



Program Application Overview

PATIENT CARE ACADEMY

Kalamazoo**VALLEY**TM
community college

PATIENT CARE ACADEMY: APPLICATION PROCESS OVERVIEW

Thank you for your interest in Kalamazoo Valley Community College's Patient Care Academy! Applications for the academy are accepted year-round. Specific start dates can be found on our website at www.kvcc.edu/patientcare.

Once submitted, Career Academy staff will begin review of your application within three business days of receipt. There are eight steps to the process:

1. Apply to Kalamazoo Valley Community College (for new students only)
2. Submit your PCA application to the Kalamazoo Valley Groves Center
3. Staff review of candidate's fundamental eligibility
4. Successfully complete the math skills assessment
5. Personal interview
6. References check
7. Upon acceptance to the academy, submit registration and nonrefundable deposit
8. Complete and submit documentation pertaining to a criminal background check, immunization history, physical exam and TB test prior to the academy's start date

The application process is competitive and only 12 seats are available in each session. Candidates are offered seats when they are determined to be eligible. Seats are held once the registration form and tuition deposit are received by the Career Academy Staff.

APPLICATION STEPS

1. Apply for Admission to Kalamazoo Valley Community College

Patient Care Academy candidates who have never applied to Kalamazoo Valley Community College must begin the application process by submitting an application online. If you have applied to the College previously you can omit this step.

- The College's online application is free to complete and should take less than 10 minutes of your time.
- Visit www.kvcc.edu/apply
- When asked for your "Program of Interest," select "KVCC Career Academies."
- Select academic year when asked for the semester and year you plan to attend.

2. Submit PCA Application to the Groves Center

Academy applications can be found on our website and submitted to the Groves Center via email, fax or by submitting them in person. See the last page of this document for address information.

3. Staff Review of Fundamental Eligibility

Our staff will review your written application for these points:

- Application is legible and all questions have been answered.
- Written answers demonstrate attention to detail, the ability to convey information in writing, and an evidence and understanding of the question being asked.
- Self-reported interest in a career which requires the ability to keep up with the physical demands of the position, such as performing strenuous work.
- Self-reported desire to work with patients and customers in a healthcare system.
- Must be at least 18 years old and have a high school diploma or GED.

4. Math Skills Assessment

Success in the academy requires the ability to apply math skills in order to perform work. These skills are generally acquired in elementary school. Your assessment will be scheduled after your application is reviewed.

The assessment tests knowledge in:

- Solving Multiplication Story Problems
- Solving Division Story Problems
- Expressions in 1 Variable
- Locating What's Important in Expository Text

You must score at least 80% on each module to meet the requirements. We allow two attempts at passing the tests. You are allowed to use a calculator on the exam. It is not uncommon for candidates to require a second math test to be successful. The test must be taken in the presence of a proctor. We will work with you to find a suitable location within a reasonable driving distance to take the assessment.

5. Interview

The interview will be scheduled following successful completion of the assessments. Behavior-based questions are used to aid staff and candidates in determining readiness for the course. In most cases, you will be notified of the outcome within one week of the interview.

6. References

Give careful thought to the references you provide. Please encourage them to respond to our email or call as quickly as possible. References may be asked to:

- Validate your reliability and readiness to work.
- Verify your ability to follow direction.
- Verify your ability to work with others as part of a team.

We cannot accept references from family members.

7. Submit Registration Form and Payment

Upon acceptance into the academy you will be notified by phone and a registration packet will then be mailed to you.

- A registration form must be returned to The Groves Center to secure your seat in the class.
- A \$250 nonrefundable deposit is required to hold your seat in the program. The remaining fee will be due two weeks prior to the start of class. Payments can be made at the Groves Center, either in person, over the phone or by mailing in a check.

8. Completion of a Criminal Background Check, Immunization Report, Physical Exam and TB Test

Within the registration packet you will receive detailed information about four different types of documentation we require you to complete for participation in labs, clinicals and acute care observations.

This documentation includes the following:

- You will need to pass a criminal background check. The State of Michigan requires a LiveScan criminal background check for work in a healthcare setting. The LiveScan costs approximately \$55-65.
- You will be required to obtain a copy of your current immunizations. A list of required immunizations will be provided. If you cannot obtain your immunization records, you can request a titer.
- All students in the Patient Care Academy must have a current physical examination. Physical exam forms will be provided.
- A negative TB test is required.

Please retain these pages for future reference.

Call 269-353-1282 or email us at careeracademies@kvcc.edu if you have any questions.

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