

**Visa Screen Certificate Questions and Answers
November 24, 2003**

Will the DMC pay for the visa screen certificate application?

Yes. The DMC will reimburse employees for the following:

CGFNS - \$325

NBCOT - \$445 (occupational therapist)

FCCPT - \$425 (physical therapist)

The following will be needed for reimbursement:

- A copy verifying the payment
- More details will be provided shortly on how to be reimbursed.

I am an employee whose professional background is one of the titles (medical laboratory technician) listed for the visa screen. I work in a position (research assistant) that is not one of the seven titles. Do I need to do the visa screen certificate?

No. It only requires employees working in the seven job titles to complete the visa screen. In the future, if you move to a position covered by the visa screen certificate you will be required to complete it.

I am a foreign born nurse who received my education in the United States. Do I need to get a visa screen certificate? Do I need to submit my college educational transcripts to CGFNS?

Yes to both questions. College transcripts that support your professional background need to be submitted to CGFNS by the educational institution.

Can I send my high school diploma directly to CGFNS?

Yes. You can send your high school diploma directly to CGFNS. However, college transcripts that support your professional background need to be submitted to CGFNS by the educational institution.

I took the SBTPE (State Board Test Pool Examination) in 1980. Do I need to take the exam again?

No.

I am a U.S. citizen who lives in Canada and works at the DMC as a nurse. Do I need to complete the visa screen process?

No. This only applies to non-citizens with TN, H1, O visas.

I have a certified copy of my college transcripts. Can I submit this?

No. The college or university that you attended for your profession needs to submit them directly to CGFNS.

I heard that the DMC lobbyist is trying to get the requirements dismissed. Can I wait to start the visa screen certificate process?

No. The DMC Lobbyist is working to extend the state bill (due to expire January 2004) which does not require the CGFNS test for Canadian nurses. The ***application needs to start immediately*** because of the amount of time CGFNS may need to process the application. The visa screen certificate process must be completed by July 26, 2004. It is estimated it could take up to six months to complete this process.

I sent my credentials to CGFNS 3 years ago? Do I have to send it again?

Check with CGFNS. They typically retain documents for two years. It is strongly recommended that if you do not get an answer immediately, start requesting the documents from the appropriate source and begin the application process. Any delays could jeopardize meeting the deadline.

How can I verify if CGFNS has my application materials?

CGFNS will send you a confirmation number once your application is received. You can use this number to check your status on-line. It is suggested that you check your status periodically.

Can we get one person from the DMC to represent us and submit the application for everyone?

Each applicant has different situations and therefore, needs to submit the application on their own. However, DMC will continue to provide information and answer questions throughout this process.

Will there be one place to get information?

DMC Human Resources set up a website. You can access it through either the internet or intranet:

- Internet – Go to www.dmc.org, Go to "Staff Resources", Go to "2003-2004 Immigration Requirements: "Visa Screen Certificate"
- Intranet – Go to "DMC Websites", Go to "Human Resources", Go to "2003-2004 Immigration Requirement: "Visa Screen Certificate"

I heard the fee for requesting a copy of a Michigan nursing license it now \$15. Is this correct?

Yes