
A brief Note on All About Staffing Process and Procedures

A Brief Note about us:

All About Staffing founded in 1993 has its Corporate Headquarters in Sunrise, Florida U.S.A. We have 8 regional offices and 16 satellite offices in United States and overseas offices in Philippines, New Delhi and Cochin.

We are an affiliate of Hospital Corporation of America (HCA), the largest hospital company in USA founded in the year 1968 at Nashville, Tennessee.

HCA is the leading provider of healthcare services in U.S.A comprising locally managed facilities that include 190 hospitals and 91 surgery centers in 23 states, 6 hospitals in England and 2 hospitals in Switzerland

Our International Recruitment Program is primarily aimed to hire Nursing Professionals for their direct placement to HCA facilities.

Overview of Immigration and Nationality Law of US:

For immigration to USA, Section 343 of US Immigration and Nationality Act of US require:

- 1.** The aspirant must have Nursing Knowledge, i.e., must have passed exam conducted by Commission on Graduates of Foreign Nursing Schools (**CGFNS**) or **NCLEX-RN exam** from any State Board of Nursing.
- 2.** The Nursing Education of the aspirant must be equivalent to standards of Nursing Education in USA. **Transcript for Nursing Education broken into theory and clinical hours for each specified subject is evaluated to ascertain such standards.**
- 3.** The aspirant must have proficiency in English language, i.e., must have passed IELTS or TOEFL exam. Acceptable scores for these exams are:

IELTS: Overall Band Score: 6.5, Spoken Band: 7.0

TOEFL: Overall Band Score: 207/540

Band Score in Written English (TWE): 40

Band Score in Spoken English (TSE): 50

TOEFL iBit: Overall Band Score: 83, Spoken Band: 26

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Steps for our Recruitment Program:

CONTRACT SIGNING:

An applicant may sign a contact with us subject to Passing our pre-screening test for Nursing & English. Nursing pre-screening test is available online at www.allaboutstaffing.com

Nursing professionals must have relevant experience of 1 year in specified clinical area. i.e., ICU, CCU, CVICU, MICU, SICU, Telemetry, Step Down, ER, Medical, Surgical, etc.

Important: Candidates are provided username/password to enable them to online view Progress of their Education, Visa Processing at www.allaboutstaffing.com

EDUCATION:

English Exam: Passing English test, i.e., IELTS, TOEFL or TOEFL iBT is mandatory to initiate Visa Processing of an applicant.

NCLEX Exam: Our Education-Program comprises 4 modules that an applicant needs to complete before they are approved to test for NCLEX-RN exam.

Education material for each Module in form of CDs/Books is provided free of cost. A time period of 2 weeks is envisaged for complete Module 1 to 3 and a period of 3 weeks is envisaged to complete Module-4.

After completion of each module the candidate need to online take module tests at www.allaboutstaffing.com and view their results.

Important:

To get an 'Authorization to Test' for NCLEX-RN exam from State Board it is mandatory that applicant's Nursing Education has prescribed theory and clinical hours of practice (**Minimum 20 Hours**) in specified subjects, i.e.,

- **CARE OF ADULT MEDICAL & SURGICAL NURSING,**
- **MATERNAL/INFANT NURSING,**
- **PSYCHIATRIC/MENTAL HEALTH NURSING (MIDWIFERY)**
- **PEDIATRIC NURSING/CARE OF SICK CHILD,**
- **COMMUNITY/PUBLIC HEALTH NURSING,**
- **ANATOMY AND PHYSIOLOGY,**
- **MICROBIOLOGY**
- **PSYCHOLOGY.**

We usually obtain/forward application for NCLEX-RN exam to concerned State Board at the beginning of our Education program but we proceed to have the candidate's 'Authorization to Test' **ONLY** after candidate successfully completes our Education Program.

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VISA PROCESSING (VISA PART-1):

After a candidate successfully complete English and NCLEX-RN exam we initiate the Visa Processing of the applicant and file petition for the candidate with United States Citizenship and Immigration services (**USCIS**) thru our attorneys at US.

Documents required to be submitted for case initiation:

1. Copy of Nursing License in native country
2. Copy Transcript from Nursing School/College
3. Marriage certificate – Court
4. Passport copy
5. Copy of Nursing Diploma/Degree
6. CGFNS mark sheet & certificate or NCLEX-RN exam passing letter
7. IELTS/TOEFL mark sheet
8. Copies of passport – family
9. Copies of birth certificates – family
10. Copy of employment letter from previous employers
11. Contract Paper & Employment Agreement
12. Profile form
13. History form
14. Nursing Interview Assessment form
15. Proficiency Check List

After submission of Case Initiation Packet to our Attorneys the candidate need to sign/return an Employee's Temporary Agreement (ETA-9089) form and fill-in/submit Immigrant Visa and Alien Registration form {DS-230 (Part-1)}.

After submission of ETA-9089 Receipt Notice is received from USCIS within 4-8 weeks. Using Receipt No a candidate may online view the progress of his approval on site of USCIS at <http://www.uscis.gov>

USCIS approve a petition in Normal time period of 90-485 days.

After the petition is approved by USCIS the case is transferred to National Visa Center (NVC).

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FILING APPLICATION WITH CGFNS/ICHP FOR VISA SCREEN CERTIFICATE:

After the petition is filed with USCIS the candidate need to submit an application for Visa Screen Certificate to us based on which we online file an order with CGFNS/ICHP.

Following Documents must accompany Visa Screen Application:

1. Two Photographs (2" x 2")
2. Copy of Secondary School Diploma.
3. Copy of Post Secondary School Diploma
4. Copy of Nursing Education Transcript
5. Copy of current valid License in native country
6. Copy of CG Certificate or NCLEX-RN exam passing letter
7. Copy of English test score sheet (IELTS/TOEFL)
8. Copy of Passport.

After order for Visa Screen certificate is filed online with CGFNS/ICHP forms for Academic Record verification and License validation are sent to candidate. The candidate needs to fill these forms and submit request to their respective Nursing School and Nurses Council (Licensing Authority) for necessary verifications.

Important:

It is mandatory that Academic Records with details of theory and clinical practice hours for each specified subject in prescribed form with copy of Transcript is **verified directly from Nursing School to CGFNS/ICHP.**

Likewise License of the candidate in native country **must be directly validated from Nurses Council (Licensing Authority) to CGFNS/ICHP.**

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Visa PROCESSING (Visa PART-2):

Upon Receipt of case from USCIS the National Visa Center (NVC) issue Immigrant Visa (IV) Fee Bill.

The prescribed IV Fees is @ \$400 per person. We pay IV Fee for the candidate and his/her spouse. Children in family below 21 years are entitled to get accompanying Visa but candidate need to pay for them.

After receiving IV Fees the NVC within 6-8 weeks issues Packet-3 normally to us. The Packet-3 is collection of pending information or documents (if any), which are submitted to NVC thru our Attorneys.

After submission of Packet-3 the NVC within a time period of 1-4 months transfer the case to Local US Embassy from where a candidate receive an interview call. After successful interview at US Embassy the candidate's and accompanying family's passport is stamped for Visa.

Important:

1. The Visa has a validity period of 6 months from date of its issue.
2. If any of the accompanying children turn 21 years of age within 60 days from the date of issuing Visa the candidate must notify NVC immediately. They may call (603) 334-0700:
 - Listen to the recorded message
 - Enter Case No or INS Receipt number at the appropriate time, and
 - The candidate will be connected to an operator for assistance.
3. If the candidate wants to notify the changes in writing, NVC's mailing address is:

**National Visa Center
32, Rochester Avenue
Portsmouth, NH 03801**

We value candidate's feed back to us to develop a fulfilling relationship and improve our services. Please feel free to contact us at 91-11-43587777 or visit our website at www.allaboutstaffing.com in case of any other clarification, concern, grievance or problem.