

## Frisco ISD Dual Credit Clinical Program Qualification Process

Students interested in participating in a clinical program for the 2022-2023 academic year will need to complete the following qualification process in order to be considered for a position in a dual credit clinical program.

### **Courses Requiring Collin Qualification Process Include:**

- **Health Science Clinical (CNA)**
- **Emergency Medical Technician (EMT)\***
- **Medical Scribe\*\***
- **Pharmacy Technician**
- **Practicum in Health Science (PCT)**
- **Rehabilitation Aide**

*\* = Top applicants for the EMT program will be required to complete an additional qualification process through the EMS department in February. Information will be emailed to those who qualify.*

*\*\* = The Medical Scribe program requires a SEPARATE application process. Please see Step #2 below for details.*

**Please read the following steps CAREFULLY and be sure that you fully complete all parts of the application in order to earn the best score possible.**

**\*\*\*The following requirements must be submitted no later than Friday, January 14th<sup>th</sup> at 5:00 p.m. (CT) to qualify. Students who do not complete the required application process by this deadline will forfeit their opportunity to participate in a dual credit clinical program.\*\*\***

Should you have any questions as you are completing this process, please email the Health Professions Department at [healthprofessions@collin.edu](mailto:healthprofessions@collin.edu). If you have specific questions about the Medical Scribe program or qualification process, please email Director Deutsch at [lddeutsch@collin.edu](mailto:lddeutsch@collin.edu).

## **QUALIFICATION PROCESS STEPS:**

### **1. Student Information / Clinical Selection**

The main portion of the clinical program qualification process is the Student Information Form. Each student will complete the following sections within the form:

- **Demographic Information:** Please ensure you provide ACCURATE demographic and contact information in this section of the form. The information you provide here is how you will be contacted with the results of this qualification process.
- **Clinical Program Selection:** Students will select their Top THREE clinical program choices. Keep in mind that each of the programs has limited enrollment capacity. **DO**

NOT select courses in your top three choices that you are not willing/interested in taking, as students will be placed in programs based on their overall qualification score and availability of seats. Please note: Due to enrollment limitations, not all students who apply will be able to be accepted into a clinical program.

- **Transcript Release:** Current transcripts from the 2021-2022 school year are required for completion of the clinical application process. These documents will be obtained by the Director of the Health Professions directly from your high school. An acknowledgement release is required and is included within this form.
- **Short Answer Questions:** Students are required to complete five short answer questions as part of their Student Information Form. It is highly recommended that students type and save their answers to the short answer questions in another document first – preferably one that can check spelling, grammar, punctuation, etc. Please keep your responses clear and concise.
- **Video Essay:** Each student must create a short video essay and include the video link as part of their Student Information Form. The video should be at least ONE minute long, but no longer than TWO minutes long, and should demonstrate clear communication, including good eye contact. The **GOAL** of the video essay is to give evaluators a sense of the student's personality, maturity, and goals. Please read the instructions in the form carefully before submitting your video.
- **Special Circumstances:** If you have any special circumstances or information you believe we need to consider regarding your application, please include that information in this section to remind us about your situation.

To complete your Student Information Form, click on the link below. Be sure to read the instructions for each question very carefully....and don't forget to click the submit button when you are finished!

**CLICK HERE →** <https://tinyurl.com/42mhm3ji>

## 2. Qualification process for Medical Scribe **ONLY**

- If you are interested in the Medical Scribe program (as your 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> choice program), you **MUST** also complete the following application process. If you are **NOT** interested in Medical Scribe as one of your clinical programs, please continue to Step #3.

### Medical Scribe Application Process

1. Apply for admission to Collin College ([www.collin.edu](http://www.collin.edu)).
2. Once you receive your Collin College email and College Wide ID, complete the Medical Scribe Application (see other attachment with this document).
  - a. There are 4 essay questions which will be scored by faculty.

- b. There are limited spots in this program, and an ideal candidate must have at least 13 out of 16 points (80%) on the essay questions to be considered for acceptance.
3. Submit a copy of your high school transcript along with your completed Medical Scribe Application Form via email to [lddeutsch@collin.edu](mailto:lddeutsch@collin.edu) no later than Friday, January 14<sup>th</sup> at 5:00 p.m. (CT).

*Please Note: Students must have a minimum GPA of 3.3 on a 4.0 scale at the time of application.*

4. Watch the following informational video on the Medical Scribe training.  
<https://youtu.be/k1HGctxu1ZI>

### 3. Teacher Qualification Rubrics

#### **PLEASE READ THE FOLLOWING INFORMATION VERY CAREFULLY:**

Each student is required to have FIVE total teacher qualification rubrics (recommendations) from the following teachers:

- **ONE** from the student's CURRENT Health Science teacher
- **ONE** from the student's CURRENT English teacher
- **ONE** from the student's CURRENT Math teacher
- **ONE** from the student's CURRENT Science teacher
- **ONE** from a CURRENT teacher of choice (may be band, art, AVID, or even a coach, but must be someone who is a teacher and has observed the student in a classroom setting.)

**Students are responsible for emailing the following Google Form link to their teachers:**

**<https://tinyurl.com/bj25atp6>**

- Please ensure you send your teacher's this email as soon as possible and let them know the deadline for all submissions is January 14<sup>th</sup>, 2021 at 5:00 p.m. CT.
  - If you do not currently have one of the required teachers (e.g., you are not taking science this year), please use your previous year's teacher in that subject.
  - Please **DO NOT** attempt to complete and/or submit this form by yourself, or you will be disqualified from the clinical qualification process.
  - If you have any additional questions about the Teacher Qualification Rubrics, please email the Health Professions Department at [healthprofessions@collin.edu](mailto:healthprofessions@collin.edu).
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## **NEXT STEPS:**

Following the submission deadline, all student information will be reviewed by a committee of faculty and staff at Collin College and scored based on an established rubric. The total possible score for all items listed above is 100 points. Students will be placed into groups based on their first-choice programs and ranked in the order of their overall rubric score. Based on this rubric score, the top students will continue to a panel interview. Due to the number of applicants, students who have applied for CNA and Medical Scribe will NOT be scheduled for an interview and will be ranked solely on their overall rubric score.

**\*\*\*PLEASE NOTE: Being selected for an interview is NOT a guarantee of your admission to the student's 1<sup>st</sup> choice program. We may interview up to 10 students more than can be accepted into each program.\*\*\***

For those applying for the EMT program, we will select the top 10-15 candidates from the application process to proceed to the EMS Interview Process. This will be an entirely separate process conducted by the EMS department at Collin College. It will require an additional application form and an interview process. Students must meet a minimum qualification level to be considered for a position in the EMT Dual Credit Academy. Frisco ISD is guaranteed up to FOUR spots in the EMT Academy at the Allen Technical Campus. Additional slots may be available based on the interest and qualification level of students in the two other districts in the academy. All communication and final decision-making for the EMT Academy will be handled by the EMS Department. Please ensure you have provided your correct email address and that you are checking it frequently.

## **Panel Interview**

Students who are selected to participate in a panel interview will have the opportunity to be evaluated by an interview team. Students will be emailed a sign-up form where they can select the interview time that works best for them. Students will be interviewed in groups of five. All interviews will be conducted via Zoom.

Students should prepare for the interview by wearing appropriate business attire and finding a well-lit, quiet location in which to participate in the interview. The interview will consist of five questions – each student will answer each question, and will have the opportunity to go first and last in answering.

Interviews will be scored on a scale of 25 points and will be added to the overall qualification score for final ranking.

Once the interviews have been completed, all students will receive their final ranking/score and be placed into programs. The top students will be accepted based on overall score and availability of spaces in each program.

**Dr. Westcott will notify students VIA EMAIL regarding their acceptance status into the program. Emails will be sent out after 5:00 p.m. on Friday, February 4<sup>th</sup>, 2022.**

**We look forward to receiving your application and wish you the best of luck in the process!**