

Allied Health
Nursing Assistant – AHS114
Student Admissions Application

Spring 2027

Application Due December 1st, 2026



Prescott Valley Center
3800 N. Glassford Hill Rd.
Prescott Valley, Arizona 86314
928-771-6126

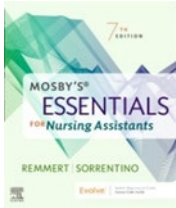
ALLIED HEALTH DEPARTMENT MISSION STATEMENT

The Allied Health department shares the mission and values of Yavapai College. We are committed to providing quality education that will develop competent, caring, holistic and ethical practitioners who value lifelong learning and adapt to continuous changes in the health care system.

LOCATIONS

Locations Offered: Prescott Valley Center, 3800 N. Glassford Hill, Prescott Valley, 86314

ESTIMATED PROGRAM COSTS

Program Needs		Costs
Course Tuition		\$876.00
Textbook Mosby's Essentials for Nursing Assistant Author: Sorrentino Edition 7 th ISBN: 978-0-323-79631-6		\$78.00
Background Check, Drug Test, and Immunization Tracker (CASTLEBRANCH/DISA)		\$151.00
Other Required Equipment Stethoscope & wristwatch w/2nd hand		\$75.00
Arizona DPS Level One Fingerprint Clearance Card		\$65.00
CPR—Basic Life Support of Health Care Providers (American Heart Association, in-person EMS123 course)		\$40-65
TB Tests (2-steps) or chest X-ray and diagnostic report		\$60.00
Immunizations Tdap, MMR, VAR, Hep B		\$500
Scrubs & Shoes		\$75.00
State exam fee		\$130.00
*This information is provided to give students, parents, and advisors an approximate cost of the program. 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 Allied Health 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.		

PROGRAM APPROVAL

The program is approved by Arizona State Board of Nursing.

Arizona State Board of Nursing
1740 W. Adams, Suite 2000
Phoenix, AZ 85007
(602) 771-7800

<http://www.azbn.gov>

Affirmative Action / Equal Employment Opportunity

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.

ADMISSIONS

Spring 2027, AHS114 Class is held at Prescott Valley Center. Complete this application first and use the secure upload link for Allied Health with a copy of your Government Issued photo REAL ID (Front and Back), the Health Care Provider Signature Form, and the signed checklist. This application will place you on the provisional list and hold your seat while you complete the clinical requirements on CASTLEBRANCH/DISA. After CASTLEBRANCH/DISA is complete, an override will be placed for you to register for the class. Once you are registered, you will need to add a photo to your YC portal so a physical YC ID can be ordered for you. A physical YC ID is required for clinical rotation.

The secure upload link is <https://apps.yc.edu/secureupload/> For questions, please call Allied Health at 928-717-7145

PROGRAM REQUIREMENTS

1. Be a student of record at Yavapai College, have a Y#, YC email address, and a physical YC photo ID.
2. You must be 16 years of age and successfully complete the following:
3. Reading proficiency test at the Yavapai College Testing Center or provide Yavapai College Registration Office with proof of successful completion of 12 college credits.
4. Successful completion of MAT082 or higher or a satisfactory score on the mathematics skills assessment at the Yavapai College Testing Center.
5. Students are accepted into AHS 114 on a first come basis of completed applications and after all requirements on "CASTLEBRANCH/DISA" are approved.
6. Students are emailed provisional acceptance with instructions for the registration process, criminal background check and drug screen test.
7. 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.
8. Please meet with an academic advisor for further directions.

ARIZONA STATE BOARD OF NURSING – INFORMATION TO KNOW WHEN YOU APPLY 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 applying 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.

HEALTH REQUIREMENTS

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

HEALTH DECLARATION

It is essential that nursing assistant students be able to perform a variety of patient care activities without restrictions in the clinical portion of the program. At a minimum, students will be required to lift and/or reposition patients, have sufficient physical capacity to complete assigned periods of clinical practice, and perform gross and fine motor skills essential to providing safe patient care. 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. Students will encounter situations requiring them to lift and manipulate weight 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 medical impairments must be capable of implementing safe, direct patient care, while maintaining their current treatment plan or medication regimen.

Clinical experiences 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 consider the mental and physical demands of the program.

A healthcare provider must sign the **Health Care Provider Signature Form** attached at the back of this document stating that these conditions can be met. The completed form is submitted with the Nursing Assistant Program application. Health care providers who qualify to sign the declaration include a licensed physician (M.D., D. O.), nurse practitioner, or a physician's assistant. Their medical license number must be ***included on the form along with date the physical examination was performed***. The physical examination date must not exceed **six months** from conditional acceptance to the Nursing Assistant Program. Please also note that a doctor's release may be required to enter or continue in the program as illness or injuries occur.

HEALTH INSURANCE

Students must have health insurance. Cost sharing programs are not accepted currently by clinical sites. Contact Strong Foundations <https://www.yc.edu/v6/student-services/strong-foundations/index.html> for assistance.

FINGERPRINT CLEARANCE

The Level I Fingerprint Clearance Card is a requirement of the Nursing Assistant Program application process and must remain valid for the duration of all nursing courses. Federal law and agency accreditation rules require a DPS Fingerprint Clearance Card for nursing assistant students. Please visit <https://www.azdps.gov/services/public/fingerprint> to determine how to obtain or renew an Arizona DPS Level I Fingerprint Clearance Card.

Fingerprint processing services are available through a third-party vendor contracted with AZDPS. Students may access the online application through the website above and may need to contact the fingerprinting location by phone to process their fingerprint application for AZDPS.

Applicants should check for an available fingerprinting location site and verify hours of operation prior to registration. Online registration is required on the DPS website before scheduling and processing payment for the fingerprint location. Applicants must bring their registration number along with a government issued photo id, and a secondary form of identification (as needed) to the location site. Processing may take 1-4 weeks from the date Arizona DPS receives the completed application packet. For those individuals who do have a criminal record, the process may take longer.

A full copy of the card (front and back) is included in CASTLEBRANCH/DISA as a compliance document. The student is responsible for completing this CASTLEBRANCH/DISA requirement upon conditional acceptance to the program, and for submitting renewal documentation prior to the card expiration date as needed.

If there is a positive criminal history, the Level I Fingerprint Clearance may be denied which will result in removal from the Nursing Assistant Program.

A student whose conduct results in the loss of fingerprint clearance will be dropped from the Nursing Assistant Program and will not be allowed to progress until a Level I Fingerprint Clearance Card is obtained.

ADDITIONAL ADMISSION REQUIREMENTS AFTER CONDITIONAL ACCEPTANCE

1. Drug testing, Criminal Background Check, and Immunization Tracker: a fee of \$151.00 is payable to CASTLEBRANCH/DISA after a conditional acceptance email is received. An additional fee may be required if you have had multiple addresses in past years. Payment for CASTLEBRANCH/DISA accounts must be completed in a timely manner to allow adequate time for background check processing and program compliance.
2. Yavapai College Picture ID – due the first day of classes – Allied Health Clinical Coordinator will request your YC ID from the One Card office after you have uploaded a photo on your YC portal.
3. Some clinical site affiliates no longer accept Drivers Licenses or state-issued ID cards that are not **REAL ID** compliant. Students must have 2 separate forms of IDs.
 - Primary ID: **REAL ID** (has the Star  Symbol), active Passport, or military/military dependent IDs only.
 - Secondary ID: SSN Card, birth certificate, certificate of naturalization, voter registration card or tribal card.

DRUG TESTING

Upon provisional acceptance, all students are required to process a urine drug screen. Instructions will be emailed to you with the ***Alcohol/Drug Test Release and Consent form*** to **complete the same day you process your test**. A positive result on the drug screen will remove you from the course. Random drug testing is a standard procedure throughout the Nursing Assistant 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 with an appropriate form and a list of local laboratories that they can utilize. The drug testing must be completed by the end of that business day.

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.

IMMUNIZATIONS

Immunizations are required by clinical agencies with which Yavapai College has an affiliation. Yavapai College has no control over a clinical agency's health standards and requirements for students participating in clinical learning experiences. Clinical learning experiences in facilities/agencies is a requirement of the Nursing Assistant program. All student clinical placements are final.

Students are responsible for remaining in compliance with all mandated immunizations and must adhere to all deadline requirements. Copies of immunization records and updated immunization documentation must be submitted to CASTLEBRANCH/DISA after provisional acceptance to the Nursing Assistant Program.

As part of our affiliation agreements with healthcare institutions, Yavapai College is required to provide healthcare facilities/agencies with pertinent healthcare documentation upon their request and would obtain the documentation from CASTLEBRANCH/DISA and/or My Clinical Exchange.

Students registering for courses or programs with clinical requirements may not be able to complete the course/program without proof of immunizations and/or regular health screenings and testing as determined by the healthcare facility/agency.

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

1. **MMR (Measles, Mumps, and Rubella):** Adults entering health care professions must have documented proof of immunity (**positive titer**) or **proof of two MMR's**. A positive titer needs to be positive for Measles, Mumps, and Rubella. Additional immunization is generally required when titer results are not positive for each, plan accordingly. People born prior to 1957 may be considered immune.
2. **Varicella (Chicken Pox):** Documented proof of immunity or two varicella immunizations are required upon conditional acceptance of the student into the Nursing Assistant Program. If the student has had chickenpox, a positive titer is necessary to document immunity.
3. **Hepatitis B:** Documented evidence of completed 3-dose or 2-dose series or positive titer.

Complete documentation is submitted to CASTLEBRANCH/DISA upon conditional acceptance to the Program. *If beginning a series, allow for six months prior to application submission for completion.*

4. **Tdap (Tetanus, Diphtheria and Pertussis):** A vaccination is required every ten (10) years. 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 Assistant Program.
5. **Influenza:** Annual vaccination is required. It is the responsibility of the student to receive an annual vaccination and have proof submitted to CASTLEBRANCH/DISA by October 1st, or prior to clinical commencing for new incoming students beginning in a fall term. Students who begin the Nursing Assistant program in spring should already have the current flu season immunization completed upon conditional acceptance to the program. If allowed for and provided for by the clinical agency, you may submit a waiver for medical reasons signed by a healthcare physician/provider or a religious exemption per the clinical agency policies and requirements. Flu Vaccine is not required for summer semester.
6. **Tuberculosis: Incoming students** must provide one of the following: an initial 2 step TB Skin Test, (2 tests and 2 results taken 1-3 weeks apart) or a T-spot or QuantiFERON Gold Blood test. If results are positive, a chest x-ray with an annual statement signed by a health professional that student does not have active tuberculosis must be provided. A one step (1 test, with 1 result) TB Skin Test will be acceptable for renewal documentation only.
TB Renewal: Negative skin test or blood test (annually) or chest x-ray (valid for two years) with an annual statement signed by a health professional that student does not have active tuberculosis. It is the responsibility of the students to maintain annual screenings. Documentation is to be renewed prior to semester start if the expiration date occurs while a semester is in progress.

CARDIOPULMONARY RESUSCITATION (CPR) CERTIFICATION REQUIREMENT

BLS (Basic Life Support) certification for Health Care Providers must be current for the entire Nursing Assistant Program. CPR certification status is reported annually while students are enrolled in the program. The Nursing Assistant Program will only accept BLS Provider certification (CPR & AED) through American Heart Association (AHA). An in-person course or a course with an in-person check-off is required. A student without current documented BLS Provider certification (CPR & AED) will be dismissed from their clinical rotation. It is the responsibility of the student to maintain current certification and submit renewal documentation to CASTLEBRANCH/DISA according to Nursing Assistant Program guidelines.

For program compliance, students are responsible for keeping their fingerprint clearance, CPR, and health care requirement documentation current through the entire duration of the Nursing Assistant Program.

NOTIFICATION OF ACCEPTANCE

Letters of Acceptance will be sent to the YC scholar email account within two weeks of the application deadline. *If an applicant does **not** have a scholar email account, the letter will be sent*

by postal mail to the mailing address provided by the applicant on the Application for Admission. It is your responsibility to make sure that your scholar email account and mailing address are current, and up to date with the department always. You can do this by emailing kelsey.mccasland@yc.edu with your new address or phone number AND changing contact information in your myYC portal account so that it may be verified.

If you are not accepted to the program, you will receive an email stating so. Alternates are also identified at this time and notified. Notification is made to the YC scholar email account. If a letter has not been received after 30 days of the application deadline, please contact the Allied Health Department at [Kelsey.mccasland@yc.edu](mailto:kelsey.mccasland@yc.edu)

Important!

Your application must contain all the required documents and be legible to be considered for admission to the program.

Please use the Application Checklist Coversheet to ensure that you are submitting everything that is required. Submit your application packet in its entirety via the Yavapai College Allied Health website at

www.yc.edu/alliedhealth

Retain a copy of your complete application for your records.

Application Checklist Coversheet for YC Nursing Assistant Program

Include this page with your application packet submission
Applications submitted with missing items will be considered incomplete
and will NOT be considered for review

Initial each requirement when complete:

- ☐ Application Checklist for the Nursing Assistant Program, signed by the student.
- ☐ Copy of your Government Issued Photo ID (Driver's license with REAL ID or Passport)
- ☐ Completed Health Care Provider Signature form.
- ☐ I have read and understood this Applicant Information Guide and have included all the required documents.
- ☐ Completed Nursing Assistant Program Application with signature and date.

Please only submit documents required. Do NOT submit the instruction portion of the Guide. Thank You

Place an X in the box next to the location you wish to attend.

☒ Prescott Valley Center 16-Week	CRN: TBA	Jan. 19 - May. 14, 2027	Monday & Wednesday	
Lecture	Jan. 19-May. 14	Mondays	8:00am to 12:00pm	PV40-215
Lab	Jan. 19-May. 14	Wednesdays	8:00am to 10:15am	PV40-197
Clinical	Mar. 31-Apr. 28	Wednesdays	6:00am to 2:30pm	Clinical Sites

☐ Prescott Valley Center 3-Week	CRN: TBA	Jan. 19 – Feb. 9, 2027	Monday – Friday	
Lecture	Jan. 19-Feb. 9	Mon, Tue, Wed, Thu, Fri	8:00am to 4:30pm	PV40
Lab	Jan. 19- Feb. 9	Mon, Tue, Wed, Thu, Fri	8:00am to 4:30pm	PV40-197
Clinical	TBA	Mon, Tue, Wed, Thu, Fri	6:00am to 2:30pm	Clinical Sites

Print Name:

Signature:

Date:



For Office Use Only: Application # _____

YAVAPAI COLLEGE NURSING ASSISTANT PROGRAM APPLICATION SPRING 2027

Please Print or Type (*Important - Please provide your Middle Name*)

Name: (Last) (First) (Middle)

Address: (Street) (City, State) (Zip Code)

Mailing Address: (if different from above) Y #:

Telephone Numbers: (Home) (Cell)

Emergency Contact Name: Emergency Contact Phone:

YC email: Alt. email:

Yavapai College will issue a physical YC Student ID Card for students who need it for clinical purposes.

Do you have a physical YC Student ID?

Yes ☐

NO ☐

PLEASE READ CAREFULLY AND SIGN BELOW

I certify that I have read and understand the information on this application, and it is **complete** and accurate to the best of my knowledge. I understand that omitting, withholding, or giving false information may make me ineligible for admission and enrollment. I understand that my application will not be reviewed if it is not complete. 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: _____

APPENDIX A
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 Assistant Program student. Health care providers who qualify to sign this declaration include a licensed physician (M.D., D.O., N.D.), nurse practitioner, or a physician's assistant.

(Please Print)

Applicant Name: _____ Student YC ID #: Y _____

It is essential that Nursing Assistant students be able to perform many physical activities in the clinical portion of the program. At a minimum, students will be required to lift and/or reposition patients, have sufficient physical capacity to complete assigned periods of clinical practice, and perform gross and fine motor skills essential to providing safe patient care. 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. Students will encounter situations requiring them to lift and manipulate weight 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 medical impairments must be capable of implementing safe, direct patient care, while maintaining their current treatment plan or medication regimen.

Clinical experiences 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 consider the mental and physical demands of the program.

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

If not, please explain:

Licensed Healthcare Examiner (M.D., D.O., N.D., N.P., P.A.)	
Print Name:	Medical License #:
Signature:	Date:
Address:	City:
State / Zip:	Phone: