NOW ACCEPTING APPLICATIONS

Applications will be accepted year round from individuals who meet the following criteria:

• Completion of pre-requisite courses (Anatomy & Physiology 2 OR Human Development may be in progress at the time of application)
• Completion of 20 hours of job shadow/volunteer or work experience with occupational therapy practitioners.
  It is recommended that applicants include 2 different areas of practice.
• Completion of timed writing essay

All applications will be reviewed upon receipt. Strong applicants who score at 90% or greater on criteria will gain automatic entry into program and will be immediately notified of provisional acceptance. All other applications will be pooled together and considered twice per year (mid-February for Hybrid program and early-May for Traditional program.) It is recommended that applicants submit an application at the Welcome Center once all criteria have been met.

APPLICATION PROCESS

Students assume all responsibility for reading and following instructions. Selection is based on the following system (not in order of priorities):

• Grades in pre-requisites
• Job shadowing
• Essay score
• Related work experience
• Professionalism

When the targeted class enrollment is filled, other qualified applicants will be placed on an alternate list. If admission is offered to an applicant who has not completed AP 2 or Human Development, the admission will be provisional until the course is completed satisfactorily by the deadline.

Courses are offered in one of two cohort styles.

1. Traditional format – classes are mainly Monday-Friday during daytime hours with some courses offered in the evening and occasional Saturday classes. Courses must be taken in the approved sequence over the course of seven quarters. This program begins in Fall quarter subject to adequate qualified applicant pool size. Applications are accepted on an ongoing basis year round. Notification of acceptance to program will occur in late May/early June of each academic year for the next Fall session.*

2. Hybrid format – classes are mainly evening hours twice per week with some daytime and Saturday coursework required. Courses must be taken in the approved sequence over the course of nine consecutive quarters. This program begins in Spring quarter subject to adequate qualified applicant pool size. Applications accepted on an ongoing basis year round. Notification of acceptance to program will occur in late February each academic year for the next Spring session.*

*Strong applicants who score at 90% or greater on criteria will gain automatic entry into program and will be immediately notified of provisional acceptance.

There are four Level 1 fieldwork experiences that are completed in program both in the first and second year of program. Level 2 full-time fieldwork must be completed within 18 months of completion of program academic coursework. All fieldwork experiences will be completed during the normal daytime business hours of the clinic. Full-time fieldwork is required in the final two quarters.
Applications will not be processed if the written essay is not completed. Applications must be submitted at the time the written essay is completed at the Assessment and Testing Center in the Zgolinski Welcome Center. Applicants that are not able to complete the Writing Prompt at the Welcome Center, please contact Tonisha Simmons in the Welcome Center by email, tsimmons@greenriver.edu or call (253) 833-9111, ext. 2657 to make arrangements to complete the writing prompt.

Applications can be mailed to:  
GREEN RIVER COLLEGE WELCOME CENTER  
C/O OTA APPLICATION  
12401 SE 320TH ST.  
AUBURN, WA 98092

TRANSFER APPLICANTS
Students transferring from other colleges must first complete a Green River College admissions application online at greenriver.edu or at the Welcome Center. If transfer credits are to be considered, official transcripts and a Transcript Evaluation Request form must be submitted to Enrollment Services prior to applying. Unofficial transcripts must also be submitted with the application. Submitted applications become the property of Green River College and materials will not be returned to the applicant.

APPLICATION REQUIREMENTS

Pre-requisite Courses
The following courses must be completed prior to application (except AP 2 or Human Development – only one of these courses may be in progress). Each pre-requisite cannot be repeated more than once within the past 5 years. It is to the applicant's advantage to also complete at least one, if not all supporting classes before applying. See list below for supporting coursework requirements.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Green River Course Number</th>
<th>Specific Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy and Physiology 1*</td>
<td>AP 103 or Biol 241</td>
<td>Must have been completed within 5 years from date of application</td>
</tr>
<tr>
<td>Anatomy and Physiology 2*</td>
<td>AP 104 or Biol 242</td>
<td>Must have been completed within 5 years from date of application</td>
</tr>
<tr>
<td>English Composition</td>
<td>Engl 101</td>
<td>No Expiration date</td>
</tr>
<tr>
<td>Human Development</td>
<td>H Sci 150 or Psyc 200</td>
<td>No Expiration date</td>
</tr>
</tbody>
</table>

*The two-quarter sequence of A&P should be taken at the same level (100 or 200) and from the same college or with the same Common Course sequence. At the faculty's discretion, exceptions to the expiration date may be waived for current healthcare workers.*
EXPERIENCE

Two different recommendations from a total of 20 hours of work, volunteer, or job shadow experience in Occupational Therapy (OT) must be documented on the Verification and Recommendation Form for Job Shadow/Volunteer Experience in Occupational Therapy, see page 10-11 of this application. One of the two recommendations must be from an occupational therapy practitioner. All job shadowing and experiences must be documented on this form and placed in sealed envelopes by each facility or it will not be considered.

In addition to the minimum 20 hours with OT practitioners, the following will be considered:

- Experience in more than one type of OT environment (outpatient, skilled nursing, hospital, rehabilitation center, school, etc.). Experience in more than one setting is strongly encouraged.
- Volunteer or employment in a closely related field (nursing, rehabilitation assistant, speech language pathology, healthcare professions, etc.)

GRADE POINT AVERAGE

Applicants will be evaluated based on grades in prerequisite and supporting courses. A minimum cumulative GPA of 2.5 for all college level work taken within the last 5 years is required to apply to the program. Required prerequisite and supporting courses must be completed with a minimum grade of 2.0 (or a “C” if not a decimal grade).

ESSAY

Essay needs to be completed at the Assessment and Testing Center in the Welcome Center. Applicants will turn in their completed application at the same time. Students must receive an average of 7 out of 10 to meet the minimum qualifications.

BACKGROUND CHECKS

Clinical fieldwork is integrated throughout the program and is required for all students. Placement can occur, but is not limited to, the following settings: long term care, rehabilitation care, outpatient clinics, school districts, pedicatric clinics, hospitals and home health. A criminal record may prohibit a student from participation in these fieldwork experiences. As a part of the application packet, each applicant should completely fill out the background check forms and be prepared to submit them once notified of provisional acceptance. Once student has received a contigent acceptance offer, the student will be required to participate in a Washington State Patrol investigation for criminal history and Green River Health Sciences Programs Conviction and Criminal History Disclosure form (See forms at the end of application). In addition, students will need to complete a national background check (current processing fee of approximately $40 ) to be in compliance with the Child/Adult Abuse Information Act (RCW 43.43.830- 43.840). The pdf summary of results will then be provided to the program within 7 days of provisional acceptance to program. The Washington State and national background checks must be free of any violations or convictions, including domestic violence. Final admission to the program is dependent upon the results of these background checks.

A criminal background limits or prevents clinical placement and/or employability. If you have cause for concern regarding criminal history outcome or any charges related to vulnerable populations (ie. children, vulnerable adults), contact NBCOT to discuss predetermination and eligibility process for the National Certification Board examination. Link here for more information: nbcot.org/early-determination-character-review.

ESSENTIAL FUNCTIONS

Applicants are expected to read the Essential Functions of the Occupational Therapy Assistant Program, and return the signature page along with the OTA application.
APPLICATION COMPLETENESS
Applicants assume responsibility for knowing and meeting all requirements. They are expected to read and understand the college catalog and OTA Department website (www.instruction.greenriver.edu/ota/) for specific details regarding the OTA program.

Checklist of things to do before turning in the application
- Complete the required prerequisite courses with a 2.0 or higher.
- Have a minimum college-level GPA of 2.5 (on a 4.0 system).
- Submit Transcript Evaluation Request form to Enrollment Services if you submit official transcripts from Green River.
- For non-Green River courses, submit all official transcripts to Enrollment Services.

Official transcripts are documents listing the courses you have taken at a college. They are ordered from each college you attended. A college can send it directly to Green River or send it to you. If a college sends it to you, it needs to stay in the original sealed envelope, and you turn it in to Enrollment Services. You need to contact each college and request the official transcript. Colleges may charge you money for official transcripts. Applications will not be reviewed until all official transcripts are on file.
- If there is a cause for concern related to criminal history or charges related to vulnerable populations, perform eligibility review online through NBCOT at: nbcot.org/early-determination-character-review.

CHECKLIST FOR APPLICATION SUBMISSION
All items must be turned in at the same time. Items will not be added to your application after submission. Submit all materials to the Assessment and Testing Center (ZWC) in this order:
- OTA Program Application Form
- OTA Essential Functions Signature Form
- Copy of valid photo ID
- All unofficial transcripts from every college attended with the pre-requisites and cumulative GPA highlighted

Unofficial transcripts can be a copied or opened official transcript or an unofficial transcript printed from the college’s website. Unofficial transcripts are turned in with the application packet. Official transcripts are submitted to Enrollment Services ahead of time along with the Transcript Evaluation Request form.
- Timed written essay of intent to be completed at the Assessment and Testing Center in ZWC Welcome Center
- Verification of all job shadow and/or related work experience

TO BE COMPLETED ONCE PROVISIONAL ACCEPTANCE RECEIVED
- Washington State Patrol Request for Criminal History Information
- Result summary from the Certified Background Check
- Green River College Health Sciences Programs Conviction/Criminal History Disclosure Form

UPDATE YOUR CONTACT INFORMATION
All communication will be done through your Green River student email. If Green River College elects to contact you through other means, it will be done using the contact information already on record.
- Activate your Green River student email at http://Green River College.greenriver.edu/student-email/
- Confirm the accuracy of your contact information at greenriver.edu/online-services.htm
  Select the “Student Info” tab and select “Student Address”
**STUDENT INFORMATION**

Name: _______________________________ Green River Student ID: _______________________________

Address: ______________________________________________________________________________

City: __________________ State: ______ Zip: ______

Personal Email: _______________________________ Phone: ________________________________

Application Submitted for (pick one):

- [ ] Spring Hybrid Program (9 quarters mostly evenings – see description on page one of this application)
- [ ] Fall Traditional Program (7 quarters mostly daytime hours – see description on page one of this application)

If space is not available in the program of your choice, would you consider placement to the other program?

- [ ] Yes  
- [ ] No

Comments: __________________________________________________________

________________________________________________________

**SIGNATURE**

By signing below, I verify that:

1. My information for this application is accurate and complete as of this date.
2. I activated my Green River student email and will be checking it regularly.
3. I checked my contact information to ensure it is correct and will keep it up to date.

Signature: _______________________________ Date: _______________________________
OTA PROGRAM SUPPORTING COURSES

Below is a list classes outside of the OTA program that need to be completed at a 2.0 GPA before your 200-level OTA courses in the fourth quarter of program for Traditional format and fifth quarter of program for Hybrid format. Students may complete these supporting required courses while also taking OTA subject classes. If possible, try to complete them before the program begins. All program and supporting coursework must be completed within three years of initial enrollment in program. Level 2 full-time fieldwork must be completed within 18 months of completion of program academic coursework.

All fieldwork experiences will be completed during the normal daytime business hours of the clinic. Full-time fieldwork is required in the final two quarters.

- PSYC 100 (General Psychology)
- Completion of Math 070 (Pre-Algebra) or higher
- Communication Studies – Choose ONE
  - CMST 220 – Public Speaking or
  - CMST 230 – Small Group Communication
- Multi-cultural Competency – Choose ONE
  - ANTH 206 – Cultural Anthropology or
  - ANTH 235 – Cross-Cultural Medicine or
- CMST 238 – Intercultural Communication or
- GEOG 200 – Human Geography or
- HUMAN 133 – People, Language and Culture or
- HUMAN 186 – Peoples of the World or
- SOC 101 – Introduction to Sociology or
- SOC 205 – Sociology of Disability or
- SOC& 201 – Social Problems
ESSENTIAL FUNCTIONS FOR THE STUDENT

Becoming an occupational therapy assistant requires the completion of an education program that is both intellectually and physically challenging. The student will be expected to acquire knowledge, motor skills, and behavior and attitudes that are necessary to provide ethical, safe, effective, compassionate patient care. The purpose of this document is to inform candidates to the occupational therapy assistant (OTA) program of the demands that they can reasonably be expected to meet, with or without reasonable accommodation, while participating in the program.

Decisions made by the candidate to enter this program should be made after careful consideration of the following technical standards. These standards reflect reasonable expectations of the OTA student for the performance of common occupational therapy functions encountered in the program. They are also reasonable expectations of employers; however, employers may have different standards. The ability to meet these standards does not guarantee employment upon graduation.

Each candidate in this Associate in Applied Science degree program should possess these abilities and skills:

MOTOR

The candidate should have sufficient gross and fine motor capabilities to execute the movements and skills required to provide safe and effective occupational therapy treatment. This includes, but is not limited to:

1. Sufficient coordination, speed, strength and agility to assist and guard (protect) patients who are walking, exercising or performing other activities.
2. Ability to adjust and move equipment which involves bending, twisting, pushing and pulling, and reaching.
3. Ability to frequently execute safe and effective transfers of adults and children, in excess of 100 pounds
4. Ability to guide, resist, and assist patients, and to provide emergency care, which involves activities including standing, kneeling, sitting, walking and crawling.
5. Ability and dexterity to fabricate, apply and monitor adaptive equipment, perform and demonstrate functional activities and administer components of sensory, motor and Activities of Daily Living Skills (ADL) assessments.
6. Sufficient endurance to move about a classroom or clinical environment steadily throughout the day, including movement across distances, movement from one floor to another, and negotiation of small spaces.

SENSORY

Candidate should have sufficient sensory abilities to assess and monitor patients, observe physical movement, participate in physical measures, and recognize and respond to patient needs and unsafe situations. Candidate should have the ability to obtain information in classroom, laboratory or clinical settings through observation, auscultation, palpation and other measures, and requires abilities including, but not limited to:

1. Visual ability (corrected as necessary) to recognize and interpret facial expressions and body language, to observe patient performance in therapy, to read or set parameters on occupational therapy equipment, and to interpret and assess the environment.
2. Auditory ability (corrected as necessary) to recognize and respond to verbal directions and requests, to be aware of safety mechanisms in the environment, and for effective communication between patients/families/co-workers.
3. Tactile ability to palpate muscle contractions, to discriminate hot and cold modalities, to exert the necessary pressure to fabricate splints, and to identify joint articulations.
COMMUNICATION
Candidate will need to communicate effectively and efficiently with peers, faculty, patients and their families, and other health care providers orally, in writing, and non-verbally. This includes, but is not limited to:

1. Ability to read at a level that allows the essential functions of an assignment to be completed safely and effectively.
2. Ability to effectively articulate and interpret information to patients, family members, other health care professionals and third party payers as appropriate.
3. Ability to recognize, interpret, and respond to nonverbal behavior of self and others.

BEHAVIOR
Candidate should be capable of exercising good judgment, developing empathic and therapeutic relationships with patients and others, working in stressful situations, and tolerating close physical contact with co-workers and patients. This includes, but is not limited to:

1. Ability to work with multiple patients/families and colleagues at the same time.
2. Ability to work with lab partners, patients, families and others under stressful conditions, including but not limited to medically or emotionally unstable individuals, situations requiring rapid adaptations, the provision of CPR, or other emergency interventions.
3. Ability to prioritize multiple tasks, integrate information and make decisions.
4. Ability to work with individuals of varying ages and socioeconomic, ethnic and cultural backgrounds.
5. Ability to consistently provide a therapeutic presence.
6. Ability to work collaboratively with all (both male and female) OTA students and with program faculty in classroom, lab and clinical settings.
7. Ability to accept feedback and appropriately modify behavior in response to supervisory feedback.
8. Ability to demonstrate values, attitudes, and behaviors consistent with the OT Professional Code of Ethics.
9. Ability to display professional appearance (appropriate dress and personal grooming) while involved in all school, clinical, and professional activities.
10. Ability to handle personal and professional problems appropriately so they do not interfere with classroom and clinical performance.

CRITICAL THINKING
Candidate should possess sufficient abilities in the areas of critical problem solving, reasoning, and assessment to be able to comprehend and process information in a timely manner. Candidate will be asked to prioritize, organize and attend to tasks and responsibilities efficiently. This includes, but is not limited to:

1. Ability to collect and interpret data.
2. Ability to prioritize multiple tasks, integrate information and make decisions.
3. Ability to apply knowledge from basic and technical education to the provision of occupational therapy care which includes the ability to plan and implement treatment programs that are applicable and practical and provide creative treatment alternatives.
4. The ability to problem solve in order to act safely and ethically in the occupational therapy lab and clinic.
CAPTSONE EXPERIENCE
The capstone experience of this educational program occurs during the final two quarters, when the candidate provides occupational therapy care in clinic settings under the supervision of occupational therapy practitioners. The candidate should have the capacity to complete eight to ten hour days, and 40-hour weeks, in clinical education experiences for two ten week periods. The clinical education experience provides for an integrative measure of the candidate’s capabilities, requiring that the candidate consistently demonstrate skill and proficiency of performance at the entry level of an occupational therapy assistant.

ADDITIONAL INFORMATION
In order to be eligible for placement at a clinical education site, students admitted to the program will need to:

1. Obtain certification (health professional level) in cardiopulmonary resuscitation through an approved course for health care providers.
2. Complete an approved 7-hour course for health care providers on blood borne pathogens.
3. Provide proof of health status including but not limited to proof of MMR and chicken pox vaccination, hepatitis B vaccination (or signed waiver), current tetanus immunization, and current TB test.
4. Complete a Washington State Patrol background check (Children and Vulnerable Adults Act)
5. Complete other pre-clinical screenings as needed such as drug testing and finger printing.

ACCOMMODATION
Candidates for the Occupational Therapy Assistant Program are required to certify that these standards have been provided to them. Applicants who believe they do not meet the standards may request accommodation. Accommodation is arranged through the Disability Support Services office. Additional information about requesting accommodation is available at greenriver.edu/DSS/.

Please sign and submit the Essential Functions Signature Form with your application materials.

ESSENTIAL FUNCTIONS SIGNATURE FORM
Please sign and return this signature form with the application packet. Keep the Essential Functions for your records.

My signature acknowledges that I have been provided with the document “Essential Functions” for OTA students and read it in its entirety. I understand and can meet the expectations of an occupational therapy assistant student. I understand that I may request reasonable accommodation if I believe I cannot meet the standards.

Printed Name: __________________________
Signature: ___________________________ Date: __________________________
VERIFICATION AND RECOMMENDATION FORM JOB SHADOW /VOLUNTEER EXPERIENCE IN OT

This Section to be completed by Applicant

Applicant's Name: ____________________________________________

Applicant's Address: __________________________________________

__________________________ Date Range of Employment or Shadowing/Volunteering: ___________ to: ___________

Number of Hours Completed: ____________________________________

Check One:
☐ I waive the right to view this recommendation/verification form in my file at Greer River College.
☐ I do not wish to waive this right; I wish to retain the right to view this letter in my file at Green River College.
To be completed by the Occupational Therapy Practitioner

This section is to be completed by the occupational therapy practitioner who supervised the applicant’s job shadow, volunteer or paid work experience. After completion, the form should be placed in a sealed envelope with the occupational therapy practitioner’s signature across seal. The completed form should then be submitted with application packet.

Name: ___________________________________ Discipline:  OTR  OTA  Other: __________________

Facility: ____________________________ Phone: ____________________________

Address: ________________________________________________________________

City: ____________________________ State: ____ Zip: ____________________________

1. I verify that this applicant has completed _____ hours of job shadow/volunteer/paid work experience in the setting in which I work.

2. Please rate the applicant on a scale of 1 to 5 with 5 representing excellence and 1 representing unsatisfactory performance:

- 5  4  3  2  1  N/A Demonstrates interest in occupational therapy.
- 5  4  3  2  1  N/A Has a neat and clean appearance that is appropriate for clinical setting.
- 5  4  3  2  1  N/A Asks questions appropriately
- 5  4  3  2  1  N/A Communicates effectively with staff and patients
- 5  4  3  2  1  N/A Demonstrates initiative to increase learning

3. Please select only one of the following recommendations:

- I highly recommend this applicant for a career in OT
- I recommend this applicant for a career in OT
- I recommend this applicant for a career in OT with reservations
- I do not recommend this applicant for a career in OT

4. Comments: ____________________________________________________________

________________________________________________________________________

________________________________________________________________________

Signature: ____________________________ Date: ____________________________
WASHINGTON STATE PATROL
REQUEST FOR CRIMINAL HISTORY INFORMATION
CHILD/ADULT ABUSE INFORMATION ACT
RCW 43.43.830 THROUGH 43.43.845

All students who will be placed in practicum education sites for Green River College’s health occupation programs are requested to complete the below Washington State Patrol Abuse Clearance section. The purpose of this abuse clearance is to assure the safety and well-being of patients, clients and children who come into contact with students. Practicum education sites are expecting that Green River College students will not pose undue risks to the safety of patients/children.

The Washington State Patrol abuse clearance request is for the following: “Child/Adult Abuse Information: Response limited to convictions against children or other persons, dependency proceedings, abuse of vulnerable adults, and DOL disciplinary board final decisions and any subsequent criminal charges associated with the conduct that is the subject of the disciplinary board final decision”. Please be aware that information on other felony and misdemeanor convictions may be reported from the state patrol office. This abuse clearance is used only for the purpose of practicum education placement determination and further dissemination or use of the record is prohibited.

As stated earlier, all students are required to complete this form. Any student choosing not to complete this process must be aware that the ability of faculty to arrange practicum education experiences will be severely restricted and in some instances impossible. A large number of facilities (all of them for nursing) require proof of this clearance before students are allowed to participate in any practicum activities.

I have read and understand this information about the Washington State Patrol Abuse Clearance.

Please attach a copy of your driver's license for identification verification.

Signature: ___________________________ Date: ___________________________

please print

Student's Name: ___________________________ Last    First    Middle

Alias/Maiden Name: ___________________________

Social Security Number: ___________________________ Date of Birth: ___ / ___ / ___

This document is available in alternative formats to individuals with disabilities by contacting Disability Support Services at 253-833-9111, ext. 2631; TTY 253-288-3359; or by email at dss@greenriver.edu. Green River College is an equal opportunity educator and employer. Learn more at www.greenriver.edu/accessibility. The above referenced program of study information was current at the time of printing. The program may have been updated or changed to remain industry current. For program updates, please visit greenriver.edu or contact the program’s listed faculty adviser.
CERTIFIED BACKGROUND CHECK

certifiedbackground.com

Upon provisional acceptance, you will be required to participate in this Certified Background Check. This must be completed and returned to the Green River College OTA Program within 7 days of provisional offer for admission.

After completing the form you will get a password. This is for your personal use. Once you receive you report you will need to print out the RESULTS SUMMARY and attach it to your application.

About certifiedbackground.com

CertifiedBackground.com is a background check service that allows students to purchase their own background check. The results of a background check are posted to the CertifiedBackground.com website in a secure, tamper-proof environment, where the student, as well as the organizations can view the background check.

Instructions to order your background check

1. Go to www.CertifiedBackground.com and click on “Students.”
2. In the Package Code box, enter package code: RN84
3. Select a method of payment: Visa, MasterCard or money order. It is approximately $40 but there may be additional fees if you have lived in different locations.

Once your order is submitted, you will receive a password to view the results of your background check. The results will be available in approximately 48 -72 hours.

Remember to submit the results summary with your application

CONVICTION/CRIMINAL HISTORY DISCLOSURE FORM

This form must be completed to be considered for Health Science Programs admission and continuation. Upon provisional acceptance, you will be required to complete this form and return it to the Green River College OTA Program within 7 days of provisional offer for admission.

Health Science Programs review conviction/criminal history records when considering individual for admission and continuation. These reviews are carried out because they relate to the essential qualifications of potential and continuing students under the Program’s curriculum standards, as well as to the safety and security of patients and public. The Washington State Child and Adult Abuse Information Law RCW 43.43.830-842, requires that anyone with unsupervised access to certain vulnerable populations be screened for specific information about any convictions for crimes against persons and crimes relating to financial exploits, and for findings in related actions and proceedings. Health Science Programs involve unsupervised access to populations defined by this law. In addition, certain criminal convictions and certain court administrative determinations may preclude completion of the clinical portion of the curriculum. Clinical training sites are precluded by law from allowing persons with certain convictions histories to have unsupervised access to these vulnerable populations. Contracts with clinical training sites require Health Science Programs to assure that its students have been screened.
Conviction information, including information regarding certain court and administrative determinations, must be disclosed and verified before an applicant or student can be considered for enrollment or continuation in the Program. A conviction/criminal history record does not necessarily disqualify an individual from admission or continuation. Conviction/criminal history records must be verified through a private national background check agency specified by the program. Admission and/or continued enrollment is subject to a satisfactory background check review. Individuals who do not sign this Conviction/Criminal History Disclosure Form will not be considered for admission or continuation. Questions about the use of conviction/criminal history information may be referred to the Program Director/Coordinator or Dean of Nursing, Health Sciences and Education.

I. CRIMES AGAINST PERSONS AND CRIME RELATING TO FINANCIAL EXPLOITATION

☐ Yes ☐ No  Have you ever been convicted of or have current outstanding investigations of any of the following crimes?

If YES, please check all that apply and provide detailed information in section VI.

☐ Arson (1st Degree)
☐ Assault (Custodial)
☐ Assault (Simple or 4th Degree)
☐ Assault (1st, 2nd, 3rd Degree)
☐ Assault of a child (1st, 2nd, 3rd Degree)
☐ Burglary (1st degree)
☐ Child Abandonment
☐ Child Abuse or Neglect (RCW 26.44.020)
☐ Child Buying or Selling
☐ Child Molestation (1st, 2nd, 3rd Degree)
☐ Communication with a Minor
☐ Criminal Abandonment
☐ Criminal Mistreatment (1st, 2nd Degree)
☐ Custodial Interference (1st, 2nd Degree)
☐ Extortion (1st, 2nd, 3rd Degree)
☐ Forgery
☐ Incest
☐ Indecent Exposure (Felony)
☐ Indecent Liberties
☐ Kidnapping (1st, 2nd Degree)

☐ Malicious Harassment
☐ Manslaughter (1st, 2nd Degree)
☐ Murder (Aggravated)
☐ Murder (1st, 2nd Degree)
☐ Patronizing a Juvenile Prostitute
☐ Promoting Pornography
☐ Prostitution
☐ Promoting Prostitution (1st Degree)
☐ Rape (1st, 2nd 3rd Degree)
☐ Rape of a Child (1st, 2nd, 3rd Degree)
☐ Robbery (1st, 2nd Degree)
☐ Selling/Distributing Erotic Material to a Minor
☐ Sexual Exploitation of a Minor
☐ Sexual Misconduct with a Minor
☐ Theft (1st, 2nd, 3rd Degree)
☐ Unlawful Imprisonment
☐ Vehicular Homicide
☐ Violation of Child Abuse Restraining Order
☐ Or any of these that may have been renamed
II. RELATED PROCEEDINGS

☐ Yes  ☐ No  Have you ever been found in a dependency action, domestic relations proceeding, disciplinary board hearing, or protection proceeding to have: sexually assaulted or exploited, sexually or physically abused a minor or developmentally disabled person OR to have financially exploited or abused a vulnerable adult? If YES, please provide detailed information in Section VI.

III. DRUG-RELATED CRIMES

☐ Yes  ☐ No  Have you ever been convicted of a crime related to the manufacture of, delivery, or possession with intent to manufacture or deliver a controlled substance? If YES, please provide detailed information in Section VI.

IV. MEDICARE FRAUD-RELATED CRIMES

☐ Yes  ☐ No  Have you been debarred, excluded or otherwise ineligible for participation in federal health care programs? If YES, please provide detailed information in Section VI.

V. HEALTH CARE LICENSURE

☐ Yes  ☐ No  Have you ever had your license as a health care practitioner revoked? If YES, please provide detailed information in Section VI.

VI. FOR ALL ITEMS CHECKED IN SECTIONS I – V, PLEASE SPECIFY:

1. The specific details including the court or agency involved
2. Conviction or action date(s)
3. Sentence(s) or penalty(ies) imposed
4. Prison release date(s)
5. Current standing (e.g. parole, work release, suspended license, etc.)
6. Pending court/agency investigation

I. GENERAL CONVICTION INFORMATION

☐ Yes  ☐ No  Aside from those crimes listed above, within the past 10 years, have you ever been convicted of or released from prison for any crimes, excluding parking tickets/traffic citations? If YES, please indicate all conviction dates, prison release date(s) and the nature of the offense(s).
Under penalty of perjury, I certify that the above information is true, correct and complete. I understand that I am obligated to notify the program within 30 days, in writing, of if I am convicted of any crime or if any of the specified court or administrative determinations are made against me during the application period and/or while enrolled as a student. I understand that any misrepresentation or omission in the above-stated information may lead to denial of admission or dismissal. I understand and agree that the Green River College Health Sciences may verify this information through a private national background records verification agency. I also understand and agree that admission and continuation is conditioned on the Program’s receipt of a satisfactory background check report from the agency.

AUTHORIZATION FOR REPEAT BACKGROUND CHECKS AND DISSEMINATION OF RESULTS

I agree to initiate, pay for and provide the Green River College with repeat background check every year from the date of my admission to the Program. I authorize dissemination of my self-disclosure information, background check results, and conviction records to clinical training sites as deemed necessary by the Program during the completion of my academic program. I understand that the program will provide the records listed above only with the condition that the receiving party or parties will be notified by the Program that they may not disclose the information to other parties, in a personally-identifiable form, without my further consent, unless the other parties are otherwise eligible under federal or state law to receive the records. I further understand that any statements that I have placed in my records commenting on consented information contained in the records listed above will be released along with the records to which they relate.

Signature: ___________________________ Date: ___________________________

PROCESS FOR BACKGROUND CHECK REVIEW

1. All applicants/students submit a signed Conviction/Criminal History Disclosure Form
2. Every applicant must verify conviction/criminal history through the private national background check agency specified by the Program, by the stated deadline. Failure to comply by the deadline may disqualify the applicant from admission.
3. All continuing students must complete a repeat check every year.
4. If the check is negative, the applicant may be admitted to and the continuing student may continue in the program.
5. If the check is positive, the applicant/student will be asked to explain any discrepancies. This information will be reviewed by Dean of Nursing, Health Sciences and Education and the Program Coordinator and faculty. If the review indicates that the information and explanation are satisfactory, the applicant may be admitted to and the continuing student may continue in the program. If the review indicates that information and explanation are not satisfactory, the offer of admission may be withdrawn and the continuing student may be suspended or dismissed from the program.
6. The Dean of Program Director/Coordinator will meet with the applicant/student and inform the applicant/student of the decision regarding the background check review verbally and in writing.