



Welcome to A. A. S. Nursing Program

Congratulations on your acceptance to the Weekend/Evening Hybrid nursing program! The following information is important for a smooth transition into the program in the fall semester. Instruction will be primarily online, while clinical rotations will take place in person.

Students are expected to begin classes on **1/12/27** with Nursing 200, the Transitions of LPN to AAS Nursing course. You will have 2 days of online instruction **1/12/27** and **1/14/27** followed by 2 days of in person hands on assessment practice and testing **1/16 and 1/17/27 from 0800-1600 on the Saranac Lake campus**. The semester and your regular classes will start on **1/25/2027**.

All students will have a “skills day” that takes the place of the first week of clinical, for your cohort this will take place on **1/30/27 from 0800-1600 on the Saranac Lake campus**. This day focuses on reviewing hands on skills such as foley catheter insertion, wound care, sterile fields, medication administration, medication calculation, etc.

You will be registered for your first semester courses in the coming weeks. Please check the NCCC student portal for the dates and times of your coursework. Official communication is always sent via USPS or your NCCC email. It is your responsibility to be sure you are receiving notices and staying updated on any changes. You can contact the IT HelpDesk at helpdesk@nccc.edu If you have not been a student at NCCC prior to this year, please contact the IT HelpDesk via email for assistance.

Your scrub uniform for this school year consists of a green top with black pants and shoes and an NCCC patch sewn to the left sleeve of your uniform top. You can order/purchase patches (directly) at the bookstore. If you have questions, please contact the bookstore at: 518-891-2915 x 1276 or collegestoremain@nccc.edu.

The book list for the AAS (RN) year is listed under Student Life > Campus Store > Sp27Books at nccc.edu

Hospital Orientations

Orientation will be conducted per hospital and facility, more information to follow once clinical assignments have been sent out.

Information regarding days/times for facility orientation sessions will be disseminated to students via email.

Spring 2026 Clinical Days:

- Friday evenings 1500-2300 or
- Saturday 0700-1500 or 1500-2300 or
- Sunday 0700-1500 or 1500-2300

Students will receive information regarding their clinical placement via **Exxat**, please do not submit any clinical requests at this time. Clinical information will be released after **1/4/27**, when all health and professional requirements have been met.

Health and Professional Requirements

To protect the health of all North Country Community College (NCCC) members and the patients you serve, NCCC and our clinical partners require students to fulfill certain health requirements. All nursing students are expected to submit their health records and professional requirements to the NCCC Nursing Program via their Exxat student portal.

Exxat accounts will be created for every student prior to the paperwork deadline. Students will receive further instructions via their NCCC email on how to complete the online submission process through Exxat.

The paperwork deadline is 1/4/2027. Students are expected to have all paperwork turned in by this date to avoid delays in clinical placement, which in turn may place your position in the program in jeopardy.

Please contact our Weekend Evening Clinical Coordinator with questions about clinical or health and professional paperwork: Courtney Roy croy@nccc.edu

A couple items to note specifically when it comes to your paperwork: ³

- **MMR Vaccine (Required):** Submit either proof of the two dose vaccination series or immunity titers on the provided form. This document will be submitted to both the Health Records Office and the Nursing Program.

- **Tdap Vaccine (Required):** Must be **current within the last 10 years**. Please submit proof of vaccination within ten years or provide proof of a booster.

- **Varicella Vaccine (Required):** Submit proof of the two dose vaccination series or immunity titers on the provided form.

- **Flu Vaccine (Recommended):** If beginning in the Spring Semester-submit proof of vaccination including the date given, lot # of the vaccine, and the expiration date of the vaccine or a signed declination form. If submitting a declination form, this needs to be accompanied by a physician's note for medical exemption.

- **Hepatitis B Vaccine (Recommended)** Submit one of the following on the provided form: proof of the 3-vaccine series, immunity titers, or a signed declination form.

- **Meningococcal Vaccine: (Recommended)** Submit via the provided form either proof of vaccination **within the last 5 years** or a signed declination. This documentation will be submitted to both the Health Records office and the Nursing Department.

- **COVID Vaccine: (Recommended)** If you are submitting proof of vaccination, please do so in the form of a copy of your COVID card, some clinical sites require a copy of the card itself. **If you wish to decline, write this on your health clearance form.**

- **Physical Examination and OSHA Fit Test Form:** Please ensure both provided forms are signed by the physician or provider completing. The physical exam form from NCCC must be filled out to completion and signed by the health care provider completing.

The OSHA fit test form is so we may perform N95 Fit Testing on the NCCC campus. **You do not need to be tested prior to school starting, but we do need a provider signature on these forms to confirm you are medically able to be fit tested by NCCC.**

- **TB Screening:** The college requires Tuberculosis testing via one of the following three routes:

- **QuantIFERON Gold laboratory test** (recommended route after 2021 by the NYS Department of Health) and to submit the negative results with your paperwork,
- **Two-step PPD** for any individual that has never gotten a tuberculin skin test, or for those who it has been more than 1 year since their last PPD. If you receive a PPD annually, then this is sufficient, you will need to submit proof of your last two.
- If you are unable to receive a PPD for any reason, proof of a **negative chest x-ray** is sufficient.

- **Clinical ID:** Please submit a semi-professional head shot photo to be used for your clinical ID badge. Your scrub uniform or solid colored shirt is acceptable as dress, please ensure the background is a solid neutral color and the picture is clear. As per the handbook facial piercings are not allowed to be in/on during clinical, so please do not have them in your photo (the exception being religious exemption). Please do not apply any filters or photography editing with special effects to these photos.

- **LPN License:** Please submit a copy of your NYS LPN license prior to the beginning of the semester. This is the green half sheet of paper that includes your license # and expiration date.

See example below:

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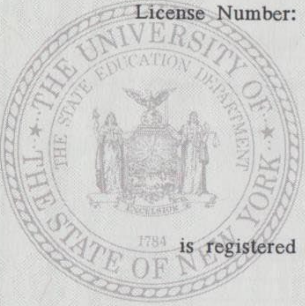
*The University of the State of New York
Education Department
Office of the Professions*

REGISTRATION CERTIFICATE
Do not accept a copy of this certificate

License Number: [REDACTED] Certificate Number: [REDACTED]

[REDACTED]

[REDACTED] is registered to practice in New York State through [REDACTED] as a(n)
REGISTERED PROFESSIONAL NURSE

The seal is circular with a green border. Inside, it features the text "THE UNIVERSITY OF THE STATE OF NEW YORK" around the top and "THE STATE EDUCATION DEPARTMENT" around the bottom. In the center is a crest with two figures flanking a shield, topped by an eagle. The year "1784" is at the bottom of the crest.

LICENSEE/REGISTRANT
Barbara Zittel
EXECUTIVE SECRETARY

Jul. B. S. G.
COMMISSIONER OF EDUCATION
D. De E. Kell
DEPUTY COMMISSIONER
FOR THE PROFESSIONS

This document is valid only if it has not expired, name and address are correct, it has not been tampered with and is an original - not a copy. To verify that this registration certificate is valid or for more information please visit www.op.nysed.gov.

-Student Liability Insurance: All students admitted to the nursing programs are **required** to provide proof of student nurse professional liability insurance in the amounts of: **\$1,000,000.00 for each claim and \$6,000,000.00 aggregate** and maintain coverage for the length of the program.

Professional liability insurance can be obtained from the Nurses Service Organization. Please contact NSO at www.nso.com. Once purchased, you must provide a copy of the **Certificate of Insurance** (an email with the certificate will be sent 24 hours after payment). Proof of payment alone will not satisfy this requirement. If you are under the age of 18, you will need to request a paper application.

-CPR/BLS Certification: All nursing students are required to have a current CPR certification. **Failure to maintain current certification may result in loss of scheduled clinical experience**, it is the student's responsibility to maintain validity.

The **only** courses accepted by the Nursing Program are:

American Heart Association: BLS for the Healthcare Provider, RQI BLS, and HSI BLS

Red Cross: CPR/AED for the Professional Rescuer and Healthcare Provider

No online only CPR courses will be accepted, it is a requirement that they include in person, hands on skills testing. If you have questions on if your CPR/BLS will be accepted, email the clinical coordinator.

○ Technology Requirements

All students will be required to have minimum system specifications.

Hardware Requirements

- 4th generation (4000 series) Intel Core i3 / i5 / i7 and newer or AMD equivalent ([Check your Computer Hardware](#)) (Apple computers from 2013+)
- 4GB of Memory (RAM)
- Intel HD Graphics 3000 or better - Minimum supported screen resolution 1024x768

Software Requirements

- Windows 8.1 - 64-bit System Type
- Windows 10 - 64-bit System Type
- macOS (three latest versions) o 10.13 (High Sierra) o 10.14 (Mojave) o 10.15 (Catalina)

Browsers

- [Google Chrome](#) (required for Blackboard and Speech to Text feature)
- [Mozilla Firefox](#)
- Microsoft Edge (Windows only)
- Safari (macOS only)

General System Specifications

- Minimum 3 Mbps download connection – check your network speed. • Microsoft Office with Word capability
- All software should be up to date.
- Printer, camera, and computer microphone (most computers have built in microphones) are required.