

**Collin College**  
**Request for Board Approved Special/Incidental Fee**

Course Title or Program: EMSP 1438 Introduction to Advanced Practice

Fee Name: Immunization and Records Tracking

Fee Amount: \$30.00

Requested Implementation Date: Fall 2016


Justification for fee (include any applicable supporting documentation):

This fee is for immunization and records tracking. The current way of tracking immunizations, CPR and other required documents is done manually by college support staff. Often it takes several weeks of man-hours for completing each student record to be in compliance with regulatory agencies so that the students can begin their clinical rotation on time. The student records have to be verified as complete before each clinical rotation. The proposed fee is for a vendor supported system where communication and upkeep of immunization and other pertinent records are fully managed by the vendor. Because of the sheer volume of students (we have recently added three high school dual credit cohorts and the Health Sciences Academy students along with all our traditional programs), using the service will reduce the possibility of errors such as missing records, and wrongfully certifying a student to be complete with immunizations. In addition, the directors or coordinators will have access for printing reports to satisfy regulatory compliance. Furthermore, clinical sites conduct random audits of student records to make sure we are in compliance. The vendor maintained system allows program directors or clinical coordinators to print the necessary documents on demand.

**Approvals:**

  
Approving Dean's Name/Signature

6/23/15  
Date

  
Vice President of Instruction/Provost Name/Signature

6/23/15  
Date

\_\_\_\_\_  
Date of Board Meeting Approval

\_\_\_\_\_  
Vice President of Administration and CFO

\_\_\_\_\_  
Date

**Citations for assessing fees:**

Texas Education Code, Subchapter E. 54.504: *The governing board of an institution of higher education may fix the rate of incidental fees to be paid to an institution under its governance by students and prospective students and may make rules for the collection of the fees...The rate of an incidental fee must reasonable reflect the actual cost to the university of the materials or services for which the fee is collected.*