REQUIRED documentation to be submitted with application for consideration into the program:
Application due by December 2nd, 2016

- 18 Years of Age when class begins
- Proof of your High school completion or GED certificate; (A College or University degree can be substituted for HS diploma or GED Cert.)
- A cover letter
- Background check results from Certified Background Check. For instructions to order your background check, please see page 3 of this document.
- COPY of Proof (evidence and date of immunization or Immunity) of Vaccination History to include:
  1. Hepatitis B Series within last ten years or titer result that shows immunity (Hep. B is series of 3 shots/takes 6-9 months to complete)
  2. Tuberculosis Testing (PPD or X-ray for the current year)
  3. Influenza Vaccine for current season
  4. MMR with second dose of measles
  5. Varicella with second (post childhood) titer or immunization
  6. Tetanus within last ten years

Portland Community College’s Non-Credit registration form (page two of this form) (Submitting the registration form does NOT signify that you will be registered/accepted in the program.) Please sign and date the registration form and supply us with a working email address. You will be notified of acceptance into the program via email.

Submitting this application form does NOT signify that you will be accepted/registered in the course.

Students who are tentatively accepted for the course, MUST complete and submit a background check within 7 days after your notification of acceptance. Full approval into the program is then dependent on the background check results. (Approximate cost to student will be $68.00)

MAIL or DROP OFF ALL required documents with this application form to:

Attn: Sterile Processing
PCC CLIMB for Health Professionals
1626 SE Water Avenue, Room 114
Portland, OR 97214

Name: Last ___________________________________________ First ________________________________ MI ____________
Street Address: ______________________________________________________________
City: __________________________ State: ___________ Zip: ______
Day Phone: ___________________________ Alternate Phone: ______________________________

CLIMB for Health Professionals
1626 SE Water Avenue
Portland, OR 97214
971-722-6633
Registration Form for Non-credit and CEU classes (please use black ink)
www.pcc.edu/nc
CLIMB for Health Professionals - 971-722-6633 - Fax 971-722-6632 - 1626 SE Water Ave, Portland, OR 97214

Part A: Student Information

Today's date: _______________________________
Status: □ New PCC Student □ Currently Enrolled at PCC □ Previously attended PCC

Student ID Number: __________________________
Your enrollment with Portland Community College signifies your consent to, and acceptance of, all policies and procedures governing your enrollment, including financial liability. If you fail to remit payment when due, you promise to pay to PCC all reasonable costs for collections, including collection agency fees.

Name: ______________________________________
Last               First               MI
Other Names Used: ______________________________________
Mailing Address: ______________________________________
City               State               Zip
Telephone Number: ____________________________
Day               Evening
Birth Date: ______/_____/______ Gender: □ Female □ Male
Month/Day/Year
High School/GED:
Name of School/Institution               City               State               Year Graduated/Year Obtained
E-Mail Address: ____________________________

PCC is committed to affirmative action goals and would appreciate your response to the following:
Do you consider yourself to be Hispanic/Latino? □ Yes □ No
Select one or more of the following racial categories to describe yourself:
□ American Indian or Alaska Native □ Asian □ Black or African American □ Native Hawaiian or Pacific Islander □ White
Citizen Type: □ U.S. Citizen □ Resident Alien/Refugee/Immigrant □ Other, Enter Visa Type
Are you a veteran of the U.S. military? □ Yes □ No

Part B: Course Requests for Fax or Mail Registration (Also complete Part A, above).

<table>
<thead>
<tr>
<th>5-Digit CRN</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sterile Processing CEU 3538</td>
</tr>
</tbody>
</table>

Submitting this registration form does NOT signify that you will be accepted/registered in the course.

Payment is due when your registration is processed. You can pay your bill online or by phone. Once registered, log into your mypcc account and visit PCC-Pay to pay or view your bill. You can also pay by phone by calling 971-722-4234.

I have read and understand the above information. I certify that all information is accurate to the best of my knowledge.

Signature ___________________________ Date ___________________________
STUDENT INSTRUCTIONS FOR PORTLAND COMMUNITY COLLEGE
CLIMB FOR HEALTH PROFESSIONALS

About CertifiedProfile

CertifiedProfile is a secure platform that allows you to order your background check and drug test online. Once you have placed your order, you may use your login to access additional features of CertifiedProfile, including document storage, portfolio builders and reference tools. CertifiedProfile also allows you to upload any additional documents required by your school.

Order Summary

➢ Required Personal Information
  ◦ In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number and e-mail address.

➢ Drug Test (LabCorp)
  ◦ Within 24-48 hours after you place your order, the electronic chain of custody form (echain) will be placed directly into your CertifiedProfile account. This echain will explain where you need to go to complete your drug test.

➢ Payment Information
  ◦ At the end of the online order process, you will be prompted to enter your Visa or Mastercard information. Money orders are also accepted but will result in a $10 fee and an additional turn-around-time.

Place Your Order

Goto: www.CertifiedBackground.com and enter package code:

PH56 – Background Check & Drug Test

You will then be directed to setup your CertifiedProfile account.

For Video Instructions please view this page: http://www.certifiedbackground.com/webinar/email_webinar/certified_student_order_process/certified_student_order_process.swf

View Your Results