

NCTC Allied Health Non-credit Certification Programs Registration Requirements

Steps and Requirements to Register for an Allied Health NON-CREDIT Certificate Class:

1. TAKE CASAS ASSESSMENT FOR MATH AND READING:

- CASAS is a **FREE** assessment but you must register to take it with the Denton Campus Testing Service Center.
- See PAGE 4 of this document for further details about CASAS and how to register
- A score of 216 or higher is required for each subject to register for an Allied Health NONCREDIT class.
- You must complete this step before moving on to the next step of registration.

2. COMPLETE THE NCTC ALLIED HEALTH REGISTRATION PACKET:

- Complete and sign all NCTC documents in the packet:
 - a. Allied Health NONCREDIT Class Registration
 - b. Permission for Criminal Background Check
 - c. Assumption of Risk and Consent to Procedures
 - d. Drug Screening Acknowledgement
- Save completed registration packet as a PDF file
 - a. Label file with: your last name_first initial_registration
- Email to: AlliedHealth@nctc.edu

Allied Health Registration File Opened

Your Allied Health Registration File will be opened - once you have sent your completed registration packet and your CASAS score of 270 or higher – to the Allied Health Dept.

To complete your Allied Health Registration File – you must send all **REQUIRED SUPPORTING DOCUMENTS & RECORDS** to the Allied Health Dept. by the last day of the Enrollment Period for the semester for which you are applying.

3. SUBMIT REQUIRED SUPPORTING DOCUMENTS & RECORDS

Good quality copy (photo or scan) of each of the following:

- PROOF OF IDENTITY
 1. Current valid Driver's License or Official State Issued Photo ID
 2. Social Security Card (**CNA applicants ONLY**)
- PROOF OF EDUCATION

Choose ONE of the following for submission:

 1. Diploma - may be High School OR College
 2. GED
 3. Unofficial Transcript – may be High School OR College

- PROOF of IMMUNIZATION

Following is the list of required immunizations and/or medical test for classes:

Each of these classes require the following immunizations	
CERTIFICATION CLASS	ALL are REQUIRED
Certified Nurse Aide (CNA) Certified Clinical Medical Assistant (CCMA) Certified Instrument/Sterile Processing Technician (CRST) I V Therapy Basics Certified Phlebotomy Technician (CPT)	Measles (two) Mumps (one) Rubella (one) Hepatitis B (three) Varicella (two) Diphtheria/Tetanus (one within 10 years) Seasonal Flu
CERTIFICATION CLASS	ONLY 1 REQUIRED IMMUNIZATION
Registered Dental Assistant (RDA)	Hepatitis B (three)

Each of these classes require the TB SKIN test	
CERTIFICATION CLASS	REQUIRED MEDICAL TEST
Certified Nurse Aide (CNA) Certified Clinical Medical Assistant (CCMA) Certified Instrument/Sterile Processing Technician (CRST) I V Therapy Basics Certified Phlebotomy Technician (CPT)	Tuberculosis (TB) Skin Test <i>Will accept results of a TB test if done within a year and does NOT expire during the course, externship or clinicals.</i>

If you have not received these immunizations or do not have records of them, you may obtain the immunizations or take a titer test indicating immunities.

Immunizations or test may be performed at your doctor's office, local walk-in clinics or at County Health Departments.

Allied Health Registration File Completed and Submitted to Admissions Office

Once you have submitted your CASAS score, Allied Health Registration Packet and all Required Supporting Documents and Records – your Allied Health Registration File is complete.

The file's contents will be verified and a background check will be run.

At the close of the enrollment period, your Allied Health Registration File is sent to Admissions for final processing and official enrollment in the class.

4. PAYMENT OF CLASS TUITION

- FEDERAL FINANCIAL ASSISTANCE - There is **NO** FAFSA for Allied Health NONCREDIT certification classes.
- Tuition can **ONLY** be paid **AFTER** you have received Admissions Office email stating you are officially enrolled in class. This email may arrive after the enrollment period deadline date.
- Contact an NCTC Business Office for assistance in how to pay for your class:

Gainesville Campus

1525 W. California St.
Gainesville, TX 76240
(940) 668-4200

Corinth Campus

1500 N. Corinth St
Corinth, TX 76208
(940) 498-6255

Flower Mound Campus

1200 Parker Square
Flower Mound, TX 75028
(972) 899-8400

or visit NCTC Business Office web pages at <http://www.nctc.edu/business-office/>

CASAS ASSESSMENT (Comprehensive Adult Student Assessment Systems) INFORMATION

- Allied Health Department requires a CASAS Math and Reading assessment
 - a. A PASSING score from the TSI, ATI-TEAS or a HESI may be submitted in lieu of the CASAS.
 - b. The score must be from within the last year
- CASAS IS FREE but you must register for the assessment
- You must be assessed PRIOR to completing your Allied Health Registration FILE for enrollment in a class
- You must have a score of 216 on both math and reading assessments.
 - a. Allied Health Dept will verify your score with the Testing Service Center.
 - b. You may repeat CASAS ONE time – if you do not achieve a 216
- Requests for prior CASAS assessment scores are good for only 6 months from date of assessment.

- Practice CASAS assessment found at: [CASAS Sample Test Items](#)

To register for the CASAS with the Denton Campus Testing Center:

1. Go to the NCTC website using this link: <https://www.nctc.edu/>
2. CLICK on 'STUDENT SERVICES'
3. Scroll half way down the Student Services page to 'TESTING SERVICE CENTERS' – CLICK on 'TESTING SERVICES' button
4. This takes you to the Testing Service Centers main info page - CLICK on 'DENTON' at top of the page
5. This takes you to the Denton Campus Testing Service Center page. Scroll to bottom of page and CLICK on 'SCHEDULE YOUR TEST ONLINE'
6. This takes you to the Exam Registration page. Follow all directions as you scroll down the page:
7. At the 'CHOOSE AN EXAM CATEGORY' step – a drop down box will appear
8. CLICK on 'NCTC CASAS ENTRANCE EXAM – ALLIED HEALTH'
9. Next step is to choose an EXAM – a drop down box will appear with ONLY one choice: 'CASAS ENTRANCE EXAM – ALLIED HEALTH' – CLICK on that statement
10. Carefully read through the EXAM DESCRIPTION – THIS IS IMPORTANT INFO
11. Scroll to CHOOSE A DATE – the CASAS is only given on WED
12. Scroll to CHOOSE A TIME – the CASAS is only given at 10 am OR 2 pm
13. Provide your name and email address
14. Read the EXAM GUIDELINE ACKNOWLEDGEMENT – Check the box
15. Scroll to NEEDED INFORMATION – provide information requested
16. HIT ADD TO CART-
 - a. THIS ASSESSMENT IS FREE OF CHARGE
 - b. The cart is simply the method to get your information added to the reservation system.

*North Central Texas College: Division of Health Sciences - Allied Health Programs
Leo and Mabel Scott Health Science Center - Building 2400
1525 West California Street
Gainesville, TX 76240*

*www. <https://www.nctc.edu/health-sciences/allied-health-programs/index.html>
email: alliedhealth@nctc.edu*