

PROCESS FOR REGISTRATION IN ALLIED HEALTH CLASSES – EMS/CNA/LTE

- a) Print a checklist from the website or pick up a copy from the Nursing and Allied Health Office CED 101.
- b) Attach COPIES (not originals) of the documents required. Only complete packets will be accepted except for the Hepb series which can be in progress.
- c) Starting Wednesday Nov 9, 2011 call office for an appointment to bring in packet or to ask for advice. 445-3296/3294. Appointments will be from 8:30-10:30 Monday through Thursday. If you want to fax or email documents and they are incomplete we will let you know what you need to do but we will not keep them.
- d) Walk-ins will be asked to put their documents in an envelope and leave them in the box and they will be processed in the order that they are received.
- e) Once all the documents are approved you will be released to register in the class and you will be notified by email from PeopleSoft.
- f) Once a class is full we will wait list first come first serve.

Please ensure that your name, NSHE id, telephone# and class required, am/pm are on the packet or we will not be able to process them. tx

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