

Miami Dade College Medical Campus

Introduction to Healthcare Exemption Credit Process

The complete exemption process takes approximately 45 days to complete.

Please follow the link below to ensure you have a Miami Dade College Application on file for this current term. Make sure you have a Post-Secondary Adult Vocational stack on file. Also all students are required to be coded in a MDC Medical Campus pre-select program codes (see an Advisor to make changes). If your exemption has been processed, it will not be dispersed if you are not a active student or coded in a MDC Medical Campus pre-select programs for this term. The admission/readmission process may take up to 72 hours. If you have already completed an application for the current term and coded in a Medical campus program for the current term, disregard this message.

<https://sisvsr.mdc.edu/admission/menu15.aspx>

ADMISSIONS/READMISSION APPLICATION IS DONE ONLINE ONLY.

Verification Process

- **Step 1** – Submit a copy of credentials (i.e. License, Transcripts, Certification & CPR Card) for processing to the School of Health Sciences Rm. 2204 at the medical campus. **Note:** We only accept the American Heart Association CPR cards. Copies of back and front of cards are required.
- The exemption form and copies of credentials may also be submitted via email to ralexis@mdc.edu or larnett@mdc.edu
- **Step 2** – Wait for confirmation email to pick-up exemption form.
 - This process may take from 14 - 21 days to complete.
- **Step 3** – Once you receive the email confirmation to pick up the exemption form; please come pick-up your form from the School of Health Sciences located in room 2204.
 - ❖ **Note: Please bring your original documents for final processing of your exemption.**
- **Step 4** – Once you pick up your exemption form, proceed to the “Bursar’s Office” room 1203, to pay the \$15.00 fee.

Final Processing

- **Step 5** – Immediately proceed to the “Registration/Admission Office” room 1201, for final processing of your exemption. Please provide the original documents (*i.e. License and CPR Card*) to the registrar.
 - ❖ **Note: The Registrar’s Office will review your official credentials and/or transcripts makes the final decision regarding approval or denial of your exemption request. If information is missing, we may contact you for additional information.**
 - Please allow “Registration Office” 14 days to finalize the exemption process.

Follow-up

- **Step 6** – After 14 days, review your transcripts through your Mymdc account <http://www.mdc.edu/current/> to confirm that your exemption has been successfully processed. (**Course Abbreviations & Name: HSC 0995 Introduction to Healthcare.**) In the event your exemption is not been processed, please visit MDC Medical Campus “Registration Office” room 1201, to confirm the status of your exemption.