

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

Course Title or Program: RNSG 1161 - Clinical I - Nursing - Registered Nurse Training

Fee Name: Immunization and Records Tracking

Fee Amount: \$30.00

Requested Implementation Date: Spring 2016

Justification for fee (include any applicable supporting documentation):

This fee is for immunization tracking service. Currently, clinical partners require proof of many different immunizations such as a full series of 3 shots for Hepatitis B, 2 doses of MMR, Tdap, Varicella vaccination or titer, annual Influenza; Negative TST; QFT and/or Chest X-Ray. Nursing also needs to track background checks, Texas BON FBI fingerprint check; CPR and lot numbers for these immunization; Driver's License; Health Insurance; drug screening and dental exam. With over 300 students that apply for the nursing program each semester, this is a tremendous amount of paperwork. The immunization tracking software automates this process. Students fax or scan their proof of these requirements to Certified Background, who comply with all FERPA & HIPPA regulations. Certified Background validates all paperwork, and stores it in their cloud database. Administrators may access this database and query reports in the event the college is audited by one of our clinical sites or accreditation agency. Certified Background will send e-mails to the students, and copy the administrator or designee on the e-mail informing students of compliance status and reminders of upcoming due dates for renewals. This fee is a one time fee students pay to Certified Background for \$30.00 and the students will have access to their records for life. Many times, students return to the nursing department to request copies of all of their immunizations from many years ago. It is a time consuming process to retrieve records for the students, and this service will provide them with the information they need for employment quickly. Several vendors were considered, such as Immunotrax and V-Scan. Certified Background was the lowest price for students that provided the required services. In addition, Certified Background will provide the service at no charge for the faculty who are required to meet the same requirements for our clinical partners. Banner was investigated, and was determined that Banner could not meet the requirements of the division needs.

**Approvals:**

Donna Hatch  
Approving Dean's Name/Signature

7/14/15  
Date

Sherry Blumason  
Vice President of Instruction/Provost Name/Signature

7/14/15  
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.*

Education Code, Chapter 130.084(b): *The governing board of a junior college district may set and collect with respect to a public junior college in the district any amount tuition, rentals, rates, charges, or fees the board considers necessary or the efficient operation of the college . . . as the governing board considers appropriate to reflect course costs or to promote efficiency or another rational purpose.*