1161 Kehukee Park Road
Williamston, NC 27892

Healthcare Programs Application Process

Step 1: Review all requirements for the for the Healthcare program chosen. Complete the application. Attach all applicable documentation to the application. Refer to the Healthcare Program Requirements to ensure that you have attached all the needed documentation.

Step 2: Complete the Healthcare Programs Immunization Form. This form must be completed by your healthcare provider or health department. Immunization records printed from the Health Department or School records can be attached to the immunization form and submitted. Immunization form must be turned in before the start of class.

Step 3: Attend one **MANDATORY** Information Session. You must attend an orientation before you submit your registration fees for the chosen program.

Step 4: Complete any additional pre-requisites as described in the Orientation Session that you attend. For information regarding Key Train Assessments and/or Career Readiness Certification preparation contact Candance Bryant Whitehurst at (252)789-0229 or cb76782@martincc.edu.

Step 5: Pay the Healthcare Program Registration Fees to the Continuing Education Department (Building 2), at least seven (7) days before the start of class. Submit your Healthcare Program application and required forms by the due date to:

> **Denise King, MSN, RN**
> **Director of Healthcare Programs**
> **dk13324@martincc.edu**
> **252-789-0287**
> **Building 3, Office 45B**

To avoid documents getting lost or misplaced – please submit all paperwork at the same time. Incomplete packets will not be accepted. Keep a copy of all paperwork that you submit for your personal records.

2025

Healthcare Program Requirements by Course

*Below are the requirements for individual programs. All applicable forms **must** be turned in with the Healthcare Program Application.*

*(Note: Name on government issues ID and Social Security card **must** match.)*

Phlebotomy Technician Requirements
1. Healthcare Application
2. Immunization Records/Form
3. Copy of Government issued ID and Social Security Card (names must match)
4. Attend Healthcare Information Session
5. High School Diploma, High School Equivalent or Transcripts
6. Career Pathways Healthcare Class
7. Key Train Assessment (Level 4) or Career Readiness Certification (Silver)
Most clinical sites will require a criminal background check and urine drug screen. Student will be responsible for the cost and ensuring that this step is completed prior to the start of the course.

Nurse Aide I Requirements
1. Healthcare Application
2. Immunization Records/Form
3. Copy of Government issued ID and Social Security Card (names must match)
4. Attend Healthcare Information Session
5. High School Diploma, High School Equivalent or Transcripts
6. Career Pathways Healthcare Class
7. Key Train Assessment (Level 4)
8. Career Readiness Certification (Silver)
9. American Heart Association Basic Life Support Healthcare Provider Course (card must be submitted with application packet)
Most clinical sites will require a criminal background check and urine drug screen. Student will be responsible for the cost and ensuring that this step is completed prior to the start of the course.

Nurse Aide II Requirements
1. Healthcare Application
2. Immunization Records/Form
3. Copy of Government issued ID and Social Security Card (names must match)
4. Attend Healthcare Information Session
5. High School Diploma, High School Equivalent or Transcripts
6. American Heart Association Basic Life Support Healthcare Provider Course (card must be submitted with application packet)
7. Current Unencumbered Registry Listing for Nurse Aide I
Most clinical sites will require a criminal background check and urine drug screen. Student will be responsible for the cost and ensuring that this step is completed prior to the start of the course.

Nurse Aide II Competency Assessment Requirements
1. Healthcare Application
2. Immunization Records/Form
3. Copy of Government issued ID and Social Security Card (names must match)
Per the North Carolina Board of Nursing Rules: **The NAII is eligible for competency assessment if:**   1. The NAII must have been eligible for renewal of NAII listing prior to the listing expiration.   • The NAII must have worked at least eight (8) hours for compensation during the past 24 months performing nursing care activities under the supervision of a Registered Nurse (RN).   • The NAII must have no substantiated findings of abuse, neglect, or misappropriation of funds on the DHSR Nurse Aide Registry.   2. The NAII has had a continuous period of 24 months during which nursing care activities were not performed for monetary compensation, but *patient care activities were performed for compensation*.   3. The NAII certification has not been expired for more than 24 months.
*Note: If the NAII **does not** meet all the above criteria, the entire NAII course must be successfully repeated to gain certification as a NAII.*

Pharmacy Technician
1. Healthcare Application
2. Immunization Records/Form
3. Copy of Government issued ID and Social Security Card (names must match)
4. Attend Healthcare Information Session
5. High School Diploma, High School Equivalent or Transcripts
6. American Heart Association Basic Life Support Healthcare Provider Course (card must be submitted with application packet)
7. Career Pathways Healthcare Class
8. Career Readiness Certification (Level 4 Mathematics score needed)
Most clinical sites will require a criminal background check and urine drug screen. Student will be responsible for the cost and ensuring that this step is completed prior to the start of the course.

EKG Technician
1. Healthcare Application
2. Immunization Records/Form
3. Copy of Government issued ID and Social Security Card (names must match)
4. Attend Healthcare Information Session
5. High School Diploma, High School Equivalent or Transcripts
6. American Heart Association Basic Life Support Healthcare Provider Course (card must be submitted with application packet)
7. Career Pathways Healthcare Class
8. Career Readiness Certification (Level 4 Mathematics score needed)
Most clinical sites will require a criminal background check and urine drug screen. Student will be responsible for the cost and ensuring that this step is completed prior to the start of the course.

Medication Aide Long Term Care
1. Healthcare Application
2. Immunization Records/Form
3. Copy of Government issued ID and Social Security Card (names must match)
4. Attend Healthcare Information Session
5. High School Diploma, High School Equivalent or Transcripts
6. Current Nurse Aide I Registry

Continuing Education Healthcare Program Application

(Submit all required paperwork at the same time.)
(Please type or use black ink to complete this application.)

Applicant Name: _____

Social Security Number: _ _ _-_ _-_ _ _ _ **Birth Date**: _____

Mailing Address: _____

City: _____ **County**: _____

State: _____ **Zip Code**: _____

Cell Phone: _____ **Home phone**: _____

Email Address: _____

Check the program that you are applying for:

☐ **Phlebotomy Technician**

☐ **Nurse Aide I**

☐ **Nurse Aide II**

☐ **Pharmacy Technician**

☐ **EKG Technician**

☐ **Medication Aide (Long Term Care)**

☐ **Nurse Aide II Competency Assessment**

Which Campus will you attend classes on: ☐ **Williamston** ☐ **Windsor** ☐ **Either**

Education

Do you have a high school diploma or high school equivalency? ☐ Yes ☐ No

Have you attended college before? ☐ Yes ☐ No

If yes, what college did you attend? _____

If yes, what program did you take? _____

Did you receive a certificate/diploma/degree for the course of study? ☐ Yes ☐ No

Do you have a Career Readiness Certificate (CRC)? ☐ Yes ☐ No

If yes, is your CRC: ☐ Bronze ☐ Silver ☐ Gold ☐ Platinum

Document Policy

Copies of education and identification documents are filed in the MCC archives and are not returned to the student. Staff will not pull copies from prior classes. Please do not submit the original or the only copy you have. ☐ Student Initials

Courses may be cancelled if fewer than 10 students enroll. ☐ Student Initials

Refunds

A 100% refund will be made if the student withdraws prior to the class meeting for the first time. A 75% refund will be made if the student withdraws prior to the official 10% point of the class. Requests for refunds must be requested by completing the Continuing Education Course Withdrawal Form prior to the 10% point of the course. Forms are available in the Continuing Education office. No refunds will be issued past the 10% point of the course. For courses cancelled by the college, the student will receive a full refund. The student does not have to request a refund if the course is cancelled, it will be automatically refunded. ☐ Student Initials

Student Signature: _____ Date: _____

Martin Community College

Healthcare Programs Immunization Form

(A copy of the immunization record will be accepted in lieu of this form)

Last Name: _____ First Name: _____ Middle Initial: _____

Date of Birth: _____/_____/_____

SECTION A REQUIRED IMMUNIZATIONS

Tetanus (TD or Tdap)	Date Received:
Td Booster within the last 10 years if over the age of 18	Date Received:
MMR Vaccine (measles, mumps, rubella) – 2 doses required **OR** A Positive Titer Test Result	Date Received: Date Received: Date: Titer Result:
Tuberculin Skin Test (PPD) (2-step testing is required if no PPD test received in the last year – must have documentation of previous test) **OR** Negative chest x-ray within the last year **OR** Completed Negative TB Screening form stamped or signed by healthcare provider in the last year.	Date #1: Date #2: Chest X-ray date: Chest X-ray results:
Varicella (chicken pox) – 2 doses required **Or** Positive Titer Test Result	Date: Date: Date: Titer Result:

SECTION B RECOMMENDED IMMUNIZATIONS

(The following immunizations are recommended for all Healthcare students and may be required by a clinical site – If required by a clinical site you will be notified and required to turn in documentation of immunization)

Hepatitis B Series (3 vaccines) (***required*** *for all phlebotomy students – may be required for some clinical sites)*	Date: Date: Date:
Influenza (Flu) Vaccine	Date:
COVID Vaccines	Manufacturer: Date: Date: Booster date:

Clinician Signature/Stamp: _____ Telephone Number: _____

Office Address: _____ Date: _____

Program Estimated Costs
(costs listed are estimated and are subject to change)

Nurse Aide I	
Registration Fee	$180
Textbooks	$150
AHA Provider Basic Life Support Class (CPR)	$77
Nurse Aide I Performance Checklist	$40
Personal Protective Disposal Equipment (PPE) Kit	$30
Stethoscope/Blood Pressure Cuff	$45
MCC Picture Student ID Card (first card is free)	$0
Background check and drug screen (compliance tracker if required)	$125
Rotation manager	$25
Nurse Aide I State Exam – Credentia/Peason Vue (after successful completion of program)	$140
Uniform (Scrub top (white), pants (Red -no joggers), lab coat (white) - (price varies)	$80
Shoes – white/leather/no crocs/no open backs - (price varies)	$50
Watch (with second hand) (price varies)	$20
Pocket notepad, Black pen, Highlighter, 3 ring binder, Paper	$20
Required Immunizations	TBD by Provider
Total Estimated Cost	$982+

Nurse Aide II	
Registration Fee	$180
North Carolina Nurse Aide II (book)	$110
Skills Checklist Competency Evaluation	$10
AHA Provider Basic Life Support Class (CPR)	$77
Pocket Nurse Medical Supply Kit	$60
MCC Picture Student ID Card (first card is free)	$0
Background check and drug screen (compliance tracker if required)	$125
Rotation manager	$25
North Carolina NA II Listing	$24
Uniform (Scrub top (white), pants (Red -no joggers), lab coat (white) - (price varies)	$80
Shoes – white/leather/no crocs/no open backs - (price varies)	$50
Watch (with second hand) (price varies)	$20
Pocket notepad, Black pen, Highlighter, 3 ring binder, Paper	$20
Required Immunizations	TBD by provider
Total Estimated Cost	$781+

Phlebotomy Technician	
Registration Fee	$180
Textbooks (available in bookstore)	$60
MCC Picture Student ID Card (first card is free)	$0
Background check and drug screen (compliance tracker if required)	$125
Rotation manager	$25
Uniform (Scrub top (white), pants (Red -no joggers), lab coat (white) - (price varies)	$80
Shoes – white/leather/no crocs/no open backs - (price varies)	$50
Watch (with second hand) (price varies)	$20
Pocket notepad, Black pen, Highlighter, 3 ring binder, Paper	$20
ASPT National Certification Exam (optional/must pass class)	$130
Required Immunizations	TBD by provider
Total Estimated Cost	$640+

Pharmacy Technician	
Registration Fee	$180
Textbooks (available in bookstore)	$190
MCC Picture Student ID Card (first card is free)	$0
Background check and drug screen (compliance tracker if required)	$125
Rotation manager	$25
Uniform (Scrub top (white), pants (Red -no joggers), lab coat (white) - (price varies)	$80
Shoes – white/leather/no crocs/no open backs - (price varies)	$50
Watch (with second hand) (price varies)	$20
Pocket notepad, Black pen, Highlighter, 3 ring binder, Paper	$20
Pharmacy Technician certification Exam (CPT)	$135
Required Immunizations	TBD by provider
Total Estimated Cost	$825+

Nurse Aide II Competency Assessment	
Registration Fee	$70
Skills Competency Check List (available in bookstore)	$8
Nurse Aide II Listing fee	$24
MCC Picture Student ID Card (first card is free)	$0
Rotation manager	$25
Uniform (Scrub top (white), pants (Red -no joggers), lab coat (white) - (price varies)	$80

Shoes – white/leather/no crocs/no open backs - (price varies)	$50
Watch (with second hand) (price varies)	$20
Pocket notepad, Black pen, Highlighter, 3 ring binder, Paper	$20
Total Estimated Cost	$297+

Medication Aide (Long Term Care)	
Registration Fee	$70
Textbook	$34
NC Medication Aide Examination (Credentia)	$59
MCC Picture Student ID Card (first card is free)	$0
Background check and drug screen (compliance tracker if required)	$125
Rotation manager	$25
Uniform (Scrub top (white), pants (Red -no joggers), lab coat (white) - (price varies)	$80
Shoes – white/leather/no crocs/no open backs - (price varies)	$50
Watch (with second hand) (price varies)	$20
Pocket notepad, Black pen, Highlighter, 3 ring binder, Paper	$20
Required Immunizations	TBD by provider
Total Estimated Cost	$483+

EKG Technician	
Registration Fee	$180
Textbooks	$50
MCC Picture Student ID Card (first card is free)	$0
Background check and drug screen (compliance tracker if required)	$125
Rotation manager	$25
Uniform (Scrub top (white), pants (Red -no joggers), lab coat (white) - (price varies)	$80
Shoes – white/leather/no crocs/no open backs - (price varies)	$50
Watch (with second hand) (price varies)	$20
Pocket notepad, Black pen, Highlighter, 3 ring binder, Paper	$20
Certified EKG Technician Exam	$200
Required Immunizations	TBD by provider
Total Estimated Cost	$781+