

ADMISSIONS AND ENROLLMENT

Non-Discrimination Statement

NIMAA offers opportunity to all interested and qualified applicants without regard to gender, race, color, religion, age, national origin, disability, sexual orientation, genetic information, or any other applicable status protected by federal, state, or local law.

Admissions Requirements

General Admission Requirements

Before enrollment, prospective students must meet the following requirements:

- **Be 18 years old or older by the cohort graduation date**, 17 years of age at the time of application is acceptable if the applicant has a high school diploma or the equivalent by time of enrollment and the written consent of a parent or legal guardian (Driver's License or official US identification is required);
- **Have evidence of high school graduation or equivalent to include** a high school diploma or transcript that includes the name of the high school attended, city, state, and graduation year; or equivalent to include:
 - A General Education Development (GED) certificate, or
 - A State certificate after passing other State-authorized examinations (HiSET, TASC) that a State recognizes as the equivalent of a high school diploma; or
 - A DD214 that indicates high school equivalency; or
 - A degree issued to the student that indicates the high school graduation, or documentation of completion of a bachelor's degree from an institution recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA).
- **Students must be proficient in verbal and written English, as demonstrated by the possession of a high school diploma, GED, or passage of a state approved high school proficiency exam.** For applicants who provide a foreign institution evaluation for admissions determination and the applicant's primary written and spoken language is not English, English proficiency will be assessed via the written and verbal portions of the application process. An official test result of an English as a foreign language test may be required.
- Students must reside in a state in which NIMAA is authorized to offer its program. Documentation of state residence shall be as follows:
 - The identification document submitted for admission to the program shall be used to determine the student's physical location, for purposes of confirming residence in a state where NIMAA is authorized to operate.

- Should the identification document not represent the student's current state residence, the student will be required to provide proof of residence in another form, such as a rental agreement, utility bill, insurance or similar documentation.
- Should a student change their state of residence during the course of the program, the student will be required to provide updated documentation of residence.
- Evidence of meeting the above admissions requirements must be supplied to NIMAA prior to the commencement of classes.

NIMAA does not accept special diplomas or non-standard state diplomas. Diplomas and transcripts from foreign institutions require official evaluation. To be deemed acceptable, an evaluation of equivalency to meet the minimum requirements of high school equivalent from a National Association of Credential Evaluation Services (NACES®) or Association of International Credential Evaluators, Inc. (AICE) approved official service must be received within 30 days from the student's start date.

NIMAA externship sites may have additional requirements for student placement that must also be adhered to, such as drug screening or additional immunizations. Applicants required to meet such requirements will be notified accordingly.

Ability-to-Benefit

NIMAA does not admit ability-to-benefit students.

Procedure

NIMAA requires that all prospective students enrolling in the program provide official evidence of high school graduation or equivalent, including official translation of foreign transcripts by an approved entity. Acceptable evidence includes high school diplomas and transcripts issued by institutions recognized by the appropriate state licensing body. NIMAA may require additional documentation if the legitimacy of the document is unclear.

The Admissions Team is required to collect and evaluate admissions determination documentation required for admission to the program in compliance with the above referenced policy.

The Admissions Team is responsible for verifying that the applicant attestation form to the application is located in the student information system and copies of required documentation are obtained within the 30-day stipulated timeframe for foreign transcripts.

If the applicant is unable to provide any of the above documents, the applicant has an opportunity to discuss possible steps to follow with the Student Services Manager. An unofficial copy of high school transcripts or equivalent may be accepted as long as NIMAA is able to verify the validity of the document with the granting entity. The Admissions Team is responsible for reviewing and evaluating the high school diploma or equivalency documentation for validity as stated within the above referenced policy. The Admissions Team shall complete the Proof of Education form in the Student Information System, including all validation documentation as applicable.

The Admissions Committee is responsible for reviewing all admissions determination documentation and determining whether an applicant's application to NIMAA will be accepted or denied. Any such determination will be documented and maintained in the Student Information System for a period of seven years from the date of the Admissions Committee determination.

High School Diploma (or equivalent) Verification and Acceptable Documentation

Applicants are responsible for providing copies of the official document(s) to NIMAA; documentation shall be provided to NIMAA prior to the commencement of the program on the specified date they are due. All documents related to High School Diploma or equivalent shall be verified by the Admissions Team as applicable:

1. Search for school/institution approval through state department of education or agency in the state in which the high school is located to determine if a diploma from the high school (which does not have to be accredited) is recognized by that State;
2. Contact high school/institution and request written or electronic confirmation of details of school approval/authorization, file written communication in the Proof of Education form in the Student Information System to minimally include the school name, contact phone number and address, and name/title of individual verifying information.
3. If the U.S. Department/Secretary of Education has published a list of high schools that issue invalid high school diplomas, the NIMAA Admissions Team will confirm that the high school does not appear on that list.
4. Any other resources or means to validate the documentation as equivalent.

NIMAA will also accept the following documents as a recognized equivalent of secondary education:

1. A GED certificate to be considered the “equivalent of a high school diploma” requires obtaining the certificate. This requirement is not satisfied by completing a “GED program”;
2. Official copies of HiSET, TASC results or other state approved high school proficiency exams for which the applicant is a resident;
3. A DD214 military discharge form evidencing high school graduation or equivalent;
4. A degree issued to the student that indicates the high school graduation, or documentation of completion of a bachelor’s degree from a regionally or nationally accredited institution recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) as long as NIMAA is able to verify the institution’s accreditation status of good standing with its accrediting agency.

Foreign Transcript/Evaluation Verification

Applicants are responsible for providing copies of the official document(s) to NIMAA. All foreign transcripts and degrees must be evaluated and translated to meet U.S. equivalency. NIMAA will accept the credential evaluation services of an agency that has published standards for membership, affiliations to international higher education associations, and are frequently linked to and used by federal agencies, state agencies, educational institutions and employers (e.g., NACES and AICE). NIMAA does not endorse any evaluators, but may provide the following list of sample foreign transcript and degree evaluators to applicants:

- Foreign Consultants: <https://www.foreignconsultants.com/>
- Educational Credential Evaluators: <http://www.ece.org/>
- Educational Perspectives: <http://www.educational-perspectives.org/>

- International Consultants of Delaware: <http://www.icdeval.com/>
- International Education Research Foundation, Inc.: <http://www.ierf.org/>
- World Education Services: <http://www.wes.org/>

By two weeks prior to the school start date, applicants with foreign transcripts and degrees must provide evidence that they have submitted appropriate documentation to an appropriate evaluating agency, as outlined above.

Documentation of equivalency shall be provided no later than thirty (30) days from the student's start date. All documents related to foreign transcript evaluation shall be verified by the Student Services Manager as applicable as follows:

NIMAA shall accept any foreign transcript and evaluation that includes the following:

1. Translated in English;
2. Evaluated to meet minimum requirements for equivalency of a high school diploma; and
3. Evaluation service provider is a member of NACES or AICE and verified through:
 - a. NACES | National Association of Credential Evaluation Services:
<https://www.naces.org/members>
 - b. AICE | Association of International Credential Evaluators, Inc.:
<http://aice-eval.org/members/>

Student Required Equipment

NIMAA students require consistent access to a personal computer and internet connection that can support completion of all online coursework requirements and participation in the weekly synchronous seminars. Minimum hardware, software, and internet requirements are described in the following sections.

Prospective students unsure of whether their personal equipment will meet these requirements can contact the NIMAA IT team at it@nimaa.edu with any questions.

Minimum Hardware Requirements

- Personal computers should be three years old or newer, when possible
- 2.4 GHz or faster processor
- 4 GB or more of RAM
- 300 GB or larger hard drive
- 500 MB or better video card capable of 1920x1080 resolution or higher
- Sound card with speakers, headphones and microphone
- Monitor/display video card capable of 800x600 dpi with 256 colors
- All students must have access to a digital video camera or recording device such as a laptop or desktop computer with an enabled webcam or a smart phone or tablet with built-in video-recording capabilities. Students must be able to transfer content from their digital device into the internet via USB/HDMI cable, email (size limitations vary) or other appropriate methods.

- Highly Recommended:
 - Printer
 - External mouse
 - USB mass-storage device (recommended)
 - Mobile device capable of connecting to the internet (e.g. tablet, smartphone)

Minimum Software Requirements

- Operating Systems (one of the following):
 - Windows 10 and newer
 - Mac OS X 10.15 and newer
 - ChromeOS 125.0.6422.4
- Supported browsers: Edge, Safari, Chrome, and Firefox (current and first previous major releases of each browser)
 Note: Chrome is preferred, if possible.
- JavaScript enabled

Minimum Internet Speed

- Bandwidth of 3 Mbps minimum to support good video streaming

Immunization and Testing Requirements

The purpose of these requirements is to ensure a consistent testing and immunization standard for all NIMAA students to protect the health and safety of all those served by NIMAA, as well as the community as a whole.

In order to participate in the NIMAA program, students must meet the immunization and test requirements as noted in the following table. Externship sites may require students to have additional immunizations, as well.

IMMUNIZATION / TEST	DESCRIPTION OF REQUIREMENT
Tetanus Vaccine (Td/Tdap)	Must show evidence of one of the following: <ul style="list-style-type: none"> • Td within the last 10 years • Tdap within the last 10 years
Varicella (Chickenpox) Vaccine	Must show evidence of one of the following: <ul style="list-style-type: none"> • 2 doses of varicella vaccine administered after the age of 12 months, and with each dose a minimum of 4-8 weeks apart • Positive blood titer

IMMUNIZATION / TEST	DESCRIPTION OF REQUIREMENT
	<ul style="list-style-type: none"> • Documented evidence of disease
Measles, Mumps and Rubella (MMR) Vaccine	<p>Must show evidence of one of the following:</p> <ul style="list-style-type: none"> • 2 doses of MMR vaccine administered after the age of 12 months, and with each dose a minimum of 4 weeks apart • Positive blood titer
Influenza (Flu) Vaccine	<p>Must upload proof of annual influenza vaccine administration to NIMAA’s Student Information System and show to externship site supervisor. Students will receive notice of this policy at the time of enrolling into the program.</p>
PPD, BAMT (QuantiFERON Gold) or Chest X-Ray (Tuberculosis/TB)	<p>Must show evidence of one of the following:</p> <ul style="list-style-type: none"> • Negative PPD test within the 6 months prior to school start • Negative BAMT (Blood Assay for M. tuberculosis—this is commonly known as a QuantiFERON-TB Gold blood test or T-spot blood test) within the 6 months prior to school start • Negative chest x-ray within the 6 months prior to school start
Hepatitis B Vaccine	<ul style="list-style-type: none"> • Must show evidence of one of the following: <ul style="list-style-type: none"> ○ Hep B vaccination series: <ul style="list-style-type: none"> ▪ If vaccination occurred prior to 2019, must have evidence of 3 doses, with the 3rd dose being a minimum of 16 weeks after dose 1, and 8 weeks after dose 2. ▪ If vaccination occurred in 2019 or later, then a 2-dose series with HeplisavB could be acceptable with the 2nd dose being a minimum of 4 weeks after the 1st dose. ▪ If vaccination occurred in 2019 or later, and not with HeplisavB, then the above 3-dose schedule would be required. ○ Positive blood titer

IMMUNIZATION / TEST	DESCRIPTION OF REQUIREMENT
COVID-19 Vaccine	Vaccination consistent with Centers for Disease Control guidance for health care employees at the time of application. Should the Centers for Disease Control guidance change after admission to the program, students will be required to meet the updated guidance according to the timeline recommended in the guidance, or within 1 month of the notice of the change by NIMAA, whichever is sooner.

Students are responsible for uploading evidence of required vaccinations/tests to the Immunization Records form in the NIMAA Student Information System by the due dates noted in the **Immunization Timeline** section. Evidence of immunization must be provided on the forms provided by NIMAA.

Immunization Timeline

COHORT	TIMELINE
Fall	Students must provide NIMAA with evidence of all required immunizations no later than August 20, 2024, at 8pm MT. The Influenza (Flu) Vaccine is the only exception to this timeline, and must be received, with evidence provided, by December 1, 2024, at 8pm MT.
Spring	Students must provide NIMAA with evidence of all required immunizations, including the flu vaccine, no later than February 18, 2025 at 8pm MT.

Students who have not met the immunization requirements will not be allowed to attend their externship. Continued failure to meet these requirements could result in the student not meeting externship attendance requirements, leading to potential dismissal from the program.

Exemptions

Any exemption due to medical or religious contraindications must be submitted to NIMAA’s Student Services no later than 30 days *before the start of the program*. Each exemption will be reviewed by NIMAA’s Clinical Director, and the individual requesting the exemption will be notified in writing as to whether their request for exemption has been granted. NIMAA holds the right to deny requests for exemption. If an exemption request is denied, the individual will be required to follow the NIMAA immunization policy in order to be admitted and enrolled or cancel their application.

If an exemption request is granted, NIMAA will coordinate with the applicable externship organization to confirm whether they will honor the exemption according to their own internal Infection Control Policies. Should an externship organization, by their own policy, not allow for an approved exemption,

then NIMAA will attempt to identify an alternate externship organization for placement. Unfortunately, this may not always be possible, depending on the number of externship organizations located within a particular region and their applicable policies.

- *Medical Exemptions:* An individual requesting medical exemption because of medical contraindications must complete the required NIMAA form and provide documentation from the individual's medical provider who attests to the medical contraindication. Standard criteria for medical exemption will be utilized based on recommendations from the Centers for Disease Control and Prevention.
- *Religious Exemptions:* An individual requesting exemption because of religious reasons must complete the required NIMAA form and provide documentation of the specific reason for exemption request in writing.

Please contact NIMAA at info@nimaa.edu to request an exemption form, as needed.

Site Specific Admissions Requirements

NIMAA Externship Organizations where students complete the clinical components of the program may have additional requirements for student placement.

For the Fall 2024 cohort, the below Externship Organizations have additional requirements:

Alivio Medical Center (IL): bilingual in English and Spanish required; reside in Cook County, and ONE of the following: Black, Latinx, female, person living with a disability, disconnected youth, individuals in recovery, individuals with past criminal records including justice impacted and reentry participants, individual participating in the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), and Women, Infants, and Children (WIC), veterans and military spouses, and/or other underrepresented persons in the corresponding sector as identified by the sector backbone

Clinica Family Health (CO): bilingual in English and Spanish required

Erie Family Health Centers (IL): bilingual in English and Spanish preferred; 4 of 8 students placed at organization reside in one of the following zip codes: 60624, 60644, 60651, or 60612

Esperanza Health Centers (IL): bilingual in English and Spanish (written and oral form) required; reside in Cook County, and ONE of the following: Black, Latinx, female, person living with a disability, disconnected youth, individuals in recovery, individuals with past criminal records including justice impacted and reentry participants, individual participating in the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), and Women, Infants, and Children (WIC), veterans and military spouses, and/or other underrepresented persons in the corresponding sector as identified by the sector backbone

Hamdard Health Alliance (IL): bilingual in English and Spanish, Urdu, or Bosnian (written and oral form) required; reside in Cook County, and ONE of the following: Black, Latinx, female, person living with a disability, disconnected youth, individuals in recovery, individuals with past criminal records including justice impacted and reentry participants, individual participating in the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), and Women, Infants, and Children (WIC), veterans and military spouses,

and/or other underrepresented persons in the corresponding sector as identified by the sector backbone

Esperanza Health Center (PA): bilingual in English and Spanish (written and oral form) required

Fair Haven (CT): bilingual in English and Spanish preferred; socioeconomic conditions required

HealthNet (IN): become employed 0.6 FTE, comply with health requirements, agree to 2-year work commitment post-graduation

HealthPoint (TX): must be an existing employee at the organization

Kintegra (NC): participate in an additional preparatory study course for the national credentialing exam

Near North (IL): bilingual in English and Spanish (written and oral form) required; reside in Cook County, and ONE of the following: Black, Latinx, female, person living with a disability, disconnected youth, individuals in recovery, individuals with past criminal records including justice impacted and reentry participants, individual participating in the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), and Women, Infants, and Children (WIC), veterans and military spouses, and/or other underrepresented persons in the corresponding sector as identified by the sector backbone

Northeast Missouri Health Council (MO): drug screening, additional background check, and copy of immunization record must be provided
PrimeCare Community Health (IL): reside in Cook County, and ONE of the following: Black, Latinx, female, person living with a disability, disconnected youth, individuals in recovery, individuals with past criminal records including justice impacted and reentry participants, individual participating in the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), and Women, Infants, and Children (WIC), veterans and military spouses, and/or other underrepresented persons in the corresponding sector as identified by the sector backbone

Roanoke Chowan Community Health Center: must be an existing employee at the organization

Salud Family Health (CO): bilingual in English and Spanish preferred

Shawnee Health Services and Development Corporation (IL): complete additional criminal background check and complete 15 online modules to prepare for in-clinic time; must successfully be selected by the organization to be hired as apprentices under the Department of Labor MA Apprenticeship Program

Tapestry 360 (IL): reside in Cook County, and ONE of the following: Black, Latinx, female, person living with a disability, disconnected youth, individuals in recovery, individuals with past criminal records including justice impacted and reentry participants, individual participating in the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), and Women, Infants, and Children (WIC), veterans and military spouses, and/or other underrepresented persons in the corresponding sector as identified by the sector backbone

TCA Health (IL): must not be employed at organization; bilingual in English and Spanish (written and oral form) preferred; reside in Cook County, and ONE of the following: Black,

Latinx, female, person living with a disability, disconnected youth, individuals in recovery, individuals with past criminal records including justice impacted and reentry participants, individual participating in the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), and Women, Infants, and Children (WIC), veterans and military spouses, and/or other underrepresented persons in the corresponding sector as identified by the sector backbone

The Primary Health Network: must be an existing employee at the organization

The Wright Center for Community Health (PA): additional background check and drug screening

Tepeyac Community Health Center (CO): bilingual in English and Spanish required

Wallace Medical Concern (OR): bilingual in English and Spanish required

Wayne Memorial Community Health Centers (PA): drug screening and additional background check required

Admissions Process

Admissions Timeline

COHORT	TIMELINE
Fall	For participation in the Fall 2024 cohort, NIMAA will accept applications for Early Decision through April 14 th , 2024, and Regular Decision through May 29 th , 2024.
Spring	For participation in the Spring 2025 cohort, NIMAA will accept applications for Early Decision through October 23 rd , 2024, and Regular Decision through November 27 th , 2024.

Note: NIMAA reserves the right to revise admissions deadlines in response to externship organization request, and NIMAA consideration and agreement.

The Application Process

The NIMAA application process is as follows:

- Applicants must complete the online NIMAA application.
- All applicants will have a phone interview with a NIMAA representative.
- Select applicants will participate in an externship interview.
- Admissions decisions will be sent to applicants by email.
- Upon admission, prospective students will be required to undergo a background check.

- Admitted students will need to sign an enrollment agreement with NIMAA.
- Prior to the start of the program, students will be provided access to an online course providing orientation to the NIMAA Learning Management System.

Waitlist and Rollover Applications

Select applicants may be placed on the waitlist and will be offered admissions if a spot opens at their selected Externship Organization. At the end of the admissions cycle, applicants remaining on the waitlist will have the option to participate in an expedited admissions process in the cohort immediately following the cohort they were waitlisted in. The expedited process does not guarantee admissions into the next cohort. If the applicant's selected Externship Organization is not hosting students in the following cohort, the applicant will have to re-apply and complete the admissions process for the next available cohort or at a different Externship Organization if applicable.

Background Check

Applicants need to have cleared a background check prior to the start of classes or externship, based on the criteria listed below.

- Any violent felony convictions of homicide. (No time limit)
- Crimes of violence (assault, sexual offenses, arson, kidnapping, any crime against an at-risk adult or juvenile, etc.), as defined in section 18-1.3-406 C.R.S., in the ten years immediately preceding the submittal of application.
- Any offense involving unlawful sexual behavior in the ten years immediately preceding the submittal of application.
- Any crime, the underlying basis of which has been found by the court on the record to include an act of domestic violence, as defined in section 18-6-800.3 C.R.S., in the seven years immediately preceding the submittal of application.
- Any crime of child abuse, as defined in section 18-6-401 C.R.S., in the seven years immediately preceding the submittal of application.
- Any crime related to the sale, possession, distribution, or transfer of narcotics or controlled substances in the seven years immediately preceding the submittal of application.
- Any felony theft crimes in the seven years immediately preceding the submittal of application.
- Any offense of sexual assault on a client by a psychotherapist, as defined in section 18-3-405.5 C.R.S., in the seven years immediately preceding the submittal of application.
- Crimes of moral turpitude (prostitution, public lewdness/exposure, etc.) in the seven years immediately preceding the submittal of application.
- Registered Sex Offenders. (No time limit)
- Any offense in another state, the elements of which are substantially similar to the elements of any of the above offenses.
- More than one (1) D.U.I. in the seven years immediately preceding the submittal of application.

- Applicants may submit an appeal with a list of references and supporting evidence to show reason for being admissible to the program and NIMAA staff will review on a case-by-case basis to determine eligibility if the applicant does not meet the criteria listed above.

NIMAA will facilitate background checking procedures. Background check results will not be provided to any entity outside of NIMAA.

NIMAA will notify all externship organizations of whether or not the students placed at their clinics have passed the background check based on the criteria provided. Applicants should be aware that the clinical externship site can request an additional background check and refuse a student based upon their own background check criteria. Applicants should check state regulations related to criminal convictions and the ability to be licensed.

Enrollment Procedures

During the enrollment period (see *Program Calendar*), students will undergo a background check, pay all fees as per the *Payment Schedule*, and complete all the enrollment documents. Late enrollments into the program are not accepted.

Family Educational Rights and Privacy Act (FERPA)

In accordance with the FERPA Act, NIMAA has designated the following categories of information as public (directory information). This information will be routinely released to any inquirer unless a student requests that all or part of this list be withheld. Directory information includes: Name; Address; Telephone number; Email address; Date of Birth; Dates of attendance including current enrollment; GPA; Certification and Awards received.

All requests to restrict the disclosure of such information must be done in writing by completing a form in the Student Information System.

Postponement of Start Date

Postponement of a starting date, whether at the request of the school or the student, requires a written agreement signed by the student and the school. The agreement must set forth:

- Whether the postponement is for the convenience of the school or the student, and;
- A deadline for the new start date, beyond which the start date will not be postponed.

If the course is not commenced, or the student fails to attend by the new start date set forth in the agreement, the student will be entitled to an appropriate refund of prepaid tuition and fees within 30 days of the deadline in accordance with the school's refund policy and all applicable laws and rules concerning the Private Occupational Education Act of 1981.