





2176 South Eason Blvd. Tupelo, Mississippi 38804. (662) 620.5145. (662) 620.5077

I am applying to the Health IT Workforce Program based on the following criteria and I must submit ALL documents required by my selection to be considered for enrollment. Must select one of the following:

\_\_\_\_\_ **Education background**

- Criminal History Background Affidavit\*
- Official transcript
- If transcript is through ICC please check here

\_\_\_\_\_ **Experience in related fields**

- Complete Work Keys Test (Gold level required)
- Verifiable employment letter from employer(s) with contact information, job description and employment date to validate history of experience.
- Criminal History Background Affidavit\*

\*Must be notarized and returned with application.

**Policies of the Health IT Workforce Program:**

- 1) Students who complete the workforce role **within six months** of the start date could be eligible to receive a stipend of the total cost of the role not to exceed \$500.
- 2) Federal stipends are only available for one role per student. Students electing to complete more than one workforce role will not be eligible for additional stipends.
- 3) Students are encouraged to sit for the competency exam (first 27,500 exams are free to students – available beginning in May 2011).
- 4) Students must abide by Itawamba Community College policies including academic honesty and student responsibilities.
- 5) Students must have knowledge of basic computer software applications such as Word, Excel and email for this online program.
- 6) In order to successfully complete a workforce role, it is estimated that students will need to **spend a minimum of 15 hours a week completing assignments, readings, and exams.**
- 7) A clinical or capstone course may be required for some workforce roles. Travel may be required to complete periodic testing at designated testing sites.
- 8) Other policies and online instructions will be provided to the student upon admission.
- 9) Only applications with required supporting documents will be processed. The completion of this application **DOES NOT** guarantee a placement in the program.
- 10) Payment must be paid prior to class start date. Payment can be made in person or by mail to 2176 South Eason Blvd Tupelo, MS 38804 or by phone at 662.620.5054.
- 11) Applications will be reviewed and acceptance is dependent on experience and educational background. Students will be notified once application is processed.
- 12) Application requirements are subject to change without notice.

For Office Use Only:

Student Name: \_\_\_\_\_ Verification of employment: \_\_\_\_\_

Transcripts: \_\_\_\_\_ Affidavit: \_\_\_\_\_

Complete Work Force Keys/Date \_\_\_\_\_ Date Received \_\_\_\_\_

Workforce Role Start Date \_\_\_\_\_ Student Notification Date \_\_\_\_\_

Workforce Role \_\_\_\_\_ Background \_\_\_\_\_