ADVANCED PLACEMENT
For Licensed Practical Nurses and students entering the program in the second, third, or fourth semesters
NURSING APPLICANT INFORMATION GUIDE
For Fall 2016

DIRECT QUESTIONS AND MAIL ALL REQUIRED APPLICATION MATERIALS TO THE PRESCOTT OFFICE:

Yavapai College
Department of Nursing
1100 East Sheldon Street
Prescott, Arizona 86301
Phone: 928-776-2247
Toll Free: 1-800-922-6787 ext. 2247
FAX: 928-776-2394
email: nursing@yc.edu

APPLICATION FEE: $75.00
Testing Fee (payable to Testing Center): $80.00

All degree-seeking students at Yavapai College are REQUIRED to meet with an advisor/counselor.

Contact the Advising Office for an appointment with a pre-nursing advisor.

Prescott Advising: (928) 776-2106
Verde Valley Advising: (928) 634-6510

All information contained herein is accessible on the Yavapai College web site:

http://www.yc.edu/nursing
GENERAL INFORMATION

The Associate Degree Nursing program is designed to prepare qualified students for beginning employment as staff nurses giving direct care to clients. Upon successful completion of the program, students will be awarded an Associate of Applied Science Degree in Nursing and be eligible to make application to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Accreditation – The program is fully approved and accredited by:

- Arizona State Board of Nursing
  4747 N. 7th St., Suite 200
  Phoenix, AZ 85014-3655
  (602) 771-7800
  http://www.azbn.gov
- Accreditation Commission for Education in Nursing (ACEN)
  3343 Peachtree N.E., Suite #850
  Atlanta, GA  30326
  (404) 975-5000
  http://www.acenursing.org

Locations Offered: Prescott and Verde Valley Campuses
Verde Valley students will be required to travel to Prescott for occasional selected experiences. All students are required to provide their own transportation to off-campus clinical activities. The College does not offer nursing courses in extension locations.

The Nursing Department maintains a file for each applicant and student. The file contains documentation related to admission and progression in the program. See the Yavapai College General Catalog for information regarding Student Record Disclosure and compliance with the Family Educational Rights and Privacy Act of 1974.

Credit Hours: 1 lecture credit hour generally requires 2-3 hours weekly of study in addition to class time. 1 lab credit hour requires 3 hours weekly in lab (including nursing clinical practica, preceptorships, or internships). Nursing labs also require considerable preparatory and post-clinical work. See Yavapai College Catalog or class schedule for each course lecture and lab credits.

The nursing program is very demanding and time intensive. In addition to classroom presentations, there are activities in the campus lab, clinical agencies, and discussion groups. Homework, multimedia, and out-of-class assignments are also required.

Students who have work and/or family responsibilities are strongly urged to complete general studies courses, especially Anatomy and Physiology, before entering the first semester of the nursing program. All nursing students are required to meet with an academic advisor to create an educational plan.
Health Requirements, TB Screening, Immunizations, CPR Requirements:

HEALTH REQUIREMENTS

Certain functional abilities are essential for the delivery of safe, effective nursing care. These abilities are essential in the sense that they constitute core components of nursing practice, and there is a high probability that negative consequences will result for patient/clients under the care of nurses who fail to demonstrate these abilities. A program preparing students for the practice of nursing must attend to these essential functional abilities in the education and evaluation of its students.

This statement of the Technical Standards of the Nursing Program at Yavapai College identifies the functional abilities deemed by the nursing faculty to be essential to the practice of nursing. Reference material used in the development of these standards include the Arizona Nurse Practice Act, The Functional Abilities Essential for the Delivery of Safe, Effective Nursing Care (a descriptive research study conducted by the National Council of State Boards of Nursing), and Core Components and Competencies of ADN graduates (developed by the Council of Associate Degree Nursing of the National League for Nursing). The Technical Standards are reflected in the Nursing Program’s performance-based outcomes, which are the basis for teaching and evaluating all nursing students.

Students with disabilities who think they may require accommodation in meeting the Technical Standards of the Nursing Program should contact the Office of Disability Services to discuss the process of identifying reasonable accommodations. Students should seek accommodation advising as soon as possible so that a plan for accommodation can be in place at the beginning of the program. Applicants seeking admission to the Nursing Program who may have questions about the Technical Standards and appropriate reasonable accommodations are invited to discuss their questions with the Office of Disability Services. Reasonable accommodation will be directed toward providing an equal educational opportunity for students with disabilities while adhering to the standards of nursing practice for all students. Registration with Disability Services is required before any accommodation requests can be granted. Under no circumstances will any course requirements or technical standards be waived for any student, with or without a disability.
STANDARDS

The practice of nursing requires the following functional abilities with or without reasonable accommodations.

a. **Visual acuity** sufficient to assess patients and their environments and to implement the nursing care plans that are developed from such assessments.

Examples of relevant activities (nonexclusive):

- Detect changes in skin color or condition
- Collect data from recording equipment and measurement devices used in patient care
- Detect a fire in a patient area and initiate emergency action
- Draw up the correct quantity of medication into a syringe

b. **Hearing ability** sufficient to assess patients and their environments and to implement the nursing care plans that are developed from such assessments.

Examples of relevant activities (nonexclusive):

- Detect sounds related to bodily functions using a stethoscope
- Detect audible alarms within the frequency and volume ranges of the sounds generated by mechanical systems that monitor bodily functions
- Communicate clearly in telephone conversations
- Communicate effectively with patients and with other members of the health care team

c. **Olfactory ability** sufficient to assess patients and to implement the nursing care plans that are developed from such assessments.

Examples of relevant activities (nonexclusive):

- Detect foul odors of bodily fluids or spoiled foods
- Detect smoke from burning materials

d. **Tactile ability** sufficient to assess patients and to implement the nursing care plans that are developed from such assessments.

Examples of relevant activities (nonexclusive):

- Detect changes in skin temperature
- Detect unsafe temperature levels in heat-producing devices used in patient care
- Detect anatomical abnormalities, such as subcutaneous crepitus, edema, or infiltrated intravenous fluid
e. **Strength and mobility** sufficient to perform patient care activities and emergency procedures

   Examples of relevant activities (nonexclusive):
   - Safely transfer patients in and out of bed. A standard guideline assigned to weight lifting capability is 50 pounds; however, students will encounter situations requiring them to lift and manipulate greater than 50 pounds.
   - Turn and position patients as needed to prevent complications due to bed rest
   - Hang intravenous bags at the appropriate level
   - Accurately read the volumes in body fluid collection devices hung below bed level
   - Perform cardiopulmonary resuscitation

f. **Fine motor skills** sufficient to perform psychomotor skills integral to patient care

   Examples of relevant activities (nonexclusive):
   - Safely dispose of needles in sharps containers
   - Accurately place and maintain position of stethoscope for detecting sounds of bodily functions
   - Manipulate small equipment and containers, such as syringes, vials, ampules, and medication packages, to administer medications

h. **Physical endurance** sufficient to complete assigned periods of clinical practice and to function effectively under stress in acute health care situations.

i. **Ability to speak, comprehend, read, and write English** at a level that meets the need for accurate, clear, and effective communication

j. **Emotional stability** to function effectively under stress, to work as a part of a team and to respond appropriately to supervision; to adapt to changing situations, to respond appropriately to patients and families under stress, and to follow through on assigned patient care responsibilities.

k. **Cognitive ability** to collect, analyze, and integrate information and knowledge to make clinical judgments and manage decisions that promote positive patient outcomes

k. **Other abilities** sufficient to demonstrate competencies such as ability to arrive to a clinical on a timely basis; to meet the demands for timely performance of duties; to meet organizational requirements to perform these duties in a professional and competent manner.
IMMUNIZATIONS

1. MMR (Measles, Mumps, and Rubella) and Varicella (Chicken Pox): Adults entering health care professions must have documented proof of immunity or proof of two MMR’s. Persons born prior to 1957 may be considered immune. If a student has had chickenpox, a titer is necessary to document immunity or proof of immunization is needed. This documentation is required as part of the students application into the Nursing Program.

2. Tuberculosis: Negative skin test (annually) or chest x-ray with a statement signed by a health professional that student does not have active tuberculosis (annually). It is the responsibility of the student to maintain annual screenings.

3. Hepatitis B: Documented evidence of completed series or positive titer. If beginning a series, the first injection must be prior to application to the program. Documentation of the completed series must be submitted to the nursing office.

4. Tdap (Tetanus, Diphtheria and Pertussis): A vaccination is required every ten (10) years. Please provide proof of a Tdap vaccination that was administered less than ten (10) years ago. It is the responsibility of the student to maintain a record of a Tdap vaccination of less than ten (10) years throughout the duration of the Nursing Program. This documentation is required as part of the students application into the Nursing Program.

5. Influenza: Annual vaccination is required. It is the responsibility of the student to receive a vaccination by October 15th of every year.

6. Healthcare Provider CPR certification must be current for the entire nursing program. CPR certification status is reported annually while students are enrolled in the program. Students without current documented CPR certification will be dismissed from the Nursing Program. It is the responsibility of the student to maintain current certification.
TESTING FOR SUBSTANCE ABUSE

Random drug testing is a standard procedure throughout the Nursing Program. The first drug test will be at the student’s expense. Any subsequent drug testing will be done at the program’s expense. When a student is informed that they are a subject of random drug testing, they will be provided an appropriate form and a list of local laboratories that they can utilize and the drug testing must be completed by the end of that business day.

FINGERPRINT CLEARANCE

*Federal law and agency accreditation rules require a DPS Fingerprint Clearance Card for nursing students.* Please visit the web site below to determine how to obtain an Arizona DPS Fingerprint Clearance Card. For a person with no state or federal criminal record, the processing time is approximately three to five weeks from the date AZDPS receives the completed application packet. For those persons who do have a criminal record, the process may take six to thirteen weeks.

http://www.azdps.gov

BACKGROUND CHECK

All students are required to obtain a background check. Information regarding how to obtain the background check will be provided to the student upon provisional acceptance to the program. The cost of this background check is at the student’s expense. Due to clinical agency contracts, any negative results will be reviewed to determine admission or continuation in the program, on a case-by-case basis by the Nursing Department and the Nursing Program Director.

ARTICULATION AND TRANSFER

Students who graduate from the Associate Degree Nursing Program at Yavapai College and intend to transfer courses toward a baccalaureate degree in nursing should consult the catalog of the school to which they plan to transfer. If you would like assistance in selecting equivalent courses, please see an academic advisor.

LICENSURE

Graduation from the Yavapai College Associate Degree Nursing program is not the sole criteria for obtaining a license to practice nursing in Arizona. Licensing requirements are the exclusive responsibility of the Arizona State Board of Nursing (Nursing Practice Act A.R.S. Sections 32-1632, et seq.), and students must satisfy those requirements independently of their satisfaction of any requirements for graduation from the College.
Arizona State Board of Nursing RN Examination Application Information:

Pursuant to A.R.S. 32-1606(B)(17), an applicant for professional licensure is ineligible for licensure if the applicant has one or more felony convictions and has not received an absolute discharge from the sentences for all felony convictions five or more years prior to the date of filing an application. If you are ineligible for licensure because less than five years has elapsed from the absolute discharge of a sentence for a felony conviction, your application for licensure will be considered incomplete. You will receive a deficiency notice, and your application will be considered withdrawn unless you are able to provide proof, within 180 days of receiving a deficiency notice, that more than five years has elapsed from the date of absolute discharge of your sentence. Any fees submitted will not be refunded. All applicants for a nursing license will be fingerprinted and must receive state and federal clearance.

At the time of this printing, all applicants are asked the following questions:

1. Are you currently under investigation or is disciplinary action pending against your nursing license or CNA certificate in any state or territory of the United States?

   If yes, include with your application a detailed explanation and a copy of the paperwork regarding current investigation or pending disciplinary action.

   Before answering the next question, read the following: The fact that a conviction has been pardoned, expunged, dismissed, deferred, or that your civil rights have been restored does not mean that you answer the question “no.” You must answer “yes” and give details on the conviction.

2. Have you ever been convicted, entered a plea of guilty, nolo contendere or no contest, or have you ever been sentenced, served time in jail or prison, or had probation or sentence deferred in any felony or undesignated offense other than a minor traffic violation?

   If you answer yes, your application will not be processed until you provide proof that it has been more than five years since the sentence for each felony conviction has been COMPLETED or provide proof that the conviction was designated a misdemeanor.

If an applicant answers “yes” to any of the above questions, he/she will be required to explain and provide related documentation to the Arizona State Board of Nursing. An investigation by the Board may follow. These applicants are encouraged to discuss the situation with the nursing program director prior to application to the Yavapai College nursing program or call the Arizona State Board of Nursing (602-771-7800).
READMISSION POLICY

1. Students who leave (withdrawal, failure, or dismissal) the Program at any level cannot be guaranteed an opportunity to return. Placements in each nursing course are on a space available basis. Students who exit the Program at NSG 131 (first clinical nursing course) must re-apply to the Nursing Program.

2. Any student who seeks re-admission to the Program must follow application procedures and Program requirements in effect at the time of re-entry. Because Nursing courses must be taken as a whole (i.e., theory and clinical must be taken concurrently), re-entering students are required to meet all requirements for the course of re-entry.

3. Based on reasons for leaving the Program, the following guidelines are used in making decisions regarding students seeking re-admission to clinical Nursing courses:
   a. Students who are dismissed because of academic dishonesty are ineligible to re-enter the Nursing Program.
   b. The program generally runs at capacity, and due to strict accreditation guidelines, the program must adhere to these capacities. Re-admission is only available to any student if space is available. Further, the location where a space may become available is not guaranteed. Students may be offered a space not of their first choosing.
   c. Students who are not successful in a course will be permitted one re-entry if space is available from the course which they exited. Any subsequent failure to successfully complete the same course will make the student ineligible to re-enter that course another time. A re-entry is defined as being registered for the course on the first day of the semester regardless of attendance in the course.
   d. Students seeking re-admission due to reasons other than academic and/or clinical failure will be placed on a waiting list after submitting a re-application. When space becomes available, applicants are offered admission in the order that they appear on the waiting list. Students who must drop a course due to illness or injury must present a physician’s release from treatment stating that they are able to return unencumbered from the reason that caused them to leave. The physician’s release must accompany the application to return and the student will not be placed on a waiting list until said documentation is complete. Students in this category will receive preference over students seeking re-admission due to academic and/or clinical failure.
   e. Students seeking re-admission due to academic and/or clinical failure will be ranked as to their order of re-entry using a ranking rubric. Re-application needs to be made within one week of the final grade being posted by the course instructor in Canvas for best consideration for admission for the next semester. The Readmission Application is posted on the last day of classes.
f. Students offered re-admission must document to the Director of Nursing that any recommendations or requirements for re-entry made at the time of program exit have been satisfied.

4. Re-admitted students who repeat courses in which they previously achieved a passing grade must again achieve a passing grade in that course to progress in the program following re-entry.

5. The maximum allowable time lapse since last enrollment in nursing courses is one year indicating the student must apply for acceptance to the next beginning cohort group (start the program over).

**READMISSION POLICY SPECIFIC TO NSG 232:**

1. Any student who is unsuccessful in passing the preceptorship component of NSG 232 will be required to successfully pass NSG 236 – Clinical Refresher in order to repeat NSG 232. The student enrolled in NSG 236 will be evaluated after four weeks and again after 8 weeks of clinical using the NSG 231/236 Clinical Evaluation Tool and must be at a satisfactory level in all areas before moving into the preceptorship portion of NSG 232. NSG 236 is taken concurrently with NSG 232.

2. Any student who does not pass the didactic component of NSG 232 with a C or better must complete the entire NCLEX-RN Review Course offered by the Program prior to re-entry to NSG 232. (Refer to Course Calendar for dates). Documentation of 100% attendance and completion must be on record in the student file before re-applying and registering for NSG 232. Another NCLEX-RN Review course may be substituted at the student’s expense, but this must be pre-approved by the NSG 232 Lead Instructor and the Nursing Program Director. At this time the only approved substitutes are Kaplan, HURST, the NCSBN Review Course, ATI Testing and/or The College Network NCLEX-RN Review courses. In lieu of these courses, submission of proof of completion of each of the five Evolve HESI RN Practice Tests (Fundamentals, Pharmacology, Medical-Surgical, Maternity and Pediatrics) may be submitted. A score of 78% or higher must be achieved on each test and the testing date of each test must be as recent as four (4) months prior to the date of re-application to the program and can be no older. Evidence of completion of the approved NCLEX-RN review course or the HESI-RN Practice Tests is due to the Nursing Program Director before repeating NSG 232.

3. Any student who has a delay or interruption during the second year of acute-care clinical practice within the Nursing Program of one semester or more, will be required to successfully pass NSG 236 – Clinical Refresher. The student enrolled in NSG 236 will be evaluated after four weeks and again after 8 weeks of clinical using the NSG 231/236 Clinical Evaluation Tool and must be at a satisfactory level in all areas before moving into the preceptorship portion of NSG 232. NSG 236 is taken concurrently with NSG 232.

Appeals to any of the above practices must be made to the Nursing Program Director whose decision will be final.
ASSOCIATE DEGREE IN NURSING (Curriculum Plan for 2015-2016)

Math and science course work must be completed within the last ten years. Course work transferred from other colleges must be evaluated for equivalency. Courses in each semester are prerequisite to the next semester. Deviation from this plan requires written advance approval by the Nursing Program Director. Prerequisite courses must be completed or in progress in order to be eligible to apply for the next nursing cohort group. A student who does not successfully complete all of the prerequisite and co-requisite courses by the end of a Program semester, as outlined below, will not be allowed to continue into the next nursing semester or course.

Pre-requisites:

<table>
<thead>
<tr>
<th>Course</th>
<th>Pre-requisites</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHS 114</td>
<td>Current certification as a CNA OR AHS 114 or equivalent within the last two years</td>
<td>5</td>
</tr>
<tr>
<td>MAT 152</td>
<td>College Algebra (preferred) OR MAT 122 OR placement</td>
<td></td>
</tr>
<tr>
<td>MAT 142</td>
<td>Concepts in College Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 101</td>
<td>College Composition I</td>
<td></td>
</tr>
<tr>
<td>BIO 156</td>
<td>Human Biology for Allied Health OR</td>
<td></td>
</tr>
<tr>
<td>BIO 181</td>
<td>General Biology (preferred)</td>
<td>4</td>
</tr>
<tr>
<td>BIO 201</td>
<td>Anatomy &amp; Physiology I</td>
<td>BIO 156 OR BIO 181</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Pre-Requisite Credits</td>
</tr>
</tbody>
</table>

Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Pre-requisites</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 202 *</td>
<td>Anatomy &amp; Physiology II</td>
<td>BIO 201</td>
</tr>
<tr>
<td>NSG 131</td>
<td>Foundations in Nursing I</td>
<td>Admission to nursing program</td>
</tr>
<tr>
<td>NSG 130 *</td>
<td>Basic Nutrition for Nurses (1 credit) OR</td>
<td>1 - 3</td>
</tr>
<tr>
<td>NTR 135 *</td>
<td>Human Nutrition (3 credits)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Semester Credits</td>
</tr>
<tr>
<td>Semester</td>
<td>Pre-requisite</td>
<td>Credits</td>
</tr>
<tr>
<td>----------</td>
<td>--------------</td>
<td>---------</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NSG 132</td>
<td>Foundations in Nursing II</td>
<td>NSG 131</td>
</tr>
<tr>
<td>NSG 210</td>
<td>Pharmacology and Nursing Practice</td>
<td>NSG 131, BIO 201 &amp; BIO 202</td>
</tr>
<tr>
<td>PSY 245 *</td>
<td>Human Growth &amp; Development</td>
<td></td>
</tr>
<tr>
<td>ENG 102 *</td>
<td>College Composition II</td>
<td>ENG 101 OR consent</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester</th>
<th>Pre-requisite</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 205 *</td>
<td>Microbiology</td>
<td>BIO 100 OR BIO 156 OR BIO 181 AND CHM 130 OR CHM 138 OR CHM 151</td>
</tr>
<tr>
<td>NSG 231</td>
<td>Concepts in Nursing III</td>
<td>NSG 132 OR consent</td>
</tr>
<tr>
<td>NSG 233</td>
<td>Perinatal and Women’s Health Nursing</td>
<td>NSG 132 OR consent</td>
</tr>
<tr>
<td></td>
<td>Critical Thinking (Any approved course from Critical Thinking General Education Courses - see 2014 - 2015 Catalog.)</td>
<td></td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester</th>
<th>Pre-requisite</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NSG 232</td>
<td>Concepts in Nursing IV</td>
<td>NSG 231 OR consent</td>
</tr>
<tr>
<td>NSG 234</td>
<td>Psychiatric/Mental Health Nursing</td>
<td>NSG 231 OR consent</td>
</tr>
<tr>
<td>NSG 235</td>
<td>Nursing Management and Leadership</td>
<td>NSG 231 OR consent</td>
</tr>
<tr>
<td><strong>Total Semester Credits</strong></td>
<td></td>
<td><strong>10</strong></td>
</tr>
</tbody>
</table>

*Denotes a Program General Education Requirement – it is recommended that you consider completing this course prior to admission to the Program.

The nursing program is very demanding and time intensive. In addition to classroom presentations, there are activities in the campus lab, clinical agencies, and discussion groups. Homework, multimedia, and out-of-class assignments are also required.
All required courses for the Associate Degree in Nursing must be completed with at least a grade of C or better. Also, see Degree Certificate requirements section of Yavapai College Catalog for general graduation requirements.

All nursing program applicants must:

<table>
<thead>
<tr>
<th>Meet with Academic Advisor</th>
<th>Students are required to meet with a nursing academic advisor, on either the Prescott or Verde Valley campuses, to apply to the Nursing Program.</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEADLINE</td>
<td>Advanced Placement:</td>
</tr>
<tr>
<td>Check with nursing</td>
<td>Complete, sign, and submit Nursing Program Application and Waiver of Licensure/Certification Guarantee (see this Guide pgs. 16 - 17)</td>
</tr>
<tr>
<td>department for</td>
<td></td>
</tr>
<tr>
<td>deadlines for each</td>
<td></td>
</tr>
<tr>
<td>semester</td>
<td></td>
</tr>
<tr>
<td>Transcripts must be at the</td>
<td>OFFICIAL transcripts from any colleges or LPN schools attended other than Yavapai College must be RECEIVED.</td>
</tr>
<tr>
<td>College with sufficient</td>
<td><strong>Official transcripts must be mailed directly from the college to the Y.C. Registrar.</strong> Transcripts mailed to</td>
</tr>
<tr>
<td>time for evaluation</td>
<td>the applicant are NOT official and not acceptable. Transcripts filed in registration but not evaluated are not</td>
</tr>
<tr>
<td></td>
<td>accessible by the nursing department and are not considered part of your nursing applicant file.</td>
</tr>
<tr>
<td></td>
<td><strong>Advanced Placement:</strong></td>
</tr>
<tr>
<td></td>
<td>Current LPN license--from any state (copy of front &amp; back), and</td>
</tr>
<tr>
<td></td>
<td>Employment as LPN within the past 5 years (if not a transfer student) <strong>OR</strong></td>
</tr>
<tr>
<td></td>
<td>Course descriptions of previous nursing courses (if a transfer student)</td>
</tr>
<tr>
<td></td>
<td>Nursing courses taken more than 1 years prior to entry may not be accepted.</td>
</tr>
<tr>
<td>Check with</td>
<td>Advanced Placement:</td>
</tr>
<tr>
<td>Testing Centers for</td>
<td>HESI Test. A clinical performance exam will be required. Information will be provided upon receipt of successful</td>
</tr>
<tr>
<td>Available Dates</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Once you are conditionally accepted, submit complete Student Health Record, immunizations, TB test results and</td>
</tr>
<tr>
<td></td>
<td>CPR card. **TB test results and CPR certification must be valid for an entire year, and preferably for the entire</td>
</tr>
<tr>
<td></td>
<td>program. Expiration of any document will result in dismissal from the program.</td>
</tr>
<tr>
<td>Documentation required</td>
<td><strong>Advanced Placement:</strong></td>
</tr>
<tr>
<td>Variations are to be</td>
<td>Complete all pre-requisite courses with a grade of C or better. Math and science course work must be within the</td>
</tr>
<tr>
<td>discussed with academic</td>
<td>last 10 years.</td>
</tr>
<tr>
<td>advisor or Nursing Program</td>
<td></td>
</tr>
<tr>
<td>Director</td>
<td></td>
</tr>
</tbody>
</table>

Advanced Placement students will be required to pass a Clinical Performance Exam and may be required to do Directed Study or other work to meet competencies.
**HOW ADMISSION IS DETERMINED:**  Advanced Placement and Returning Students are admitted according to available space.

**IF YOU ARE CONDITIONALLY ADMITTED:**

1. You will receive notification in the mail within one month of the Spring or Fall semester end date (whichever semester you applied in). You will be required to sign and return an Admissions Agreement specifying conditions of admission.

2. You must submit a student health history/medical record form, including TB test OR chest x-ray, Hepatitis B immunization, two Varicella, influenza and two MMRs, Arizona Department of Safety Fingerprint Clearance Card (allow 4-13 weeks), background check and documentation of CPR certification. An official health form is provided in the packet.

3. You will receive final admission after receipt of all required documentation. Students who do not submit required documentation by the deadline (check with nursing office regarding date for specific semester entering the Program), will be dropped from the admission list, and an alternate will be selected.

4. You must arrange to have Yavapai College nursing uniforms, lab coat, and other items available for use by the first week of nursing classes. Specific information will accompany the admission notification.

**IF YOU ARE NOT ADMITTED:**

1. You will receive notification in the mail. If you have a passing score on the HESI Foundations or Mobility test, you may be granted status as an alternate.

2. In the event an applicant who has been admitted to the program declines admission, the next qualified applicant will be selected.

3. If not selected as an alternate, you must reapply for the next admission period. You will be required to comply with any changes in program requirements. The Yavapai College Nursing Department does not maintain a waiting list.

4. The Foundations or Mobility test score on the test may be used for one year. To use the score a second time, an application with fee must be resubmitted along with a letter stating date your last test was taken. If you retest, the most recent test score will be used.
Estimated Cost for the Nursing Program for 2015-2016
(Based upon Arizona Resident Student Status)

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Nursing Tuition &amp; Fees</td>
<td>$3,325.00</td>
</tr>
<tr>
<td>Nursing Coursework Tuition &amp; Fees</td>
<td>$5,655.00</td>
</tr>
<tr>
<td>Textbooks</td>
<td>$1200.00</td>
</tr>
<tr>
<td>Other Required Equipment</td>
<td>$250.00</td>
</tr>
<tr>
<td>Certified Background.com</td>
<td>$135.50</td>
</tr>
<tr>
<td>Uniforms and shoes</td>
<td>Varies by vendor</td>
</tr>
<tr>
<td>Physical Exam and Immunizations</td>
<td>Varies by provider</td>
</tr>
<tr>
<td>License fees</td>
<td>$525.00</td>
</tr>
<tr>
<td>Fingerprinting Fees</td>
<td>Has varied – contact AZDPS</td>
</tr>
<tr>
<td>Nursing Pin (at time of graduation)</td>
<td>$78.00</td>
</tr>
</tbody>
</table>

The above information is provided to give students, parents and advisors an approximate cost of the 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 in effect. In addition, the Nursing Department may have cause to increase fees. Please make sure that you take on the responsibility of knowing tuition and fee schedules as they pertain to you.

To apply for Advanced Placement admission to the nursing program, please submit the following pages of this application packet (pgs. 16-19) to the Nursing Department, along with the requested information below:

- Signed Nursing Advisor form (obtain from nursing advisor)
- Copy of your Advanced Placement Test results
- Copies of Immunizations (attached to the Immunization & Documentation Cover Sheet provided)

Incomplete applications will not be processed. The student is responsible for submitting a complete application packet.

DO NOT SUBMIT APPLICATION UNLESS YOU WILL BE READY TO BEGIN NURSING CLASSES AT THE NEXT ADMISSION PERIOD.
Yavapai College Nursing Program
APPLICATION FOR ADMISSION

Personal – Please Print or Type

<table>
<thead>
<tr>
<th>Name:</th>
<th>(Last)</th>
<th>(First)</th>
<th>(Middle)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
<th>(Street)</th>
<th>(City, State)</th>
<th>(Zip Code)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Telephone Numbers:</th>
<th>(Home)</th>
<th>(Work)</th>
<th>(Cell)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Student YC ID (“Y”) No.:</th>
<th>YC email:</th>
<th>Alt. email:</th>
</tr>
</thead>
</table>

Education

<table>
<thead>
<tr>
<th>Name and Location of School</th>
<th>Dates Attended</th>
<th>Degree Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td>From Mo/Yr</td>
<td>To Mo/Yr</td>
</tr>
</tbody>
</table>

| College                     | From Mo/Yr     | To Mo/Yr      |              |

| Other                       | From Mo/Yr     | To Mo/Yr      |              |

PLEASE READ CAREFULLY AND SIGN BELOW

I certify that the information on this application is complete and accurate to the best of my knowledge. I understand that withholding information or giving false information may make me ineligible for admission and enrollment. I release from all liability or damages those persons, agencies, or organizations who may furnish information in connection with my application for admission. If accepted, I agree to read and abide by all school and Department policies and procedures.

Signature: ________________________ Date: ________________________

Please number your Program location preferences 1-2 in order of your preference. If you will not accept a certain location, write 0 in that space.

Prescott Day Program ____ Verde Day Program ____
YAVAPAI COLLEGE  
DEPARTMENT OF NURSING

WAIVER OF LICENSURE/CERTIFICATION GUARANTEE

Admission or graduation from the program does not guarantee obtaining a license or certificate to practice nursing. Licensure and certification requirements and the subsequent procedures are the exclusive right and responsibility of the Arizona State Board of Nursing. Students must satisfy the requirements of the Nurse Practice Act: Statutes, Rules and Regulations (August, 1998) independently of any college or school requirements for graduation.

If convicted of a felony, an applicant for licensure/certification must submit proof that they have completed any sentence including imprisonment, probation, parole, community supervision or any form of court supervision. The Arizona Nurse Practice Act states (sections 32-1601, 32-1632; 32-1637) “If convicted of one or more felonies, has received an absolute discharge from the sentences for all felony convictions five or more years prior to the date of filing an application.” Examples of situations which may prohibit licensure and certification include, but are not limited to, felony/misdemeanor convictions, substance abuse, conviction of an offense involving immoral behavior, or being guilty of acts which deceive, defraud or harm the public in any way. Fingerprinting will be part of the application process for nursing assistant, LPN and RN applicants.

If there is any question about eligibility for licensure or certification, contact the nursing education program administrator or the Arizona State Board of Nursing (602-331-8111).

I have read and understand the above statement.

________________________________________  ________________________
Signature                                      Date

________________________________________
Print Name

This statement will become part of your permanent record.
Immunization and Documentation Cover Sheet

Name:_______________________________  Student ID Number:________________________

Arizona DPS Fingerprint Clearance Card Number:__________________________  Expiration Date:__________

Date of HESI Pre-Admission Exam:__________________________

Date of 1st MMR Immunization:__________________________  OR Date of Titer:__________________________

Date of 2nd MMR Immunization:__________________________  OR Date of Birth:__________________________

(if born prior to 1957)

Date of 1st HepB Immunization:__________________________  OR Date of Titer:__________________________

Date of 2nd HepB Immunization:__________________________  OR Date of Titer:__________________________

(2nd HepB not required for program entry)

Date of 3rd HepB Immunization:__________________________  OR Date of Titer:__________________________

(3rd HepB not required for program entry)

Date of 1st Varicella Immunization:__________________________  OR Date of Titer:__________________________

Date of 2nd Varicella Immunization:__________________________  OR Date of Titer:__________________________

Date of Tdap Immunization:__________________________

Date of last Flu Shot:__________________________

Date Nursing Advisor Signed Pre-Requisite Check Sheet Form:__________________________

Name of Nursing Advisor:_______________________________________________________

Check Number for Application Fee:_____________________________________________________

Date WAIVER OF LICENSURE/CERTIFICATION GUARANTEE Form was signed by you:__________
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 and indicate whether the applicant will be able to function as a Nursing Program student. Health care providers who qualify to sign this declaration include a licensed physician (M.D., D.O.), nurse practitioner, or a physician’s assistant.

(Please Print)

Applicant Name: ___________________________ Student ID No.: ___________________________

It is essential that Nursing Program 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 and/or reposition patients, stand for several hours at a time, and perform bending and twisting activities. Students will be required to transport patients on gurneys and in wheelchairs, move heavy equipment throughout the clinical site, and must be physically capable of performing CPR in an emergency situation. A standard guideline assigned to weight lifting capability is 50 pounds; however, students will encounter situations requiring them to lift and manipulate greater than 50 pounds. It is advisable that students consult with their physicians prior to the start of this program, and determine their ability to perform the necessary job requirements. Students who have a chronic illness or condition must be capable of implementing safe, direct patient care, while maintaining their own current treatments or medications.

The clinical experience also place 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.

I believe the applicant _____WILL OR _____WILL NOT be able to function as a nursing student as described above.

If not, please explain:

________________________________________________________


Print Name: ___________________________ Medical License
No.: ___________________________

Signature: ___________________________ Date: ___________________________

Address: ___________________________

City: ___________________________ State: _____ Zip Code: ____________ Phone: ___________________________