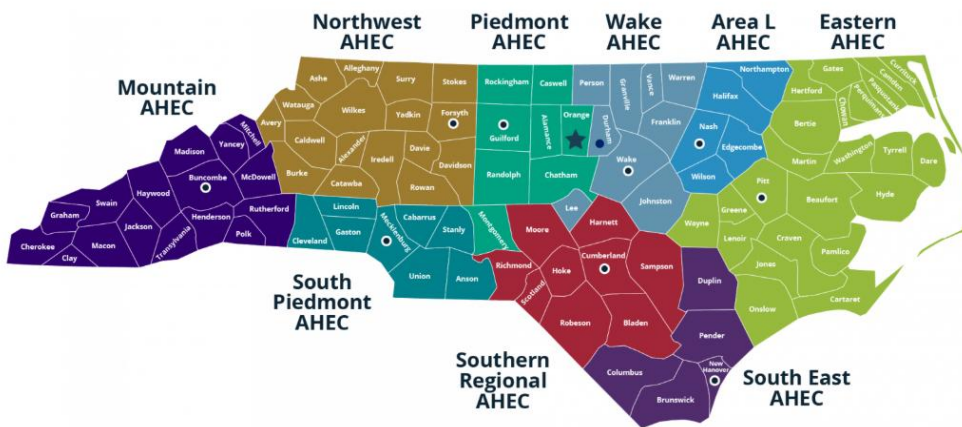


# Health Careers PASSPORT



**Welcome to the Area L AHEC Health Careers Passport Program**

## AREA L AHEC

## PART OF NC AHEC

## PASSPORT FOR NC AHEC HEALTH CAREERS STUDENTS

Welcome aboard to one of the NC AHEC Health Careers programs! The NC AHEC Program was established to meet the state's workforce needs by creating a pathway for students across North Carolina to become academically prepared for a career in healthcare. We are also navigators who **engage, educate**, and provide **exploration** opportunities to pre-college students, parents, educators, and the community about the many careers in the health care workforce.

By participating in the Area L AHEC Passport Program, you have a unique opportunity to gain academic and enrichment hours towards a **Certificate of Completion** that is recognized by academic institutions and employers in North Carolina that sets you apart from other students in an increasingly competitive environment. The Passport curriculum offers you the chance to document and collectively report in a **transcript** all the health science, community service, and leadership activities you participate in as early as 9<sup>th</sup> grade.

### Eligibility requirements:

- Student must complete an online registration form
- Student must provide parental consent
- Student must have a desire to pursue a career as a health professional
- Student must attend a high school in Edgecombe, Halifax, Nash, Northampton, or Wilson County

Starting your journey is as easy as **1 - 2 - 3!**

**STEP 1:** Complete the standardized registration form (link can be found on page 4).

**STEP 2:** Return the Parental Consent forms to Area L AHEC. Complete and email to [healthcareers@arealahec.org](mailto:healthcareers@arealahec.org).

**STEP 3:** Start participating in *approved* activities and documenting passport requirements. There are three categories: **Educate, Explore, and Engage**. Read through the list of requirements to see which activities fit your career goals best to begin. Then, begin working through your Passport!

# PASSPORT FOR NC AHEC HEALTH CAREERS STUDENTS

## Frequently Asked Questions

**1. How does the Passport benefit me?**

The Passport gives you a comprehensive portfolio of all the academic and enrichment programs and activities on your journey to a health career! It can be used as part of your college applications, scholarship applications, and interviews.

**2. When can I begin to complete the requirements?**

You can count activities as early as 9<sup>th</sup> grade and they must span over at least 2 years.

**3. I have completed an event/task in multiple grades (i.e. AP Math). Can I count that event more than once towards the minimum requirement?**

No. You may check as many boxes in that row as appropriate, but it will only count once towards your minimum requirement.

**4. Can an event I complete count in more than one row?**

No, events cannot count in multiple rows.

**5. Can I count events I completed before starting the Passport?**

Yes, as long as they were completed in 9<sup>th</sup> grade or above and you have the proof of completion requested in the Passport. Additionally, you still must complete the Passport over a span of two years and complete at least 10 hours of NC AHEC programming.

**6. Can I still get certificate of completion without completing NC AHEC sponsored programming?**

No. You must complete at least 10 hours of approved NC AHEC programming as part of the requirements. Area L AHEC events can be found on our website [www.arealahec.org/upcoming-events/](http://www.arealahec.org/upcoming-events/). Events from other regional AHECs count, and you can visit the NC AHEC statewide page at <https://www.ncahec.net/health-careers/what-we-do/> to find more. Finally, private events count as well, such as if an AHEC representative visits your classroom. Any event that AHEC sponsors or partners to hold counts.

**7. I have completed my passport. Now what?**

Once you have completed all the requirements, return the passport to your Health Careers Director for final approval. They will check for accuracy and coordinate the details regarding awards and recognition.

**8. How will I be recognized?**

Students that complete the certificate can be recognized during a local awards ceremony (at your school or with your group) if allowable by your group. You will need to arrange with the Area L AHEC Health Careers Director. You will receive an Area L AHEC Health Careers Certificate of Completion, letter of recommendation from the Director of Health Careers at Area L AHEC, and a Passport to Health Careers transcript of your accomplishments to share with colleges or employers.

**9. Can I include this certificate of completion in college applications?**

Absolutely and we highly encourage it. Our partners across the state are aware of this certificate and would be delighted to see it on an application.

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If you have any other questions, please contact:

*Jordan Blake, MSPH  
Director Health Careers  
Area L AHEC  
PO Drawer 7368  
Rocky Mount, NC 27804  
252-972-6958  
[healthcareers@arealahec.org](mailto:healthcareers@arealahec.org)*

## PASSPORT FOR NC AHEC HEALTH CAREERS STUDENTS

### Step 1: Complete registration.

HC Program Registration - Area L (<https://formstack.io/23668>)

### Step 2: Complete Parental Consent Form

By enrolling in this program, your student will participate in the NC AHEC Passport to Health Careers initiative through Area L AHEC. This program supports students in grades 9–12 who are interested in exploring health careers by completing approved activities such as community service, leadership, and career exploration events. These experiences count toward a Certificate of Completion that is recognized by colleges and employers across North Carolina. Your consent allows your student to begin tracking their progress and participating in NC AHEC-sponsored opportunities.

#### Parent/Guardian Consent

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**For office use only -**

**Area L AHEC Health Careers Director Final Approval**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## PASSPORT FOR NC AHEC HEALTH CAREERS STUDENTS

**Step 3:** Review the options below in each category to complete to meet the minimum requirements. Complete the corresponding worksheets that follow to document your work. **Please note that the Course, Activity, or Events followed by an asterisk (\*) are required.**

|                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>EDUCATE: Complete a minimum of 7</b>                                                                                                                                                                                                                                                     |
| <b>Knowledge of HIPAA Privacy Laws* (need all below)</b> <ul style="list-style-type: none"> <li>• Patient Privacy</li> <li>• Electronic Medical Record (EMR)</li> <li>• Patient Rights</li> <li>• Protected Health Information (PHI)</li> </ul>                                             |
| <b>Knowledge of Professional Behavior* (at least one)</b> <ul style="list-style-type: none"> <li>• Punctuality</li> <li>• Professional Dress/Dress Code</li> <li>• Respect in the Workplace</li> <li>• Appropriate Use of Social Media</li> <li>• Resume Writing</li> </ul>                 |
| <b>Knowledge of Standard Precautions* (at least one)</b> <ul style="list-style-type: none"> <li>• Proper Handwashing Techniques</li> <li>• Infection Control</li> <li>• Personal Protective Equipment (Gloving)</li> <li>• Material Safety Data Sheet (MSDS)</li> </ul>                     |
| <b>Health Ethics</b>                                                                                                                                                                                                                                                                        |
| <b>Ability to Measure &amp; Interpret Vital Signs (need all below)</b> <ul style="list-style-type: none"> <li>• Blood Pressure</li> <li>• Pulse</li> <li>• Temperature</li> </ul>                                                                                                           |
| <b>CPR Certification (Heart Saver with/without AED)</b>                                                                                                                                                                                                                                     |
| <b>ACT Preparation Session</b>                                                                                                                                                                                                                                                              |
| <b>SAT Preparation Session</b>                                                                                                                                                                                                                                                              |
| <b>Advanced Mathematics Course (AP, Honors, Community College)</b>                                                                                                                                                                                                                          |
| <b>Advanced Science Course (AP, Honors, Community College)</b>                                                                                                                                                                                                                              |
| <b>Job Skills – Soft Skills (at least one)</b> <ul style="list-style-type: none"> <li>• Communication Skills (submit a written/oral presentation)</li> <li>• Networking</li> <li>• Interview Skills (participate in a mock/actual interview)</li> <li>• Critical Thinking Skills</li> </ul> |
| <b>Leadership Skills</b><br>Leadership role in a school or community project/organization (i.e., HOSA officer, club president)                                                                                                                                                              |
| <b>Media &amp; Technology Skills</b><br>Microsoft Suite or other Computer Class                                                                                                                                                                                                             |
| <b>Reading Comprehension Skills (end of grade score of 3 or higher)</b>                                                                                                                                                                                                                     |
| <b>EXPLORE: Complete a minimum of 3</b>                                                                                                                                                                                                                                                     |
| <b>Health Career Fair*</b><br>Explore a minimum of 5 careers                                                                                                                                                                                                                                |
| <b>Health and Safety-Related Conference (i.e., HOSA, Skills USA, Stop the Bleed, Health Careers Day on the Hill)</b>                                                                                                                                                                        |
| <b>Healthcare Professional Speaker/Presenter</b> <ul style="list-style-type: none"> <li>• Job Description</li> </ul>                                                                                                                                                                        |

## PASSPORT FOR NC AHEC HEALTH CAREERS STUDENTS

|                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Academic Requirements</li> </ul>                                                              |
| <b>Job Shadowing of Healthcare Professional</b><br>Minimum of 2 hours                                                                |
| <b>Health Career-Related University-Based Programs, Symposia, Camps</b><br>Minimum of 6 hours of content                             |
| <b>ENGAGE: Complete a minimum of 4</b>                                                                                               |
| <b>Healthcare-Related Service-Learning/Community Service*</b><br>Minimum of 40 hours                                                 |
| <b>Health Science Enrichment and Hands-On Exposure*</b><br>(Healthcare-Related Summer & Weekend Programs/Events)<br>Minimum 20 hours |
| <b>Health Career Club/Academies</b><br>(Minimum of 20 hours)                                                                         |
| <b>Health Occupation Students of America (HOSA)</b>                                                                                  |
| <b>Health Career-Related Award</b>                                                                                                   |
| <b>Healthcare-Related Capstone Project, Senior Project, or Service-Learning Project</b>                                              |
| <b>Peer Educator Training</b> ( <i>i.e. Youth Mental Health First Aid or other curriculum</i> )                                      |

# PASSPORT FOR NC AHEC HEALTH CAREERS STUDENTS

## Documentation

| Must have completed 10 hours of NC AHEC Health Careers programming, maintain a GPA of at least 3.0, and complete the activities over at least a 2-year period | Yes | No |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| NC AHEC Health Careers Programming (10 hours minimum)                                                                                                         |     |    |
| Cumulative Minimum Weighted Grade Point Average of 3.0<br>(Attach high school transcript)                                                                     |     |    |
| Completed over at least a 2-year period                                                                                                                       |     |    |

## Educate

In order to meet the requirements of the Educate section, the student must complete a minimum of 7 tasks and attach any required documentation. **Please note that the Course, Activity, or Events followed by an asterisk (\*) are required.**

| Check the grade(s) the event was completed and if the program was NC AHEC sponsored                                                                                                                                                            |         |     |      |      |      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-----|------|------|------|
|                                                                                                                                                                                                                                                | NC AHEC | 9th | 10th | 11th | 12th |
| <b>EDUCATE: Complete a minimum of 7</b>                                                                                                                                                                                                        |         |     |      |      |      |
| <b>Knowledge of HIPAA Privacy Laws*</b><br>Name of program where this skill was acquired: _____<br>Attach certificate for online program or provide instructor signature: _____<br>Date(s) of Program: _____                                   |         |     |      |      |      |
| <b>Knowledge of Professional Behavior*</b><br>Name of program where this skill was acquired: _____<br>Instructor Signature: _____<br>Date(s) of Program: _____<br><i>If you completed the resume writing workshop, also submit your resume</i> |         |     |      |      |      |
| <b>Knowledge of Standard Precautions*</b><br>Name of program where this skill was acquired: _____<br>Instructor Signature: _____<br>Date(s) of Program: _____                                                                                  |         |     |      |      |      |
| <b>Health Ethics</b><br>Name of program where this skill was acquired: _____<br>Instructor Signature: _____<br>Date(s) of Program: _____                                                                                                       |         |     |      |      |      |
| <b>Ability to Measure &amp; Interpret Vital Signs</b><br>Name of program where this skill was acquired: _____<br>Instructor Signature: _____<br>Date(s) of Program: _____                                                                      |         |     |      |      |      |
| <b>CPR Certification (Heart Saver with/without AED)</b><br><i>Submit Copy of Card</i>                                                                                                                                                          |         |     |      |      |      |
| <b>ACT Preparation Session</b><br><i>Submit session completion certificate, school transcript with class highlighted, or other documentation</i>                                                                                               |         |     |      |      |      |
| <b>SAT Preparation Session</b><br><i>Submit session completion certificate, school transcript with class highlighted, or other documentation</i>                                                                                               |         |     |      |      |      |
| <b>Advanced Mathematics Course (AP, Honors, Community College)</b><br><i>Attach official transcript</i>                                                                                                                                        |         |     |      |      |      |

## PASSPORT FOR NC AHEC HEALTH CAREERS STUDENTS

| EDUCATE continued...                                                                                                                                                                                                                                                                                        | NC<br>AHEC | 9th | 10th | 11th | 12th |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----|------|------|------|
| <b>Advanced Science Course (AP, Honors, Community College)</b><br><i>Attach official transcript</i>                                                                                                                                                                                                         |            |     |      |      |      |
| <b>Job Skills (Soft Skills)</b><br>Name of Skill Completed: _____<br>For communication skills, submit written or oral presentation<br>For interview skills, list date of mock/actual interview and name of interviewer: _____<br>For networking or critical thinking skills, signature of instructor: _____ |            |     |      |      |      |
| <b>Leadership Skills</b><br>Name of program where this skill was acquired: _____<br>Instructor Signature: _____<br>Date(s) of Program: _____                                                                                                                                                                |            |     |      |      |      |
| <b>Media &amp; Technology Skills</b><br><i>Attach official transcript or certificate of completion</i>                                                                                                                                                                                                      |            |     |      |      |      |
| <b>Reading Comprehension Skills</b><br><i>Attach end of grade score report or other documentation</i>                                                                                                                                                                                                       |            |     |      |      |      |

### EXPLORE

In order to meet the requirements of the Explore section, the student must complete a minimum of 3 tasks and attach any required documentation. **Please note that the Course, Activity, or Events followed by an asterisk (\*) are required.**

| <i>Check the grade(s) the event was completed and if the program was NC AHEC sponsored</i>                                                                                                                                                                                                                                  |            |     |      |      |      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----|------|------|------|
|                                                                                                                                                                                                                                                                                                                             | NC<br>AHEC | 9th | 10th | 11th | 12th |
| <b>EXPLORE: Complete a minimum of 3</b>                                                                                                                                                                                                                                                                                     |            |     |      |      |      |
| <b>Health Career Fair*</b><br>Name of Event: _____<br>Location of Event: _____<br>Date(s) of Event: _____<br>5 Careers Explored:<br>1. _____<br>2. _____<br>3. _____<br>4. _____<br>5. _____                                                                                                                                |            |     |      |      |      |
| <b>Health and Safety-Related Conference</b><br>Name of Conference: _____<br>Location of Conference: _____<br>Date(s) of Conference: _____<br>Conference staff signature: _____                                                                                                                                              |            |     |      |      |      |
| <b>Healthcare Professional Speaker/Presenter</b><br>Name of Speaker/Presenter: _____<br>Job Title of Speaker/Presenter: _____<br>Date of Program: _____<br><i>Attach a reflection of at least 200 words including job description, education requirements, and your thoughts about the career after hearing the speaker</i> |            |     |      |      |      |

## PASSPORT FOR NC AHEC HEALTH CAREERS STUDENTS

| EXPLORE continued...                                                                                                                                                                         | NC<br>AHEC | 9th | 10th | 11th | 12th |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----|------|------|------|
| <b>Health Career-Related University-Based Programs, Symposia, Camps</b><br>Name of Event(s): _____<br>Location of Event(s): _____<br>Date(s) of Program(s): _____<br>Time of Event(s): _____ |            |     |      |      |      |

### ENGAGE

To meet the requirements of the Engage section, the student must complete a minimum of 4 tasks and attach any required documentation.

| <i>Check the grade(s) the event was completed and if the program was NC AHEC sponsored</i>                                                                                                                                                |            |     |      |      |      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----|------|------|------|
|                                                                                                                                                                                                                                           | NC<br>AHEC | 9th | 10th | 11th | 12th |
| <b>ENGAGE: Complete a minimum of 4</b>                                                                                                                                                                                                    |            |     |      |      |      |
| <b>Healthcare-Related Service-Learning/Community Service*</b><br><i>Attach volunteer log or report</i>                                                                                                                                    |            |     |      |      |      |
| <b>Health Science Enrichment and Hands-On Exposure*</b><br>Name of Event(s): _____<br>Location of Event(s): _____<br>Date(s) of Participation: _____<br>Time Frame of Event (s): _____                                                    |            |     |      |      |      |
| <b>Health Career Club/Academies</b><br>Club Name: _____<br>Club Location: _____<br>Date(s) of Participation: _____                                                                                                                        |            |     |      |      |      |
| <b>Health Occupation Students of America (HOSA)</b><br><i>Attach proper documentation</i>                                                                                                                                                 |            |     |      |      |      |
| <b>Health Career-Related Award</b><br><i>Attach photo or copy of award</i>                                                                                                                                                                |            |     |      |      |      |
| <b>Healthcare-Related Capstone Project, Senior Project, or Service-Learning Project</b><br>Name of Project: _____<br>Date Project Completed: _____<br><i>Attach final project deliverable (paper, PowerPoint, picture of poster, etc)</i> |            |     |      |      |      |
| <b>Peer Educator Training</b><br>Name of Training: _____<br>Date(s) of Training: _____<br><i>Attached documentation of completion (ex. certificate)</i>                                                                                   |            |     |      |      |      |