

# Human Services Program

## Application Packet for Direct Support Professional 2021-2022

### Packet Includes:

- Application Information, Process and Deadlines***
- Immunizations***
- Program Application Form***

*It is the policy of Chemeketa Community College and its Board that there will be no discrimination or harassment on the basis of race, religion, color, sex, age, national origin, ethnic origin, sexual orientation, gender identity, marital status, citizenship status, pregnancy and related conditions, family relationship, veteran's status, disabilities and tobacco usage in any educational programs, activities, or employment. Persons having questions about opportunity/affirmative action should contact the Affirmative Action Officer at 4000 Lancaster Dr. NE, Salem, Oregon 97309-7070, or call 503.399.4784. To request this publication in an alternative format, please call 503.399.5192.*

# Human Services Program Information

The Human Services Program (HSP) is a limited enrollment Associate of Applied Science degree. Applicants admitted in a cohort are required to follow the courses outlined for each term as it is written in the catalog or as approved with their HSP advisor. Students who successfully meet program requirements each term continue in the Human Services courses of the subsequent term.

## A) Disclosure of Student Information

In compliance with the Family Educational Rights and Privacy Act (FERPA), Chemeketa Community College releases only very limited information regarding students. All Human Services students, including those who have filed a Request for Non-Disclosure of Student Information Form, should be aware that some confidential information may be shared. Contracts with practicum placement sites require that the following information be made available about students placed at these sites: immunization status. Students may also be required to submit to a 10-panel drug screen urinalysis (UA) as requested by the practicum site. The results of this test will be made available to the requesting practicum site. This information is needed for purposes of student and patient safety.

Every effort is made to limit access to confidential student information to those who have a need to know. For more information regarding Non-Disclosure of Student Information, contact the Enrollment Services at 503-399-5001.

## B) Criminal Background Check, Drug Screening, and Vaccinations

This program does not require background checks or drug screening before entering into the program. Job applicants, existing employees, and volunteers may be required to submit to background checks and/or drug screens by federal or state law. For more information, visit [www.privacyrights.org](http://www.privacyrights.org). Students with criminal histories may be prevented from obtaining certain field work experiences

**MRR:** Students will be required to provide documentation of the Measles, Mumps, Rubella (MMR) vaccine.

**COVID-19:** Students in the Direct Support Professional or Social Services program are not required to obtain COVID-19 Vaccinations; however, may be required to be fully vaccinated by some practicum agencies.

**PLEASE NOTE:** Students who request a medical or religious exception should be aware that many of our clinical partners are requiring the COVID vaccine and other required vaccinations as outlined to participate in clinical partner experiences (e.g., rotations). These rotations are required as part of your coursework. Exclusion from our clinical partner experiences (e.g., hands-on internship or rotations) would result in the failure of the course and therefore denial of your certificate or degree.

We will try to accommodate students with exceptions to find clinical partner experiences that will accept; however, Chemeketa cannot guarantee such a placement.

You will be required to sign off in your program's source document that you acknowledge and understand the vaccination requirement and exclusion impact.

**IMPORTANT:** Students who exempt themselves from the vaccination requirements should be aware that circumstances may arise that would require their exclusion from clinical and/or classroom settings. Also, illness that may result from lack of immunizations may prevent students from attending class or clinical sessions. Either exclusion from clinical and/or class or missed time due to illness may result in an inability

to meet course requirements and, therefore, the need to withdraw from Human Services program.

### C) Technology Requirements

It is highly recommended that students have access to a computer with high speed internet access and a printer. Electronic technology is used extensively in the presentation of content throughout the Human Services Program. If students do not possess their own equipment, they should plan to spend at least ten hours per week utilizing on-campus computer lab and/or library resources.

### Student Accessibility Services

Students should seek accommodation advising as soon as possible after admission to the Human Services program so that a plan for accommodation can be in place at the beginning of the program. Contact the Office of Student Accessibility Services to discuss the process of identifying reasonable accommodations. This office is located in Building 2, first floor (telephone 503.399.5192 [voice/TTY] or email [studentaccess@chemeketa.edu](mailto:studentaccess@chemeketa.edu)). Reasonable accommodation will be directed toward providing an equal educational opportunity for students with disabilities while adhering to the standards of Human Services practice for all students.

If a student is dissatisfied with any outcomes from Student Accessibility Services, they may appeal the decision through the Health Sciences Dean.

**Medical evaluations of physical capacity** may be necessary to provide information needed to accommodate functional limitations. When needed for this purpose, reports of an examination conducted by a licensed healthcare professional may be required from students. Students requesting accommodations should make an appointment with the College's Office for Student Accessibility Services at 503-399-5192.

### Program Cost

The fees for the program are subject to change. Please review the most up-to-date information in the College's course catalog

### Questions?

*Please contact one of the following:*

Health Sciences Department .....	503.399.5058
Dr. Yolanda Martinez, Program Chair .....	503.399.6236

# Human Services Program – Direct Support Professional 2021-2022 Application Information

## Application Process:

If not currently enrolled at Chemeketa Community College, applicants must also apply for admission on the college's website using the "Admissions Application" form.

(<http://www.chemeketa.edu/earncertdegree/admission/process/newstudent.html>)

## Directions:

Complete the Human Services Application (page 6) using the fillable form feature (do not handwrite). Once completed submit the application to our Limited Enrollment office one of the following ways:

- Email full page PDF to [registrar@chemeketa.edu](mailto:registrar@chemeketa.edu)
- Drop off at the Enrollment Services office on the Salem Campus Building 2 Room 201

## Other College Transcripts:

Submit official transcripts of courses completed from other colleges and/or universities along with the "Request for Evaluation and Transfer of Previous Credit" form. Please be advised that transcript evaluations may take two weeks.

**IMPORTANT: You may apply BEFORE you have taken all the required general education courses; however, WR121 Academic Composition (preferably, APA focus) must be completed before spring term of the year of application.**

## Application Deadline:

Application packets will be accepted through **October 22, 2021**. Any applications received after that date may be considered if the program has not been filled. Applicants will be notified through MyChemeketa email of their status after attending the mandatory Program Orientation.

## Program Admission:

Applicants should check their MyChemeketa email daily after completion of the Program Orientation for notification of Program Admission. Additional information may be required prior to determining a candidate's acceptance to the program.

## Program Orientation:

Students that apply by the application deadline **must attend a program orientation on November 3, 2021 6:30-7:30 p.m.** Program information and eligibility will be discussed at orientation.

Late applicants for all HSP degrees **must attend a program orientation on December 7, 2021 from 6:30-7:30 p.m.**

Once you have been accepted into the program:

### **Mandatory Immunization Requirements:**

**COPIES ONLY – NO ORIGINALS**

The Oregon Health Authority has established standards for requirements for health professional student placements in clinical training settings within the State of Oregon. Immunizations include Measles, Mumps and rubella (MMR). All reports of immunization status must be on official records, signed by a qualified healthcare professional, and must be complete before you are eligible to register for Health Sciences courses. We accept copies of childhood immunizations.

- **Measles, Mumps, Rubella (MMR) vaccine**

- Proof of two doses of MMR; second dose of MMR **cannot** be given sooner than 28 days after first dose  
*or*

- Proof of positive titer

- **Exemptions:**

**Medical:** A written statement of exemption signed by a licensed independent practitioner; or

**Non-Medical:** A signed Vaccine Education Certificate you receive after talking with your healthcare provider *or* watching the College Measles Module online and printing and signing the Vaccine Education Certificate at the end of the module. You can find more information at:

<http://public.health.oregon.gov/PreventionWellness/VaccinesImmunization/Gettingimmunized/Pages/non-medical-exemption.aspx>

Documentation will be gathered when you take the HS170 class.

- **COVID-19 vaccine**

- Students in the Direct Support Professional or Social Services program are not required to obtain COVID-19 Vaccinations; however, may be required to be fully vaccinated by some practicum agencies. Please see below:

Oregon Health Authority's Temporary Administrative Order 333-019-1010 from PH 38-2021 requires health care personnel and healthcare staff who work or volunteer in healthcare settings to be vaccinated against COVID-19 or request a medical or religious exception.

**PLEASE NOTE:** Students who request a medical or religious exception should be aware that many of our clinical partners are requiring the COVID vaccine and other required vaccinations as outlined to participate in clinical partner experiences (e.g. rotations). These rotations are required as part of your coursework. Exclusion from our clinical partner experiences (e.g. hands-on internship or rotations) would result in the failure of the course and therefore denial of your certificate or degree.

We will try to accommodate students with exceptions to find clinical partner experiences that will accept; however, Chemeketa cannot guarantee such a placement.

You will be required to sign off in your program's source document that you acknowledge and understand the vaccination requirement and exclusion impact.

**IMPORTANT:** Students who exempt themselves from the vaccination requirements should be aware that circumstances may arise that would require their exclusion from clinical and/or classroom settings. Also, illness that may result from lack of immunizations may prevent students from attending class or clinical sessions. Either exclusion from clinical and/or class or missed time due to illness may result in an inability to meet course requirements and, therefore, the need to withdraw from Human Services program.

# Human Services Program

2021-2022 Application Form – Direct Support Professional

Deadline: October 22, 2021\*

Student ID/K#: \_\_\_\_\_

Name: \_\_\_\_\_

Chemeketa Email: \_\_\_\_\_

Telephone Number (Include area code): \_\_\_\_\_

**I am attesting that I have completed each of the listed items by initialing each line below:**

- \_\_\_\_\_ I have updated my current address and/or phone number with Chemeketa.
- \_\_\_\_\_ I have clicked on Gmail icon at the top of the page in MyChemeketa to verify MyChemeketa email is active.
- \_\_\_\_\_ I have submitted official transcripts of courses completed from other colleges and/or universities along with the "Request for Evaluation and Transfer of Previous Credit" form to Enrollment Services.
- \_\_\_\_\_ I have detached the Program Application form from this packet (page 6) and will retain the packet for my reference.
- \_\_\_\_\_ I have read and accept the statement on page 2 regarding A) Disclosure of Student Information to practicum sites; B) Criminal Background Check, Drug Screening, and COVID-19 vaccinations.
- \_\_\_\_\_ I have read and understand the requirements regarding technology requirements and immunizations.
- \_\_\_\_\_ I understand that I must complete WR121 with a grade of C or better before the start of spring term.
- \_\_\_\_\_ I understand that an offer of admission to the Human Services program is based on the evaluation of my application.
- \_\_\_\_\_ If I am admitted to the program and accept, I will attend the mandatory program orientation.
- \_\_\_\_\_ If I am admitted to the program and accept, I will submit all required immunization documentation to the Health Sciences Office.

**By signing this application, I am attesting that the information contained herein is accurate and complete.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Applications submitted after the due date may be considered if the program has not been filled.**

Program application requirements must be submitted **AS ONE COMPLETE PACKET**. A complete Human Services Application Packet consists of this checklist. Submit application to Enrollment Services, [registrar@chemeketa.edu](mailto:registrar@chemeketa.edu).