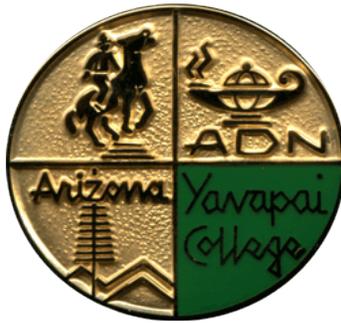


YAVAPAI COLLEGE



NURSING PROGRAM ASSOCIATES IN APPLIED SCIENCE DEGREE

NURSING APPLICANT INFORMATION GUIDE

SPRING 2022

*Application mailing dates are open from
September 7 through September 28, 2021*

Yavapai College School of Health & Wellness
1100 E. Sheldon Street
Prescott, Arizona 86301
928-776-2247
Rev. 6/22/21

NURSING

Registered Nurses (RNs), 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. RNs record patients' medical histories and symptoms, help perform diagnostic tests and analyze results, operate medical machinery, administer treatment and medications, and help with patient follow-up and rehabilitation.

EMPLOYMENT OUTLOOK

According to the U.S. Department of Labor (DOL), Registered Nurses (RNs) 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 retire over the coming decade and to increase RN positions to meet the needs of the population. Employment of registered nurses is projected to grow 7 percent from 2019 to 2029, faster than the average for all occupations. Growth will occur for a number of reasons, including an increased emphasis on preventive care; growing rates of chronic conditions, such as diabetes and obesity; and demand for healthcare services from the baby-boom population, as they live longer and lead more active lives. The financial pressure on hospitals to discharge patients as soon as possible may result in more admission to long-term care facilities, outpatient care centers, and greater need for home healthcare. Growth is also expected to be faster than average in outpatient care centers where patients do not stay overnight.¹

Students often receive offers for employment from the same health care organizations where they completed their clinical rotations. In Arizona, entry-level salaries range from about \$24.00-\$36.00 per hour or more, depending on the type of practice, benefits, and other considerations.

MISSION STATEMENT

The mission of the Yavapai College School of Health & Wellness is to provide 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.

In accordance with the Accreditation Commission for Education in Nursing, the mission statement is reviewed on a regular basis. Documentation is reflected in the Nursing Department meeting minutes and the minutes of various committee and faculty forums.

¹ Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Registered Nurses, at <https://www.bls.gov/ooh/healthcare/registered-nurses.htm> (visited June 02, 2021).

PROGRAM DESCRIPTION

The Associate of Applied Science Degree in Nursing is a 24-month program (four sequential semesters excluding summers) that prepares students for entry-level positions as registered nurses. The program starts twice per year: in the fall semester and again in the spring semester. Students must complete 28 credit hours of pre-requisite and co-requisite courses, and 40.5 credits of Nursing Program core courses.

Prior to program application, the applicant must have current Arizona certification as a CNA, current Arizona LNA license with expiration date, or have successfully completed AHS 114 (or equivalent) within the last three years of the application deadline. Current LPN licensure also meets this requirement. Approved equivalent courses are 120 hours or longer. A list of qualifying programs can be found on the AZBN website (<https://www.azbn.gov/education/nursing-programs-lists>). Applicants who have successfully completed equivalent training courses from other states will need to show documented proof of the number of hours of training completed.

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 Nursing website: www.yc.edu/nursing.

- A. Applicants are responsible for notifying Yavapai College and the Nursing student records coordinator 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 and Verde Valley Campuses

Once a campus has been assigned to and accepted by a student, it should be assumed that there will be no transfer offered.

The lecture component of nursing classes is taught on campus, with the exception of NSG 280 Professional Nursing Concepts. NSG 280 combines classroom-based meetings and/or virtual classroom meetings with additional online activities. Students will need a computer with reliable Internet access, web camera and a microphone. Students may be required to travel to either of the Yavapai College Nursing Program campuses for selected experiences. All students are required to provide their own transportation to off-campus clinical activities.

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

ACCREDITATION

The program is approved by Arizona State Board of Nursing with continuing accreditation by the Accreditation Commission for Education in Nursing:

Arizona State Board of Nursing
1740 W. Adams, Suite 2000
Phoenix, AZ 85007
(602) 771-7800
<http://www.azbn.gov>

Accreditation Commission for
Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000
www.acenursing.org

The curriculum is designed in accordance with the accreditation standards set forth by the Accreditation Commission for Education in Nursing and 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 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 nursing courses and a minimum of 2.0 GPA in all General Education 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 an AAS degree in Nursing
2. Sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN)
3. Apply for licensure to practice nursing (Registered Nurse)

ARTICULATION AND TRANSFER

Students who graduate from the Associate Degree Nursing Program at Yavapai College have the opportunity to transfer into the baccalaureate (Bachelors) program at many four-year colleges and universities. Students should contact the Nursing Department and an advisor at the institution of higher learning for further information.

Students intending to transfer courses toward a baccalaureate degree in nursing should consult the catalog of the school to which they plan to transfer. If you would like assistance in selecting equivalent courses, please see an academic advisor. There may be additional courses required by the four-year institution prior to acceptance into a CEP or RN to BSN program of study.

LICENSURE

Graduation from the Yavapai College Associate Degree Nursing Program is not the sole criteria for obtaining a license to practice nursing in Arizona. Licensing requirements are the exclusive responsibility of the Arizona State Board of Nursing (Nursing Practice Act A.R.S. Sections 32-1632, et seq.), and students must satisfy those requirements independently of their satisfaction of any requirements for graduation from 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 Nursing Program must see an academic advisor to confirm completion of all pre-entry courses, and to review all transcripts after they have been evaluated. Transcripts must be **official** transcripts sent directly from your previous institution(s) to the Yavapai College Registrar. You may contact Admission at 928-717-7777 or email ycadmission@yc.edu if you have any questions.

ASSOCIATE DEGREE IN NURSING (Curriculum Plan for 2021 - 2022)

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

Pre-program entry requirement			
Current Arizona certification as a CNA, LNA OR AHS 114 or equivalent within the last three years of the application deadline.			
PRE-REQUISITES		Pre-Requisites	Credits
MAT 142	College Math OR higher	MAT 092 OR placement	3
ENG 101	College Composition I	ENG 095/100 OR placement	3
ENG 102	College Composition II	ENG 101 OR consent	3
BIO 156	Human Biology for Allied Health OR		
BIO 181	General Biology I		4
BIO 201	Human Anatomy & Physiology I	BIO 156 OR BIO 181	4
BIO 202	Human Anatomy & Physiology II	BIO 201	4
PHI 204	Medical Ethics OR	ENG 101 or ENG 103	
PSY 101	Introduction to Psychology		3
Total Pre-Requisite Credits			24
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Semester 1			
NSG 140	Nursing Theory I	Admission to nursing program	4
NSG 142	Application of Nursing Theory I (8 week course)	Admission to nursing program	2
NSG 143	Development of Nursing Practice I (8 week course)	Admission to nursing program	2
NSG 144	Mental Health Nursing Theory I (8 week course)	Admission to nursing program	1
NSG 145	Pharmacology for Nursing I (8 week course)	Admission to nursing program	1
Total Semester Credits			10

Semester 2			
NSG 150	Nursing Theory II	NSG 140, NSG 142, NSG 143, NSG 144, NSG 145	5
NSG 152	Application of Nursing Theory II (8 week course)	Same as above	2
NSG 153	Development of Nursing Practice II (8 week course)	Same as above	2
NSG 155	Pharmacology for Nursing II	Same as above	2
*BIO 205	Microbiology (*co-requisite course)	BIO 100 OR BIO 156 OR BIO 181	4
Total Semester Credits			15

		Pre-requisite	Credit Hours
Semester 3			
NSG 240	Nursing Theory III	NSG 150, NSG 152, NSG 153, NSG 155, BIO 205	3
NSG 242	Application of Nursing Theory III	Same as above	3
NSG 250	Maternal/Child Nursing Theory	Same as above	2
NSG 260	Mental Health Nursing Theory II	Same as above	2
Total Semester Credits			10

Semester 4			
NSG 270	Nursing Theory IV	NSG 240, NSG 242, NSG 250, NSG 260	3
NSG 272	Application of Nursing Theory IV (8 week course)	Same as above	4.5
NSG 280	Professional Nursing Concepts (8 week course)	Same as above	2
Total Semester Credits			9.5

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

Estimated Cost for the Nursing Program for 2021-2022
(Based upon Arizona Resident Student Status)

Pre-Requisite & Co-Requisite Tuition cost includes pre-program entry AHS114		\$3,702.00
Program Tuition		\$6,480.00
Textbooks (eBook bundle) + *ATI, APA and Drug Guide (printed texts & recommended materials for additional cost) <i>*ATI payment made each semester</i>	1 st year	\$1,360.00
	2 nd year	\$1,105.00

Other Required Clinical Items Nursing Supply Kit; myClinicalExchange		\$285.50
Background Check, Drug Test, and Immunization Tracker (CastleBranch.com)		\$125.50
Uniforms and shoes	Varies by vendor	\$200.00
Physical Exam and Immunizations	Varies by provider	\$350.00
CPR	Varies by provider	\$58.00
Fingerprinting Fees (AZDPS)	Subject to change	\$74.95
Transportation	Varies by clinical site/address	\$750.00
Nursing Pin (at time of Program completion)	Gold Pin	\$100.00
	Silver Pin	\$70.00
RN licensure fees (after Program completion)		\$525.00

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 Nursing Department may have cause to increase fees. Please make sure that you take on the responsibility of knowing tuition and fee schedules as they pertain to you.

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. 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, residency, and other criteria as listed on the **Yavapai College Nursing Program Selection Criteria** form. Achieving a high level of success in the pre-entry and co-requisite courses will improve a student's chance for admission to the program. All pre-entry and related courses **must** be completed, official transcripts evaluated by the registrar, and unofficial transcripts submitted with the application **prior** to receiving credit for points towards acceptance into the Nursing Program.

VANEEP SCHOLARSHIPS

VANEEP scholarship recipients who need notification of acceptance by a certain date, should apply to the Nursing Program one application cycle earlier than normal. A VANEEP deferral form

should be included with the Nursing application as notification of early application submission due to VANEED scholarship requirements. A deferral form can be obtained from Advising.

Applicants are advised to thoroughly review the current Nursing Program Applicant Information Guide for application requirements and forms. Nursing Program Resources can be accessed at www.yc.edu/nursing

YAVAPAI COLLEGE NURSING PROGRAM SELECTION CRITERIA

Admission to the program is based on a 1000-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). Proof of course work and registration history at Yavapai College will be established by the records on file in the Registrar’s office. Final selection and placement will be determined by the Program Admissions Committee.

Category	Ranking Criteria	Criteria Points Values	Possible Points
1	Overall GPA – 2.0 or higher to apply	GPA of pre and co-req. credits completed 2.0 or greater = _____ x 50 Example: 2.0 x 50 = 100 points	200
2	ATI TEAS Pre-Entrance Cumulative Score 58.7% minimum is required for application submission	84.8-100% = 500 points 78.0-84.7% = 450 points 72.8-77.9% = 400 points 65.4-72.7% = 350 points 58.7-65.3% = 300 points Example: Cumulative Score of 60% = 300 points	500
3	Total General Education Credits Completed	28 pre and co-req credits = 100 points 3.5 points per credit hour completed- 2 additional points for all 28 credits complete at time of application	100
4	*Residency	Yavapai County = 100 points State of Arizona = 50 points *Min. 1 yr. at time of application submission	100
5	Current Yavapai College Student	Completed pre-program entry and program general education credits at Yavapai College 12 or more credits = 100 points 9-11 credits = 80 points 6-8 credits = 60 points 3-5 credits = 40 points	100

SELECTION CRITERIA SCORING – ATI TEAS

An application must be complete in order for the applicant to be considered for final selection and placement. Proof of attendance at a Pre-Nursing Workshop within the last 12 months of application submission is required.

Applicants are ranked using the Yavapai College Nursing Program Selection Criteria.

The 50 highest ranked applicants will be offered seats, based on space availability. The next 10 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. Overall GPA (Category 1)
2. ATI TEAS Cumulative Score (Category 2)
3. Number of times the following Pre-requisite courses were taken: BIO 201, MAT 142 (or higher) and ENG 101

All applicants will be notified by mail after final determinations have been made.

Applicants are advised to thoroughly review the current Nursing Program Applicant Information Guide for application requirements and forms. Nursing Program Resources can be accessed at www.yc.edu/nursing

ZERO TOLERANCE GUIDELINES

The Yavapai College Nursing Program supports a Zero Tolerance Policy. Any Nursing Program student engaging in the following behaviors is subject to immediate dismissal from classes and disciplinary action as described in the Yavapai College Student Handbook, the Yavapai College Nursing Student Handbook, and the Yavapai College Code of Student Conduct.

1. Intentionally or recklessly causing physical harm to any person on the campus or at a clinical site, or intentionally or recklessly causing reasonable apprehension of such harm.
2. Unauthorized use or possession of any weapon or explosive device on the campus or at a clinical site.
3. Unauthorized use, distribution, or possession of any controlled substances or illegal drug for any purpose (i.e., distribution, personal use) on campus, or YC dedicated learning spaces, or at a clinical site.
4. Any misconduct covered by the Yavapai College Code of Student Conduct.

HEALTH REQUIREMENTS

Technical Standards of the Nursing Program at Yavapai College

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

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

Students with disabilities who may require accommodation in meeting the Technical Standards of the Nursing Program 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. Applicants seeking admission to the Nursing Program who may have questions about the Technical Standards and appropriate reasonable accommodations are invited to discuss their questions with the Office of Disability Resources. Yavapai College will provide equal educational opportunity for students with disabilities while adhering to the standards of nursing practice for all students. Registration with Disability Resources is required before any accommodation requests can be granted. Under no circumstances will any course requirements or technical standards be waived for any student, with or without a disability.

TECHNICAL STANDARDS

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

Functional Ability	Standard	Examples of Required Activities
Motor Abilities	<p>Strength and mobility sufficient to perform patient care activities and emergency procedures.</p> <p>Demonstrate fine motor skills sufficient for providing safe nursing care.</p> <p>Endurance sufficient to complete assigned periods of clinical practice</p>	<p>Mobility sufficient to perform patient care procedures such as assisting with ambulation of clients, transferring patients safely in and out of bed, administering CPR, assisting with turning and lifting patients, providing care in confined spaces such as treatment room or operating room</p> <p>Position intravenous bags at the appropriate level</p> <p>Accurately read the volumes in body fluid collection devices hung below bed level</p> <p>Safely dispose of needles in sharps containers.</p> <p>Accurately place and maintain position of stethoscope for detecting sounds of bodily functions</p> <p>Manipulate small equipment and containers such as syringes, and administer medications by all routes, perform tracheotomy suctioning, insert urinary catheter</p>
Observation/ Perceptual/ Sensory Ability	Sensory/Perceptual abilities to monitor and assess clients.	<p>Detect changes in skin color, temperature, or condition</p> <p>Collect data from recording equipment and measurement devices used in patient care</p> <p>Detect smoke and/or fire in a patient area and initiate emergency action</p>

		<p>Draw up the correct quantity of medication into a syringe</p> <p>Detect sounds related to bodily functions using a stethoscope</p> <p>Detect audible alarms within the frequency and volume ranges of the sounds generated by mechanical systems that monitor bodily functions</p> <p>Communicate clearly in telephone conversations</p> <p>Communicate effectively with patients and with other members of the health care team</p> <p>Detect foul odors of bodily fluids or spoiled foods</p> <p>Detect unsafe temperature levels in heat producing devices used in patient care</p> <p>Detect anatomical abnormalities, such as subcutaneous crepitus, edema, or infiltrated intravenous fluid</p>
<p>Behavioral/ Interpersonal/ Emotional</p>	<p>Ability to relate to colleagues, staff and patients with honesty, civility, integrity and nondiscrimination. Capacity for development of mature, sensitive and effective therapeutic relationships.</p> <p>Interpersonal abilities sufficient for interaction with individuals, families, and groups from various social, emotional, cultural, and intellectual backgrounds.</p>	<p>Establish rapport with patients/clients and colleagues.</p> <p>Work with teams and workgroups. Emotional skills sufficient to remain calm in an emergency situation.</p> <p>Adapt rapidly to environmental changes and multiple tasks demands.</p> <p>Maintain behavioral decorum in stressful situations.</p>

	<p>Emotional stability and endurance sufficient to function effectively under stress in acute health care situations.</p> <p>Ability to work as a part of a team and to respond appropriately to supervision, to adapt to changing situations, to respond appropriately to patients and families under stress, and to follow through on assigned patient care responsibilities.</p> <p>Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student honor codes</p>	
<p>Safe environment for patients, families and co-workers</p>	<p>Ability to accurately identify patients.</p> <p>Ability to effectively communicate with other caregivers.</p> <p>Ability to administer medications safely and accurately.</p> <p>Ability to operate equipment safely in the clinical area.</p> <p>Ability to recognize and minimize hazards that could increase healthcare associated infections.</p>	<p>Prioritize tasks to ensure patient safety and standard of care.</p> <p>Maintains adequate concentration and attention in patient care settings.</p> <p>Seeks assistance when clinical situation requires a higher level of expertise/experience.</p> <p>Responds to monitor alarms, emergency signals, call bells from patients, and orders in a rapid and effective manner.</p>

	<p>Ability to recognize and minimize accident hazards in the clinical setting including hazards that contribute to patient, family, and co-worker falls.</p>	
<p>Communication</p>	<p>Ability to communicate effectively in English using verbal, non-verbal, and written formats at a level that meets the need for accurate, clear, and effective communication.</p> <p>Ability to read and comprehend English, and to interpret without assistance.</p> <p>Ability to effectively communicate professionally and civilly to the healthcare team including peers, instructors, and preceptors.</p>	<p>Give verbal directions to or follow verbal directions from other members of the healthcare team and participate in health care team discussions of patient care.</p> <p>Elicit and record information about health history, current health state and responses to treatment from patients or family members.</p> <p>Convey information to clients and others to teach, direct and counsel individuals in an accurate, effective, and timely manner.</p> <p>Recognize and report critical patient information to other caregivers.</p>
<p>Intellectual/ Conceptual/ Quantitative Abilities</p>	<p>Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis, and synthesis.</p> <p>Cognitive ability to collect, analyze, and integrate information and knowledge to make clinical judgements and manage decisions that promote positive patient outcomes.</p>	<p>Calculate appropriate medication dosage given specific patient parameters.</p> <p>Analyze and synthesize data and develop an appropriate plan of care.</p> <p>Collect data, prioritize needs, and anticipate reactions.</p> <p>Comprehend spatial relationships adequate to properly administer injections, start intravenous lines, or assess wounds of varying depths.</p>

	<p>Ability to comprehend three-dimensional and spatial relationships.</p> <p>Ability to react effectively in an emergency situation.</p>	<p>Recognize an emergency situation and respond effectively to safeguard the patient and other caregivers.</p> <p>Transfer knowledge from one situation to another.</p> <p>Accurately process information on medication container, 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>Abilities sufficient to demonstrate competencies such as ability to arrive to a clinical on a timely basis; to meet demands for timely performance of duties; to meet organizational requirements, and to perform these duties in a professional and competent manner.</p>	<p>Attend class and clinical assignments punctually.</p> <p>Read, understand, and adhere to all policies related to classroom and clinical experiences.</p> <p>Contact instructor in advance of any absence or late arrival.</p> <p>Understand and complete classroom and clinical assignments by due date and time.</p>
Environment	<p>Recognize the personal 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>Take appropriate precautions for possible exposures such as communicable disease, blood borne pathogens, and latex.</p> <p>Use person 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 Nursing Program.

Health care providers who qualify to sign the declaration include a licensed physician (M.D., D.O., N.D.), 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 Program. Please also note that a doctor's release may be required to enter or continue in the program as illness or injuries occur.

Immunizations and Documentation Required for the Nursing Program

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 for students in the clinical program.

Yavapai College may occasionally or completely be unable to place the student in a clinical affiliation program if those programs require a student to be immunized against certain illnesses and the student has not received immunization for those illnesses. The student has been advised and understands that Yavapai College has no duty to seek out additional clinical affiliations to accommodate a student's immunization history or decisions.

Students are responsible for remaining in compliance with all required immunizations and must adhere to all the mandatory deadline requirements. Copies of immunization records and updated immunization documents must be submitted to Castle Branch (castlebranch.com) after admission to the Nursing Program for the student files as required by the Department to continue in the program.

Students who have upcoming expirations for TB and CPR that will occur during the semester must renew the requirement(s) prior to program start. It may be necessary to contact Castle Branch to request a re-set to the expiration date prior to submission of renewal documentation.

The annual immunization for Influenza is due in the fall no later than October 15, or prior to clinical commencing for new incoming students beginning the program in a fall term. Students who begin the Nursing Program in spring, should already have the current flu season immunization completed upon conditional acceptance to the program.

All immunization records must include your name, date, and name and signature of the 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 immunizations**. A 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 Nursing Program. If the student has had chickenpox, a positive titer is necessary to document immunity.
3. **Hepatitis B:** Documented evidence of three-dose series or positive titer. Complete documentation is submitted to Castle Branch upon conditional acceptance to the program. If beginning a series, allow for six months prior to nursing application submission for completion.
4. **Tdap (Tetanus, Diphtheria and Pertussis):** A Tdap 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 Program.
5. **Influenza:** Annual vaccination is required. It is the responsibility of the student to receive an annual vaccination and have proof submitted to Castle Branch by October 15th each year. If a student has an allergy to the flu vaccine, documentation is required from a licensed health care provider, and must be provided to Castle Branch for this requirement.

6. **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 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

7. 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 Nursing Program will only accept BLS Provider certification (CPR & AED) through the 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 to submit renewal documentation to Castle Branch according to 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 Nursing Program enrollment and/or graduation. To remain in Nursing Program theory and clinical courses, all required documentation needs to be entered and current in Castle Branch 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 Nursing Program Director.

Incoming students are required to meet the program compliance dates provided in the 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 Nursing Program acceptance will be administratively withdrawn by the Nursing Program Director.

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 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.

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 Castle Branch 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 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 the cumulative score and scores from each of the following categories: Reading, English and Language usage, Math and Science. A minimum cumulative score of 58.7% is required for application submission. *Failure to provide complete score data will result in an incomplete application.*

Registration for Nursing 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.

STEPS TO 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 Nursing Program. Please go to www.yc.edu and complete the Yavapai College admission procedure.

Transcripts from other institutions: Official college transcripts of pre-entry and General Education courses must be received and evaluated in the Yavapai Registrar's office. Official transcripts must be unopened and possess the official seal of the college registrar. Official transcripts are mailed directly to the Yavapai College Registrar at the time of admission. Hand carried transcripts are not official transcripts and will not be accepted.

Applications for admissions must include the following:

1. Nursing Program Application for Admission form – page 27 of this applicant information guide. The application guide is found on the Yavapai College website at www.yc.edu/nursing; Nursing Forms and Guides.
2. Completed Application Checklist Coversheet– page 26 of this applicant information guide.
3. One unofficial Yavapai College transcript with Nursing Program Application. Unofficial transcripts can be printed from the student’s myYC Portal.
4. One unofficial transcript from every college attended submitted with Nursing Program Application. To obtain credit on the **Yavapai College Nursing Program Selection Criteria** point system for pre-requisite completion, please provide all unofficial transcripts with your application.
5. Printout of your current semester residency information from your myYC Portal: **General Student Record** page (see Application Checklist Coversheet). For assistance, call 928-717-7777. Include a copy of your Arizona Driver’s License. If the issue date on your license is less than a year old, and you want points for Yavapai County Residency, also attach a copy of expired Arizona Driver’s License **or** utility bills in your name, **or** other documentation as appropriate to **support one year’s county residency** at time of application submission.
6. Copy of your ATI TEAS Pre-Admission Test results cumulative report. Results must be current (current and last application cycle) to be valid.
7. Completed Advisor Pre-Entry Check Sheet Form for the Nursing Program signed and dated by Advisor and Applicant. You will receive a check sheet at your appointment with your advisor and will need to attach a copy of your unofficial Yavapai College transcript (and transfer transcripts if applicable). The overall GPA requirement is 2.0 or higher to apply to the Nursing Program. To receive credit for classes taken at other colleges, courses must be evaluated to appear on your YC transcript. Please call 928-776-2106 (Prescott) or 928-634-6510 (Verde) to reach the Advising Department with questions or concerns.
8. Copy of current Arizona CNA certificate or LNA license, OR proof of successful completion of AHS 114 (or equivalent course) within the last 3 years of the

application deadline date.

9. Arizona Level I Fingerprint Clearance Card. A copy of the front side and of the back side of the Level I Fingerprint Clearance Card are required as part of the application.
10. Pre-Nursing Workshop attendance certificate- expiration is 12 months from workshop date.
11. There is a \$55.00 (fifty-five dollar) non-refundable application fee due at the time of application. Payment is accepted at a Yavapai College cashier/business office or online at www.yc.edu/nursing. You must include a copy of your receipt as part of the Nursing Program Application.

Nursing Program applications will be accepted from **September 7 through September 28, 2021** for Spring 2022 acceptance. Applications must be postmarked by September 28, 2021. **Only applications submitted by U.S. mail will be accepted.** If you would like confirmation that your application has been received, please send your application via certified mail, and request return receipt delivery confirmation. All applications will be considered received as of the date of their postmark.

All required documentation must be submitted with the application by the due date deadline. **There are no exceptions.**

This is the address to use for sending in your application.

**Nursing Program Application
Yavapai College
1100 E. Sheldon Street
YC Box 6017
Prescott, AZ 86301**

(You can cut out the address box and tape it to your mailing envelope)

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 \$125.50 is payable to Castle Branch 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 timely to allow adequate time for background check processing and program compliance.
2. The completed **Health Care Provider Signature Form** 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.

BACKGROUND CHECK

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

DRUG TESTING

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

NOTIFICATION OF ACCEPTANCE

Letters of Acceptance will be sent by US mail within four weeks of the application deadline. **Please refrain from contacting the Nursing Department if you have not received a letter within 30 days of the deadline date.** It is your responsibility to make sure that your mailing address is current, and up to date with the department at all times. You can do this by emailing nursing@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 a letter stating so. Alternates are also identified at this time and notified by mail. All letters (letters of acceptance, denials, and alternate status) are mailed via US mail on the same day. Each applicant will receive one of these three types of letters. No notification is made over the phone, by email, or in person. If a letter has not arrived after 30 days of the application deadline, please contact the Nursing Department at nursing@yc.edu .

For optional concurrent enrollment program (CEP) applicants, a separate application will need to be sent by the applicant to the partnering university. Notification of acceptance into a CEP is sent by the university to which you are applying. Please check with your advisor for more details on this process.

Important!

Your application must contain all the required documents and be legible to be considered for admission to the program. Applicants should keep their original documents and submit only copies with their application.

Please use the Application Checklist Coversheet to ensure that you are submitting everything that is required. Submit your application via the U. S. Postal Service to the Prescott Nursing Office.

Retain a copy of your complete application for your records.

Application Checklist Coversheet for YC Nursing Program

Include this page with your application submission

Applications submitted with missing items will be considered incomplete.

Check & Initial

- _____ Completed **Nursing Program Application for Admission** page with signature and date
- _____ Copy of receipt for payment of \$55.00 non-refundable Application Fee
Receipt or Order Number _____
- _____ 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)
- _____ Pre-Nursing Workshop Certificate signed by a workshop presenter (valid for 12 months)
Date attended _____
- _____ Pre-Entry Check Sheet Form (from Advising) for the Nursing Program, signed by the Academic Advisor **and** the student.
- _____ A copy of **all unofficial transcripts** attached to the Pre-Entry Check Sheet form from Advising (include an unofficial transcript for each college or university attended)
- _____ Copy of current Arizona CNA certificate or LNA license, OR proof of successful completion of AHS 114 (or equivalent course) within the last 3 years of the application deadline date.
- _____ Proof of Residency part one: **General Student Record** page for current term (obtained from Yavapai College website www.yc.edu > **myYC** Portal > Students > My Residency Status)
- _____ 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
- _____ 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.
- _____ VANEED Scholarship Recipients Only: VANEED deferral form from Advising

Please only submit documents required. Do NOT submit the instruction portion of the Guide or use report covers or any additional bindings other than paperclips to organize your application packet. Thank You

Yavapai College Nursing Program APPLICATION FOR ADMISSION

Personal – 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)		
Telephone Numbers: (Home)	(Work)	(Cell)
Employer/Place of Employment:		
Student YC ID (“Y”) No.:	YC email:	Alt. email:

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 release from all liability or damages those persons, agencies, or organizations who may furnish information in connection with my application for admission. If accepted, I agree to read and abide by all school and Department policies and procedures.

Signature: _____ **Date:** _____

Please number your section location preferences 1 or 2 in order of your preference. If you will not accept a certain location, write 0 in that space. Leaving a blank indicates you will NOT accept the section.

Prescott Program _____ Verde Program _____

Please consider my application for an AAS/BSN CEP (concurrent enrollment program)

Yes _____ No _____

Upon conditional acceptance, please share my application information with the following CEP university partner: _____

(ASU, GCU, NAU, UoPX)

I give permission for representatives of Yavapai College and university partner(s) to review my CEP application (FERPA Waiver)

Student Signature _____ **Date** _____

HEALTH CARE PROVIDER SIGNATURE FORM

Instructions for Completion of Health Care Provider Signature Form:

A health care provider **must** sign the Health Care Provider Signature Form and indicate whether the applicant will be able to function as a Nursing Program student. Health care providers who qualify to sign this declaration include a licensed physician (M.D., D.O., N.D.), nurse practitioner, or a physician's assistant.

(Please Print)

Applicant Name: _____ Student ID No.: _____

It is essential that Nursing Program students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift and/or reposition patients, 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 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 No.: _____

Signature: _____ Date: _____

Address: _____

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