

YAVAPAI COLLEGE



Allied Health

Fast Track Practical Nursing Student Admissions Application

2024-2025

*Application dates are open from
March 18th to April 30th, 2024*



**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.

THE FAST TRACK PRACTICAL NURSING PROGRAM PHILOSOPHY

The practical nursing faculty share the mission and values of Yavapai College. We are committed to contributing to the profession of nursing through teaching and service. We recognize that practical nursing students are unique, come from diverse backgrounds, and have individual learning needs. We believe that nursing is an art and science and that a sound practical nursing education curriculum integrates knowledge from the sciences and the humanities.

PRACTICAL NURSING

Practical Nurses (PNs), regardless of specialty or work setting, treat patients, educate patients and the public about various medical conditions, and provide advice and emotional support to patients' family members. PNs record patients' medical histories and symptoms, help perform diagnostic tests and report results, operate medical machinery, administer treatment and medications, and help with patient follow-up and rehabilitation.

EMPLOYMENT OUTLOOK

According to the Bureau of Labor Statistics (2022) at the U.S. Department of Labor, Licensed Practical Nurses (LPNs) will continue to be in demand, and job opportunities are expected to be favorable. There is a need to attract and retain qualified workers to replace those who will transfer to different occupations or retire over the coming decade. Employment of LPNs is projected to grow 6% from 2021 to 2031, about as fast as the average for all occupations. Growth will occur for numerous reasons, including an increased emphasis on preventive care; growing rates of chronic conditions, such as diabetes and obesity; more admission to long-term care facilities, and greater need for home healthcare. In addition, because many older people prefer to be treated at home or in residential care facilities, LPNs will be in demand in those settings.

Students often receive offers for employment from the same health care organizations where they completed their clinical rotations. In Arizona, the national median salary for LPNs is \$59,336, which is above the national medical average of \$48,031 (Lightcast, 2022).

Bureau of Labor Statistics, U.S. Department of Labor. (2022). *Occupational outlook handbook; Licensed Practical and Licensed Vocational Nurses*.
<https://www.bls.gov/ooh/healthcare/licensed-practical-and-licensed-vocational-nurses.htm>

Lightcast. (2022). Licensed Practical and Licensed Vocational Nurses in Arizona

PROGRAM DESCRIPTION

The Certificate of Completion in the Yavapai College Fast Track Practical Nursing program provides students with the theory and skills required to practice as a practical nurse in acute care, extended care, and intermediate care settings. The program of study combines nursing theory lectures with clinical experiences in a variety of patient care settings including hospitals, nursing homes and other healthcare agencies. Graduates are eligible to take the National Council Licensure Examination (NCLEX-PN) to become a licensed practical nurse (LPN). Licensing requirements are the exclusive responsibility of the Arizona State Board of Nursing.

The Fast Track Practical Nursing program is a 2 sequential semester (excluding summer) program that prepares students for entry-level positions as practical nurses. The program starts twice per year: in the Fall and Spring semesters.

Prior to program application, the applicant must have an active Arizona certification or licensure as a CNA or LNA or MMP with one year of full-time or two years of part-time recent work experience; and a successful score on ATI TEAS entrance exam (proficiency in Reading, Math, Science, English and Language).

Applicants are responsible for obtaining the most recent application policy and procedure information. Current requirements and procedures for application may be obtained online at the Allied Health website: www.yc.edu/alliedhealth.

- A. Applicants are responsible for notifying Yavapai College and the Allied Health Instructional Support Specialist of changes in address, email, and telephone numbers (contact information updates for Yavapai College are completed by logging into www.yc.edu; accessing the **myYCPortal** and updating contact information under the **My Account** icon).
- B. Students denied acceptance should meet with a Yavapai College advisor to discuss their educational plans and reapplication opportunities.

LOCATIONS

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

The lecture, skills lab and simulations component of practical nursing classes are taught on campus. Students will need a computer with reliable Internet access, a web camera, and a microphone. All students are required to provide their own transportation to off-campus clinical activities.

The Allied Health 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.

PROGRAM APPROVAL

The program is pending approval 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>

The curriculum is designed in accordance with the standards set forth by the Arizona State Board of Nursing. The program is designed around a model of classroom and laboratory instruction integrated with hands-on experience in a clinical setting that provides a thorough educational foundation and professional preparation to enter the workforce as an independent practitioner upon graduation.

The Fast Track Practical Nursing Program is rigorous and involves a full-time commitment of 40 hours or more per week. In addition to classroom presentations, there are activities in campus nursing labs, clinical agencies, and discussion groups. Homework, multimedia, and out-of-class assignments are also required. Students must maintain a minimum grade of 78% in all practical nursing courses to remain in the program. Students must be prepared to meet the challenge and establish priorities prior to the start of classes.

Graduates of the program are eligible to:

1. Receive a Fast Track Practical Nursing program certificate of completion.
2. Sit for the National Council Licensure Examination for Practical Nurses (NCLEX-PN)
3. Apply for licensure to practice nursing (Practical Nurse)

LICENSURE

Graduation from the Yavapai College Fast Track Practical 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 Yavapai College.

The Arizona State Board of Nursing will deny licensure if the applicant has one or more felony convictions that have not previously been disclosed to the Board and has not received an absolute discharge from the sentences for all felony convictions three or more years prior to the date of filing an application. If this information applies to you, your application will not be processed, and denial of your application will be instituted by the Board of Nursing.

ADVISING

Students seeking admission to the Fast Track Practical Nursing Program must see an academic advisor to confirm completion of all pre-entry requirements. You may contact Admission at 928-717-7777 or email ycadmission@yc.edu if you have any questions.

FAST TRACK PRACTICAL NURSING CERTIFICATE CURRICULUM PROGRESSION PLAN

Fast Track Practical Nursing Program Pre-Admissions Requirement(s):						
CNAs, LNAs or MMP with one year of full-time or two years of part-time recent work experience; a successful score on ATI TEAS entrance exam (proficiency in Reading, Math, Science, English, and Language)						
Course		Semester 1	Co- requisites	Credits	Typically Offered	
LPN	101	Fundamentals of Practical Nursing Care I *	Concurrent enrollment in LPN 105, LPN 110 & LPN 115	4	X	X
LPN	105	Development of Practical Nursing Practice* (skills lab)	Concurrent enrollment in LPN 101, LPN 110 & LPN 115	2	X	X
LPN	110	Application of Practical Nursing Practice I (clinical)*	Concurrent enrollment in LPN 101, LPN 105 & LPN 115	3	X	X
LPN	115	Pharmacology for Practical Nursing I*	Concurrent enrollment in LPN 101, LPN 105 & LPN 110	2	X	X
			TOTAL SEMESTER CREDITS	11		
Course		Semester 2	Prerequisites/ Corequisites	Credits	FA	SP
LPN	201	Fundamentals of Practical Nursing Care II	*Concurrent enrollment in LPN 205, LPN 210 & LPN 215	4	X	X
LPN	205	Advanced Development of Practical Nursing (Skills lab)	*Concurrent enrollment in LPN 201, LPN 210 & LPN 215	2	X	X
LPN	210	Application of Practical Nursing II (clinical)	*Concurrent enrollment in LPN 201, LPN 205 & LPN 215	3	X	X
LPN	215	Development of Pharmacology for Practical Nursing II	*Concurrent enrollment in LPN 201, LPN 205 & LPN 215	2	X	X
			TOTAL SEMESTER CREDITS	11		

ESTIMATED PROGRAM COSTS

Program Tuition	AZ Resident	\$4,246
Textbooks (eBook bundle), APA and Drug Guide (printed texts & recommended materials for additional cost)	Full Year	\$325
HESI	1st semester	\$157
	2nd semester	\$153
MyClinicalExchange	1 year subscription is \$40	\$40
Background Check, Drug Test, and Immunization Tracker	CastleBranch.com	\$132.50
Uniforms and shoes	Varies by vendor	\$200
Physical Exam and Immunizations	Varies by provider	\$350
CPR	YC EMS123	\$69.5
Fingerprinting Fees	AZDPS	\$74.95
Transportation	Varies by clinical site/address	\$500
Nursing Pin (at time of Program completion)	Gold Pin	\$100
	Silver Pin	\$70
PN exam and licensure fees (after Program completion)	Licensure Application-AZBN	\$303
	Fingerprints-AZBN	\$50
	Exam Registration-Pearson Vue	\$200

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.

DEPARTMENT OF LABOR NURSE EXPANSION GRANT

The YC Practical Nursing Fast Track program is the award recipient of the Department of Labor Nurse Expansion Grant. The PN Fast Track program is intended to upskill CNAs, LNAs, and Military Medical Personnel to a higher profession of Licensed Practicing Nurse (LPN). YC faculty and administrative staff will be tracking student employment status and other student data at entry and upon graduation of the program to meet grant requirements and providing data to the DOL as requested. Supportive academic funds may be available to qualified students with completion of a FAFAS. Please contact your academic advisor for more information.

VANEEP SCHOLARSHIPS

VANEEP scholarship recipients who need notification of acceptance by a certain date, should apply to the Fast Track Practical Nursing Program one application cycle earlier than normal. A VANEEP deferral form should be included with the Fast Track Practical Nursing application as notification of early application submission due to VANEEP scholarship requirements. A deferral form can be obtained from Advising. Applicants are advised to thoroughly review the current Fast Track Practical Nursing Program Applicant Information Guide for application requirements and forms. Program Resources can be accessed at www.yc.edu/alliedhealth

FINANCIAL AID

Financial aid may be available to you. Please contact the financial aid office to obtain more information: <https://www.yc.edu/v6/financial-aid/> Email: financial.aid@yc.edu PH: 928-776-2152

ADMISSIONS

Enrollment is limited and the selective admission process is highly competitive. The number of students admitted shall be determined by the number of qualified faculty, the size, number and availability of educational facilities and resources, the availability of the appropriate clinical learning experiences for students, and any grant requirements. Students must meet the minimum admission requirements of the program and those required for admission to Yavapai College. Admission to the program is based on a point value system. Points are calculated by a formula related to the ATI TEAS pre-entrance exam and residency, as listed on the Yavapai College Practical Nursing Fast Track Program Selection Criteria form. All pre-entry requirements **must** be completed and submitted with the application **prior** to receiving credit for points towards acceptance into the Fast Track Practical Nursing Program.

PROGRESSIONS

To qualify for enrollment in subsequent requisite, pre-requisite, and co-requisite courses, the following must be achieved:

- a) Pass all components of the current practical nursing courses.
- b) Maintain compliance with the Health and Safety requirements of the Practical Nursing Fast Track Program throughout the semester of enrollment until program completion.
- c) Meet all deadlines for clinical facility requirements (ie: mCE, CastleBranch) by the due dates.
- d) Maintain and demonstrate professional student conduct at all times when in the Fast Track Practical Nursing Program as described in the Fast Track Practical Nursing Program Student Handbook and Yavapai College [YC Code of Conduct](#).

PROGRAM SELECTION CRITERIA

Admission to the program is based on a 600-point system, utilizing the criteria listed below. Students will be required to provide proof of residency (tuition residency is defined by the Arizona State Legislature and is outlined in the Yavapai College catalog). Final selection and placement will be determined by the Allied Health Program Director.

Category	Ranking Criteria	Criteria Points Values*	Possible Points
1	*ATI TEAS Pre-Entrance Cumulative Score 55.4% minimum is required for application submission	77.3-100% = 500 points 73.3-77.2% = 450 points 66.8-73.2% = 400 points 62.7-66.7% = 350 points 55.4-62.6% = 300 points Example: Cumulative Score of 60% = 300 points	500
2	**Residency	Yavapai County = 100 points State of Arizona = 50 points	100

*Based on the ATI TEAS V7 PN 2022 Percentile Rank Table Mean of 55.4%

**Min. 1 yr. at time of application submission

SELECTION CRITERIA SCORING

An application must be complete for the applicant to be considered for final selection and placement. Proof of attendance at a Pre-Practical Nursing Workshop within the last 12 months of application submission is required. Applicants are ranked using the Yavapai College Fast Track Practical Nursing Program Selection Criteria.

Prescott Valley Center placement: The 20 highest ranked applicants will be offered seats, based on space availability. The next 5 applicants on the ranking will be offered alternate status.

When several applicants have the same ranking score, the following criteria will determine tie breakers:

1. ATI TEAS exact cumulative score
2. Date of completed application submission

All applicants will be notified via their YC scholar email after final determinations have been made. Applicants are advised to thoroughly review the current Fast Track Practical Nursing Program Applicant Information Guide for application requirements and forms. Fast Track Practical Nursing Program Resources can be accessed at www.yc.edu/alliedhealth

HEALTH REQUIREMENTS

Essential skills and functional abilities

Certain skills and abilities are essential for the delivery of safe, effective nursing care. These 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 skills and abilities. A program preparing students for the practice of nursing must be able to attend to these essential functional abilities in the education and evaluation of its students.

This statement 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 and The Functional Abilities Essential for the Delivery of Safe and Effective Nursing Care (a descriptive research study conducted by the National Council of State Boards of Nursing). The essential skills and functional abilities are reflected in the Practical Nursing Fast Track Program's performance-based outcomes, which are the basis for teaching and evaluating all practical nursing students.

Students with disabilities who think they may require accommodation in meeting these standards should contact the Office of Disability Resources to discuss the process of identifying reasonable accommodations. Students should seek advice regarding accommodation as soon as possible so that a plan for reasonable accommodation can be in place at the beginning of the program. Registration with Disability Resources is required before any accommodation requests can be granted. Yavapai College will provide equal educational opportunities for students with disabilities while adhering to the standards of nursing practice for all students. Under no circumstances will any course requirements or standards be waived for any student, with or without a disability. The ultimate determination regarding reasonable accommodations will be based upon preservation of patient safety.

Essential Functional Abilities	Standard	Examples of Required Activities
Motor Abilities	Physical ability and mobility sufficient to execute gross motor skills, physical endurance, and strength to provide safe 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 Abilities	Sensory/perceptual ability to monitor and assess clients. .	Sensory abilities to hear alarms, auscultatory sounds, cries for help, etc. Visual acuity to read calibrations on syringe, access color (cyanosis, pallor). Tactile ability to feel pulses, temperature, palpate veins, etc. Olfactory ability to detect smoke, odor.
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 work groups. Emotional 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. Maintains 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 in the clinical area. Ability to recognize and minimize hazards that could increase healthcare associated infections. Ability to recognize and minimize accident hazards in the clinical setting including hazards that contribute to patient, family and co-worker falls.	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 of expertise/experience. Responds to monitor alarms, emergency signals, call bells from patients, and orders in a rapid and effective manner.

Communication	<p>Ability to communicate in English with accuracy, clarity and efficiency with patients, their families another 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>Communicates professionally and civilly to the healthcare team including peers, instructors, and preceptors.</p>	<p>Gives verbal directions to or follows verbal directions from 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, sensitive, and timely manner.</p> <p>Establishes and maintains 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 efficiently in an emergency situation.</p>	<p>Calculates appropriate medication dosage given specific patient parameters.</p> <p>Analyze and synthesize data to develop an appropriate plan of care.</p> <p>Comprehend spatial relationship adequate to properly administer injections, start intravenous lines assess wounds of various depths.</p> <p>Collects data, prioritize needs and anticipate reactions.</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 containers, 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 nursing policies, procedures and requirements as described in the Student Nurse Handbook, college catalog and student handbook and course syllabus.</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>Attends class and clinical assignments punctually.</p> <p>Reads, understands and adheres to all policies related to classroom and clinical experiences.</p> <p>Contact the 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 and patient 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 personal protective equipment (PPE) appropriately.</p>
-------------	---	--

HEALTH DECLARATION

It is essential that nursing 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 physical capacity sufficient 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 situation. 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.

The 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 give careful consideration to 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 upon conditional acceptance to the Fast Track Practical Nursing Program. 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 Fast Track Practical Nursing Program. Please also note that a doctor's release may be required to enter or continue in the program as illness or injuries occur.

FINGERPRINT CLEARANCE

The Level I Fingerprint Clearance Card is a requirement of the Nursing 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 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 6 -13 weeks.

A copy of the front and back of the student's current Arizona Level I Fingerprint Clearance Card is required as part of the initial application submission for the Nursing Program and is kept as part of the student file. A full copy of the card is included in CastleBranch as a compliance document. The student is responsible for completing this Castle Branch 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 Program.

A student whose conduct results in the loss of fingerprint clearance will be dropped from the Nursing Program and will not be allowed to progress until a Level I Fingerprint Clearance Card is obtained. If the time-period for clearance progresses past one year of removal from the Nursing Program, the student will need to re-apply to the Nursing Program and repeat any courses already taken.

ATI TEAS PRE-ADMISSION TESTING

Applicants seeking admission to the Fast Track Practical Nursing Program must complete ATI TEAS pre-admission testing through Yavapai College Testing Services and submit the test results with their application. Test results are good for two consecutive application cycles (current and last application cycle). Applicants who take the ATI TEAS within the current and last consecutive application cycle, may submit the report with the highest cumulative score.

The ATI TEAS cumulative report results are to include student name, testing location, the cumulative score and scores from each of the following categories: Reading, English and Language usage, Math and Science. A minimum cumulative score of 55.4% is required for application submission. Failure to provide complete score data will result in an incomplete application.

Registration for the Practical Nursing Fast Track Program pre-admission testing is completed through the Yavapai College Testing Services website at www.yc.edu/tesing. The payment receipt or order confirmation number is needed to schedule an ATI TEAS test date appointment. Both the payment and appointment must be completed within the semi-annual registration period listed on the Testing Services website.

APPLY FOR ADMISSION

Students must apply to and be admitted to Yavapai College if not currently enrolled as a student, prior to applying to the Fast Track Practical Nursing Program. Please go to www.yc.edu and complete the Yavapai College admission procedure.

Practical Nursing Program applications will be accepted from **March 18th through April 30th, 2024** for Fall 2024 acceptance. Applications must be submitted electronically via the Secure Upload link on the Yavapai College Allied Health website at www.yc.edu/alliedhealth by February 21, 2024.

Please note: Images/photos of documents that are converted to PDF can create larger file types which may cause accessibility issues when combined and emailed. In this instance, hard copies of documents may be scanned and combined into one PDF packet prior to submission.

All required documentation must be submitted with the application by the due date deadline. Incomplete applications will not be considered for review. **There are no exceptions.**

Application forms and copies of all required documentation should be submitted as one PDF packet. The packet label must include student name (last name – first name) and Y Number.

Example: (Last Name-First Name- Y#) Nightingale-Flor-Y0123450

A confirmation email will be sent back to you from the Allied Health Department once the application has been received and reviewed. Inquiries about the application may be sent to MaLinda.Wrisk@yc.edu

ADDITIONAL ADMISSION REQUIREMENTS AFTER CONDITIONAL ACCEPTANCE

1. Drug testing, Criminal Background Check, and Immunization Tracker (One all-inclusive package through Castle Branch): a fee of \$132.50 is payable to CastleBranch after a conditional acceptance letter is received. An additional fee may be required if you have had multiple addresses in past years. Payment for Castle Branch accounts must be completed in a timely manner to allow adequate time for background check processing and program compliance.
2. The completed Health Care Provider Signature Form (Appendix A) submitted to Castle Branch as part of the Immunization Tracker documentation.
3. Yavapai College Picture ID – due the first day of classes - email onecard@yc.edu to obtain a physical ID card. Refer to: <https://www.yc.edu/v6/enrollment-services/onecard.html> for more information.

DRUG TESTING

Random drug testing is a standard procedure throughout the Practical 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. 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, on a case-by-case basis by the Nursing Department and the Allied Health Program Director.

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 Fast Track Practical Nursing program for all practical nursing students. 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 (castlebranch.com) after admission to the Fast Track Practical Nursing Program for the student files as required by the Department to remain and continue in the program.

Students who have upcoming expirations for immunizations or documentation that will occur during the first semester must renew the requirement prior to program start. It may be necessary to contact CastleBranch to request a re-set to the expiration date to upload renewal documentation.

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 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 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. Persons 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 Fast Track Practical Nursing Program. If the student has had chickenpox, a positive titer is necessary to document immunity.

3. **Hepatitis B:** Documented evidence of completed three-dose series or positive titer. Complete documentation is submitted to CastleBranch 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 Fast Track Practical Nursing 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 by October 1st, or prior to clinical commencing for new incoming students beginning in a fall term. Students who begin the Fast Track Practical Nursing 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.
6. **COVID-19 Vaccine:** Complete Vaccine series
One of the following is required:
 - a. Documentation of your COVID-19 vaccination(s). If you receive the 2-dose vaccine series, both doses must be submitted at the same time for approval. Documentation must include the vaccine manufacturer and date.

Please note you are not considered fully vaccinated until 2 weeks after the second dose of the Pfizer-BioNTech or Moderna COVID-19 vaccine, or 2 weeks after a single dose of Johnson & Johnson's Janssen COVID-19 Vaccine.

b. 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.

Covid Booster: Documentation may be submitted to Castle Branch once immunization is received.

**Please be aware that for a clinical agency to accept students, the student must meet all requirements of the clinical agency. The requirements include providing proof of full vaccination against COVID-19. You should understand that as a student if you are not fully vaccinated by the time clinical begins, and/or the site does not accept a vaccination exemption, you will not successfully complete the required clinical hours and will not be able to progress in the program.*

Students participating at a healthcare institution licensed under A.R.S. Title 36 which includes hospitals, nursing care institutions, residential care institutions, intermediate care facilities for individuals with intellectual disabilities (ICF-IID), group homes, or other medical facilities may be

required to provide proof of COVID-19 vaccination and subject to regular health screening and testing as determined by the healthcare institutions.

It is important to understand that while Yavapai College does not require or mandate COVID-19 vaccinations or testing, our healthcare facility/agency partners have the right to do so and are the decision makers on whether a student will be allowed to take part in clinical learning placements at their facility/agency.

For more information regarding the COVID-19 Vaccine visit the [CDC website](#).

7. **Tuberculosis: Incoming students** must provide one of the following: an initial 2 step TB Skin Test, 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 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 student 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 Program. CPR certification status is reported annually while students are enrolled in the program. The Fast Track Practical Nursing 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 and/or the Nursing Program. It is the responsibility of the student to maintain current certification and submit renewal documentation to Castle Branch according to Fast Track Practical Nursing Program guidelines. Documentation is to be renewed prior to semester start if the expiration date occurs while a semester is in progress.

For program compliance, students are responsible for keeping their fingerprint clearance, CPR, and health care requirement documentation current through the entire duration of the Fast Track Practical Nursing Program enrollment and/or graduation. To remain in the Fast Track Practical Nursing Program theory and clinical courses, all required documentation needs to be entered and current in CastleBranch in addition to being approved by the clinical agency, clinical coordinator and/or course instructor two weeks prior to the start date. If the student is not compliant with these policies, the student will not be able to attend clinical and will be administratively withdrawn from their current nursing course(s) by the Director of Allied Health.

Incoming students are required to meet the program compliance dates provided in the Fast Track Practical Nursing Program acceptance packet. If a student does not meet the deadlines as identified on the forms provided in the acceptance packet, the student's program acceptance will be administratively withdrawn by the Director of Allied Health.

NOTIFICATION OF ACCEPTANCE

Letters of Acceptance will be sent to the YC scholar email account within four 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.* **Please refrain from contacting the Allied Health Department if you have not received a letter within 30 days of the deadline date.** It is your responsibility to make sure that your scholar email account and mailing address are current, and up to date with the department at all times. You can do this by emailing MaLinda.Wrisk@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 MaLinda.Wrisk@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 Fast Track Practical Nursing 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***

Student Name _____ Student Signature _____

Advisor Name _____ Advisor Signature _____

Initial each requirement when complete

- ☐ Completed Fast Track Practical Nursing Program Application for Admission page with signature and date.
- ☐ Copy of your Pre-Entrance Test Scores Cumulative Report; include cumulative score and scores in Reading, Math, Science, English and Language Usage (valid for two consecutive application cycles) Failure to provide complete score data will result in an incomplete application.
- ☐ Pre-Fast Track Practical Nursing Informational Session certificate of completion (online or in-person) (valid for 12 months) Date attended: _____
- ☐ Pre-Entry Check Sheet Form (Contact your advisor) for the Fast Track Practical Nursing Program, signed by the Academic Advisor and the student.
- ☐ Copy of active Arizona CNA certificate, LNA license, or proof of military medic experience
- ☐ Proof of employer verification of 1-year full time or 2 years part time recent (within the past 5 years) work experience as a CNA, LNA, or MMP OR proof of unemployment
- ☐ Proof of Residency part one: General Student Record page for current term (obtained from Yavapai College website www.yc.edu > myYC Portal > Students > My Student Overview)
- ☐ Proof of Residency part two: Enlarged copy (for legibility) of front and back of Driver's License. A previous DL OR other documentation may be provided as is appropriate to support 12 months of residency within Yavapai County or Arizona
- ☐ Completed Health Care Provider Signature form.
- ☐ Copy of both sides of Arizona Department of Public Safety Level I Fingerprint Clearance Card:
Card # _____ Expiration Date: _____
- ☐ I have read and understood this Applicant Information Guide and have included all the required documents. Reference letters are not to be included as part of my application.
- ☐ VANEEP Scholarship Recipients Only: VANEEP deferral form from Advising.

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



For Office Use Only: Application # _____

YAVAPAI COLLEGE PRACTICAL NURSING FAST TRACK PROGRAM APPLICATION

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) (Work) (Cell)

Employer/Title:

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, and only applications that meet the minimum scores for admittance will be evaluated. 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 Fast Track Practical Nursing 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 ID No.: _____

It is essential that Fast Track Practical 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 and/or reposition patients, have physical capacity sufficient 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 situation. 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.

The 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 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 practical nursing 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: