

HUMAN RESOURCES UPDATE FOR MANAGERS, DECEMBER 15, 2003

DMC Human Resources partners with leaders, staff, and the community to create a diverse culture that maximizes our collective capacity to build organizational strength. Our purpose is to focus on connecting people to business strategies, each other, shared knowledge, and the operational tools necessary to drive success.

NEW U.S. IMMIGRATION REQUIREMENT - VISA SCREEN CERTIFICATE JANUARY 2, 2004 DEADLINE TO BEGIN APPLICATION PROCESS



Date: December 15, 2003
To: Employees Required to Complete Visa Screen Certificate
From: Steve Wasilewski, Director, Employment and Employee Relations
Re: Payment for Visa Screen Certificate

As a follow-up to our November 3, 2003 mailing, this memo is to update you on the payment process for the visa screen certificate. Here are the details:

- DMC will pay the application filing fee based on the certifying organization:
 - CGFNS - \$325
 - FCCPT - \$425 (physical therapist)
 - NBCOT - \$395 – online; \$445 – paper application (occupational therapist)
- In order to be reimbursed, the application process must be initiated by January 2, 2004. You will need proof of initiation; that is a record that you mailed the application or started the process. To document the application date, please:
 - Retain a copy of the dated notice or confirmation from the certifying organization
 - Retain a copy of the payment receipt or other document showing date of application.
 - Also, give a copy of the documentation to the site Visa Screen Certificate representative.
- Once the visa screen certificate is received from the certifying organization, you can submit the expense for reimbursement. For reimbursement:
 - Submit copies of the certificate and payment and
 - Complete a monthly expense report. More details will be provided later through the site representatives.

If you have questions regarding any part of the visa screen certificate process, do not hesitate to utilize the following resources:

- Contact a Visa Screen Certificate site representative (see attached listing).
- Use the DMC Visa Screen Certificate website located either through the DMC Human Resources website or www.dmc.org (Click on "Staff Resources")
- Send questions via DMC email to "Visa Screen" or via internet to Visa_Screen@dmc.org.

Visa Screen Certificate Site Representatives				
Operating Unit	Name	Phone/Pager	Name	Phone/Pager
Children's	Gwen Seay	745-0130/95955	Wilma Willson	578-3997
Detroit Receiving	Carol Moore	745-3239/5005	Aileen Petrozzi	745-3192/9860
Harper	Nanci Burrows	745-8137/95614		
Hutzel	Josie Basile	745-7055	Backup-Faye McKinnon	745-7055/5561
Hutzel KEI	Sally Stock	745-0779/5069	Backup-Adrienne Green	248-733-2222/0559
Karmanos	Rita Dibiasse	745-2135	9644	
RIM	Mary Ann Joly	745-1039	00507	
Sinai Grace	Debbie Dusik-Brinkman	966-6733	13064	
TOSH	Kathleen Mackey	745-0713/5710	Backup-Nancy Burbach	248-733-2421
University Labs	Site rep at your hospital			

Visa Screen Certificate – Additional Information

PART I

Ingrid Brey, Immigration Attorney, who was the speaker at the employee information sessions, contacted CGFNS for answers to your questions. The first section provides feedback from CGFNS.

Full Transcripts (Academic Records) are Required for Visa Screen

- Applicants who already hold a CGFNS Certificate, should contact CGFNS FIRST before contacting his/her nursing school. Reasons include:
 - Prior to 2003, CGFNS only required a completed "Nursing Education Form" from the applicant's school of nursing (CGFNS requires full transcripts as well), which verified the nurse's total number of theoretical hours of instruction and clinical practice in the following areas ONLY:
 - Adult Medical/Surgical Nursing
 - Maternal/Infant Nursing (Obstetrics), excluding Gynecology
 - Care of Children/Pediatrics
 - Psychiatric/Mental Health Nursing, excluding Psychology and Neurology
 - Sometimes the school would attach a full transcript, sometimes they would not. That was fine for the Certification Program if the Nursing Education Form was completed accurately and in its entirety.
 - If CGFNS has the full transcripts on file from any past application, we would not require a duplicate.
 - However, if we did NOT receive a copy from the original Certification Program application, the applicant would be required to request that his/her full records are submitted for Visa Screen.

Regarding Registration/Licensure

- Prior to January 2001, applicants were able to submit a photocopy of their original certificate of registration, as well as a photocopy of their current RN licensure, for the Certification Program.
- After January 2001, validations (documentation directly from the issuing body) became a requirement for all CGFNS evaluation programs.
- So, since one can assume that applicants who hold a CGFNS Certificate issued prior to 2001 would NOT have validations on file for any registration, they would be required to have their registration documentation submitted by the licensing authority for Visa Screen.

Validation

- Applicants are required to have a validation of:
 - Their original RN registration, and
 - One current RN registration.
 - If the original registration is still valid, that will suffice.
 - For the Visa Screen, applicants are required to have any and all registrations ever held (whether current, expired, valid, invalid, etc.) sent to the International Commission on Healthcare Professions (ICHP) by the issuing body.
- **For applicants who hold a lifelong registration (i.e., their RN license does not expire): if it has been more than 3 years since a validation has been submitted by the licensing authority, CGFNS will require that another validation be submitted, in order to verify that the registration has not been encumbered or disciplined within the past 3 years.**

Expiration Periods

- The CGFNS Certificate does NOT expire. It is valid indefinitely.
- The individual exam components of the Certification Program (Qualifying Exam, English exam) are valid for two years. **Important Note:** *For any applicant that passes one of the required exams, and more than 2 years elapses before he/she passes the other required exam, the passing score on the first exam becomes invalid, and the applicant is required to re-take and pass all exams in order to obtain the Certificate.*

Other Exam Information

- Applicants who have passed the State Board Test Pool Exam (SBTPE) may select "NCLEX" on their Visa Screen application (as this is considered the predecessor of the NCLEX-RN exam), and have a validation sent by the U.S. Board of Nursing (or provincial licensing jurisdiction in Canada) indicating that they did indeed pass the SBTPE. These applicants would NOT be required to additionally pass the CGFNS Exam or NCLEX for the Visa Screen.
- Medical Laboratory Technologists/Technicians are not required to have a registration or certification for Visa Screen UNLESS it was required in their original country as part of their registration requirements, in which case, a validation of the certification would have to be submitted.

Educational Evaluations

- Are based on the standards set by ICHP's professional credentials committees' requirements; which in turn are based on the particular discipline's CURRENT U.S. standards of education.
- If an applicant is found to be deficient in education and training when comparing to current U.S. standards and expectations, he/she would be required to make up the deficient coursework at a government-approved professional school before earning a Visa Screen Certificate.

Passport-Sized Photos

- Also required - three (3) passport-sized photos, taken face front [NOT profile], color or black & white, signed by the applicant front and back.

PART II -

The remaining questions and answers are based on calls received from employees.

1. Is there an English language proficiency requirement for the visa screen certificate?

- Yes, there is a requirement for graduates of programs in countries where English is not the primary language.
 - You must complete the ETS or ELI sets of exams.
 - EXCEPTION: Physical Therapists and Occupational Therapists must use the ETS set of exams.
- **ETS - Education Testing Service** (contact number: 609-771-7100) set of exams includes all of the following:
 - Test of English as a Foreign Language (TOEFL)
 - Test of Written English (TWE); **and**
 - Test of Spoken English (TSE)
- **ELI - English Language Institute English** (contact number: 734-763-3452) set of exams includes all of the following:
 - Parts 1 through 3 of the Michigan English Language Assessment Battery (MELAB); and
 - Oral Interview Sections of MELAB.
- Programs in countries where this requirement is waived include Australia, Canada (except Quebec), Ireland, New Zealand, United Kingdom, and United States.

2. Will the DMC reimburse employees for the visa screen certificate?

- The DMC will pay the application filing fee based on the certifying organization:
 - CGFNS - \$325
 - FCCPT - \$425 (physical therapist)
 - NBCOT - \$395 – online; \$445 – paper application (occupational therapist)
- **In order to be reimbursed, the application process must be initiated by January 2, 2004.**
- Proof of initiation is a record that you mailed the application or have started the process.
- Once the visa screen certificate is received from the certifying organization, you can submit the expense for reimbursement. For reimbursement, submit a copy of the certificate and a copy of the payment. More details will be provided later through the site representatives.

3. I need to have my marriage license translated from another language to indicate my name change. Who can I use?

A "certified English translation" is a translation of someone who speaks, reads, and writes the native language and English as well, provides a translation, and then issues a certification at the bottom of the translation, as follows:

TRANSLATION CERTIFICATION

I, _____, certify that I am fluent (conversant) in the English and _____ languages and that the above/attached document is an accurate translation of the document attached entitled _____.

_____	_____
Date	Signature
_____	_____
Street Address	Print Name
_____	_____
	City, State/Province, Zip

4. If I have additional questions for the DMC, whom can I contact?

- Each hospital site has a contact person onsite (please refer to the chart below).
- You can also email questions to "Visa Screen" via DMC email or Visa_Screen@dmc.org via the internet.
- An information website is available on the DMC intranet, Click on "Human Resources" or www.dmc.org, Click on "Staff Resources".

Visa Screen Certificate Site Representatives				
Operating Unit	Name	Phone/Pager	Name	Phone/Pager
Children's	Gwen Seay	745-0130/95955	Wilma Willson	578-3997
Detroit Receiving	Carol Moore	745-3239/5005	Aileen Petrozzi	745-3192/9860
Harper	Nanci Burrows	745-8137/95614		
Hutzel	Josie Basile	745-7055	Backup-Faye McKinnon	745-7055/5561
Hutzel KEI	Sally Stock	745-0779/5069	Backup-Adrienne Green	248-733-2222/0559
Karmanos	Rita Dibiase	745-2135/9644		
RIM	Mary Ann Joly	745-1039/00507		
Sinai Grace	Debbie Dusik-Brinkman	966-6733/13064		
TOSH	Kathleen Mackey	745-0713/5710	Backup-Nancy Burbach	248-733-2421
University Labs	Site rep at your hospital			