ACC Health Professions Institute (HPI)  
Program Application Process

✔ Requested information and documentation must be included with your completed Program Application (i.e. immunization data, initiated background check, signature on application, etc…). Do not submit original copies of your immunization documentation (copies are acceptable). Do keep a copy of your application for your own files. An incomplete Program Application may delay your enrollment!

✔ Submit by mail or in person, your completed Program Application to the ACC Continuing Education department, 4th Floor, ACC Highland Business Center (5930 Middle Fiskville Rd., Austin, 78752). NOTE: Program Applications should not be faxed by students, as the security of personal data cannot be assured. If student has no other option but to fax information regarding their application, they must contact an HPI staff member first to ensure that their faxed documents are received at the time they arrive. HPI/CE staff cannot fax application data for/to students at any time.

✔ Your application will be reviewed for completeness and approval by the ACC Clinical Compliance Officer and program staff, within 7 business days. It is recommended that you submit your completed application no later than 2 WEEKS prior to the start of your program/course, to ensure time to complete the approval process. Some immunization requirements take a minimum of 4 months to complete. Background check results may take additional time to be received, depending on the response time from the legal entity providing the information (i.e. department of public safety from your county of residence). ACC has no control over the response time from these public agencies.

✔ You will be notified by email as to the status of your Program Application. If you do not provide an email address, you will be notified by phone.

✔ If your application is approved:
  ➢ Your student account will be “petitioned” to allow you to register for the program. An “approved” application does not guarantee you a seat in your program/course.
  ➢ You can then register (by internet, mail or in person) on a first-come-first-serve basis when Continuing Education registration opens for the semester you have applied for.
  ➢ Should the class be full at the time you register, you will have to resubmit a new Program Application (including a new background check) for the next semester.

✔ If your application is pending approval 3 months or more after submittal:
  ➢ You will be contacted, and your Program Application will be either mailed back to you (at the address on your application), or you may pick it up from the CE Department at Highland Business Center (whichever you specify). Your “pending” application will include a coversheet listing the items missing or incomplete on your Program Application.
  ➢ You will need to provide any missing information and/or resubmit a corrected/completed Program Application, by mail or in person.
If you are not able to submit a completed Program Application in time to register for your program/course, you will need to wait until the following semester to enter the program.

The requirements contained in the HPI program applications are requirements mandated by the Texas Department of State Health Services, program accreditation agencies, and the healthcare facilities in which you will be attending clinicals. ACC cannot make exceptions to any of these requirements.

For questions regarding the HPI Program Application Process, contact:
- the program contact number found on the first page of your Program Application

For questions regarding immunizations and background checks only, contact:
- the ACC Clinical Compliance Officer at … lenioe@austincc.edu
(please include your name, social security #, date of birth, and program/course name in your email)

For questions regarding registering for any HPI program/course, contact:
1) Continuing Education Registration: 512-223-7542, or
2) visit the Health Professions Institute Web Site: www.austincc.edu/ce/hpi