



**PORTAGE  
COLLEGE**

# **Practical Nurse Program Pre-Requisites**

**Year 2026-2027**

**Student Name: \_\_\_\_\_**

**Student Number: \_\_\_\_\_**

## PN Program Pre-Requisites Checklist

Your application should contain the following:

- Criminal Records Check with Vulnerable Sectors Check
- Police Information Check and Vulnerable Sector Search Waiver Form for Admission to the Practical Nurse Program
- Immunization Record
- Immunization and Placement Disclosure Waiver Form Health Career Program Admission
- Health Status Form

## **PN Program Clinical Compass Requirements**

As a student of the Practical Nursing program at Portage College, you will have the privilege of attending multiple off-campus clinical rotations which provide unique opportunities for you to apply your knowledge and solidify your nursing skills. In accordance with the basic requirements for nursing practice eligibility, it is essential that students have all requested documentation, prior to the start of the program. The PN Program clinical compass is designed to help guide students through their preparation for clinical rotations throughout the entirety of the program.

Prior to the start dates of each clinical course, students will be required to have their clinical compass verified and signed off by program administration, in order to attend NPRT 155, NPRT 210, NPRT 215, and NPRT 230. Any student who has failed to meet the basic requirements, as stated in this document, and in the PN program student handbook, will not be eligible to attend clinical. It is imperative that students keep their clinical compass current, and to keep it secure for future use. For the duration of the program, students may be asked to provide updated versions of these documents, at any time, at the student's cost.

In this document, you will find sections that cover each of the separate areas of pre-practice requirements, including the following:

- A current (< 3 months from the first day of the program) Vulnerable Sector Screen, from RCMP.
- Proof of all immunizations, as detailed on the Portage College Immunization record.
- A current Health record, with Physician's signature.
- Proof of Heart and Stroke Foundation Basic Life Support – Mandatory Attendance – To be scheduled through the program for late August.
- Proof of a current N95 mask-fit test – To be scheduled through the during the school year.

## **Criminal Record Check with Vulnerable Sector Screen**

In accordance with the local and provincial Health Authorities that govern the clinical sites students will attend, all students must have a current Criminal Record Check with Vulnerable Sector screen, conducted and provided by the Royal Canadian Mounted Police (RCMP). Students are required to provide this on admission to the PN program, and the CRC must have been obtained within 3 months prior to the start of the program. Students will sign waivers subsequently to verify that no changes have occurred to their CRC-VSS since its completion. Be advised that students may be asked to provide proof of eligibility at any time prior to attending clinical sites.

**On admission:** **Stamp**

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**Program Verification:** **Stamp**

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## **Police Information Check and Vulnerable Sector Search Waiver Form for Admission to the Practical Nurse Program**

**Documents Required:**

- Police Information Check (PIC – due Jan 15<sup>th</sup> following admission to program Year 1 or on admission to Year 2)
- Vulnerable Sector Search (VSS – to be obtained with the PIC)
- Other (please specify) \_\_\_\_\_

I am aware that there are placement course(s) and/or session(s) in the program.

**I understand that:**

- Submission of a Police Information Check and Vulnerable Sector Search is required by the first day of admission to the PN program. It must be dated no earlier than Oct 15<sup>th</sup> for Year 1 or 3 months prior to the start of Year 2.
- Submission of a Police Information Check and Vulnerable Sector Search is a requirement of the agencies hosting the Portage College students for placement.
- Agencies may reject any student with an unclear record.
- Full disclosure to the Program Advisor of any possible legal issues which may or may not mean having a criminal record must be discussed prior to registration.

**I understand that an unclear Police Information Check and/or Vulnerable Sector Search:**

- May prevent me from participating in the placement course in the program.
- May prevent me from obtaining employment.
- May prevent me from obtaining registration with the College of Licensed Practical Nurses of Alberta.
- May prevent me from meeting program requirements and obtaining my diploma.

I am aware that, if I have an unclear Police Information Check and/or Vulnerable Sector Search, I will have to:

1. Obtain a full Police Information Check and/or Vulnerable Sector Search on my own, at my own expense.
2. Forward the full Police Information Check and/or Vulnerable Sector Search to the Student Advisor prior to registration, or to the Program Coordinator and/or Placement Coordinator after registration.
3. The hosting agency will notify the Program Coordinator and/or Placement Coordinator of its decision. The Program Coordinator and/or Placement Coordinator will discuss the decision with me.
4. Take responsibility to disclose this information to my sponsor prior to registration. By signing this form, I provide consent to the Student Advisor and/or Coordinator to discuss this matter with my sponsor.

I am aware that, if I am not able to receive permission from the hosting agency to participate in the placement course at their location, the College will not provide an alternative placement location and I will be withdrawn from the program.

**I am also aware that, if I am charged or convicted of a criminal offence at any time during my enrollment in the program, I am required to self-disclose this to the coordinator of my program.**

**I understand that, if I am withdrawn from the program:**

- My academic transcript will show that I was required to withdraw from the program.
- Any refund of tuition will be subject to the tuition refund policy.

**Please check one of the following:**

- NO, I do not have any legal issues that may result in having a criminal record.
- YES, I may have legal issues (past or present) that may result in having a criminal record.

If YES, the above information has been discussed with me; I enter the **Practical Nurse Program** with a full understanding of the possible consequences of unclear criminal record and/or background checks.

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Student Name (please print)

Student Signature

Date

I have discussed the above information with this student.

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Program Representative or Designate  
(please print)

Program Representative Signature

Date

**Advisor to date and sign once a copy of the waiver is provided to the Program Area**

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Signature

Date

## **Re: Police Information Check and Vulnerable Sector Search Waiver Form**

Dear Student,

Since your program requires you to complete practicum placements, it is necessary for you to provide, at your own expense, a recent Police Information Check and Vulnerable Sector Search and a signed Police Information Check and Vulnerable Sector Search waiver form prior to registration. All forms must be on your file prior to the commencement of your studies.

You will find a copy of the Police Information Check and Vulnerable Sector Search Waiver Form in this package. Read it carefully, sign it and email it to [Courtney.Gartner@portagecollege.ca](mailto:Courtney.Gartner@portagecollege.ca) and to your advisor depending on campus; Cold Lake & Lac La Biche - [Catherine.Bair@portagecollege.ca](mailto:Catherine.Bair@portagecollege.ca), St. Paul – [Deni.Gill@PortageCollege.ca](mailto:Deni.Gill@PortageCollege.ca) or mail it to:

Practical Nurse Program Administrative Support  
Portage College  
#101 7825-51 Street  
Cold Lake, AB T9M 0B6

Portage College will not be responsible for students who are unable to complete the program requirements, obtain employment of a professional licensing, or become a member of professional association due to unclear Police Information Checks and Vulnerable Sector Searches. Please contact a Student Advisor at 1-866-623-5551 or Program Coordinator at 780-623-7112 for more information.

Sincerely,



Amy Warren MN, RN  
Curriculum Lead Coordinator,  
Practical Nurse Program  
Portage College

## Immunization Records

As per the PN program admission requirements, and in accordance with local and provincial health authorities, all students must have a complete immunization record prior to clinical practice. The form must be filled out by a physician, Nurse practitioner, or public health nurse. A complete form will include all dates of immunizations and all applicable titer information as requested. The completed record will be verified by the program administration.

**On Admission:** Stamp

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**Year 1:** Student must show a copy of the original.

Stamp

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**Year 2:** Student must show a copy of the original.

Stamp

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## IMMUNIZATION RECORD

The personal information collected on this form will be used to determine your eligibility for admission to a Health Career program at Portage College. It is collected under the authority of the Colleges Act and Section 33 (c) of the Freedom of Information and Protection of Privacy Act and is protected under the latter Act. If you have any questions about the collection of this information, please contact Student Services at 780-623-5580.

An Immunization Record is required prior to practicum in any Health Career program. To complete this form, please contact your local Public Health Clinic for an appointment; be sure to bring this form and any immunization records you may have with you.

Name (Last, First):		<input type="checkbox"/> M	<input type="checkbox"/> F	DOB: DD/MM/YY	
<b>Mailing Address:</b>					
City:	Province:	Postal Code:			
Telephone Home:	Work:	Cell:			

**RECOMMENDATIONS: See Part 5 of the Alberta Immunization Manual**

- Diphtheria/Tetanus/Pertussis History of primary series & dTap booster within past the 10 years
- Varicella History of disease, lab evidence of immunity, or 2 doses of vaccine
- Measles/Mumps History of 2 doses of measles/mumps containing vaccines or M.M.R
- Rubella History of 1 dose of Rubella containing vaccine
- Tuberculin Skin Test (TST) Single baseline TST, unless known positive
- Hepatitis B Primary series and positive serology
- Influenza \* Recommended
- Covid Vaccine \* Recommended
- Meningococcal \* Recommended

<input type="checkbox"/> Diphtheria/Tetanus/Pertussis	Date: _____		
<input type="checkbox"/> History of Varicella (Chicken Pox)	Date: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Uncertain	
<input type="checkbox"/> Varicella Titer	Date: _____	Result: _____	
<input type="checkbox"/> Varicella Vaccine	Date: _____	Result: _____	
OR			
<input type="checkbox"/> Measles/ Mumps	Dose 1: _____	Dose 2: _____	
<input type="checkbox"/> M.M.R	Dose 1: _____	Dose 2: _____	
OR			
<input type="checkbox"/> Rubella	Date: _____		
<input type="checkbox"/> Rubella Titer	Date: _____	Result: _____	
<input type="checkbox"/> Tuberculin Skin Test	Date: _____	Result: _____	
Date of X-ray, if TB positive: _____			
<input type="checkbox"/> Hepatitis B Vaccine	Dose 1: _____	Dose 2: _____	Dose 3: _____
<input type="checkbox"/> Hepatitis B Serology	Date: _____		
<input type="checkbox"/> *Influenza Vaccine	Dose 1: _____	Dose 2: _____	
<input type="checkbox"/> *Covid-19 Vaccination	Dose 1: _____	Dose 2: _____	Booster: _____
<input type="checkbox"/> *Meningococcal Vaccination	Dose 1: _____	Dose 2: _____	

Public Health Nurse (Signature)

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Date

## Public Health Clinic and Address

### Telephone

## **Immunization and Placement Disclosure Waiver Form Health Career Program Admission**

This Document Must Be Returned to Portage College (Please Print Clearly)

To participate in the placement component of your program, you must meet the immunization standards established for Alberta healthcare workers under the Public Health Act. A complete immunization record is an admission requirement to ensure these standards have been met.

**I am aware that there are placement course(s) and/or sessions in the program. I understand that;**

- ***I am expected to travel for placements and am responsible for all placement costs.***
- Submission of a complete immunization record will be required before I will be able to participate in any placement courses.
- Submission of a complete immunization record is a requirement of the health service organization hosting the placement students from Portage College and the health service organization may decline any students without an immunization record.
- While on placement, I am governed by the guidelines and policies of the health service organization in which the placement is taking place.

Full disclosure of any issues related to the completion of scheduled placement hours must be discussed with a Student Advisor and/or Program Coordinator prior to registration (i.e. religious holidays, childcare issues, etc.).

**I understand that not providing a complete immunization record or having issues that may prevent the completion of placement within scheduled timelines;**

- may prevent me from participating in the placement course in the program
- may prevent me from meeting program requirements and obtaining my certificate or diploma
- may prevent me from obtaining a license to practice
- may prevent me from obtaining employment

**I am aware that, if I am denied access to a placement site by a health service organization for immunization reasons, the College will be unable to provide the placement training and I will be withdrawn from the program.**

**I am aware that, if I am withdrawn from the program;**

- my academic transcript will show that I was required to withdraw from the program
- any refund of tuition will be subject to the tuition refund policy

**Please check one of the following;**

**NO**, I do not have any issues related to immunization or scheduled placement completion  
 **YES**, I do have issues related to immunization or scheduled placement completion

**If YES, the above information has been discussed with me; I enter a Health Career program with a full understanding of the possible consequence of a lack of immunization records or issues that may impact the completion of the scheduled placement.**

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Student Name (please print)

Student Signature

Date

**I have discussed the above information with this student.**

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Program Representative or Designate (please print)

Program Representative Signature

Date

**Advisor to date and sign once copy of the waiver is provided to the Program Area**

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Signature

Date

## Health Status Form

In order to be eligible for clinical practice, students must show proof of physical abilities, as detailed on the Portage College HEALTH STATUS FORM for Health Career Programs. The form must be completed by both the student and a Physician/Nurse Practitioner. The personal information collected on this form is used for the sole purpose of ensuring readiness for practicum work and is protected under the authority of the Colleges Act, and Section 33(c) of the Freedom of Information and Protection of Privacy Act. The completed form will be verified by the program administration.

**On Admission:** Stamp

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**Program Verification:** Stamp

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## HEALTH STATUS FORM for Health Career Programs

The personal information collected on this form will be used to determine your eligibility for admission to a Health Career Program at Portage College. It is collected under the authority of the Colleges Act and Section 33 (c) of the Freedom of Information and Protection of Privacy Act and is protected under the latter Act. If you have any questions about the collection of this information, please contact Student Services at 780-623-5580.

Name:			
Mailing Address:			
City:	Province:	Postal Code:	
Telephone:	Work:	Cell:	

The Health Career programs at Portage College are both physically and academically challenging. As a student in our program, you need to be in good physical and emotional health in order to be successful in the program and to ensure patient safety while on clinical/ambulance placements.

**Student Declaration:**

- I am aware that a good state of health is required to participate in the lab and clinical/ambulance placement courses in the program.
- I have no outstanding conditions/illnesses that would prevent progress in the program and/or jeopardize patient safety.
- I understand that if my health status is a concern to program staff, a medical clearance will be required to enroll/continue in laboratory and/or the clinical/ambulance placements.

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

**Physician's Statement:**

To the best of my knowledge, this applicant can perform the duties of a Health Care Provider, not limited to but including the following:

- Lifting and moving immobile clients or heavy items
- Lifting and carrying a loaded stretcher with a partner and appropriate equipment
- Maneuvering in a confined space
- Working with hazardous materials and exposure to communicable diseases
- Working under conditions that may include evenings, nights or extended shifts
- Performing fine motor skills
- Operating medical equipment and/or an emergency vehicle, and
- Managing stressful and traumatic situations
- There are no medical or physical conditions that will inhibit this applicant from performing these duties.

Physician's Name: \_\_\_\_\_

Physician's Address: \_\_\_\_\_

Date of Examination: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Physician's Signature: \_\_\_\_\_

**Advisor to date and sign once a copy of the waiver is provided to the Program Area**

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

Date Discussed with Student: \_\_\_\_\_

Follow-up Required: \_\_\_\_\_

Program Coordinator's Signature: \_\_\_\_\_

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