



Please read the application carefully before applying. Call (928) 771-6126 if you have questions.

*****The requirements can take several weeks to obtain, so start now for success!*****

***Students applying for AHS 114 must:**

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

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

HEALTH REQUIREMENTS FOR NURSING ASSISTANT STUDENTS

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

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

CITIZENSHIP/NATIONALITY/ALIEN STATUS DOCUMENTATION

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

FINGERPRINTING

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

FELONY CONVICTIONS

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

➤ I have read and understand the health requirements for the nursing assistant program. I have read the above information about the Arizona State Board of Nursing mandated requirements regarding citizenship, nationality, alien status documentation, finger printing and felony convictions.

Applicant Signature

Date Submitted

Application for Admission to AHS 114 – Nursing Assistant

Completed applications are due November 29th, 2021.Full name: _____
Last First M. I.Address: _____
Street Address or P.O. Box Apartment/Unit #

City State Zip Code

Phone #: _____ Y# _____

YC Email Address: _____ Date of Birth: _____

Emergency Contact: _____ Phone #: _____

Are you a Veteran? Yes _____ No _____

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

Each class is held at the Prescott Valley Center: 3800 N. Glassford Hill Rd. Prescott Valley, AZ 86314

PLEASE MARK THE CRN/CLASS YOU WANT TO APPLY FOR:

	CRN# 10332	01/18/22 – 05/13/22	Monday & Wednesday	8:00am – 12:00pm*	16- week
	CRN# 10405	01/18/22 – 05/13/22	Tuesday & Thursday	8:00am – 12:00pm*	16-week

*Note: AHS 114 requires "off-hour" clinicals and may require out-of-town travel to a clinical site located within Yavapai County.
Comprehensive schedule differs due to clinical days and is available on the next page.

Requirements below must be submitted to Allied Health at angela.rey@yc.edu

SP22 NA Application	Email pages 1 & 2 to the email address listed above.
YC and State ID	Copy of YC student ID card & AZ Driver's License. (FRONT & BACK) . *If this is your first class with YC, you will be able to request a student ID after you register for the course.

Requirements below must be submitted to **CastleBranch by the applicant:**

MMR (Measles, mumps, rubella)	2 doses or titer of each.
Varicella vaccine (Chicken Pox)	2 doses or titer.
Hepatitis B vaccine	2 or 3 dose series or titer. This can up to 6 months to complete.
TB - Mantoux Method 2-Step TB Test or Chest X-ray diagnostic report	A 2-step TB test consists of 2 separate TB tests & results. The second TB test must be given 1-3 weeks after the first test. For positive tests, a chest x-ray, diagnostic report and TB questionnaire is needed.
Flu vaccination	Please make sure you ask for a receipt that contains the actual medical information and not just a prescription. This must be a current flu shot, for the current season.
COVID-19 Vaccine	Complete Vaccine series or submit medical waiver signed by your healthcare physician or religious exemption note with personal statement. *See page 7 and 9 for more information.
Tetanus, diphtheria, pertussis (Tdap)	Tdap must be renewed every 10 years.
BLS Certificate (CPR)	BLS (Basic Life Support) certification for Health Care Providers from the American Heart Association (AHA) must be taken in-person and stay current throughout the internship/practicum. Online CPR is not accepted.
AZ DPS Fingerprint Clearance Card	Visit http://www.azdps.gov/services/fingerprint . Allow 1 to 13 weeks for card to arrive in mail.

Please see pages 6 – 9 of the application for complete Immunization/Vaccine information.

Spring 2022 NA class options:

AHS 114 Nursing Assistant – **10332: Mon/Wed**, January 18th – May 14th, 2022 (16-week)

Meeting	Meeting Dates	Meeting Days and Times		Meeting Place
Lecture/Lab	Jan. 19* – May 11	Mon/Wed	8:00 am to 12:00 pm	PV40, Room 111
Clinical Orientation	March 23	Wednesday	8:00 am to 11:00am	(TBA)
Clinical	Mar. 30 – April 27	Wednesdays	6:00 am to 3:30 pm	(TBA)

*Monday, Jan. 17th – College closed for MLK Day

AHS 114 Nursing Assistant – **10405: Tues/Thur**, January 18th – May 23rd, 2022 (16-week)

Meeting	Meeting Dates	Meeting Days and Times		Meeting Place
Lecture/Lab	Jan. 20 – May 12	Tues/Thur	8:00 am to 12:00 pm	PV40, Room 111
Clinical Orientation	March 24	Thursday	8:00 am to 11:00am	(TBA)
Clinical	Mar. 31 – April 28	Thursdays	6:00 am to 3:30 pm	(TBA)

Provisional Acceptance and Drug Testing

After the application and all requirements on CastleBranch are approved, you will receive an email (sent to the address on this application) from Allied Health giving provisional acceptance and you will then be able to register for the course.

Provisional acceptance is subject to passing a random drug screen. You will be directed to prepay for a drug test at: www.castlebranch.com (\$59.00). After you have purchased the drug test, Allied Health will mail you a Sonora Quest lab requisition form which you will take to the lab for your actual drug test. Results will post directly to your CastleBranch account.

Do not complete the drug test until you receive the lab requisition packet in the mail from Allied Health.

Additional Information from the Arizona State Board of Nursing

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

<http://www.azbn.gov/licensure-certification/citizenship-alien-status/>.

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.

Fingerprint Clearance Card

Arizona Department of Public Safety Level One Fingerprint Clearance cards are required for all applicants in the Allied Health Programs at Yavapai College.

1. Visit <https://www.azdps.gov/services/public/fingerprint> to determine how to obtain or renew an Arizona DPS Level I Fingerprint Clearance Card.
2. Click *Apply for a Card*
3. Read the information and click *Apply for a Fingerprint Clearance Card*
4. Click the *Continue* button Fingerprint Clearance Card
5. Select *Request a Replacement / Apply for a Card for Myself or Someone Else*, and click *Continue*
6. Create an account if needed or login.
7. When asked, select non-IVP card and continue the process
8. When asked why you are applying, choose *Health Science Student and Clinical Assistant*

Fingerprint processing services are available through Thales: Gemalto Cogent (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.

For more information about Fingerprint Clearance Cards from the Arizona Department of Public Safety, please visit the website above or call 602-223-2279.

CPR Certification - Basic Life Support for Healthcare Providers (BLS)

Basic Life Support for Healthcare Providers (BLS) from the American Heart Association is the required level of CPR Certification needed for the AHS 114 Nursing Assistant class. BLS is a professional healthcare CPR class specifically for professional rescuers, including students who will be in clinical settings. The entire course must be in-person.

IMPORTANT: Any other type of CPR such as CPR/First Aid or online CPR will not be accepted and does not meet the requirements.

You can get Basic Life Support (BLS) CPR certification at any of the following locations, or at Yavapai College (*select semesters, check with admissions regarding availability*):

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

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

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

New Life CPR (Prescott)
www.newlifecpr.org (928) 445-5024

Prescott Fire Department
(928) 445-5555

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

Yavapai Community College

Nursing Assistant (AHS 114)

Program Costs 2021-2022

Tuition for AHS 114 (5 credits) (Arizona Resident)	\$610.00
Textbook <i>Mosby's Nursing Assistant Textbook</i> Author: Sorrentino Edition: 10 th ISBN: 9780323655606	88.00
CastleBranch Document Submission Drug Screen	20.00 59.00
Other Required Equipment Stethoscope & wristwatch w/2 nd hand	75.00
Arizona DPS Fingerprint Clearance Card or Background Check (if under 18 years old, through CastleBranch.com)	65.00 46.50
CPR for Healthcare Provider (BLS) Card	40.00
TB Test (2-Step) or Chest X-Ray Diagnostic Report	60.00
Immunizations Flu Vaccine Tetanus, Diphtheria, Pertussis (Tdap) Vaccine Measles, Mumps, Rubella (MMR) Vaccine Varicella Vaccine Hepatitis B Vaccine COVID-19 Vaccine (No cost with insurance or through a federal program for the uninsured)	45.00 85.00 230.00 410.00 350.00 --
Scrubs & Shoes - Navy blue scrubs and white or black shoes (no canvas shoes)	75.00
State Exam Fee	118.00
<p>The above information is provided to give students, parents and advisors an approximate cost of the Allied Health internship program. These are only estimates and are not all-inclusive of the costs associated with 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.</p> <p>Please make sure that you take on the responsibility of knowing tuition and fees schedules as they pertain to you.</p>	

Immunization Information

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

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

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

Required Immunizations to submit to CastleBranch

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

Options to meet this requirement:

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

OR

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

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

OR

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

2. Varicella (chicken pox)

Options to meet this requirement:

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

OR

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

3. Hepatitis B

In order to apply to the Program, you must complete one full vaccine series.

Options to complete this requirement:

Submit a copy of proof of completion of Hepatitis B injections:

- a. 3 dose vaccination series: Engerix-B or Recombivax HB or HepA-HepB (Twinrix) – one to six months to complete

OR

- b. 2-dose vaccination series Heplisav-B at least 4-weeks apart

OR

- c. Submit a copy of proof of a POSITIVE HbsAB titer (lab report required)

OR

- d. Declination waiver

4. Flu Vaccination

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

5. COVID-19 Vaccine (Please see page 9 for more information)

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.

OR

- b. A waiver for medical reasons signed by a healthcare physician, or a religious exemption note that includes a personal statement from the applicant.*

**The applicant should be aware that in order for a clinical site to accept students, the student must meet all requirements of the site. The requirements include providing proof of full vaccination against COVID-19. The student should understand that if they are not fully vaccinated by the time clinical begins, and/or the site does not accept a vaccination exemption, they will not successfully complete the required clinical hours and would fail to achieve a passing grade in AHS114.*

6. Tuberculosis (TB)

Options to meet this requirement:

- a. Attach a copy of a recent Mantoux Method **2-step TB skin test**. A two-step TB skin test consists of **two separate TB tests and results. The second TB test must be administered 1 to 3 weeks after the first test.** A two-step TB skin test is valid for one year, so please be sure your test does not expire during the semester. Records for Mantoux Method 2-step skin testing for tuberculosis requires name and signature of the healthcare provider and findings.

OR

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

7. Tetanus/Diphtheria and Pertussis (Tdap) immunization within the past 10 years.

This immunization is good for only ten years. Please determine if you need a booster by looking at the date of your original immunization.

8. Basic Life Support (BLS) for Healthcare Provider (CPR)

Submit documentation of one of the following:

- a. Basic Life Support (BLS) card (**Both sides of the card required**)

OR

- b. American Red Cross Certificates (CPR/AED for Professional Rescuers)

Documentation must be valid **6 months** from the date of submission.

9. Level One Fingerprint Clearance Card

Please provide your Arizona Department of Public Safety Level One Fingerprint Clearance Card-- copy of front and back of card, must show date issued, date of expiration, and card number



ALLIED HEALTH

August 27, 2021

In accordance with Arizona Executive Order 2021-15, signed by Governor Douglas Ducey on June 15, 2021: (excerpt)

1. The Arizona Board of Regents, a public university or community college may not mandate that students obtain a COVID-19 vaccine, show proof of COVID-19 vaccination or place any condition on attendance or participation in classes or academic activities, including but not limited to mandatory testing and mandatory mask usage, if a person chooses not to obtain a COVID-19 vaccine or disclose that they have been vaccinated against COVID-19, unless such requirement has been mandated by law in the State of Arizona.
2. Students participating in clinical settings 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 screenings and testing as determined by the healthcare institution.***

You may view Arizona Executive Order 2021-15 in its entirety at: <https://azgovernor.gov/executive-orders>

If a healthcare institution requires proof of COVID-19 vaccination, students will upload the appropriate documentation into Castle Branch and/or My Clinical Exchange. As part of our affiliation agreements with healthcare institutions, Yavapai College is required to provide healthcare institutions with pertinent healthcare documentation upon their request and would obtain the documentation from Castle Branch and/or My Clinical Exchange.

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

Students registering for courses or programs with clinical requirements (direct patient care) may not be able to complete the course/program without proof of COVID-19 vaccination and/or regular health screenings and testing as determined by the healthcare institution.

It is strongly advised that students consult with their dean, program director, or instructor if they have any questions or concerns about Executive Order 2021-15 and how it pertains to their education in healthcare.



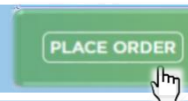
Yavapai College – Allied Health

How to Place Order

Welcome to **my** 

To place your order, go to: www.castlebranch.com

1. Click on “Place Order”



2. Type in the Package Code:
Click “Submit”

YA75spring

3. Review

Yavapai College – Allied Health includes the following package contents:

Package Cod: YA75spring
Medical Document Manager Annual CRR
Package cost: \$20.00

Check Box and Click Continue

**You will be prompted to create your secure myCB account.
From within myCB, you will be able to:**



Upload documents



View order results



Manage requirements



Complete tasks

Please have ready personal identifying information needed for security purposes.

The email address you provide will become your username.

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

Submitting Documents

Submitting documents to myCB can be achieved three ways: via upload, fax, or mail. This guide will cover uploading options. If you need any further assistance, please call myCB at 1-888-914-7279.

UPLOADING DOCUMENTS

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

Options for Digitizing Your Document

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

Submitting Through myCB

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

- ☐ Hit **Submit**

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

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

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

Replacing Rejected Documents

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

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