

# Missouri Valley College Athletic Training Program Missouri Department of Health & Human Services Family Care Safety Registry Instructions

Directions for completing the Missouri Department of Health and Senior Services Family Care Safety Registry are below. More detailed directions can be found at <http://health.mo.gov/safety/fcsr/pdf/registrationinstructions.pdf>

This process must be completed the summer before any clinical rotation within the Missouri Valley College ATP (sophomore or junior year) can begin as it is required by several clinical sites. A United States social security number (and card for the paper application) is required to complete this application process. If an athletic training student does not possess a United States social security number inform the Program Director immediately.

- Online application process (*strongly referred*) - \$15 fee:
  - Click on the following link to access the online application process; there is an extra \$1 fee for utilizing the online application process vs. the paper application  
<https://webapp02.dhss.mo.gov/bsees/main.aspx>.
  - Click “registration.”
  - Search for your SSN under “is a person registered.”
    - Those not registered, will be able to complete the registration process under “register.”
    - Some individuals may already be registered as part of previous employment. If an athletic training student has previously registered; inform the program director as this requirement is satisfied.
  - Complete the form in its entirety with the required information and submit it online. Athletic training students are considered “voluntary” registrants.
  - Pay the \$11 fee at time of submission with a credit/debit card that is in your name.
- Paper application process - \$11 fee:
  - Click on the following link to access the paper application form  
<http://health.mo.gov/safety/fcsr/pdf/WorkerRegistration.pdf>. The form must show your original signature. Signatures that are (or appear to be) scanned or faxed will be rejected by the processing agency.
  - Complete the form, print, and hand it to the Program Director before leaving for the summer. Athletic training students are considered “voluntary” registrants.
  - Attach \$10 cash, or a personal check made out to “MVC School of Nursing and Health Sciences”, when the form is given to the Program Director.
  - The Program Director must receive a copy of your *original* United States social security card. The Program Director must have the card by June 1<sup>st</sup> to ensure adequate processing time. ***The copy or fax needs to clearly show your Social Security Number.***

We will obtain the results from the Missouri Department of Health and Senior Services. If you provide incomplete information your application will not be processed. If you perform the paper application we will mail it for you this summer.