



EMILY GRIFFITH TECHNICAL COLLEGE

2020-2021 Legal Office Checklist

On the first day of class, you will need to submit the following documentation to your instructor:

- Copy of government issued ID. Minimum age requirement is 18 years old.
- Copy of Demonstration of Program Readiness assessment.
- Copy of receipt of first payment from the Treasurer's Office.
- Copy of criminal background check. Order your background check at American DataBank www.emilygriffithtechnicalcollegecompliance.com \$59. See backside of checklist for information on disqualifying offenses. **Must be completed within 3 months prior to start date.**
- Copy of resume. For resume assistance, [email Careers@EmilyGriffith.edu](mailto:Careers@EmilyGriffith.edu).

By the first day of class, you should also have your:

- Textbooks
- EGTC Student ID - Available at the Treasurer's Office after payment.
- FAFSA and financial aid file completed.
- Official, sealed or electronic college transcripts submitted to Student Records if you are requesting to transfer credits into the program (see advisor).

Required Textbooks: Available for purchase at www.emilygriffith.textbookx.com.

Course Code	Book ISBN	Book Title	Author	Edition/Year
BTE 117	9780133766974	Legal Terminology	Brown- & Kauffman	2014
BTE 213/238	9780132209564	Legal Office Procedures	Morton	7th Ed 2006
BTE 229/268	9780763842048	Legal Transcription	Lyle & Doty	3rd Ed 2012
BTE 238	9781401812294	Law Office Skills	Linda L. Edwards	2003
BTE 125	9781305119161	Records Management	Judith Read, Ginn	10th Ed 2016



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Costs are approximate. **Keep a copy of all documentation for your own records.** If you have questions about this checklist, please contact the instructor Mary Konzier mary.konzier@emilygriffith.edu or the Health Sciences and Administration Career Navigator Angelica Wright angelica.wright@emilygriffith.edu.

[NOTE: It is recommended that a prospective student, who is in the process of addressing a disqualifying criminal offense, resolve the issue prior to applying to a Health Sciences & Administration program. Students with unresolved disqualifying criminal offenses may participate in classroom activities but will not be allowed to register for courses that require a practice experience, such as clinicals and internships, in health care facilities. Students who resolve their issue related to a disqualifying criminal offense within one (1) month of completing the classroom component of the program will be allowed to register for clinical/internship courses. Registration will be based upon availability of the course and openings on the class roster.]



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Colorado Community College System Healthcare Programs Disqualifying Criminal Offenses

The following criminal offenses appearing on a criminal background check will disqualify an applicant for admission to CCCS Nursing, Emergency Medical Services (EMS), and Allied Health Programs.

- Any felony conviction (no time limit).
- Crimes of violence (assault, sexual offenses, arson, kidnapping, any crime against an at-risk adult or juvenile, etc.) as defined in section 18-1.3-406 C.R.S. in the 7 years immediately preceding the submittal of application. •Any offense involving unlawful sexual behavior.
- Any crime, the underlying basis of which has been found by the court on the record to include an act of domestic violence, as defined in section 18-6-800.3 C.R.S. in 7 years immediately preceding the submittal of application.
- Any crime of elder or child abuse, as defined in section 18-6-401 C.R.S.
- Any crime related to the sale, possession, distribution or transfer of narcotics or controlled substances.
- Any felony theft crimes in the 7 years immediately preceding the submittal of application.
- Any misdemeanor theft crimes in the 7 years immediately preceding the submittal of application.
- Any offense of sexual assault on a client by a psychotherapist, as defined in section 18-3-405.5 C.R.S.
- Crimes of moral turpitude (prostitution, public lewdness/exposure, etc.) in the 7 years immediately preceding the submittal of application.
- Registered Sex Offenders (no time limit).
- Any offense in another state, the elements of which are substantially similar to the elements of any of the above offenses.
- More than one (1) D.U.I. in the 7 years immediately preceding the submittal of application. •Listed on the U.S. Treasury, Office of Foreign Assets Control (OFAC) or Specially Designated Nationals (SDN).
- Listed on Health and Human Services/Office of Inspector General List of Excluded Individuals/Entities or the GSA List of Parties Excluded from Federal Programs.
- If the investigation reveals information that could be relevant to the application, the designated individual responsible for background checks may request additional information from the applicant. The offense shall be reviewed on a case-by-case basis.
- Students who have successfully completed the terms of a deferred adjudication agreement will not be disqualified.
- If any applicant feels the criminal background check is inaccurate, they may appeal the decision and request a review with the specific community college applied at. It is the applicant's burden to produce substantial evidence that proves the crimes charged are incorrect.