

Instructions for Completing the Medical Clearance Form

The Medical Clearance Form is required for ALL students participating in the BOCES 2 CWD Nurse Assisting Program

As mandated by New York State Office of Professions, **participants must complete and submit the Medical Clearance Form no later than December 1st.**

Below are the steps to help you complete the Medical Clearance Form:

1. **Schedule your Medical Appointment:** The Medical Clearance Form must be completed by your primary care doctor or another physician **by December 1**, and no sooner than 6 months prior to the *clinical* start date.

Students without a primary care physician may schedule an appointment at an urgent care facility that performs work physicals, such as WellNow Urgent Care Clinic at 2232 Lyell Ave, 585-417-4125.

Please note there may be a fee for the primary care or other physician appointment, vaccines, or tests at your primary care office or other health care clinic.

2. **Complete and submit the Medical Clearance Appointment Confirmation Form** (page 2) with attached proof of appointment before the first day of class. *This form may be uploaded to your account or emailed to CWDInfo@monroe2boces.org.*
3. **Attend appointment to complete the Medical Clearance Form** (pages 3 and 4) **and confirm all fields of the fields are 100% complete:** **ALL FIELDS** on the Medical Clearance Form must be filled out **by your doctor(s)** and submitted by December 1 to participate in the "clinical" portion and successfully complete the program.
4. **Ensure the Medical Clearance Form is properly signed.** It is **required** that the Medical Clearance Form **is signed, dated, and stamped by your doctor(s)** to be accepted and your clinical participation approved by BOCES 2 CWD.
5. **Keep a copy for your records.** It is **recommended** that you pick up the original Medical Clearance Form from your doctor(s) and make a copy for your records prior to submitting it.
6. **Submit the Medical Clearance Form to BOCES 2 CWD:** It is **recommended** that you drop off the medical form at the BOCES 2 Center for Workforce Development, 3589 Big Ridge Road, Spencerport, NY 14559. *You may also fax, email, or upload the form to your student account or provide consent for your doctor(s) to fax the Medical Clearance Form to BOCES 2 CWD, ATTN: Admissions*

Email: CWDInfo@monroe2boces.org

Fax: (585) 349-9101

IMPORTANT

It is **YOUR RESPONSIBILITY** to ensure that the Medical Clearance form is completely filled out, signed, dated, and stamped by your doctor(s), and submitted to the BOCES 2 CWD Office by December 1. Failure to submit the completed form may result in dismissal from the program.

If you have any questions, please do not hesitate to call us at (585) 349-9100 for assistance.