

Health Professions Division

Registration Made Easy!

Prospective students are strongly encouraged to attend one of our Programs Information Sessions. Schedules for these sessions can be found in the Continuing Education Training Source.

Registration Process:

- 1) Obtain Continuing Education Training Source Catalog.
 - 2) Review requirements for your chosen certificate.
 - 3) Read course descriptions for pre-requisites to determine correct course sequence.
 - 4) Study course schedule and your personal schedule.
 - 5) Select courses and protect dates on your calendar.
 - 6) Complete registration form.
 - 7) Take completed registration form to the Admissions Coordinator for signature.
(All courses in Health Professions require a signature except CPR, Recertification, and Exam Review courses)
 - 8) Take registration form to Continuing Education in Thunderduck Hall.
 - 9) Register and pay; purchase Liability Insurance if required.
 - 10) Return Liability Insurance receipt to Admissions Coordinator.
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- Community Pharmacy Technician
- Health Unit Coordinator
- Institutional Pharmacy Technician
- Medication Aide
- Medical Assisting
- Medical Insurance Coding
- Medical Office Technician
- Medical Office Transcription
- Phlebotomy

Jamie Hardy,
Admissions Coordinator
Sabine Hall, room 180
972.761.6814

**Students are seen
without appointment
Monday thru Friday from
10:00 am to 12:00 pm
&
1:00 pm to 5:00 pm**



Richland College

DALLAS COUNTY COMMUNITY COLLEGES

Equal Opportunity Institution.

IT ALL BEGINS HERE.