



Application for Admission to AHS 114 – Nursing Assistant

READ CAREFULLY BEFORE APPLYING

*Students applying for AHS114 must:

1. Be a student of record at Yavapai College, have a Y#, YC email address, and obtain an YC issued student photo ID.
 2. Must be **16 years of age** and successfully complete:
 - a. **Reading Proficiency Test at the Yavapai College Testing Center (928-776-2200) or provide Yavapai College Office of Registration with proof of successful completion of 12 college credits AND**
 - b. **Successful completion of MAT082 or higher or a satisfactory score on the mathematics skills assessment.**

NOTE: The YC enrollment system will not allow students to enroll without requirements a and b.
 3. Students are accepted into AHS114 on a first come basis of **completed** applications.
 4. Students are emailed provisional acceptance with instructions for the registration process and the random drug test*; please make sure your browser accepts yc.edu email.
- * Allied Health students who participate in clinical experience are tested for illegal drug use. Students with a positive drug screen are not permitted to take Allied Health courses for a minimum of one year. A student with a history of drug-related convictions may be disqualified from participating in an internship or clinical experience and may be ineligible for certification and/or licensure. Please meet with an academic advisor for further direction.

HEALTH REQUIREMENTS FOR NURSING ASSISTANT STUDENTS

- Near and distant vision, corrected if necessary, adequate to perform client activities and use equipment.
- Hear face-to-face speech, including clients or staff using masks. Hear when using telephone or intercom.
- Communication skills adequate to communicate verbal and written messages clearly, in English.
- Lift 50 pounds
- Walk independently. Stand for several hours.
- Carry supplies, push and pull equipment.
- Manual dexterity involving hands and fingers to write and use small equipment.
- Able to work with hands in water and wash hands frequently.
- Able to care for clients with infectious diseases.
- Free of infection, i.e., TB, active skin lesions. Excludes short term conditions such as problems responding to antibiotic or a cold.
- Mental and emotional stability.
- Physical conditions such as diabetes, seizure disorders, cardiac disease, or emotional problems are controlled.

Arizona State Board of Nursing – Information to know when applying for nursing assistant certification or licensure.

CITIZENSHIP/NATIONALITY/ALIEN STATUS DOCUMENTATION

- Federal law, 8 U.S.C. § 1641, and State law, A.R.S. § 1-501, require documentation of citizenship or nationality for certification. If the documentation does not demonstrate that the applicant is a United States citizen, national, or a person described in specific categories, the applicant will not be eligible for certification in Arizona. All applicants must submit documentation regarding their citizenship/nationality/alien status with their application. Visit www.azbn.gov for lists A & B for specific documentation required.

FINGERPRINTING

- The Arizona State Board of Nursing requires that individuals applying to become a Licensed Nursing Assistant (LNA) submit a full set of fingerprints to them as part of a background check (A.R.S. § 32-1606(B) (16). This is not a requirement for those individuals wishing to apply to become a Certified Nursing Assistant (CNA). See the Arizona State Board of Nursing website for further details: www.azbn.gov

FELONY CONVICTIONS

- According to A.R.S. § 32-1606(B), an applicant for Licensed Nursing Assistant (LNA) is not eligible for certification if the applicant has any felony convictions and has not received an absolute discharge from the sentences for all felony convictions. The absolute discharge from the sentence for all felony conviction(s) must be received 3 or more years before submitting this application. If you cannot prove that the absolute discharge date is 3 or more years, the Board will notify you that you do not meet the requirements for certification.

I have read and understand, not only what documentation is required when submitting the application (Negative TB test, CPR for Basic Life Support, AZ DPS Fingerprint Clearance card & photo ID), but also understand the health requirements for the nursing assistant program. I have read the above information about the Arizona State Board of Nursing mandated requirements regarding citizenship, nationality, alien status documentation, finger printing and felony convictions.



(Applicant's Signature)

(Date Submitted)

Application for Admission to AHS 114 – Nursing Assistant



Completed Fall '19 applications are accepted through July 10, 2019.

Scan application/documents and email to: christina.senger@yc.edu Questions? Call 928-771-6126

Please send only complete and legible application with all documentation requested.

Please print clearly or type:

Name: _____ Yavapai College Y#: _____

Mailing Address (Street or P.O. Box): _____

City: _____ State: _____ Zip: _____ Phone: _____

****YC E-mail:** _____ **DOB:** _____

If this is your first class, your YC email address is not active yet. Please provide YC address with note "not active," as well as **personal address where we can send you permission to register.

Emergency Contact Name: _____ Phone: _____

Are you a Veteran? Yes _____ No _____

Do you plan to apply to the nursing program? YES or NO (circle one) Which semester? _____

PLEASE MARK CRN you wish to register for.

Note: Comprehensive schedule differs due to clinical days and is available on the next page.

Prescott Valley Campus, August 19 through December 13, 2019

_____ **CRN# 30413 Mondays and Wednesdays** **8:00 a.m. - 12:00 p.m.**

_____ **CRN# 30416 Tuesdays and Thursdays** **8:00 a.m. - 12:00 p.m.**

The documents below must be submitted to CastleBranch by applicant:

- ☐ Immunizations (Varicella, Hep B, Tetanus, MMR, Influenza, etc. - See pages 6 & 7 for full list)
- ☐ State of Arizona Department of Public Safety Level-One Fingerprint Clearance Card (**FRONT & BACK** of card).
For more information, see attached forms or visit <https://arizona.fieldprint.com>
- ☐ Mantoux Method 2-step TB skin-test or chest X-ray results from physician's office with TB Questionnaire;
Results are valid for one year and must stay valid throughout the course.
- ☐ CPR for Basic Life Support card (**FRONT & BACK**, signed if line); CPR card must not expire during the course.
For more information, see attached documents.

The documents below must be submitted to Christina.senger@yc.edu:

- ☐ Copy of YC ID and State ID (**FRONT & BACK** of cards). A student must be enrolled to receive a YC ID; if you are not an ongoing student, you may submit your YC ID after the semester has started. You will need a school ID to participate in clinicals, so please do not skip this step!

Important Additional Information

When the application is approved, you will receive an email (sent to the address on this application) from Christina Senger giving provisional acceptance. Provisional acceptance is subject to passing a random drug screen; students with this acceptance will be directed to prepay for a drug screen at: www.castlebranch.com (\$59.00). Please disregard directions from CastleBranch to submit your confirmation page to Allied Health in order to receive your Drug Testing Order Form. Drug Forms will be sent out randomly.



Application for Admission to AHS 114 – Nursing Assistant

Nursing Assistant – CRN# 30413 - AHS 114 August 19 to December 13, 2019

Meeting	Meeting Dates	Meeting Days & Times		Meeting Place
Lecture Class	Aug. 19 – Dec 13	Mondays	8:00 a.m. to 12:00 p.m.	PV40, Room 111
Lab	Aug. 19 – Dec 13	Wednesdays	8:00 a.m. to 12:00 p.m.	PV40, Room 197
Orientation	Oct. 9	Wednesday	6 a.m. to 3:30 p.m.	(TBA)
Clinical	Oct. 16 – Nov. 13	Mon & Wed	6 a.m. to 3:30 p.m.	(TBA) – Clinical Site

Nursing Assistant – CRN# 30416 - AHS 114 August 19 to December 13, 2019

Meeting	Meeting Dates	Meeting Days & Times		Meeting Place
Lecture Class	Aug. 19 – Dec 13	Tuesdays	8:00 a.m. to 12:00 p.m.	PV40, Room 111
Lab	Aug. 19 – Dec 13	Thursdays	8:00 a.m. to 12:00 p.m.	PV40, Room 197
Orientation	Oct. 10	Thursday	6 a.m. to 3:30 p.m.	(TBA)
Clinical	Oct. 17 – Nov. 14	Tues & Thurs	6 a.m. to 3:30 p.m.	(TBA) – Clinical Site

Additional Information from the Arizona State Board of Nursing

Each graduating student must provide proof of legal presence in the United States on file with D & S Diversified (Headmaster) in order to be scheduled for the manual skills and written competency CNA exams. All Nursing Assistant training programs will collect the appropriate documentation from the student and submit it to Headmaster upon registration or program completion. Ideally, this identification document should be the same as the ID document(s) the student uses for state testing (e.g. AZ driver license or passport). The name on the document must match exactly to the name submitted to Headmaster. A comprehensive list of documents acceptable for proof of legal presence is available at: <http://www.azbn.gov/licensure-certification/citizenship-alien-status/>.

Yavapai College is an affirmative action/equal opportunity institution. For Yavapai College's nondiscrimination statement, visit www.yc.edu/aa-eeo. A lack of English language skills will not be a barrier to admission and participation in the programs of the college.

Yavapai College es una institución de oportunidades de acción/igualdad afirmativa. Para la declaración de no discriminación de Yavapai College, visite www.yc.edu/aa-eeo. La falta de conocimiento del idioma inglés no será una barrera para la admisión y participación en los programas de la universidad.

Fingerprint Clearance Card

Arizona Department of Public Safety Level One Fingerprint Clearance cards are required for all applicants to the Nursing Assistant, Phlebotomy, Health Information Technology, Medical Assistant, and Internships/Practicums.

You can apply for a Level One Fingerprint Clearance Card online at: <https://arizona.fieldprint.com>

Please select the following choices during the application process:

- Reason: "Regular Application – Volunteer or Student"
- Sponsors: "Health Sciences Students and Clinical Assistants"

Electronic prints can be taken at The UPS Store at 303 E Gurley, Prescott. Hours posted are Monday through Friday, 8:00 a.m. to 6:00 p.m.

Please note that this process can take anywhere from **one month to thirteen weeks, and longer if violations exist on record.**

For information about Level one Fingerprint Clearance Cards from the Arizona Department of Public Safety, go to: <http://www.azdps.gov/services/fingerprint>, or call (602) 223-2279.

CPR for Basic Life Support

You can get CPR for Basic Life Support certification at any of the following locations:

American Red Cross
www.redcross.org (928) 445-4981

NewLifeNA (Prescott)
www.newlifena.com (928) 445-5024

Central Yavapai Fire District (Prescott Valley)
www.centralyavapaifire.org (928) 772-7711

Prescott Fire Department
(928) 445-5555

Heartwell CPR
www.heartwell.cpr.com (928) 772-1077

Sedona Fire Department
www.sedonafire.org (928) 282-6800

Lifeline Ambulance (Prescott)
www.lifelineaz.com (928) 445-3814

Yavapai College (Prescott, EMS 123)
www.yc.edu (928) 776-2149

Yavapai Community College
Nursing Assistant (AHS114)
Program Costs 2019-2020

Tuition for AHS 114 (5 Credits) (Arizona Resident)	\$580.00
Textbook* <i>Mosby's Nursing Assistant Textbook</i> Author: Sorrentino Edition: 9 th ISBN: 9780323319744	88.00
CastleBranch Drug Screen Document Submission	59.00 20.00
Scrubs & Shoes (<i>varies by provider</i>)	75.00
Other Required Equipment (<i>Stethoscope & wrist watch w/2nd hand; varies by provider</i>)	75.00
Arizona DPS Clearance Card (<i>this can take up to 13 weeks</i>)	75.00
CPR for Healthcare Provider Card (<i>varies by provider</i>)	50.00
TB Test or Chest X-Ray Diagnostic Report (<i>varies by provider</i>)	60.00
State Exam Fee	118.00
<p><i>The above information is provided to give students, parents and advisors an approximate cost of the nursing assistant program. These are only estimates. The actual costs may be higher or lower. Tuition and other fees may change at the Governing Board's discretion while this document is effect.</i></p> <p><i>Please make sure that you take on the responsibility of knowing tuition and fees schedules as they pertain to you.</i></p>	



Immunizations

Students should submit copies of their immunization records to CastleBranch, and retain the originals for their own files. You may be required to submit these documents to an internship site. The Department of Allied Health and CastleBranch are unable to provide copies of these records to replace lost originals.

Students are responsible for remaining in compliance with all mandated immunizations, immunization records, and students must adhere to all deadline requirements. Copies of updates to immunization records must be submitted to CastleBranch for the student files as mandated by the Division in order to continue in the program. Please note that if an immunization is due to expire during the term, it is the student's responsibility to provide updated records, or risk not participating in the clinical experience.

All immunization records must include your name and the name and signature of the healthcare provider giving the immunization and the date.

Required Immunizations to submit to CastleBranch

1. **MMR** (measles/rubella, mumps, rubella)

Options to meet this requirement:

- a. Submit a copy of proof of two previous MMR vaccinations

OR

- b. If you have had all three illnesses **OR** you have received the vaccinations but have no documented proof, you must have a titer drawn for each illness.

- i. If the titer results are POSITIVE, attach a copy of the results to the health declaration form.

OR

- ii. If the titer results are NEGATIVE, you must get two MMR vaccinations (each 30 days apart) and submit documentation.

2. **Varicella** (chicken pox)

Options to meet this requirement:

- a. Submit a copy of proof of a POSITIVE IgG titer for Varicella.

OR

- b. If the titer is NEGATIVE, submit a copy of proof that you received two Varicella vaccinations (each 30 days apart).

3. **Tetanus/Diphtheria and Pertussis (Tdap) immunization within the past 10 years.** This immunization is good for only ten years. Please determine if you need a booster by looking at the date of your original immunization.

4. **Tuberculosis**

Options to meet this requirement:

- a. Attach a copy of proof of a recent Mantoux Method TB 2-step TB skin test. A TB 2-step skin test is valid for one year, so please be sure your test does not expire during the semester. Records for Mantoux Method 2-step skin testing for tuberculosis require name and signature of the healthcare provider and findings.

OR

- b. If you have a POSITIVE TB skin test you must submit a chest x-ray diagnostic report stating negative for TB, with accompanying questionnaire. This must be current.

5. **Hepatitis B**

In order to apply to the Program, you must complete at least three injections.

Options to *complete* this requirement:

- a. Submit a copy of proof of completion of three Hepatitis B injections.

OR

- b. Submit a copy of proof of a POSITIVE HbsAB titer.

6. **Flu Vaccination**

Submit proof of current flu vaccination. The vaccination must be for the current flu season. Please do not submit a receipt – ask for an actual medical document with the vaccine information.



How to Place Order

Welcome to **my**

To place your order go to:






Package Name:

PLACE ORDER

SELECT PROGRAM

SELECT PACKAGE

To place your initial order, you will be prompted to create your secure myCB account. From within myCB, you will be able to:

-  View order results
-  Upload documents
-  Manage requirements
-  Place additional orders
-  Complete tasks

Please have ready personal identifying information needed for security purposes.

The email address you provide will become your username.

Contact Us: **888.914.7279** or **servicedesk.cu@castlebranch.com**

Submitting Documents

Submitting documents to myCB can be achieved three ways: via upload, fax, or mail. This guide will cover all three options. If you need any further assistance, please call the number located at the bottom right of every page.

UPLOADING DOCUMENTS

The most efficient way to submit. Uploading your documents through myCB is not only secure, but ensures faster processing time.

Options for Digitizing Your Document

- Take a picture
- Use the myCB app
- Scan your document
- Utilize a local FedEx, UPS, Library, or University's resources

Submitting Through myCB

- Click **To-Do Lists** within the myCB panel on the left
- Expand the requirement you wish to upload to
- Click **Browse** next to **Your Computer or Flash Drive**
- Select file(s) needed, one at a time
- Hit **Submit**



All Documents uploaded are stored in your **Document Center** for future use.

To attach a previously uploaded document to a requirement, follow the same steps and then click **Browse** next to **My Documents**.



Note: Document removal may only happen before submission. Make sure you have attached the correct file name(s) before submitting. To remove a document, simply click **Remove Document** and re-attach the correct version.

Replacing Rejected Documents

- Read the rejected reason
- Re-upload using the same steps above

The two most common rejection reasons are missing information and illegible documentation. Make sure your documents are easily legible and contain their essential information, such as: signatures, physical exam dates, vaccination dates, or titer collection dates.

Submitting Documents

FAXING DIRECTLY TO REQUIREMENTS

Following the steps below will result in your documents **automatically attaching to their specific requirements**, designated by their included cover letters.

Print Cover Letters

- Click **To-Do Lists** within the myCB panel on the left
- Expand the requirement you wish to upload to
- Click **Download** at the bottom
- Read and close the warning prompt
- Print the cover letter
- Follow the directions on the cover sheet
- Repeat for all requirements to be faxed

FAXING TO DOCUMENT CENTER

Following the steps below will result in your documents going into your myCB document center, where **you will need to attach them to each requirement individually**.

Print Cover Letter

- Click **Document Center** within the myCB panel on the left
- Click **Print/Fax Mail Cover Sheet** on far right
- Read and close the warning prompt
- Print the cover sheet
- Follow the directions on the cover sheet
- Faxed documents will display under **My Documents** within the **Faxed** folder

Submit Through myCB

- Click **To-Do Lists** within the myCB panel on the left
- Expand the requirement you wish to upload to
- Click **Browse** next to **My Documents**
- Choose the **Faxed** folder
- Pick document needed
- Hit **Submit**

Submitting Documents

MERGING FAXED PAGES

If submitting more than one document to a requirement, you have the option to merge them together.

To Merge Pages

- Click **Document Center**
- Find the **Faxed/Mailed Documents** folder
- Select one file you wish to merge with another
- Click **Add PDF to Merge Queue**
- Repeat until all pages you wish to merge are queued
- Select **Merge These Documents** at the top right
- All merged files can be found in the **Merged Files** folder.

MAILING DOCUMENTS TO CASTLEBRANCH

Follow the steps below to mail documents to CastleBranch for review.

Print Cover Letters

- Click **To-Do Lists** within the myCB panel on the left
- Expand the requirement you wish to mail in
- Click **Download** at the bottom
- Read and close the warning prompt
- Print the cover letter
- Repeat for all requirements to be sent in

➤ **Mail to:**
CastleBranch
1844 Sir Tyler Drive
Wilmington, NC 28405
Attn: TDL Document Center



Note: Pages mailed to CastleBranch should be ordered accordingly:

Cover letter A, document A
Cover letter B, document B