



MARICOPA
COMMUNITY COLLEGES

MARICOPANURSING

ADVANCED PLACEMENT INFORMATION & APPLICATION PACKET

LPN and TRANSFER APPLICANTS

**Effective for Admissions
July 1, 2018 - June 30, 2019**

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

Advanced placement applications are valid for a maximum of 2 years from date of application. Students not placed within 2 years from submission date of advanced placement application packet must reapply and meet all current admission requirements to be considered for advanced placement admission. Students will be notified via their Maricopa email when their application is removed from the database and is due for renewal. It is ultimately the student's responsibility to verify currency of his or her application status.

MaricopaNursing Program Locations**Chandler-Gilbert Community College**

7360 E. Tahoe Avenue, Mesa, AZ 85212-0908
480.732.7000

<http://www.cgc.maricopa.edu/>

GateWay Community College

108 North 40th Street, Phoenix, AZ 85034-8000
602.286.8000

<http://www.gatewaycc.edu/>

Mesa Community College

1833 West Southern Avenue, Mesa, AZ 85202-4866
480.461.7000

<http://www.mesacc.edu/>

Phoenix College

3700 N 3rd Ave. Phoenix 85013
602.532-8605

<http://www.pc.maricopa.edu/>

Estrella Mountain Community College

3000 N. Dysart Road, Avondale, AZ 85392
623.935.8000

<http://www.estrellamountain.edu/>

Glendale Community College

6000 West Olive Avenue, Glendale, AZ 85302-3090
623.845.3200

<http://www2.gccaz.edu>

Paradise Valley Community College

18401 North 32nd Street, Phoenix, AZ 85032-1210
602.787.6500

<http://www.pvc.maricopa.edu/>

Scottsdale Community College

9000 East Chaparral Road, Scottsdale, AZ 85256-2626
480.423.6000

<http://www.sc.maricopa.edu/>

I. MaricopaNursing Program Information

Nursing programs are available at eight of the Maricopa Community Colleges which comprise the MaricopaNursing consortium. Clinical experiences are provided in a variety of 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.

MaricopaNursing programs are approved by the Arizona State Board of Nursing (AZBN), 1740 W Adams Street, Suite 2000, Phoenix, AZ 85007, Phone: 602.771.7800 and accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, Phone: 404.975.5000.

II. MaricopaNursing Program Options

A detailed and current list of all program options and program partnerships with special admission processes is available at <http://nursing.maricopa.edu/pdfdocs/ProgramOptions.pdf>. 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 the day hours, evening or night hours, or weekends and may include 8, 10, and/or 12- hour shifts. Weekend shifts are not guaranteed for evening or alternative schedule options.

- a. **Four Semester Traditional Option-** Classes are offered primarily during daytime hours during traditional Fall and Spring semesters for two years (four semesters).
- b. **Full-time Evening/Alternative Schedule Options-** Classes in the evenings generally begin after 5:00 p.m. and clinical assignments may include a Friday, Saturday, and/or Sunday clinical. The Glendale Community College Weekend cohort and the GateWay Community College Full-time Evening Program make every effort to schedule clinical experiences on Fridays, Saturdays and/or Sundays. Clinical schedules are not guaranteed and weekday clinicals may be required.
- c. **Accelerated Degree Option-** Classes are offered primarily during daytime class hours and one Block will be required during the summer months (16-18 months total).
- d. **Concurrent Enrollment Programs (CEP)-** CEP Associate-Baccalaureate partnerships are offered at MaricopaNursing colleges in the Maricopa Community College District. These programs are designed for qualified students interested in earning their Bachelor's of Science in Nursing (BSN) degree while pursuing their Associate of Applied Science (AAS) in Nursing degree. Please check with your college advisor to see which universities offer a concurrent enrollment option for advanced placement students.

III. Important Advanced Placement Information

Advanced placement admission is competitive, is not guaranteed and is at the discretion of the nursing program director. When a space becomes available at a college for advanced placement, the Director may review the Advanced Placement database and will offer the seat to the student(s) who have selected his or her college as a possible site; have met all criteria for admission, and according to HESI exit scores, final percentage grades in completed courses, and clinical evaluations. Other factors may be included in the decision-making process such as people who are waiting to re-enter the program due to deployment or a medical emergency which necessitated an incomplete.

Advanced placement applications are valid for a maximum of 2 years from date of application. Students not placed within 2 years from date of submission of advanced placement application packet must reapply and meet all current admission requirements to be considered for advanced placement admission. Students will be notified via their Maricopa email when their application is removed from the database and is due for renewal. It is ultimately the student's responsibility to verify currency of his or her application status.

The Nursing Director reserves the right to deny acceptance of an application if applicant was dismissed from a nursing program due to academic dishonesty, unsafe practice, inappropriate or unprofessional conduct, and/or two (2) or more failures from any nursing program.

IV. Occupational Information

Graduates receiving an Associate in Applied Science in Nursing degree are eligible to apply for licensure as a Registered Nurse (RN). Completing the MaricopaNursing program does not guarantee licensure. The RN 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. RNs may be employed in a variety of acute, long-term, and community-based health care settings. They practice within their scope and follow professional standards when caring for clients and families across the life span. The degree provides the graduate with a foundation for articulation into the University setting.

V. Cost Estimate for a MaricopaNursing Program*

Tuition (27 credits x \$85.00 + fees; Maricopa County Resident)	\$2,930.00
Textbook/Software/Supplies Estimate	1,100.00
Fingerprint Clearance Card	\$80.00
Uniform and Clinical Supplies	200.00
Immunizations/Background Check/Drug Screen**	450.00
myClinicalExchange, Castle Branch**	\$75.00
Total Estimated Cost of MaricopaNursing Program	\$4,835.00

**Cost estimate is based on the total number of credits for the nursing courses in Blocks 2, 3 and 4 and course fees. Total credits required will depend on the Block of placement and additional requirements. Fees are subject to change by the Governing Board of the Maricopa County Community College District.*

***Mandatory requirements for clinical placement, including immunizations, supplemental background check, drug screen, myClinicalExchange (clinical scheduling/orientation platform), and Certified Profile (health and safety compliance tracking service).*

VI. Eligibility for Licensure:

Students completing graduation requirements for the Associate in Applied Science degree in Nursing are eligible to apply for licensure as registered nurses through the AZBN. Licensing fees and requirements are determined by and are the sole responsibility of the AZBN. Approximate cost of application fees, testing fees, and fingerprinting is \$550.00. Contact: Arizona State Board of Nursing at <http://www.azbn.gov> or 602-771.7800.

Effective 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. For all 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.

Felony Bar: If a person has been convicted of a felony, the person is not eligible to apply for licensure or certification with the Arizona State Board of Nursing until 3 years after the “absolute discharge” of the sentence. “Absolute discharge from the sentence” means completion of any sentence, including imprisonment, probation, parole, community supervision or any form of court supervision. This also includes payment of all restitution, fines, fees, etc. If the conviction is reduced to a misdemeanor, or set aside, dismissed, etc., the 3-year bar may no longer be applicable, but the Board may still consider the conduct involved, and the person’s application will be considered on a “case by case” basis.

MaricopaNursing Contact Information

Web Page: www.nursing.maricopa.edu

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

College	Advisors/Admission Officers	Phone Number/Email
Chandler-Gilbert Community College	Maria De la Torre	480-988-8880 chuy.delatorre@cgcc.edu
Estrella Mountain Community College	Catrina Kranich	623-935-8936 catrina.kranich@estrellamountain.edu
GateWay Community College	Andrea Romo PK Felix	romo@gatewaycc.edu felix@gatewaycc.edu
Glendale Community College	Denise Wiseman-Stow Ruben Briese Jennifer Leyda	denise.wiseman@gccaz.edu ruben.briese@gccaz.edu Jennifer.leyda@gccaz.edu
Mesa Community College	Tuesdee Pfeiff	480-461-7208 tuesdee.pfeiff@mesacc.edu
Paradise Valley CC	Dionna Johnson	602-787-7060 dionna.johnson@paradisevalley.edu
Phoenix College	Tiffany Baxter	602-285-7777 tiffany.baxter@phoenixcollege.edu pc-advisement-chat@phoenixcollege.edu
Scottsdale Community College	Maria King	480-423-6135 maria.king@scottsdalecc.edu

College	Nursing Director	Phone Number/Email
MaricopaNursing	Margi Schultz	schultz@gatewaycc.edu
Chandler-Gilbert Community College	Karen Flanigan	480.988.8884 karen.flanigan@cgcc.edu
Estrella Mountain Community College	Roni Collazo	623-935-8983 roni.collazo@estrellamountain.edu
GateWay Community College	Margi Schultz	602-286-8530 schultz@gatewaycc.edu
Glendale Community College	Susan Mayer	623-845-3849 Susan.mayer@gccaz.edu
Mesa Community College	Diane Dietz	480-461-7460 diane.dietz@mesacc.edu
Paradise Valley Community College	Nelly Peterson	602-787-7192 nelly.peterson@paradisevalley.edu
Phoenix College	Salina Bednarek	602-532-8601 salina.bednarek@phoenixcollege.edu
Scottsdale Community College	Nick DeFalco	480-423-6235 nick.defalco@scottsdalecc.edu

REQUIREMENTS FOR ADMISSION

- 1. Enrollment:** Students who have not previously attended a Maricopa Community College should follow the online [Enrollment Steps](#). You will need to create a MEID account, apply for admission to any Maricopa college, and submit proof of identification. Once these steps are complete and your identification has been verified, access to Maricopa student tools and resources is available.
- 2. Advisement:** Applicants seeking admission to the Nursing Program must see a nursing Advisor/Admission Officer for assistance in completing the application process. A mandatory orientation session may be required prior to making an individual appointment with a nursing advisor; please check with your preferred campus for specifics as some colleges do not require the information session for advanced placement.
- 3. High school graduation or GED:** is required for the Associate in Applied Science degree in nursing. Applicants must attest they meet this requirement by signing the statement of high school graduation or noting high school graduation on the advanced placement application.
- 4. Transcripts:** Request all official college/university transcripts be sent to the Admissions Office at the **college of first choice** for evaluation. Pre-and co-requisite courses will be evaluated by a Maricopa Community College advisor/admission officer to determine transferability.

Advisors/admission officers will complete credit by evaluation for coursework completed at institutions not regionally accredited. Applicants may be required to pay for credit by evaluation which could be the equivalent cost of the credits for portions of the program. Students will be notified if this is necessary.

- 5. Level One Fingerprint Clearance Card:** A current Level One DPS Fingerprint Clearance Card (FCC) is required for application to MaricopaNursing. The following website has FCC information and steps for application: <http://fieldprinterarizona.com/>. Allow up to 8 weeks to receive the FCC.
- 6. HESI Admission Assessment (HESI A2):** All students applying to MaricopaNursing must show evidence of passing scores on the HESI A2. The nursing director may deny acceptance of an application if an applicant violates the guidelines for taking the exam. Both components (English composite and math) must be taken (or retaken) at the same time; individual components will not be combined from different dates.

A score of 80% or higher in the English language composite score and a 75% or higher in math* must be achieved to apply to MaricopaNursing. The cost of the HESI A2 is approximately \$45.00. The HESI A2 Study Guide is available in select college bookstores and libraries to assist in exam preparation. If unable to achieve the minimum score, remediation is advised before repeating the test. Applicants may retest after a 60 day period for a maximum of 3 times per 12-month period. See the MaricopaNursing website under "Prospective Students" for additional HESI A2 information.

- 7. Background Check/Drug Screen: Background Check/Drug Screen:** All Maricopa Community College healthcare students are required to complete a criminal background check and drug screen during the registration process. Enrollment is contingent on passing results from the background check and drug screen. Once admitted, students have a duty to report to the Program Director any arrests, convictions, placement on exclusion databases, suspension, removal of the DPS FCC or removal/discipline imposed on any professional license or certificate at any time during enrollment in a Program. A student has 5 business days to report any of these infractions. Arrests, convictions, placement on exclusion databases, suspension or removal of DPS FCC, or removal or discipline imposed on any professional license or certificate may result in withdrawal and/or expulsion from the program related to inability to meet program requirements due to loss of eligibility to participate in clinical experiences.

**NOTE: HESI A2 scores/fees subject to change*

ADDITIONAL ADMISSION REQUIREMENTS

Always check with a campus nursing advisor for specific requirements:

- 1. HESI PN Entrance LPN to ADN examination:** All advanced placement applicants who wish to be considered for placement in Block 3 or 4 must achieve a score of 850 or higher on the HESI PN Entrance examination. Applicants who do not take the HESI PN Entrance exam or those scoring less than 850 may apply for Block 2.

The HESI PN exam can be taken at GateWay Community College or Glendale Community College (see <http://www.nursing.maricopa.edu/>). The cost of the test is approximately \$50.00. HESI PN Entrance Exam scores are only accepted if taken within the last six (6) months.

- 1. A LPN license is required for all students who have two exits from the MaricopaNursing program due to failure or withdrawal.** The student is considered *out of the program* after two failures or withdrawals and must apply for admission as a LPN via advanced placement. Students who have two exits from the program are encouraged to take NUR191 as soon as possible if they plan to seek readmission as they will need to obtain a LPN license which will be required to apply for readmission.
2. Students who complete the GWCC Fast Track Practical Nursing Program, Veteran's Bridge Program, or NUR191 course have 12-months from completion of one of these programs to apply for advanced placement and be accepted into a program without having to obtain a LPN license. If the applicant is within 12 months of completion of one of the above mentioned courses, the PN license is not required; however, it is strongly recommended. If not placed within 12 months, the applicant will be required to obtain the LPN license.
3. Applicants must successfully complete a pharmacology course or have had pharmacology content covered within their program of study within 12 months of application. Applicants may complete NUR187 Pharmacology and Medication Administration or NCE170 Pharmacology for Nurses to fulfill this requirement.
- 4. Behavioral Health/NCE214OP:** Applicants applying for block 3 must complete NCE214OP, Psychiatric Bridge Course (Orientation to the Nursing Program) to fulfill the requirement for program completion. This course is offered at various MaricopaNursing colleges throughout the traditional semesters and during summer.

Applicants who feel they have sufficient behavioral health/psychiatric didactic and clinical content which was completed through coursework and/or work-related experience may request to waive NCE214OP by challenging the HESI Psychiatric Content specialty examination at the college testing centers. In order to waive this required course the applicant must score 850 or higher. In order to challenge the HESI psych specialty exam to waive NCE214OP, the student must obtain permission from the Nursing Director at his or her home campus and the exam will need to be ordered. This process may take up to two weeks.

- 5. Practical Nursing Transition/NUR191:** NUR191 is the transition course for MaricopaNursing students who have successfully completed Blocks 1 and 2 of the MaricopaNursing program and wish to apply for the NCLEX-PN examination.
 - a. A student has 12 months to take NUR191 once they have exited the MaricopaNursing program following successful completion of Blocks 1 and 2.
 - b. If a student has 2 exits from the nursing program, the student is strongly encouraged to take NUR191 as soon as possible as a LPN license is required for application to advanced placement into any block.
6. Students will be required to submit a urine drug screen at some point during the orientation/admission process. Students will receive specific instructions on completing the background check and urine drug screen process during the orientation.
7. Once a student has accepted an advanced placement seat at a college, his or her application will be removed from the advanced placement database. Due to the high demand for advanced placement, once a seat has been accepted, that acceptance is determined to be the final student placement. If the student should decline the seat, the student will be required to submit a new application for advanced placement unless the declination was due to an emergency, deployment, or other approved deferment.

8. ADMISSION REQUIREMENTS BY CLASSIFICATION

All applicants will meet with the advisor/admission officer at the college of first choice to verify completion of the admission requirements specific to the preferred Block. Advanced placement applications must be submitted in person. The application is entered into a district-wide data base, if a current application exists, the newer application will become void. Applicants must submit:

- HESI A2 scores
- Level One Fingerprint Clearance Card
- Transcripts from all high schools, colleges, and universities attended showing completion of all general admission requirements, including pre- and co-requisite courses
- Completed application

Maricopa Community College Practical Nursing Program Graduates/Veteran's Bridge Course/ NUR191:

- Transcripts showing completion of Maricopa Practical Nursing Program (GWCC Fast Track Practical Nursing program, Veteran's Bridge Program, or NUR191).
- Current, unrestricted practical nursing license required for applicants entering Block 3 more than 12 months after PN or NUR191 program/course completion.
- Licensure is **NOT** required for students entering Block 3 within 12 months of successful completion of GWCC Fast Track Practical Nursing Program, Veteran's Bridge Program, or NUR191
- Licensure **IS** required for GWCC Fast Track Practical Nursing Program, Veteran's Bridge Program, or NUR191 students if they have been out of the program/course longer than 12 months and/or have had two failures, withdrawals/exits from the program/course.
- Successful completion of NCE214OP or waiver via HESI Psych Specialty Exam for applicants entering at Block 3.

LPN Applicants (non-Maricopa Community College programs) seeking Block 3 admission:

- **Valid, current and unrestricted** practical nurse license within the US.
- Transcripts showing completion of approved practical nurse program and all required general education requirements.
- Successful completion of NCE214OP or waiver via HESI Psych Specialty Exam for applicants entering at Block 3.
- Applicants licensed as Vocational Nurses (LVN) must be eligible for licensure as an LPN. If unable to obtain a license as an LPN in Arizona, applicant may be eligible for entry into Block 2 or equivalent at the discretion of the Nursing Director.

External Transfer (Non-LPN) Applicants:

- Applicants who completed nursing courses outside of the Maricopa Community Colleges within the last twelve (12) months must submit course descriptions and syllabi for all nursing courses successfully completed.
- Nursing courses older than 12 months from course/program completion will not be accepted for transfer.
- A letter from the Director of Nursing of previous nursing program attended explaining reasons for withdrawal or dismissal. Letter must be sent to: Maricopa Community College District Office, Health Care Office, 2323 W. 14th Street, Tempe, AZ 85281. A letter is not required from other MaricopaNursing Directors when transferring within MaricopaNursing colleges.
- Nursing Director will determine placement based on HESI score, course syllabi from previous nursing programs, and general education course completion. The Director will determine nursing course equivalency and transferability depending on date of completion and course competencies.

ACCEPTANCE/PLACEMENT INFORMATION

- When all requirements have been met and the Advisor/Director has signed the application, the application will be placed in the database. Incomplete applications will not be accepted.
- Pending availability, the applicant may be offered placement at the college of first choice. If no space is available, other campuses will have access to the application information via the advanced placement database and may offer placements depending on space availability. Campuses will notify the student by email or phone when placement is available.
- Applicants accepting placement within the specified time frame will receive notification from the college. The class schedule, date of the nursing orientation, myClinicalExchange registration process, course registration information, and directions for uploading the Health and Safety documentation will be provided to the student.
- **Placements in all Blocks are limited and no admission or readmission is guaranteed.**
- **Applicants will not be registered for any nursing courses until all requirements are met.**
- **No provisional or pending applications will be accepted.**

Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the college.

The Maricopa Community Colleges do not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: [\(480\) 731-8499](tel:4807318499). For additional information, as well as a listing of all coordinators within the Maricopa College system, <http://www.maricopa.edu/non-discrimination>.

ESSENTIAL INFORMATION FOR NURSING APPLICANTS

- **ZERO TOLERANCE POLICY:** The Nursing Program 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.
 - Bullying and incivility: any verbal, non-verbal, and/or written actions which are deemed threatening or bullying will not be tolerated.

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 and receiving a negative drug screen, 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 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/excluded while enrolled in the program will not be permitted to continue in nursing courses.
- An extended Background Check is required for all nursing students who seek to begin MaricopaNursing or other campus healthcare 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 MCCCCD healthcare program or who are currently enrolled in one as of September 1, 2011 will be required to sign a MCCCCD Criminal Background Check Disclosure Acknowledgement form. These changes are necessary due to the fact that six of eleven of MCCCCD's largest clinical experience hospital partners have established stringent background check standards that preclude MCCCCD from assigning students to those sites who cannot meet those standards. In order for MCCCCD 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.**

- **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> or 602-771-7800.

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.

Functional Ability	Standard	Examples Of Required Activities
Motor Abilities	Physical abilities and mobility sufficient to execute gross motor skills, physical endurance, and strength, to provide patient care.	Mobility sufficient to carry out patient care procedures such as assisting with ambulation of clients, administering CPR, assisting with turning and lifting patients, providing care in confined spaces such as treatment room or operating suite.
Manual Dexterity	Demonstrate fine motor skills sufficient for providing safe nursing care.	Motor skills sufficient to handle small equipment such as insulin syringe and administer medications by all routes, perform tracheotomy suctioning, insert urinary catheter.
Perceptual/ Sensory Ability	Sensory/perceptual ability to monitor and assess clients.	Sensory abilities sufficient to hear alarms, auscultatory sounds, cries for help, etc. Visual acuity to read calibrations on 1 cc syringe, assess color (cyanosis, pallor, etc). Tactile ability to feel pulses, temperature, palpate veins, etc. Olfactory ability to detect smoke, odor, etc.
Behavioral/ Interpersonal/ Emotional	Ability to relate to colleagues, staff and patients with honesty, civility, integrity and nondiscrimination. Capacity for development of mature, sensitive and effective therapeutic relationships. Interpersonal abilities sufficient for interaction with individuals, families and groups from various social, emotional, cultural and intellectual backgrounds. Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism. Negotiate interpersonal conflict Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student honor codes.	Establish rapport with patients/clients and colleagues. Work with teams and workgroups. Emotional skills sufficient to remain calm in an emergency situation. Behavioral skills sufficient to demonstrate the exercise of good judgment and prompt completion of all responsibilities attendant to the diagnosis and care of patients. Adapt rapidly to environmental changes and multiple task demands. Maintain behavioral decorum in stressful situations.
Safe environment for patients, families and co-workers	Ability to accurately identify patients. Ability to effectively communicate with other caregivers. Ability to administer medications safely and accurately. Ability to operate equipment safely in the clinical area.	Prioritizes tasks to ensure patient safety and standard of care. Maintains adequate concentration and attention in patient care settings. Seeks assistance when clinical situation requires a higher level or expertise/experience.

	<p>Ability to recognize and minimize hazards that could increase healthcare associated infections.</p> <p>Ability to recognize and minimize accident hazards in the clinical setting including hazards that contribute to patient, family and co-worker falls.</p>	<p>Responds to monitor alarms, emergency signals, call bells from patients, and orders in a rapid and effective manner.</p>
Communication	<p>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).</p> <p>Required communication abilities, including speech, hearing, reading, writing, language skills and computer literacy</p> <p>Communicate professionally and civilly to the healthcare team including peers, instructors, and preceptors.</p>	<p>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.</p> <p>Elicits and records information about health history, current health state and responses to treatment from patients or family members.</p> <p>Conveys information to clients and others to teach, direct and counsel individuals in an accurate, effective and timely manner.</p> <p>Establishes and maintain effective working relations with patients and co-workers.</p> <p>Recognizes and reports critical patient information to other caregivers.</p>
Cognitive/ Conceptual/ Quantitative Abilities	<p>Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis and synthesis.</p> <p>Ability to gather data, to develop a plan of action, establish priorities and monitor and evaluate treatment plans and modalities.</p> <p>Ability to comprehend three-dimensional and spatial relationships.</p> <p>Ability to react effectively in an emergency situation.</p>	<p>Calculates appropriate medication dosage given specific patient parameters.</p> <p>Analyze and synthesize data and develop an appropriate plan of care.</p> <p>Collects data, prioritize needs and anticipate reactions.</p> <p>Comprehend spatial relationships adequate to properly administer injections, start intravenous lines or assess wounds of varying depths.</p> <p>Recognizes an emergency situation and responds effectively to safeguard the patient and other caregivers.</p> <p>Transfers knowledge from one situation to another.</p> <p>Accurately processes information on medication container, physicians' orders, and monitor and equipment calibrations, printed documents, flow sheets, graphic sheets, medication administration records, other medical records and policy and procedure manuals.</p>
Punctuality/ work habits	<p>Ability to adhere to MCCDNP policies, procedures and requirements as described in the Student Nurse Handbook, college catalog and student handbook and course syllabus.</p>	<p>Attends class and clinical assignments punctually.</p> <p>Reads, understands and adheres to all policies related to classroom and clinical experiences.</p>

	<p>Ability to complete classroom and clinical assignments and submit assignments at the required time.</p> <p>Ability to adhere to classroom and clinical schedules.</p>	<p>Contacts instructor in advance of any absence or late arrival.</p> <p>Understands and completes classroom and clinical assignments by due date and time.</p>
Environment	<p>Recognize the personal risk for exposure to health hazards.</p> <p>Use equipment in laboratory or clinical settings needed to provide patient care.</p> <p>Tolerate exposure to allergens (latex, chemical, etc.)</p> <p>Tolerate wearing protective equipment (e.g. mask, gown, gloves)</p>	<p>Takes appropriate precautions for possible exposures such as communicable disease, blood borne pathogens, and latex.</p> <p>Uses person protective equipment (PPE) appropriately.</p>

Allied Health and Nursing Programs
Maricopa County Community College District
Summary of Criminal Background Check Requirements

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 all requirements for admission, s/he 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.

(Student: Sign & Attach to Application)

**ACKNOWLEDGEMENT OF CRIMINAL BACKGROUND CHECK REQUIREMENTS
APPLICABLE TO STUDENTS SEEKING ADMISSION TO ALLIED HEALTH OR NURSING
Maricopa County Community College District**

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 MCCCDC 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 MCCCDC supplemental background check that will be conducted on you.

Please complete the DPS form, the MCCCDC 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 MCCCDC 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 MCCCDC supplemental background check.
4. I understand that failure to obtain a “pass” as a result of the MCCCDC 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 MCCCDC, 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 both the MCCCDC 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 MCCCDC 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, MCCCCD 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 on 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 MCCCCD may, within its discretion, disclose to a clinical agency that I have been rejected by another clinical agency. I further understand that MCCCCD 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

STUDENT INFORMATION (To be completed by student)

Last Name _____ First _____ MI _____
 All names previously used: _____ Student ID _____
 Address _____ City _____ State _____ Zip _____
 Primary phone _____ Email _____

DEMOGRAPHIC INFORMATION Female Male
 Ethnicity American Asian/Pacific Black, non- Hispanic White, non- Other
 Indian Islander Hispanic Hispanic
 Highest Degree Earned: Associate's degree Bachelor's degree Master's degree Doctoral degree

PREVIOUS EDUCATION **GED** N/A Date: _____
High School(s) Attended: _____ City/State: _____ Graduation date: _____
Nursing/Allied Health certificate/licensure: N/A
 Field of Study _____ School Name/State _____
 Certification/License number _____ Agency/State _____

PROGRAM REQUIREMENTS (To be completed by advisor):

Level One Fingerprint Clearance Card Evidence of IV content/
 Number/Expiration: _____
 HESI A2: Math _____ English Composite _____ Date _____ Location _____
 HESI PN _____ Date _____ Location _____ **Background Check Acknowledgement**

<i>Prerequisites for Entry into Block 2</i>				
Minimum grade required is a "C" or better in the following courses:		Credits	College	Grade
CHM 130+130II	Fundamental Chemistry or one year HS chem. with lab	0-4		
BIO 201	Human Anatomy & Physiology I	4		
BIO 202	Human Anatomy & Physiology II	4		
MAT 14X	College Mathematics or higher	3-5		
ENG101 or ENG107	First Year Composition	3		
<i>***Additional Prerequisites for Entry into Block 3***</i>				
HESI-PN Exam				
Must score 850 or higher for placement into BK 3 HESI-PN score only valid for 6 months				
PSY101	Introduction to Psychology	3		
CRE101	Critical & Evaluative Reading or Test Exempt	0-3		
NUR187 or NCE170	<i>Pharmacology & Med Administration II or equivalent with 12 months of application</i>	1.5-3		
NUR191	PN Transition Course (if required – see page 5)	3		
NCE214OP/Equivalent	Psychiatric Bridge course or score on HESI Psych Exam	3		
<i>Co-requisites required for Graduation</i>				
HUM		3		
BIO 205		4		
ENG102 or ENG 108		3		

I have provided true, accurate, and complete information on this application. I understand that no admission is guaranteed, and if I supply false information I will not be eligible for admission or enrollment in the program. I understand that AP applications are only good for two years from date of application.
Circle your preferred college: CGCC EMCC GCC GWCC MCC PC PVCC SCC

Student Signature: _____ **Advisor Signature:** _____ **Date:** _____