VICTORIA COLLEGE

Allied Health Continuing Education (AHCE): Nurse Aide
COURSE REQUIREMENTS

Student Name: _____ Student ID/V# _____

EVERY ITEM LISTED MUST BE MET AND SUBMITTED WITH THIS FORM TO AHCE OFFICE TO APPLY

☐ Certificate of successful completion of the online 60-hour theory course, provided free by TX Health & Human Services, at the following link:
https://txhhs.geniussis.com/PublicStudentSignUp.aspx?aid=146

☐ Complete the Online Allied Health Continuing Education Application Form at www.VictoriaCollege.edu/AHCE
You can also access the form by scanning the QR Code with your phone camera.

☐ Applicant must be 16 years of age

☐ Applicant must provide a valid VC Pirate Portal email address, as this will be the **only** way an applicant will be contacted

☐ Submit a copy of a valid state issued driver's license or unexpired photo identification card

☐ Submit a copy of a valid social security card

☐ Clear and approved Texas DPS background check (for each legal name ever used) Must be dated within 30 days of turning in application

☐ Financial Aid (FAFSA) completion, if applicable, is *required prior* to turning in the application. Payment is due at time of registration, not application submission. The cost of the course is $650 which includes tuition and textbook.
You are required to provide your **FAFSA Data Release Number (DRN)** or write **Private Pay*** _____

* Private Pay is if you choose to pay out-of-pocket. Payment plans are not available.

IMMUNIZATIONS RECORDS REQUIRED WITH APPLICATION SUBMISSION:

☐ One current TB test with negative results (TB skin test only valid for one year from read date & must be valid through duration of course end date); or chest x-ray report within the last year clearly indicating no tuberculosis disease is present. In lieu of skin test, the Interferon-Gamma Release Assays (IGRAs) blood test can be accepted.

☐ Hepatitis B- 6-month series (3 injections) or serologic (lab) confirmation of immunity (titer)

☐ MMR – 2 injections or serologic (lab) confirmation of immunity (titer)

☐ Varicella – 2 injections or serologic (lab) confirmation of immunity (titer)

☐ Current Tdap (within last 10 years, must be valid through duration of course end date)

➢ If accepted, a clear, ten-panel drug screening, and immunization upload through *ViewPoint*. (cost is approx. $60) is required.

ONLY COPIES WILL BE ACCEPTED. RECORDS SUBMITTED FOR APPLICATION PROCESS ARE NOT MAINTAINED. IT IS IMPORTANT APPLICANT KEEPS ORIGINAL DOCUMENTATION.
Dear Applicant: Due to lack of physical space, the AHCE office will only accept copies of records submitted for the current application process. After the process ends, all documentation is shredded to maintain confidentiality. Therefore, it is imperative you maintain your original records. Additionally, it is very important that all applicants understand that acceptance of an application does not automatically guarantee a seat in the course. Each class has a minimum enrollment requirement and is subject to cancellation if not met. Also, please note, that all required documentation must be submitted by the deadline for consideration. All dates and deadlines can be accessed at www.VictoriaCollege.edu/AHCE. Lastly, applicants are required to notify the AHCE staff of any change with their contact information. If we are unable to contact you, it could result in the loss of your enrollment status for the course. Applications are only valid for an enrollment period. If you have any questions please contact the AHCE staff for guidance.

CONTACT AHCE
Call (361) 582-2412 • (361) 582-2420 • (361) 572-6443 • Email AHCE@VictoriaCollege.edu
VC Main Campus • 2200 E. Red River Street, Victoria, TX 77901 • Health Sciences Center, Suite 136
For office hours and to view the current schedule, visit www.VictoriaCollege.edu/AHCE.

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***** Please Print *****

V   **@student.victoriacollege.edu**

_____   _____
Student ID V#   Pirate Portal Email Address (This is the ONLY way an applicant will be contacted)

_____ _____ _____ _____
Last Name   First Name   MI   Primary Phone #

_____ _____
Social Security Number   Date of Birth

_____ _____ _____
Mailing address   City, State, Zip Code   County of Residence

Revised 4/29/2025

REQUIRED MATERIALS

UNIFORM REQUIRED FOR LAB & CLINICALS
- Scrub Top (preferably with 2 front pockets) and Scrub Pants. (Uniform tops and pants must be *Black*)
- Comfortable, closed-toe, closed-heel, non-skid (OSHA approved) shoes, any color
- Wrist watch with second hand

TEXAS DPS BACKGROUND CHECK
- Individual Department of Public Safety (DPS) background check must be completed for every name used in the past.
- https://publicsite.dps.texas.gov/ or https://publicsite.dps.texas.gov/ConvictionNameSearch/
- Cost - $3.32/report
- An account will need to be set up to complete the process
- Students will be required to submit a report for each legal name ever used (maiden/married)
- Print out confirmation page listing that no results were found or print your criminal background report
- NOTE: Criminal history clearance through Victoria College does not constitute clearance through potential employers or other hiring entities.

- **The following offenses will disqualify an individual from eligibility for admission: (this includes, but is not limited to)**
    1. **Registered sex offenders**
    2. **Listed on Texas Department of Aging and Disability Employee Misconduct Registry**
    3. **Felony convictions**
    4. **Felony deferred adjudications involving crimes against persons (physical or sexual abuse)**
    5. **Known or observed abuse or neglect of patients/clients/customers**
    6. **Observed or proven theft**
    7. **Convictions of violent acts (misdemeanor or felony)**
    8. **Misapplication of fiduciary property or property of a financial institution (Class A misdemeanor or felony)**
    9. **Securing execution of a document by deception (Class A misdemeanor or felony)**
    10. **Violence in the workplace**
    11. **Currently on probation**

FINANCIAL AID
- To apply for Financial Aid, complete the Free Application for Federal Student Aid (FAFSA) online at https://studentaid.gov/ or in the Financial Aid Office located in the Student Services Building, Room 108. NOTE: You will need your income tax return for the previous year to complete this application.
- One week after FAFSA submission, you will need to contact the Financial Aid Office at (361) 572-6415 or FinancialAid@VictoriaCollege.edu to follow-up on the status of your application. If selected for verification, additional documentation may be required.
- Please allow 4-6 weeks for processing. Financial Aid must be approved prior to course registration.

IMPORTANT INFORMATION
- After the application is accepted and verified, it is your responsibility to notify the AHCE Office at (361) 582-2412 of any changes in your address, telephone number, or status.

- The AHCE Office will not give copies of information back to the student.

- The AHCE program admission policies are based on published college policies. Victoria College does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, pregnancy, age, disability, genetic information, marital status, amnesty, veteran's status, limited English proficiency, or any other legally protected characteristic. It is our policy to comply, fully, with the nondiscrimination provision of all state and federal rules and regulations.

- All accepted students must have a clear background check via *Texas DPS* to participate in the course. Background check must be completed within 30 days before applying to the course. Any individual that does not receive clearance will be dismissed from the course.

- It is responsibility of students to immediately report a status change in their criminal background check.

Retrieve Your Pirate Portal Username and Password

You will use your Pirate Portal to check student emails, financial aid status and awards, holds and schedules, and make payments.

1. Click the Pirate Portal link at the top of the Victoria College homepage in the gray bar.
2. Click "New users click here to setup account"
3. Click "Start" in the blue New User box
4. Follow the steps to receive your username and password

Stuck on this step? Contact VC's Computer Help Desk at (361) 582-2509 or (877) 843-4369 for assistance.

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