Nursing Admission Information and Application Packet

Application Period: July 1, 2015 – June 30, 2016

Chandler-Gilbert Community College
Estrella Mountain Community College
GateWay Community College
Glendale Community College
Mesa Community College
Paradise Valley Community College
Phoenix College
Scottsdale Community College
Nursing Program Locations

Chandler-Gilbert Community College
7360 E. Tahoe Avenue
Mesa, AZ 85212-0908
480.988.8000
http://www.cgc.maricopa.edu/

Estrella Mountain Community College
3000 N. Dysart Road
Avondale, AZ 85392
623.935.8000
http://www.estrellamountain.edu/

GateWay Community College
108 North 40th Street
Phoenix, AZ 85034-8000
602.286.8000
http://www.gatewaycc.edu/

Glendale Community College
6000 West Olive Avenue
Glendale, AZ 85302-3090
623.845.3200
http://www.glendale.edu/

Mesa Community College
1833 West Southern Avenue
Mesa, AZ 85202-4866
480.461.7000
http://www.mesaac.edu

Paradise Valley Community College
18401 North 32nd Street
Phoenix, AZ 85032-1210
602.787.6500
http://www.pvc.maricopa.edu/

Phoenix College
3700 N. 3rd Avenue
Phoenix, AZ 85013-4234
602.285.7500
http://www.pc.maricopa.edu/

Scottsdale Community College
9000 East Chaparral Road
Scottsdale, AZ 85256-2626
480.423.6000
http://www.sc.maricopa.edu/

The Maricopa Community Colleges reserve the right to change, without notice, any materials, information, curriculum, requirements, and regulations in this publication.
Program Information

A. DESCRIPTION

The Maricopa Community College District Nursing Program admitted the first class under one program in August 1999. Before 1999, colleges offering nursing programs were independent entities. Currently, nursing programs are available at eight of the Maricopa Community Colleges which comprise the MaricopaNursing consortium. Clinical experiences are provided in a variety of healthcare settings. Completion of the nursing courses and general education degree requirements and subsequent posting of the degree provides eligibility for students to apply for licensure as registered nurses. Licensing requirements are the exclusive responsibility of the State Boards of Nursing.

The MaricopaNursing Programs are approved by the Arizona State Board of Nursing, 4747 N. 7th St. Suite 200, Phoenix, AZ 85014, PH: 602.771.7800 and accredited by the Accrediting Commission for Education (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, PH: 404.975.5000.

B. OCCUPATIONAL INFORMATION

Graduates receiving an Associate in Applied Science in Nursing degree are eligible to apply for licensure as a Registered Nurse (R.N.). The R.N. is educated as a generalist who delivers health care to clients and family groups and has competencies related to the art and science of nursing. The R.N. may be employed in a variety of acute, long-term, and community-based health care settings. Registered Nurses function within the legal scope of practice and use professional standards of care when caring for clients and families across the life span. The degree provides the graduate with an educational foundation for articulation into the University setting.

C. ELIGIBILITY FOR LICENSURE

Students completing graduation requirements for the Associate in Applied Science in Nursing degree are eligible to apply for licensure as registered nurses. As of January 1, 2008 applicants for licensure in Arizona must provide evidence of citizenship or nationality. Licensing fees and requirements are determined by and are the sole responsibility of the State Boards of Nursing. In Arizona, the approximate cost of application fees, testing fees, and fingerprinting is approximately $465.00. For questions about eligibility for licensure and the documents required showing eligibility, contact the Arizona State Board of Nursing http://www.azbn.gov or 602-771-7800.

Cost Estimate for MaricopaNursing Programs*

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition (up to 74 credits x $84.00; Maricopa County Resident)</td>
<td>$6,216.00</td>
</tr>
<tr>
<td>Course Fees Estimate</td>
<td>918.00</td>
</tr>
<tr>
<td>Textbook &amp; Electronic Resources Estimate</td>
<td>Cost will Vary</td>
</tr>
<tr>
<td>Fingerprint Clearance Card</td>
<td>Cost will Vary</td>
</tr>
<tr>
<td>Background Check, Drug Screen</td>
<td>Cost will Vary</td>
</tr>
<tr>
<td>Clinical placement registration</td>
<td>Cost will Vary</td>
</tr>
<tr>
<td>Uniform and Clinical Supplies</td>
<td>Cost will Vary</td>
</tr>
<tr>
<td>Immunizations/Health Requirements</td>
<td>Cost will Vary</td>
</tr>
<tr>
<td><strong>Total Estimated Cost of the MaricopaNursing Program</strong></td>
<td><strong>$ 9,104.00</strong></td>
</tr>
</tbody>
</table>

*Cost estimate is for the total number of credits for the nursing courses in all 4 Blocks as well as pre and co-requisite courses. Total credits will depend upon the Block of placement. Fees are subject to change by the Governing Board of the Maricopa County Community College District.
# Maricopa Nursing Program Contact Information

**Web Page:** [www.nursing.maricopa.edu](http://www.nursing.maricopa.edu)

**E-mail for general questions:** nursing@domail.maricopa.edu

**Hotline for general questions:** 480.731.8264

### Advisement:
Following review of the Information and Application Packet, see an Advisor/Admissions Officer at the college of first choice.

<table>
<thead>
<tr>
<th>College</th>
<th>Advisor/Admission Officers</th>
<th>Phone Number/Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chandler-Gilbert Community College</td>
<td>Maria De la Torre</td>
<td>480-988-8880 <a href="mailto:chuy.delatorre@cgc.edu">chuy.delatorre@cgc.edu</a></td>
</tr>
<tr>
<td></td>
<td>Suzanne Kenna Chesney</td>
<td>480-988-8134 <a href="mailto:kenna.chesney@cgc.edu">kenna.chesney@cgc.edu</a></td>
</tr>
<tr>
<td>Estrella Mountain Community College</td>
<td>Cecelia Fiery</td>
<td>623-935-8563 <a href="mailto:cecelia.fiery@estrellamountain.edu">cecelia.fiery@estrellamountain.edu</a></td>
</tr>
<tr>
<td>GateWay Community College</td>
<td>Debbie Cowan</td>
<td>602-286-8119 <a href="mailto:cowan@gatewaycc.edu">cowan@gatewaycc.edu</a></td>
</tr>
<tr>
<td></td>
<td>Andrea Romo</td>
<td><a href="mailto:602-286-8184romo@gatewaycc.edu">602-286-8184romo@gatewaycc.edu</a></td>
</tr>
<tr>
<td>Glendale Community College</td>
<td>April Orr</td>
<td>623-845-3921 <a href="mailto:april.orr@gccaz.edu">april.orr@gccaz.edu</a></td>
</tr>
<tr>
<td></td>
<td>Jennifer Leyda</td>
<td>623-845-3606 <a href="mailto:jennifer.leyda@gccaz.edu">jennifer.leyda@gccaz.edu</a></td>
</tr>
<tr>
<td>Mesa Community College</td>
<td>Tiffany Vasquez</td>
<td>480-461-7239 <a href="mailto:Tiffany.vasquez@mesacc.edu">Tiffany.vasquez@mesacc.edu</a></td>
</tr>
<tr>
<td></td>
<td>Tuesdee Pfeiff</td>
<td>480-461-7208 <a href="mailto:tuesdee.pfeiff@mesacc.edu">tuesdee.pfeiff@mesacc.edu</a></td>
</tr>
<tr>
<td>Paradise Valley CC</td>
<td>Dionna Johnson</td>
<td>602-787-7067 <a href="mailto:Dionna.johnson@paradisevalley.edu">Dionna.johnson@paradisevalley.edu</a></td>
</tr>
<tr>
<td>Phoenix College</td>
<td>Corey Moore</td>
<td>602-285-7833 <a href="mailto:corey.moore@phoenixcollege.edu">corey.moore@phoenixcollege.edu</a></td>
</tr>
<tr>
<td>Scottsdale Community College</td>
<td>Maria King</td>
<td>480-423-6761 <a href="mailto:maria.king@scottsdalecc.edu">maria.king@scottsdalecc.edu</a></td>
</tr>
<tr>
<td></td>
<td>Carol Frazier</td>
<td>480-423-6226 <a href="mailto:carol.frazier@scottsdalecc.edu">carol.frazier@scottsdalecc.edu</a></td>
</tr>
</tbody>
</table>

The following list identifies the Directors comprising the Nursing Program Council. The Council represents the governing body of the nursing program. Unresolved issues about the admission and progression through the program may be directed to one of the following members:

<table>
<thead>
<tr>
<th>College</th>
<th>Nursing Director</th>
<th>Phone Number/Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maricopa Nursing Administrator</td>
<td>Margi Schultz</td>
<td>602-286-8530 <a href="mailto:schultz@gatewaycc.edu">schultz@gatewaycc.edu</a></td>
</tr>
<tr>
<td>Chandler-Gilbert Community College</td>
<td>Karen Flanigan</td>
<td>480-988-8884 <a href="mailto:flanigan@cgc.edu">flanigan@cgc.edu</a></td>
</tr>
<tr>
<td>Estrella Mountain Community College</td>
<td>Sandy Maas</td>
<td>623-935-8621 <a href="mailto:sandra.maas@estrellamountain.edu">sandra.maas@estrellamountain.edu</a></td>
</tr>
<tr>
<td>GateWay Community College</td>
<td>Margi Schultz</td>
<td>602-286-8530 <a href="mailto:schultz@gatewaycc.edu">schultz@gatewaycc.edu</a></td>
</tr>
<tr>
<td>Glendale Community College</td>
<td>Susan Mayer</td>
<td>623-845-3849 <a href="mailto:Susan.mayer@gccaz.edu">Susan.mayer@gccaz.edu</a></td>
</tr>
<tr>
<td>Mesa Community College</td>
<td>Deb Bitter</td>
<td>480-461-7262 <a href="mailto:debra.bitter@mesacc.edu">debra.bitter@mesacc.edu</a></td>
</tr>
<tr>
<td>Paradise Valley Community College</td>
<td>Nelly Peterson</td>
<td>602-787-7192 <a href="mailto:nelly.peterson@paradisevalley.edu">nelly.peterson@paradisevalley.edu</a></td>
</tr>
<tr>
<td>Phoenix College</td>
<td>Audrey Haag</td>
<td>602-532-8608 <a href="mailto:audrey.haag@phoenixcollege.edu">audrey.haag@phoenixcollege.edu</a></td>
</tr>
<tr>
<td>Scottsdale Community College</td>
<td>Nick DeFalco</td>
<td>480-423-6235 <a href="mailto:nick.defalco@scottsdalecc.edu">nick.defalco@scottsdalecc.edu</a></td>
</tr>
</tbody>
</table>
Requirements for Admission

1. **Advisement:**
   Applicants seeking admission to any MaricopaNursing Program must see an Advisor/Admission Officer for assistance in completing the application process. All potential applicants are urged to meet with an Advisor/Admission Officer each semester to obtain current information about changes in the admission requirements. Some locations require a mandatory orientation session prior to meeting with an advisor – please check with individual colleges.

2. **Student Information Form:**
   Complete this form at the college of first choice if you are a new student to the campus. The information is necessary for your transcript evaluation and registration for courses.

3. **High School graduation or GED** is required for the Associate in Applied Science degree in nursing. Applicants must signify that they meet this requirement by signing the nursing application page containing the Declaration of High School Graduation or GED. To use a high school course for a college pre-requisite, a high school transcript is required; otherwise, the signature on the Declaration page will suffice.

4. **Transcripts:**
   Request that all official colleges/universities transcripts be sent to the Admissions Office at the college of first choice. Please request that the institution include a current name and student identification number. It is the students’ responsibility to confirm the receipt and evaluation of all transcripts with the Advisor/Admissions Officer. Transcripts sent to the Nursing Office at the Maricopa Community Colleges District address cannot be accepted and will be returned to the college of origin. All transcripts must be sent to the Admissions Office at one of the college locations.

5. **Fingerprint Requirement:**
   Submit a current **Level One** Fingerprint Clearance Card. Any copies for your application will be obtained by the advisor after visual inspection of the original. See an advisor/admission officer or [www.maricopa.edu/nursing/pdfdocs/FingerprintingInformation.pdf](http://www.maricopa.edu/nursing/pdfdocs/FingerprintingInformation.pdf) for information in applying for the card. Allow up to 12 weeks to receive the card.

6. **HESI Admission Assessment (HESI A2):**
   Applicants must score at an 80% or higher in English Language Composite Score and 75% or higher in math within 24 months of application. Applicants may retest after remediation to improve the score after 60 days up to a maximum of 3 times per 12-month period. Information on test preparation, test fee, and the guidelines for taking the test are available at on the MaricopaNursing [http://www.nursing.maricopa.edu/](http://www.nursing.maricopa.edu/) web site under Admission Requirements. The nursing director may deny acceptance of an application if an applicant violates the guidelines for taking the entrance exam.

   The **HESI A2 Study Guide** is available in select college bookstores and libraries. These materials will assist you in preparing for the exam by reviewing math and reading skills.

7. **Advanced Placement:** Transfer applicants, paramedics, and LPNs wishing to apply for advanced placement into Block 2 or Block 3 must complete the Advanced Placement Information & Application Packet on the nursing program website under “Advanced Placement.”

8. **Important Information Regarding Registration for Nursing Courses:**
   During the admission and registration process, all students are required to apply for a background check (see specifics for this background check at: [http://www.nursing.maricopa.edu/BackgroundCheckRequirements.php](http://www.nursing.maricopa.edu/BackgroundCheckRequirements.php)) to verify identity, social security number, and that their name/names do not appear on the List of Excluded Individuals/Entities (LEIE) database. Once admitted, any student who becomes sanctioned or excluded while
enrolled in the program will not be permitted to continue. The web site for additional information:
http://oig.hhs.gov/fraud/exclusions.html. Students will receive specific instructions on completing the background checks during the registration process.

In addition, students will be required to submit a urine drug screen sample at some point during the orientation/admission process. Faculty will instruct the students when this is due and students are NOT permitted to provide a previous urine drug screen as it needs to be submitted with the school code. Students will receive specific instructions on completing the background check and urine drug screen during the registration process.

9. General Education Course Requirements (Minimum grade required is a “C” or 2.0):

<table>
<thead>
<tr>
<th>Prerequisite General Education Courses Required for Application:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM130 + CHM130LL</td>
</tr>
<tr>
<td>(BIO156/181 or 1 yr. HS BIO) BIO201</td>
</tr>
<tr>
<td>ENG 101 or 107</td>
</tr>
<tr>
<td>MAT 140, 141,142</td>
</tr>
</tbody>
</table>

**Nursing Program Co-requisites Required for Progression into Block 3:**

| BIO202 | Human Anatomy and Physiology II | 4 credits |
| PSY101 | Introduction to Psychology | 3 credits |
| CRE101 | Critical and Evaluative Reading or Test Exempt | 0-3 credits |

**Nursing Program Co-requisites Required for Associate in Applied Science in Nursing degree:**

| ENG102 or 108 (107) | First Year Composition | 3 credits |
| BIO205 | Microbiology | 4 credits |
| HUM | Humanities Elective | 2 credits |

10. Cost of clinical placement database(s) registration

New in the 2015-2016 year is a student charge for all MaricopaNursing and Allied Health students to register in the clinical placement database(s) – Online Clinical Orientation (OCO) system and myClinicalExchange. There is a fee charged for all students and directions for registration will be provided during the course of the semester.
Application Process

1. Where to Apply:

   Submit the MaricopaNursing Application with the required documentation of admission requirements to the college of first choice to the nursing program advisor. Only one application is accepted.

2. How to Apply:

   - Copy your complete application before submitting the application to the college of first choice. Additional information is available on the web site: www.nursing.maricopa.edu under FAQs (Frequently Asked Questions).

   - **Complete Application:** When all admission requirements have been met and the Advisor/Admissions Officer deems the application complete, the application is accepted. If criteria are missing, the student will be notified. Pending or incomplete applications are not accepted.

   **Requirements for a Complete Application – student is required to provide all copies**
   - HESI A2 Entrance Exam - official evidence of required scores within 24 months of application
   - Level One Fingerprint Clearance Card - current card – advisor will visually inspect original card and copy front and back
   - Signed statement of High School graduation or GED or official high school transcripts
   - Grade of “C” or better for the Pre-requisites and official transcripts on file at the college of first choice.

3. When to Apply:

   - MaricopaNursing accepts completed applications only; no provisional or incomplete applications are accepted. Applications that meet all admission requirements are accepted at any time during regular campus business hours at any of the colleges providing a MaricopaNursing Program. By the end of each application period listed in the chart below, the campus advisor will enter the student’s application information into a computer database. At the end of each period, all applications received during each period will receive a random date and time stamp. Dates are approximate to reflect Monday through Friday during regular business hours. Application periods with start or end dates affected by weekends and holidays will move to the following business day.

   - December 1 - January 31
   - February 1 - March 31
   - April 1 - May 31
   - June 1 - July 31
   - August 1 - September 30
   - October 1 - November 30

4. Notification of Admission Status:

   - Once your application is accepted, the advisor/admission officer will enter your application into the placement data base.

   - It is very important to update your name, e-mail address, mailing address and phone numbers. The placement office will send e-mails offering placement only to the e-mail listed in the Student Information System. It is the responsibility of the student to ascertain his/her e-mail address is current and valid.
Program options change each semester. The following program options are available for placement.

1. Chandler-Gilbert Community College Day
2. Estrella Mountain Community College Day
3. Glendale Community College Evening/Weekend
4. Glendale Community College Weekend/Day
5. Glendale Community College Traditional
6. Gateway Community College Accelerated
7. Gateway Community College Day
8. Gateway Community College Evening
9. Mesa Community College Afternoon/Evening
10. Mesa Community College Morning
11. Phoenix Community College Day
12. Phoenix/ South Mountain College Bilingual
13. Paradise Valley Community College
14. Scottsdale Community College Day

Select only the choices you are willing to accept. Normally, only one deferral is accepted. For extenuating circumstances, please notify the nursing hotline and the Maricopa Nursing Administrator will make a determination for a second deferral. Third deferrals are not considered for any reason.

In all options, student schedules must be flexible to accommodate the required days and hours of the clinical rotations at health care agencies. Clinical experiences may occur during day, evening, or night hours and may be scheduled on weekends. Clinical days are **NOT** guaranteed and a weekend only or a weekday only clinical rotation is not always possible. Please note the evening program option at GWCC and the weekend and evening programs at GCC are scheduled during evenings and/or weekends, including Friday, Saturday, and/or Sunday. Evening program classes are usually scheduled for 2 – 3 evenings per week, approximately 5:00 – 10:00 PM.

Applicants accepting placement will receive an admission letter and packet of information from the college prior to the start of the semester. The admission packet will contain the dates of the nursing student orientation, registration information, and directions on completing the Health and Safety Documentation Checklist and Health Care Provider Signature Form. It is the student’s responsibility to make certain the college has a current email on file as most correspondence is sent electronically.

Please note that you must be able to meet all Health and Safety requirements prior to beginning courses in the Maricopa Nursing Program. All students must provide documentation of compliance with all health and safety requirements required to protect patient safety. Students are required to have current Health and Safety documents to maintain enrollment in the program. It is not necessary to complete all requirements prior to making application to the program. Questions about these documents should be directed to the individual colleges. If there are questions regarding medical or religious variances, please contact the Maricopa Nursing Administrator and be prepared to provide written documentation/rationale for any variance.

5. **Deferring Placement:**

Applicants are placed in open positions according to their date and time stamp and choices. Once placed, the applicant receives an email and will have 10 business days to respond and accept or defer to the next semester. After the 10 day return period, the placement offer expires and the application is withdrawn from the database. Applicants receiving placement within two (2) weeks before the start of a semester must respond within 48 hours to secure their placement status via e-mail or phone.
• Applicants may defer placement. In most instances the deferral option is only valid one time and only before a placement is accepted. Once the deferral is made, the applicant forfeits additional placements until the next semester. If the applicant chooses not to attend the nursing program after placement is accepted, the applicant may not be eligible for deferral and the application may be withdrawn.
Information for Applicants

- **ZERO TOLERANCE POLICY:** All programs within MaricopaNursing supports a Zero Tolerance Policy for the following behaviors:
  - Intentionally or recklessly causing physical harm to any person on the campus or at a clinical site, or intentionally or recklessly causing reasonable apprehension of such harm.
  - Unauthorized use or possession of any weapon or explosive device on the campus or at a clinical site.
  - Unauthorized use, distribution, or possession for purposes of distribution of alcohol or any controlled substance or illegal drug on the campus or at a clinical site.

Nursing students engaging in this misconduct are subject to immediate dismissal from nursing classes and disciplinary action as described in the Student Handbook of the college.

- **HEALTH DECLARATION:** It is essential that nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. Students who have a chronic illness or condition must be maintained on current treatment and be able to implement direct patient care. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients’ lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application. **All must provide documentation of compliance with all health and safety requirements required to protect patient safety.** Only students in compliance are permitted to enroll in nursing courses. Students will meet these requirements by providing the required documentation for the Health/Safety Requirements Documentation Checklist and the signed Health Declaration Form.

- **DRUG SCREENING:** All students are required to complete the urine drug screening procedure under the program account number, within the specified timeframe, and according to directions given at the time of notification. Only students in compliance with the screening guidelines, as reported by the Medical Review Officer (MRO), will be permitted to continue their enrollment in nursing courses.**

- **DUTY TO REPORT:** All students enrolled in nursing courses holding or receiving a certificate as a Nursing Assisting and/or license as a Practical Nurse must remain in good standing with the Board of Nursing. Students with certification and/or licensure from allied health regulatory boards are included under this provision. Students receiving any disciplinary actions against their certificate or license must notify the Nursing Director within five (5) school days. The Nursing Director reserves the right to restrict the student’s participation in clinical experiences and involvement in patient care until the certificate and/or license is valid and unrestricted and terms of the action are met and the action dismissed.

- **BACKGROUND CLEARANCES:** The Fingerprint Clearance Card must be a Level One and must remain current and valid throughout enrollment in the program. All nursing students must undergo a background check to verify identity, social security number, and to show proof that they do not appear on the List of Excluded Individuals/Entities (LEIE) database. Any student who becomes sanctioned or excluded while enrolled in the program will not be permitted to continue in nursing courses.

A Background Check is required for all nursing students who seek to begin MaricopaNursing or other campus nursing programs on or after September 1, 2011. This is the date new background check standards will be in effect. Additionally, students who have been admitted to a MCCCD healthcare program or who are currently enrolled in one as of September 1, 2011 will be required to sign a MCCCD Criminal Background Check Disclosure Acknowledgement form. These changes are necessary due to the fact that six of eleven of MCCCD’s
largest clinical experience hospital partners have established stringent background check standards that preclude MCCCD from assigning students to those sites who cannot meet those standards. In order for MCCCD students to be able to continue to complete clinical experiences at local hospitals, students must meet these new standards. **A student may be dismissed from the program and may receive a failing grade in the course based on the inability to place the student in a clinical facility.**

This Application Packet prescribes admission and readmission requirements and standards of conduct for students enrolled in MaricopaNursing. The standards are in addition to those detailed under MCCCD policies and Administrative regulations. Violation of any such standard may serve as grounds for non-admission to a program or other discipline, program suspension or dismissal. MaricopaNursing programs reserve the right to make program changes as needed, and to change without previous notice any information requirements and regulations published in this document.

- **WAIVER OF LICENSURE/CERTIFICATION GUARANTEE:** Admission or graduation from the Nursing Program does not guarantee obtaining a license to practice nursing. Licensure and subsequent procedures are the exclusive right and responsibility of the State Boards of Nursing. Students must satisfy the requirements of the Nurse Practice Act: Statutes, Rules and Regulations, independently of any college or school requirements for graduation. Pursuant to A.R.S. § 32-1606(B)(17), an applicant for professional or practical nurse license by examination is not eligible for licensure if the applicant has any felony convictions and has not received an absolute discharge from the sentences for all felony convictions. The absolute discharge must be received five or more years before submitting this application. If you cannot prove that the absolute discharge date is five or more years, the Board cannot consider your application. All nurse applicants for licensure will be fingerprinted to permit the Department of Public Safety to obtain state and federal criminal history information. The Fingerprint Clearance Card required for application to the nursing program will not meet the requirements for certification or licensure through the State Board of Nursing. Effective January 1, 2008, applicants for licensure in Arizona must provide evidence of citizenship or nationality. If there are any questions about eligibility for licensure and the documents required showing eligibility to apply for licensure, contact the Arizona State Board of Nursing [http://www.azbn.gov](http://www.azbn.gov) or 602-771-7800.

**With exception of Nicotine, a drug screen must be negative for all identified substances. Nicotine testing is currently a required component of the drug screening panel. Some specific healthcare agencies that host the MaricopaNursing students require a negative nicotine screen in order to participate in clinical experiences. If a screen is positive for nicotine as determined by the MRO, continuation in the Nursing Program is based on the availability of alternative sites and the ability to reassign the student to another facility that does not restrict nicotine.**
**Essential Skills and Functional Abilities for Nursing Students**

Individuals enrolled in MaricopaNursing must be able to perform essential skills. If a student believes that he/she cannot meet the standards without accommodations, the nursing program must determine, on an individual basis, whether reasonable accommodation can be made. The ultimate determination regarding reasonable accommodations will be based upon the preservation of patient safety.

<table>
<thead>
<tr>
<th>Functional Ability</th>
<th>Standard</th>
<th>Examples Of Required Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motor Abilities</td>
<td>Physical abilities and mobility sufficient to execute gross motor skills,</td>
<td>Mobility sufficient to carry out patient care procedures such as assisting with ambulation of</td>
</tr>
<tr>
<td></td>
<td>physical endurance, and strength, to provide patient care.</td>
<td>clients, administering CPR, assisting with turning and lifting patients, providing care in confined</td>
</tr>
<tr>
<td></td>
<td></td>
<td>spaces such as treatment room or operating suite.</td>
</tr>
<tr>
<td>Manual Dexterity</td>
<td>Demonstrate fine motor skills sufficient for providing safe nursing</td>
<td>Motor skills sufficient to handle small equipment such as insulin syringe and administer</td>
</tr>
<tr>
<td></td>
<td>care.</td>
<td>medications by all routes, perform tracheotomy suctioning, insert urinary catheter.</td>
</tr>
<tr>
<td>Perceptual/Sensory Ability</td>
<td>Sensory/perceptual ability to monitor and assess clients.</td>
<td>Sensory abilities sufficient to hear alarms, auscultatory sounds, cries for help, etc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Visual acuity to read calibrations on syringe, assess color (cyanosis, pallor)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tactile ability to feel pulses, temperature, palpate veins, etc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Olfactory ability to detect smoke, odor</td>
</tr>
<tr>
<td>Behavioral/Interpersonal/Emotional</td>
<td>Ability to relate to colleagues, staff and patients with honesty,</td>
<td>Establish rapport with patients/clients and colleagues.</td>
</tr>
<tr>
<td></td>
<td>civility, integrity and nondiscrimination. Capacity for development</td>
<td>Work with teams and workgroups.</td>
</tr>
<tr>
<td></td>
<td>of mature, sensitive and effective therapeutic relationships.</td>
<td>Emotional skills sufficient to remain calm in an emergency situation.</td>
</tr>
<tr>
<td></td>
<td>Interpersonal abilities sufficient for interaction with individuals,</td>
<td>Behavioral skills sufficient to demonstrate the exercise of good judgment and prompt completion</td>
</tr>
<tr>
<td></td>
<td>families and groups from various social, emotional, cultural and intellectual backgrounds.</td>
<td>of all responsibilities attendant to the diagnosis and care of patients.</td>
</tr>
<tr>
<td></td>
<td>Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism.</td>
<td>Adapt rapidly to environmental changes and multiple task demands.</td>
</tr>
<tr>
<td></td>
<td>Negotiate interpersonal conflict.</td>
<td>Maintain behavioral decorum in stressful</td>
</tr>
</tbody>
</table>
### Functional Ability

<table>
<thead>
<tr>
<th>Standard</th>
<th>Examples Of Required Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student honor codes.</td>
<td>situations.</td>
</tr>
<tr>
<td>Ability to accurately identify patients.</td>
<td>Prioritizes tasks to ensure patient safety and standard of care.</td>
</tr>
<tr>
<td>Ability to effectively communicate with other caregivers.</td>
<td>Maintains adequate concentration and attention in patient care settings.</td>
</tr>
<tr>
<td>Ability to administer medications safely and accurately.</td>
<td>Seeks assistance when clinical situation requires a higher level or expertise/experience.</td>
</tr>
<tr>
<td>Ability to operate equipment safely in the clinical area.</td>
<td>Responds to monitor alarms, emergency signals, call bells from patients, and orders in a rapid and effective manner.</td>
</tr>
<tr>
<td>Ability to recognize and minimize hazards that could increase healthcare associated infections.</td>
<td>Gives verbal directions to or follows verbal directions from other members of the healthcare team and participates in health care team discussions of patient care.</td>
</tr>
<tr>
<td>Ability to recognize and minimize accident hazards in the clinical setting including hazards that contribute to patient, family and co-worker falls.</td>
<td>Elicits and records information about health history, current health state and responses to treatment from patients or family members.</td>
</tr>
</tbody>
</table>

### Communication

<table>
<thead>
<tr>
<th>Standard</th>
<th>Examples Of Required Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to communicate in English with accuracy, clarity and efficiency with patients, their families and other members of the health care team (including spoken and non-verbal communication, such as interpretation of facial expressions, affect and body language).</td>
<td>Conveys information to clients and others to teach, direct and counsel individuals in an accurate, effective and timely manner.</td>
</tr>
<tr>
<td>Required communication abilities, including speech, hearing, reading, writing, language skills and computer literacy</td>
<td>Establishes and maintain effective working relations with patients and co-workers.</td>
</tr>
<tr>
<td>Communicate professionally and civilly to the healthcare team including peers, instructors, and preceptors.</td>
<td>Recognizes and reports critical patient information to other caregivers.</td>
</tr>
</tbody>
</table>

### Cognitive/Conceptual/Quantitative Abilities

<table>
<thead>
<tr>
<th>Standard</th>
<th>Examples Of Required Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis and synthesis.</td>
<td>Calculates appropriate medication dosage given specific patient parameters.</td>
</tr>
<tr>
<td>Ability to gather data, to develop a plan of</td>
<td>Analyze and synthesize data and develop an appropriate plan of care.</td>
</tr>
<tr>
<td>Functional Ability</td>
<td>Standard</td>
</tr>
<tr>
<td>--------------------</td>
<td>----------</td>
</tr>
<tr>
<td></td>
<td>action, establish priorities and monitor and evaluate treatment plans and modalities.</td>
</tr>
<tr>
<td></td>
<td>Ability to comprehend three-dimensional and spatial relationships.</td>
</tr>
<tr>
<td></td>
<td>Ability to react effectively in an emergency situation.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Punctuality/ work habits</td>
<td>Ability to adhere to MCCDNP policies, procedures and requirements as described in the Student Nurse Handbook, college catalog and student handbook and course syllabus.</td>
</tr>
<tr>
<td></td>
<td>Ability to complete classroom and clinical assignments and submit assignments at the required time.</td>
</tr>
<tr>
<td></td>
<td>Ability to adhere to classroom and clinical schedules.</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Environment</td>
<td>Recognize the personal risk for exposure to health hazards.</td>
</tr>
<tr>
<td></td>
<td>Use equipment in laboratory or clinical settings needed to provide patient care.</td>
</tr>
<tr>
<td></td>
<td>Tolerate exposure to allergens (latex, chemical, etc.)</td>
</tr>
<tr>
<td></td>
<td>Tolerate wearing protective equipment (e.g. mask, gown, gloves)</td>
</tr>
</tbody>
</table>
PLEASE DO NOT SUBMIT PAGES 13 - 17 WITH APPLICATION. THESE PAGES ARE FOR INFORMATION ONLY.

Below are the current Health & Safety Requirements for your review recognizing that some requirements may change prior to placement. It is not necessary to complete all requirements prior to making application to the program. However, requirements must be fully met after being placed and prior to the first course.

Must attach documentation (copies of lab reports, immunization records, CPR card, etc.) as indicated for each of the following to be in compliance with MaricopaNursing requirements. Fingerprint clearance card, CPR certification and TB skin test must be current through the semester of enrollment. See “Explanation of Requirements” for specific detail.

A. MMR (Measles/Rubeola, Mumps and Rubella): Requires documented proof of a positive IgG MMR titer or documented proof of one MMR series.

Date & results of IgG titer: Measles/Rubeola: ____________ Mumps: ____________ Rubella: ____________

If unable to provide proof of positive titer, list immunizations and dates received:

MMR Series/Dates: #1 ____________ #2 ____________

B. Varicella (Chickenpox): Requires documented proof of positive IgG titer or documented proof of one Varicella series.

Date of IgG titer: ____________

If unable to provide proof of positive titer, list all varicella immunizations and dates received:

#1 ____________ #2 ____________

C. Tetanus/Diphtheria/Pertussis (Tdap): One-time dose of Tdap, followed by a Td booster every 10 years.

Tdap Date: ____________ Td: ____________

D. Tuberculosis: Documentation of a tuberculin skin test (TST). For individuals who have never had a TB test, this consists of an initial TB skin test and a boosted TB skin test 1-3 weeks apart. After completion of the 2-step, an annual update of TB skin test is sufficient. If you have a positive skin test, provide documentation of a QuantiFERON test or negative chest X-ray within the last 2 years, and annual documentation of a TB disease-free status. Most recent skin testing or blood test must have been completed within the previous six (6) months.

**TB Skin Test:**
Initial Test (#1) Date: ____________ AND Date of Reading: ____________ Results: Negative OR Positive

AND

Boosted Test (#2) Date: ____________ Date of Reading: ____________ Results: Negative OR Positive

**Annual Update:**

Date: ____________ Date of Reading: ____________ Results: Negative OR Positive

OR Chest x-ray Date: ____________ Results: Negative OR Positive Date of Symptom Sheet: ____________
QuantiFERON Test: Date: ___________ Results: Negative OR Positive

E. **Hepatitis B**: Documented evidence of completed series or positive antibody titer. If you have not received any injections, do not get a titer. If you are beginning the series, first injection must be prior to admission, the second injection is 1 to 2 months after the first dose and the third injection is 4 to 6 months after the first dose. A Hepatitis B titer is recommended 1-2 months after dose #3 to confirm immunity.

   Date Titer received: ___________ Results: ____________________

   Date of 1st injection: ___________ Date of 2nd injection: ___________ Date of 3rd injection: ___________

   OR

   HBV Vaccination Declination Form Date: ___________

F. **CPR Card (Healthcare Provider level)**: An official card is required (online certificates are not accepted)

   Date card issued: ___________ Expiration Date: ___________

G. **Level One Fingerprint Clearance Card**: Date card issued: ___________ Expiration Date: ___________

H. **Health Care Provider Form**: Reviewed and signed by a licensed health care provider (M.D., D.O., nurse practitioner, or physician’s assistant) within the past six (6) months.

I. **Certified Background Clearance Document**: Passed Date: ___________

J. **Flu Vaccine**: During flu season, students will be required to receive an annual flu vaccination. Details will be provided by the MaricopaNursing program you are attending.

**IMPORTANT:**

- All students placed in MaricopaNursing must provide documentation of compliance for the vaccinations and testing required to protect patient safety.
- Only students providing documentation of health and safety requirements are enrolled in nursing courses.
- The Nursing Department requires students to submit proof of original health and safety documents for purposes of verification. Original documents will be retained by the student after verification. It is the responsibility of the student to provide photocopies of required health and safety related materials.
- Students are responsible for maintaining their records and must submit documentation by due date. Failure to maintain program health and safety requirements may result in clinical warning, clinical probation, and/or withdrawal from the nursing program.
- All immunization records must include student name and the signature of healthcare provider.
- Health and safety requirements are subject to change depending on clinical agency requirements.
EXPLANATION OF HEALTH AND SAFETY REQUIREMENTS

A. MMR (Measles/Rubeola, Mumps, &Rubella)
Options to meet this requirement:

a. Attach a copy of proof of positive IgG antibody titer for Measles/Rubeola, Mumps and Rubella or completion of one series of MMR immunizations. One “series” of immunizations includes immunization for each disease on separate dates at least 28 days apart.

b. If you had all three illnesses OR you have received the vaccinations but have no documented proof, you can have an IgG MMR titer drawn. If the titer results are POSITIVE, attach a copy of the lab results to the health declaration form. If any of the titer results are NEGATIVE or EQUIVOCAL, you must get your first MMR vaccination and attach documentation to this health and safety documentation checklist. The second MMR must be completed after 28 days and proof submitted to the nursing department.

B. Varicella (Chickenpox)
Options to meet this requirement:

a. Attach a copy of proof of a positive IgG titer for varicella.

b. If the titer is NEGATIVE or EQUIVOCAL, attach a copy of proof to this health and safety documentation checklist that you received the first vaccination. Complete the second vaccination 30 days later and submit proof to the nursing department.

C. Tetanus/Diphtheria/Pertussis (Tdap):

Td = Tetanus / Diphtheria

You must provide proof of Tdap vaccination, followed by a Td booster every 10 years. Attach proof of a Tdap vaccination and Td if indicated.

D. Tuberculosis (TB)
All students entering the MaricopaNursing program are required to submit documentation of a negative tuberculosis status. Documentation may include a negative 1-step or 2-step Tuberculosis Skin Test (TST). If you have ever received a TST in the past, you are required to get a 1-step TST before beginning the nursing program. If you have never had a TST in the past, you are required to receive a 2-step TST. A TST is considered current if no more than 365 days have elapsed since the administration of the test. For a 2-step TST, the 365 day time interval starts the day the second test is administered. If you have ever had a positive TST, you must provide documentation of a negative QuantiFERON test or negative chest X-ray. Your most recent skin testing or blood test must have been completed within the previous six (6) months.

Documentation for TB skin testing requires date given, date read, result, and the name and signature of the healthcare provider.
If you have a positive TST, provide documentation of negative QuantiFERON blood test OR negative chest X-ray within the last 2 years and annual completion of a Tuberculosis Screening Questionnaire.

**E. Hepatitis B**

If you have not received the injections in the past, do not get a titer. You must obtain the first injection and attach a copy as requested. The second injection is given 1 to 2 months after the first dose and the third injection is 4 to 6 months after the first dose. Documentation required:

Submit a copy of proof of a positive HbsAb titer

OR

Attach a copy of your immunization record, showing completion of the three Hepatitis B injections

If the series is in progress, attach a copy of the immunizations received to date. You must remain on schedule for the remaining immunizations and provide the additional documentation. One to two months after your last immunization, it is recommended that you have an HbsAb titer drawn.

**G. CPR Card:**

You must have a Healthcare Provider CPR card (Basic Life Support). CPR certification must include infant, child, and adult, 1 and 2-man rescuer, and evidence of a hands-on skills component. Attach a copy of both sides of the CPR card to this form. CPR certification must remain current through the semester of enrollment. A fully online CPR course will not be accepted.

**H. Level One Fingerprint Clearance Card:**

All students admitted MaricopaNursing are required to obtain a valid Level One Arizona Department of Public Safety Fingerprint Clearance Card (FCC). Applications are available from MaricopaNursing advisors or from MaricopaNursing District Office. Please email MaricopaNursing at nursing@domail.maricopa.edu to request a packet by mail. The original Fingerprint Clearance Card (FCC) will need to be presented and validated prior to course registration. The FCC must remain current throughout the semester of enrollment.

If the FCC is suspended or revoked at any time during the nursing program, the student must report this to the Nursing Director within five (5) school days and will be unable to continue in the program until the FCC is reinstated. The student must be able to show his or her FCC during the clinical rotations upon request.

**I. Health Care Provider Signature Form:**

Must be completed and signed by a licensed physician (M.D., D.O.), a nurse practitioner, or physician’s assistant within the past six (6) months. A signature on the Health Care Provider Signature form, without proof of immunization or titer status, is NOT acceptable.

**J. Certified Background Clearance Document:**

All students admitted to MaricopaNursing are required to show a "Pass" result on the MCCCD-required background screening through Certified Background. Information on the background clearance is obtained from MaricopaNursing once you are accepted into a program. Please note that results for the Certified Background self-check cannot be accessed by the nursing program. If you have done a self-check, you will be required to do an additional background check through Certified Background using your Nursing Program access code.
Health Care Provider Signature Form

Instructions for Completion of Health Care Provider Signature Form

A health care provider must sign the Health Care Provider Signature Form within six (6) months of program admission and indicate whether the applicant will be able to function as a nursing student. Health care providers who qualify to sign this declaration include a licensed physician (M.D., D.O.), a nurse practitioner, or physician’s assistant.

(Please Print)
Applicant Name: ___________________________ Student ID Number: ___________________________

It is essential that nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. Students who have a chronic illness or condition must be maintained on current treatment and be able to implement direct patient care. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients’ lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application.

I have reviewed the MaricopaNursing Essential Skills and Functional Abilities. I believe the applicant:

______ WILL  ______WILL NOT be able to function as a nursing student as described above.

If not, explain:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________


Print Name: ___________________________ Title: ___________________________

Signature: ___________________________ Date: ___________________________

Address: ___________________________

City: ___________________________ State: ___________ Zip Code: ___________

Phone: ___________________________
APPLICATION

Application Period: July 1, 2015 – June 30, 2016

On May 26th, 2015, a revised nursing curriculum was approved at the Maricopa Community Colleges Governing Board meeting. All students entering block 1 of MaricopaNursing on or after July 1, 2015 will follow the newly approved Program of Study.

Changes to prerequisite courses:

1. MAT 140, 141 or 142 College Mathematics is now the required math course.
2. ENG101 First year Composition becomes a prerequisite course to entering the program.
3. PSY101 Introduction to Psychology is required to be completed prior to or with NUR172.

To assure adequate communication of these changes, and allow time for those currently submitting applications to meet the changed requirement, a one-semester grace period will be provided.

Applications submitted up until January 31, 2016 will be accepted with or without evidence of completion of MAT142 and ENG101. Students will need to complete both courses prior to graduation.

Applications submitted on or after February 1, 2016 will need to reflect completion of MAT140, 141, or 142 and ENG101 in order to be accepted.
APPLICATION PLEASE PRINT CLEARLY!
(Page 1 of 3)

(Print) Name_____________________________________________________________________________________

Last                                                                 First                                                                                     Middle

All names previously used: ________________  Student ID Number __________________________

Phone: Day__________________________ Evening ____________________  Cell _____________________________

Mailing Address____________________________________________________

City________________________________________ State _____________________ Zip_________________________

E-Mail Address____________________________________________________________________________________

This E-mail will be used to contact you regarding placement into the nursing program.

Declaration of High School Graduation or GED:

<table>
<thead>
<tr>
<th>Name of High School</th>
<th>City/State</th>
<th>Date of Graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

OR GED: Date of Completion

Nursing School Attended: If you were enrolled in a nursing program other than at the Maricopa Community Colleges and did not
graduate, you must request a letter from the Director of Nursing explaining the reasons for withdrawal or dismissal. Address the
letter to the Maricopa Nursing Director, Maricopa Community Colleges, 2411 W. 14th Street, Tempe, AZ 85281. The Nursing
Council reserves the right to deny acceptance of this application if applicant was dismissed for issues relating to academic integrity,
unsafe patient care, inappropriate conduct, and/or two (2) or more failures from any nursing program. The application is complete
only when all letters have been received and reasons for exit identified.

<table>
<thead>
<tr>
<th>Name of School</th>
<th>Dates Attended</th>
<th>Reason for leaving: Letter required before eligible for placement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Nursing and/or Allied Health certificate, certification and/or licensure: In the space below, list the health care field of study
and your certification and/or license number, and state of registration. Once admitted into any nursing program within
Maricopa Nursing, all certifications and licenses held or received must remain in good standing, with no restrictions. Any student
receiving disciplinary action that may restrict patient care or pose a potential danger to patient care will not be permitted to attend
clinical experiences.

<table>
<thead>
<tr>
<th>Identify Field of Study</th>
<th>Certification Number/License Number</th>
<th>State of Registration (or Agency)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I have provided true, correct, and complete information on the application. I have read and I understand the information
presented in this application packet. I attest that I have graduated from high school or hold a GED.

Signature__________________________  Date__________________________

Note: Applicants must supply all information as requested. Applicants failing to identify nursing schools attended or
those supplying false information will not be eligible for admission or enrollment in the nursing program.

If application is deemed incomplete, the application will be returned and the date and time stamp will be
considered null and void and a new application must be submitted.
APPLICATION ADMISSION CHECKLIST
(Page 2 of 3) Must be signed by Advisor

Admission requirements and pre/co-requisites are subject to change.
Please verify all requirements with a nursing advisor as you progress through the application process

<table>
<thead>
<tr>
<th>Print Name:</th>
<th>Student ID:</th>
<th>Date:</th>
</tr>
</thead>
</table>

Return your completed application to the college of first choice from the options listed below. The selection of program options changes each semester. Prior to placement, updated program options are available as long as you remain in the placement data base at www.nursing.maricopa.edu
College where application submitted: _______________________________________

Demographic Survey: Optional: The nursing program is required to report the following demographic data to the accrediting agency. Please provide this data for accurate reporting of numbers only. Place an “X” in the box next to the correct response.

<table>
<thead>
<tr>
<th>GENDER</th>
<th>ETHNICITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Female</td>
<td>American Indian</td>
</tr>
<tr>
<td>Male</td>
<td>Asian or Pacific Islander</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HIGHEST DEGREE CURRENTLY HELD</th>
<th>ETNICITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate degree</td>
<td>Black, Non-Hispanic</td>
</tr>
<tr>
<td>Baccalaureate degree</td>
<td>Hispanic</td>
</tr>
<tr>
<td>Master’s degree</td>
<td>White, Non-Hispanic</td>
</tr>
<tr>
<td>Doctoral degree</td>
<td>Other/Unknown</td>
</tr>
</tbody>
</table>

☐ Level One Fingerprint Clearance Card
Bring original FCC. Advisor will get a copy (front and back) of card.

☐ Student Disclosure Form - Background Check

HESI Admission Assessment (HESI A2) Attach Copy of Test Analysis. Advisor will verify all scores before accepting application. Note: HESI A2 scores from outside the Maricopa Community Colleges are not accepted without verification of score.

<table>
<thead>
<tr>
<th>Date: (Valid for 24 months)</th>
<th>Location of HESI A2 Test:</th>
<th>Math Score: (Required 75.0% or higher)</th>
<th>English Language Composite Score: (Required 80.0% or higher)</th>
</tr>
</thead>
</table>

Prefix | Course | Credits Required | College | Date Completed | Grade |
--- | --- | --- | --- | --- | --- |

Minimum grade required is a “C” or 2.0 in all pre-requisite courses:

CHM130 + CHM130LL
Fundamental Chemistry with lab or one year high school chemistry (verified by high school transcript)
0 - 4

(BIO156/181 or 1 yr. HS BIO)
BIO201
Human Anatomy and Physiology I
4

ENG 101 or 107
First Year Composition
3

MAT 140, 141, 142
College Math or higher Mathematics
3

Nursing Program co-requisites:

BIO202
Human Anatomy and Physiology II
4

BIO205
Microbiology
4

HUM
Humanities Elective
2

CRE101
Critical and Evaluative Reading or Test Exempt
0 - 3

PSY101
Introduction to Psychology
3

ENG102
First-Year Composition
3

Advisor Signature: ___________________________  Date: ________________
Please indicate your choices for placement into the Nursing Program.

Please PRINT clearly!

1) ____________________________________________________________

2) ____________________________________________________________

3) ____________________________________________________________

4) ____________________________________________________________

5) ____________________________________________________________

List of school choices:

Chandler-Gilbert Community College Day
Estrella Mountain Community College Day
Glendale Community College Evening/Weekend
Glendale Community College Weekend/Day
Glendale Community College Traditional
Gateway Community College Accelerated
Gateway Community College Day
Gateway Community College Evening
Mesa Community College Afternoon/Evening
Mesa Community College Morning
Phoenix Community College Day
Phoenix/ South Mountain College Bilingual
Paradise Valley Community College
Scottsdale Community College Day

Please note: You may change your choices at any time by e-mailing: nursing@domail.maricopa.edu
Overview of the Requirements

In order for students to be admitted to or maintain enrollment in good standing in Maricopa County Community College District’s (“MCCCD”) Allied Health and Nursing programs (“Programs”) beginning on September 1, 2011, students must provide with their application to a Program all of the following:

- A copy of an Arizona Department of Public Safety Level-One Fingerprint Clearance Card (“Card”). Students are required to pay the cost of applying for the Card. Cards that are NOT Level-One status will not be accepted.
- An original version of the “Criminal Background Check Disclosure Acknowledgement” form attached to this Summary signed by the student.

At all times during enrollment in a Program, students must obtain and maintain BOTH a valid Level-One Fingerprint Clearance Card and passing disposition on supplemental background check performed by MCCCD authorized vendor. Admission requirements related to background checks are subject to change as mandated by clinical experience partners.

Implementation of the Requirements

1. Students that are denied issuance of a Card may be eligible for a good cause exception through the Arizona Department of Public Safety. It is the student’s responsibility to seek that exception directly with the department. Until the student obtains a Card and meets the other requirements for admission, he or she will not be admitted to a Program.

2. Students admitted to a Program whose Card is revoked or suspended must notify the Program Director immediately and the student will be removed from the Program in which they have been admitted or are enrolled. Any refund of funds would be made per MCCCD policy.

3. The Criminal Background Check Disclosure Acknowledgement directs students to disclose on the data collection form of the MCCCD authorized background check vendor all of the requested information as well as any information that the background check may discover. Honesty is important as it demonstrates character. Lack of honesty will be the basis for denial of admission or removal from a Program if the information that should have been disclosed but was not would have resulted in denial of admission. Failure to disclose other types of information constitutes a violation of the Student Code of Conduct and may be subject to sanctions under that Code. Students have a duty to update the information requested on the [background check vendor] data collection form promptly during enrollment in a Program. The [background check vendor] data collection form may ask for the following information but the form may change from time to time:
   - Legal Name
   - Maiden Name
   - Other names used
   - Social Security Number
   - Date of Birth
   - Arrests, charges or convictions of any criminal offenses, even if dismissed or expunged, including dates and details.
   - Pending criminal charges that have been filed against you including dates and details. Participation in a first offender, deferred adjudication or pretrial diversion or other probation program or arrangement where judgment or conviction has been withheld.

The authorized MCCCD background check vendor will be asked to pass or fail each student based on the standards of MCCCD’s clinical experience partners that have established the most stringent requirements. **The sole recourse of any student who fails the background check and believes that failure may have been in error is with the background check vendor and not MCCCD.**
In applying for admission to a Nursing or Allied Health program (“Program”) at the Maricopa County Community College District, you are required to disclose on the Arizona Department of Public Safety (DPS) form all required information and on the MCCCD authorized background check vendor data collection form any arrests, convictions, or charges (even if the arrest, conviction or charge has been dismissed or expunged), or participation in first offender, deferred adjudication, pretrial diversion or other probation program on this form. Additionally, you must disclose anything that is likely to be discovered in the MCCCD supplemental background check that will be conducted on you.

Please complete the DPS form, the MCCCD authorized background check vendor form and any clinical agency background check form honestly and completely. This means that your answers must be truthful, accurate, and complete. If you know of certain information yet are unsure of whether to disclose it, you must disclose the information, including any arrest or criminal charge. Additionally,

By signing this acknowledgement, you acknowledge the following:

1. I understand that I must submit to and pay any costs required to obtain a Level-One Fingerprint Clearance Card and an MCCCD supplemental criminal background check.

2. I understand that failure to obtain a Level-One Fingerprint Clearance Card will result in a denial of admission to a Program or removal from it if I have been conditionally admitted.

3. I understand that I must submit to and pay any costs required to obtain an MCCCD supplemental background check.

4. I understand that failure to obtain a “pass” as a result of the MCCCD supplemental criminal background check will result in a denial of admission to a Program or removal from it if I have been conditionally admitted.

5. I understand that, if my Level-One Fingerprint Clearance Card is revoked or suspended at any time during the admission process or my enrollment in a Program, I am responsible to notify the Program Director immediately and that I will be removed from the Program.

6. I understand that a clinical agency may require an additional criminal background check to screen for barrier offenses other than those required by MCCCD, as well as a drug screening. I understand that I am required to pay for any and all criminal background checks and drug screens required by a clinical agency to which I am assigned.

7. I understand that the both the MCCCD supplemental or the clinical agency background check may include but are not limited to the following:
   - Nationwide Federal Healthcare Fraud and Abuse Databases
   - Social Security Verification
   - Residency History
   - Arizona Statewide Criminal Records
   - Nationwide Criminal Database
   - Nationwide Sexual Offender Registry
   - Homeland Security Search

8. By virtue of the MCCCD supplemental background check, I understand that I will be disqualified for admission or continued enrollment in a Program based on my criminal offenses, the inability to verify my Social Security number, or my being listed in an exclusionary database of a Federal Agency. The criminal offenses for disqualification may include but are not limited to any or all of the following:
   - Social Security Search-Social Security number does not belong to applicant
   - Any inclusion on any registered sex offender database
   - Any inclusion on any of the Federal exclusion lists or Homeland Security watch list
   - Any conviction of Felony no matter what the age of the conviction
   - Any warrant any state
   - Any misdemeanor conviction for the following-No matter age of crime
     - violent crimes
- sex crime of any kind including non-consensual sexual crimes and sexual assault
- murder, attempted murder
- abduction
- assault
- robbery
- arson
- extortion
- burglary
- pandering
- any crime against minors, children, vulnerable adults including abuse, neglect, exploitation
- any abuse or neglect
- any fraud
- illegal drugs
- aggravated DUI
- Any misdemeanor controlled substance conviction last 7 years
- Any other misdemeanor convictions within last 3 years
- Exceptions: Any misdemeanor traffic (DUI is not considered Traffic)

9. I understand that I must disclose on all background check data collection forms (DPS, MCCCD background check vendor and a clinical agency background check vendor) all required information including any arrests, convictions, or charges (even if the arrest, conviction or charge has been dismissed or expunged), or participation in first offender, deferred adjudication, pretrial diversion or other probation program. That includes any misdemeanors or felonies in Arizona, any other State, or other jurisdiction. I also understand that I must disclose any other relevant information on the forms. I further understand that non-disclosure of relevant information on the forms that would have resulted in failing the background check will result in denial of admission to or removal from a Program. Finally, I understand that my failure to disclose other types of information of the forms will result in a violation of the Student Code of Conduct and may be subject to sanctions under that Code.

10. I understand that, if a clinical agency to which I have been assigned does not accept me based on my criminal background check it may result in my inability to complete the Program. I also understand that MCCCD may, within its discretion, disclose to a clinical agency that I have been rejected by another clinical agency. I further understand that MCCCD has no obligation to place me when the reason for lack of placement is my criminal background check. Since clinical agency assignments are critical requirements for completion of the Program, I acknowledge that my inability to complete required clinical experience due to my criminal background check will result in removal from the Program.

11. I understand the Programs reserve the authority to determine my eligibility to be admitted to the Program or to continue in the Program and admission requirements or background check requirements can change without notice.

12. I understand that I have a duty to immediately report to the Program Director any arrests, convictions, placement on exclusion databases, suspension, removal of my DPS Fingerprint Clearance Card or removal or discipline imposed on any professional license or certificate at any time during my enrollment in a Program.

__________________________  ___________________________
Signature Date

__________________________  ___________________________
Printed Name Desired Health Care Program