthcare provider. Boosters must be dated after your titer.**

Students may choose to decline the hepatitis B vaccine; however, lack of immunity to hepatitis B means that students remain at risk of acquiring the disease.

Options to meet this requirement:

1. Submit a copy of laboratory documentation of a positive HbsAb titer. Students will be required to receive a booster or recommendation from your healthcare provider that may indicate a booster, series (3 doses of the Hepatitis B vaccine, or 2 doses of the Heplisav-B vaccine), or declination form. 3 Post-Titer Hepatitis B Boosters or 2 Post-Titer Heplisav Boosters dated AFTER your titer. OR
2. Upload a copy of your immunization record, showing completion of the three Hepatitis B injections or two Heplisav- B injections. If the series is in progress, upload a copy of the immunizations received to date. You must remain on schedule for the remaining immunizations and provide the additional documentation. One to two months after your last immunization, it is recommended that you have an HbsAb titer drawn. OR
3. Upload a copy of your signed Hepatitis B declination noting that by declining the vaccine you continue to be at risk of acquiring hepatitis B, a serious disease. MCCCCD declination form is available in American DataBank.

**Please Note: If the student has prior immunizations it is required for students to provide written documentation of all doses. If results are negative and documentation is not available it is required to start a new series.**

**Please Note: All documentation is required to have the student's full name.**

### **G. Influenza (Flu Vaccine)**

Influenza is a serious contagious respiratory disease which can result in mild to severe illness. Susceptible individuals are at high risk for serious flu complications which may lead to hospitalization or death.

The single best way to protect against the flu is annual vaccination. A flu vaccine is needed every season because: 1). The body's immune response from vaccination declines over time, so an annual vaccine is needed for optimal protection; 2). Because flu viruses are constantly changing, the formulation of the flu vaccine is reviewed each year and sometimes updated to keep up with changing flu viruses. The seasonal flu vaccine protects against the influenza viruses that research indicates will be most common during the upcoming season.

Students are required to be vaccinated every flu season and to upload documentation proving annual  
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vaccinations.

To meet this requirement:

1. Upload a copy of proof of flu vaccine proving annual vaccination. OR
2. Upload a copy of your signed Influenza (Flu) declination. Please note that a completed declination form does not guarantee clinical placement. Further, the declination notice does not guarantee an accommodation will be granted by a clinical partner or that you will be placed at a clinical site that does not require the Influenza (FLU) vaccine, which may impact continuation in your clinical course.

**Please Note: All documentation is required to have the student's full name.**

**Please Note: Documentation must contain the following information:**

- Student Name
- Facility/Site Name
- Date of Administration
- Renewal Date

#### **H. CPR (Basic Life Support) Certification**

CPR is a procedure performed on persons in cardiac arrest in an effort to maintain blood circulation and to preserve brain function. MCCCCD students are required to learn CPR by completing an acceptable Basic Life Support course. CPR certification must include infant, child, and adult, 1-and 2-man rescuer, and evidence of a hands-on skills component.

CPR courses are offered at numerous locations throughout the greater Phoenix area. The American Heart Association provides in-person courses and an online course. Students who complete online courses must complete the hands-on skills training and testing. CPR training without the hands-on skills training and testing component will not be accepted. Students are required to maintain current CPR certification throughout enrollment in the program.

**Please Note: If utilizing RQI, a third-party vendor for the American Heart Association, it must include the AED component. If you are unsure, please contact your program before enrolling into your CPR course.**

To meet this requirement:

1. Upload a copy of the signed CPR card (front and back) or CPR certificate.

#### **I. Level One Fingerprint Clearance Card**

All students admitted to any MCCCCD healthcare program are required to obtain and maintain a valid Level One Arizona Department of Public Safety Fingerprint Clearance Card (FCC). The FCC must remain current throughout every semester of enrollment in the program.

If the FCC is suspended or revoked at any time during the program, the student must report this to the Program Director within five (5) school days and will be unable to continue in the program until the FCC is reinstated.

To meet this requirement:

1. Upload a copy (front and back) of a current Level One DPS Fingerprint Clearance Card.

Submit a copy of the front of your Fingerprint Clearance Card. The card will be accepted with or without restrictions. **The name on the front of the card must match the name on order. The renewal date will be set for the expiration date on the card. Notified 90 days prior to the date on the FCC card expiration date and a 60-day open date.**

#### **J. Health Care Provider Signature Form**

Must be completed and signed by a licensed healthcare provider (M.D., D.O., N.P., P.A.) within the six (6) months prior to the program start date.

To meet this requirement:

1. Upload a copy of the signed Health Care Provider Signature form completed within the past six (6) months of start date. Must include signature and facility stamp and/or watermark that includes facility (name, address, contact information, etc.).

#### **American DataBank Clearance Document**

All students admitted to a MCCCDC healthcare program are required to show a "Pass" result on the MCCCDC-required supplemental background screening completed within the past six (6) months through American DataBank. Information regarding the background clearance is obtained from the MCCCDC healthcare program following your acceptance into the program.

Please note that results for the American DataBank self-check cannot be accessed by the program. If you have done a self-check, you will be required to do an additional background check through American DataBank using your program access code.

To meet this requirement:

1. In the Complio system, complete the "Pass Certificate of your American DataBank Background Check that has been completed within the past six months. This can only be done after you have purchased the Immunization Tracker and your Background Check has met Maricopa's requirements.

#### **IMPORTANT:**

- MCCCDC requires all students to meet the placement requirements as set up by our program's most stringent clinical partner. We do this for ease of random placement.
- Healthcare students have a responsibility to protect themselves and their patients and families from preventable diseases. All students will purchase a supplemental background screen and Medical Document Tracker from American DataBank. Program requirements will be approved by American DataBank.
- Students are responsible for maintaining all health and safety requirements and to submit documentation by due date. Failure to maintain program health and safety requirements will result in inability to continue clinical experiences and may result in withdrawal from the program.
- All immunization records must include the student's name and the signature of the healthcare provider.
- Health and safety requirements are subject to change depending on clinical agency requirements.

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Date: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone \_\_\_\_\_ Email: \_\_\_\_\_

***Must attach documentation (copies of lab reports, immunization records, CPR card, etc.) as indicated for each of the following to be in compliance with Maricopa Community College requirements. Fingerprint clearance card, CPR certification and TB skin test must be current through the semester of enrollment or duration of practicum experiences. See "Explanation of Requirements" in the Allied Health Shared Student Policies handbook for specific detail. MCCCDC requires all students to meet the placement requirements as set up by our program's most stringent clinical partner. We do this for ease of random placement.***

**A. COVID-19 Vaccine- Optional Immunization.** If you choose to receive the vaccination, you may upload your vaccination record as proof of immunization. Acceptable documentation includes:

1. Date of 1<sup>st</sup> injection \_\_\_\_\_ Date of 2<sup>nd</sup> injection \_\_\_\_\_

OR

2. Date of single-dose injection \_\_\_\_\_

OR

3. Provide a signed declination form for medical or religious reasons if required by the facility.

**B. MMR (Measles/Rubella, Mumps and Rubella):** Requires documented proof of a positive IgG MMR titer or documented proof of One MMR series.

1. MMR vaccination: Dates: #1 \_\_\_\_\_ #2 \_\_\_\_\_ OR

2. Date & titer results:

Booster: \_\_\_\_\_

Measles: \_\_\_\_\_

Mumps: \_\_\_\_\_

Rubella: \_\_\_\_\_

OR

3. Provide a signed declination form for medical or religious reasons.

**C. Varicella (Chickenpox):** Requires documented proof of positive IgG titer or documented proof of Varicella series.

1. Varicella vaccination dates: #1 \_\_\_\_\_ #2 \_\_\_\_\_ OR

2. Date & results of varicella IgG titer: Date: \_\_ Result: \_\_\_\_\_, Booster: \_\_ OR

3. Provide a signed declination form for medical or religious reasons.

**D. Tetanus/Diphtheria/Pertussis (Tdap):** You must provide proof of a Tdap vaccination administered after the age of 11 and then a new Tdap vaccination every 10 years thereafter.

1. Tdap vaccine: Date: \_\_\_\_\_ OR

2. Provide a signed declination form for medical or religious reasons.

**E. Tuberculosis:** Documentation is required for all tests. For individuals who have not received a TB test within the past year, will need to receive a 2-Step TB test. This consists of two separate TB tests; an initial TB skin test and a second TB skin test 1-3 weeks apart. After completion of the 2-step, an annual update of the TB skin test is sufficient. If you have a positive skin test or TB vaccination(BCG), provide documentation of a QuantiFERON test or negative chest X-ray and annual documentation of a TB disease-free status. The most recent skin testing or blood test must have been completed within the previous twelve (12) months.

1. Negative 2-step TB Skin Test (TBST), including date of administration, date read, result, and name and signature of healthcare provider.

Initial Test (#1)                      Date: \_\_\_\_\_                      Date Read: \_\_\_\_\_ Results: Negative or Positive  
 Boosted Test (#2)                      Date: \_\_\_\_\_                      Date Read: \_\_\_\_\_ Results: Negative or Positive

2. Annual 1-step TBST (accepted only from continuing students who have submitted initial 2-step TBST) Date: \_\_ Date Read: \_\_\_\_\_ Results: Negative or Positive **OR**
3. Negative blood test (Either QuantiFERON or TSpot) QuantiFERON Date: \_\_\_\_\_  
 T-Spot Date: \_\_\_\_\_ **OR**
4. Negative chest X-ray **OR**
5. Documentation of a negative chest X-ray (x-ray report) from within the last twelve months or negative QuantiFERON result and completed Tuberculosis Screening Questionnaire (available in (American DataBank).  
 Date: \_\_\_\_\_
6. Documentation of TB Vaccine (BCG) and a negative blood test or negative chest x-ray within the last twelve months.

**F. Hepatitis B:** Documented evidence of completed two or three dose series or positive antibody titer or signed declination form. If you have not received any injections, do not get a titer. The second injection of the series is 1 to 2 months after the first dose and the third injection is 4 to 6 months after the first dose. If you receive the two dose Heplisav-B series, they must be at least four weeks apart.

1. Date Titer received: \_\_\_\_\_ Results: \_\_\_\_\_ **OR**
2. Date of 1st injection: \_\_\_\_\_ Date of 2nd injection: \_\_\_\_\_ Date of 3rd injection: \_\_ **OR**
3. Provide a signed declination form for medical or religious reasons.

**G. Influenza:** Documented evidence of influenza vaccination for the current flu season or declination.

1. Date of Injection: \_\_\_\_\_ **OR**
2. Provide a signed declination form for medical or religious reasons.

**H. For Dental programs- Documented evidence of completed Ophthalmic Exam**

Date of Exam: \_\_\_\_\_

**I. For Dental programs- Documented evidence of completed Dental Exam (Excluding Mesa Community College)**

Date of Exam: \_\_\_\_\_

**J. For Dental programs- Documented evidence of completed Physical Exam**

Date of Exam: \_\_\_\_\_

**K. CPR Card (Healthcare Provider level):** An official certification is required (In-Person or Hybrid training courses are only accepted)

Date card issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**L. Level One Fingerprint Clearance Card:** Date card issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**M. American DataBank Background Clearance Document:**To meet requirement:  
American DataBank background check document with date of “Pass” status: \_\_\_\_\_

**N. Photo ID To meet requirement:**  
Upload a Passport, Driver’s License, State ID or Military Identification Card

- O. Photograph To meet requirement:**
1. Submit one color photo, taken within the last 6 months.
  2. Use a clear image of your face.
  3. Do not use filters commonly used on social media.
  4. Have someone else take your photo. No selfies.
  5. Take off your eyeglasses and hats for your photo.
  6. Use a white, or off-white background without shadows, texture, or lines.

Please note: If the clinical facility requires facial piercings to be covered or removed, students must adhere to the facilities requirements.

**P. Health Care Provider Signature Form** To meet requirement:  
Healthcare Provider Signature Form signed and dated by healthcare provider. Date of exam: \_\_\_\_\_

**Healthcare Statement of Clearance Form****Instructions for Completion of Healthcare Statement of Clearance Form**

A healthcare provider must sign the Healthcare Provider Signature Form within six (6) months of start date and indicate whether the applicant will be able to function as an Allied Health and/or Nursing student. Healthcare providers who qualify to sign this declaration include a Licensed Physician (M.D., D.O.), a Nurse Practitioner (N.P.), or Physician's Assistant (P.A.). This declaration should not impede students with disabilities from applying or being accepted into the program.

**(Please Print)****Applicant Name:** \_\_\_\_\_ **Student ID Number:** \_\_\_\_\_

It is essential that healthcare students be able to perform a number of physical activities in the clinical portion of their programs. At a minimum, students will be required to lift patients and/or equipment, stand for several hours at a time and perform bending activities. Students who have a chronic illness or condition must be maintained on current treatment and be able to implement their assigned responsibilities. The clinical Allied Health and/or Nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. This declaration should not impede students with disabilities from applying or being accepted into the program.

I believe the applicant (print name) \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ WILL OR \_\_\_\_\_ WILL NOT be able to function as an allied Health student as described above. If not, explained:

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**Health Care Provider Form:** Reviewed and signed by a licensed health care provider (M.D., D.O., nurse practitioner, or physician's assistant) within six (6) months prior to the program start date.**Licensed Healthcare Examiner (M.D., D.O., N.P., P.A.):**

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_