

NEW STUDENT ONBOARDING

Upon receiving the non-refundable deposit (see Acceptance Information for more information), the Information Technology team will email onboarding instructions.

This email includes instructions for setting up credentials to access the student portal, MTSA email, and Brightspace Learning Management System.

Students must also submit various documents upon acceptance, before starting the program. Accepted students will receive an email with more information when these documents are available in the student portal (typically around September 1). Below is a list of items required upon acceptance to the Practice Doctorate. All items must be submitted to the student portal by December 1.

1. Family Educational Rights and Privacy Act (FERPA) Form
2. Enrollment Agreement
3. Honor Code
4. Emergency Contact Form
5. Media Release
6. Student Access Card Form
7. Fitness Center Waiver
8. Driver's License

Students must also complete a **Background Check Form** and **Additional Qualifications** form. These forms are assigned as soon as the student's account is created. Students will receive an email when these documents are assigned, and they are due seven days after the student has been emailed.

NPI Number

Students are required to obtain a National Provider Identification (NPI) number before starting the program. The Registrar's Office will email students with information about how to apply for an NPI number and a form to submit their NPI number. All NPI numbers must be submitted by December 1.

Clinical Document Requirements

Below is a list of items related to clinical rotations required upon acceptance to the Practice Doctorate program. Accepted students will receive an email with more information when these documents can be submitted to the student portal (typically around September 1). All items must be submitted to the student portal by December 1.

1. Licenses and Certifications
 1. Tennessee RN License
 2. ACLS
 3. BLS
 4. PALS
2. Proof of Health Insurance
3. COVID Contract
4. COVID Vaccine Documentation
5. COVID Vaccine Release
6. Clinical Site Confirmation Form

The following items are included on the Health History Form you will receive via email. This form must be completed by a healthcare provider and submitted to the student portal by December 1.

1. The **lab reports** showing evidence of either immune or non-immune for the titers Mumps, Rubella and Rubeola.
2. The **lab reports** giving evidence of positive Varicella titer drawn from a reputable laboratory with date and result, OR evidence of two Varicella vaccines given no less than one month apart and a post-vaccine titer. Any Varicella titer in the negative range (indicating no immunity) must have the Varivax vaccine in the two-stage process. If the Varivax vaccine is indicated, it is the student's responsibility to obtain this vaccine and to provide documentation of such to the student portal before December 1.
3. Written documentation of completed series of three Hepatitis B vaccines or documentation of refusal of the vaccine (from physician's office) Or completed declination waiver" (from Clinical Support Office).
4. Record of updated TDAP (from physician's office in the last seven years).
5. Documentation of completion of the CDC-required TB skin test will be required within at least the 12 months prior to enrollment (total of 2)
 1. The first needs to be completed within a year prior to enrollment date
 2. The second needs to be completed within 3 months prior to enrollment date
6. Some clinical sites require various other vaccines prior to participation there, and these vaccines will be required (i.e. H₁N₁, flu).

All student health records may be shared with appropriate personnel at any clinical affiliates, if requested. Students must sign a release of information form. MTSA reserves the right to deny admittance of an accepted applicant if the physical examination or health information deems that the person would be incapable of completing the program.

Please note that these requirements may change by cohort. Students will be notified of all requirements for their cohort upon acceptance to the Practice Doctorate program.