



# YAVAPAI COLLEGE - ALLIED HEALTH NURSING ASSISTANT APPLICATION



## Application for admission to AHS 114 Summer 2024 Semester Due May 1, 2024

Each AHS114 Class is held at the Prescott Valley Center: 3800 N Glassford Hill Rd., Prescott Valley, AZ 86314. Students will attend clinical at sites within Yavapai County. **Complete this application FIRST** and use the secure upload link to send it to Allied Health with a copy of your Government Issued photo ID (Front and Back). Once you are registered you will need to add a photo to your YC portal so a physical YC ID can be ordered for you.

The secure upload link is <https://apps.yc.edu/secureupload/> For questions, please call Allied Health at 928-771-6126

Full Name:		Date of Birth:	Y#
Address:		City:	State & Zip:
YC Email Address:		Phone #	
Emergency Contact Name:		Emergency Contact Phone #:	
Do you plan to apply to the nursing program? Yes <input type="checkbox"/> No <input type="checkbox"/>		If Yes, which semester: _____	Are you a Veteran? Yes <input type="checkbox"/> No <input type="checkbox"/>

CRN TBA (3 Week)	June 3 - June 25, 2024	Mon, Tue, Wed, Thu, Fri
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Lecture	June 3-10, 20-25	Mon, Tue, Wed, Thu, Fri	8:00am to 4:30pm	PV40, room TBA
Lab	June 3-10, 20-25	Mon, Tue, Wed, Thu, Fri	8:00am to 4:30pm	PV40, Skills Lab
Clinical	June 12-18	Wed, Thu, Fri, Mon, Tue	6:00am-3:30pm	TBA

### This is what you will need if you are applying for AHS 114:

1. Be a student of record at Yavapai College, have a Y#, YC email address, and a physical YC photo ID.
2. You must be 16 years of age and successfully complete the following:
3. **Reading** proficiency test at the Yavapai College Center or provide Yavapai College Registration Office with proof of successful completion of 12 college credits.
4. Successful completion of MATo82 or higher or a satisfactory score on the **mathematics** skills assessment.
5. Students are accepted into AHS 114 on a first come basis of completed applications and after all requirements on "CastleBranch" are approved.
6. Students are emailed provisional acceptance with instructions for the registration process, criminal background check and random drug screen test.
7. Allied Health students who participate in clinical experience are tested for illegal drug use. Students with a positive drug screen are not permitted to take Allied Health courses for a minimum of one year. A student with a history of drug related convictions may be disqualified from participating in an internship or clinical experience and may be ineligible for certification and/or licensure.
8. Please meet with an academic advisor for further direction.



# YAVAPAI COLLEGE - ALLIED HEALTH NURSING ASSISTANT APPLICATION



Please read the application carefully before applying. Call (928) 771-6126 if you have questions. This course is offered on a first come, first serve basis. Requirements submitted to CastleBranch for the course can take several weeks for approval so start now for success!

## Health requirements for nursing assistant students:

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



## 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](http://www.azbn.gov) for lists A & B for specific documentation required.

### FINGERPRINTING

The Arizona State Board of Nursing requires that individuals applying to become a Licensed Nursing Assistant (LNA) submit a full set of fingerprints to them as part of a background check (A.R.S. § 32-1606(B) (16)). This is not a requirement for those individuals applying to become a Certified Nursing Assistant (CNA). See the Arizona State Board of Nursing website for further details: [www.azbn.gov](http://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 \_\_\_\_\_ (print your name) 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, alien status documentation, nationality, finger printing and felony convictions.



Applicants Signature



Date Submitted

**Clinical Site Requirements & Immunizations Needed to Register for  
AHS 114 (CNA), AHS 295 (MA Practicum), or AHS 296 (Phlebotomy Internship)**

Students should submit copies of their requirements and immunization records to CastleBranch and retain the originals for their own files. The Department of Allied Health and CastleBranch are unable to provide copies of these records to replace lost originals. Castlebranch instructions are included in this application.

Students are responsible for remaining in compliance with all clinical site 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 clinical site 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**

**MMR** (measles/rubella, mumps, rubella) Options to meet this requirement:

Submit a copy of proof of two previous MMR vaccinations

OR

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

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

OR

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

**Varicella** (chicken pox)

Options to meet this requirement:

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

OR

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

**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:

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

OR

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

OR

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

**Flu Vaccination (optional during the summer semester)**

Submit proof of current flu vaccination. The vaccination must be for the current flu season which is usually available in August or September. Flu Vaccines are not required for the Summer Programs. Please do not submit a receipt – ask for an actual medical document with the vaccine information.

### **COVID-19 Vaccine (required by our Healthcare Partners)**

One of the following is required:

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, date of vaccine and provider signature.

OR

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

\*The applicant should be aware that for the clinical/intern/practicum 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 the clinical/internship/practicum begins, and/or the site does not accept a vaccination exemption, they will not successfully complete the required hours and would fail to achieve a passing grade in the course. [www.yc.edu/alliedhealth](http://www.yc.edu/alliedhealth) for waivers.

### **Tuberculosis (TB)**

Options to complete this requirement:

Attach a copy of a recent Mantoux Method 2-step TB skin tests.

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

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.

OR

Blood Test (IGRA, T-Spot and QuantiFERON acceptable) completed within the past 12 months (LAB REPORT required).

**Tetanus/Diphtheria and Pertussis (Tdap)** immunization within the past 10 years. This immunization is good for ten years. Please determine if you need a booster by looking at the date of your original immunization.

### **Basic Life Support (BLS) for Healthcare Provider (CPR)**

Submit documentation of the following:

(BLS) Basic Life Support certification for Health Care Providers from the American Heart Association (AHA). Must have been taken in person and stay current through the internship / practicum. Online CPR is not accepted. Yavapai College offers EMS123 which fulfills this requirement.

### **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.

### **Background Check**

Students must submit to a background check including statewide criminal (Arizona), includes maiden and alias names, Nationwide Record Indicator (National Database) with Nationwide Sex Offender INDEX, 7-year U.S. County Criminal Search, Nationwide Healthcare Fraud & Abuse, and Residency History. **The clinical site determines rotation acceptance or rejection of any findings on the background check.**

### **Health Insurance**

Students must have health insurance.

Contact Strong Foundations <http://www.yc.edu/v6/student-services/strong-foundations/index.html>

## CPR Certification—Basic Life Support for Healthcare Providers (BLS)

AHS 114 Nursing Assistant Class requires the Basic Life Support for Healthcare Providers (BLS) from the American Heart Association Certification. BLS is a professional healthcare CPR class specifically for profession rescuers, including students who will be in clinical setting. This BLS course must be entirely in person. Any other type of CPR/First Aid or online CPR will not meet requirements. Here are some locations you may to reach out to in addition to your own Yavapai College!

**Enroll in EMS123 to complete this requirement.**

Central Yavapai Fire District [www.cazfire.gov](http://www.cazfire.gov)

(928) 772-7711

New Life CPR [www.newlifecpr.org](http://www.newlifecpr.org)

(928) 445-5024

Sedona Fire Department [www.sedonafire.org](http://www.sedonafire.org)

(928) 282-6800

Prescott Fire Department

(928) 445-5555

## Fingerprint Clearance Card

Arizona Department of Public Safety Level One Fingerprint Clearance card is required for all applicants in the Allied Health Programs at Yavapai College. There may be a 6 to 13 week processing time so please get this started right away.

1. Visit <https://www.azdps.gov/services/public/fingerprint> to obtain or renew an AZ DPS Level 1 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 under Fingerprint Clearance Card.
5. Select **Request a Replacement / Apply for a card**, and click continue.
6. Create an account if needed or login., when asked, select **Non-IVP** card and continue the process.
7. When asked why you are applying, choose **Health Science Student and Clinical Assistant**.
8. Follow the instructions on the form.
9. Live Scan fingerprints have been available at PostNet : 3298 N Glassford Hill Rd., Prescott Valley. (Fastest Process)



## Background Check and Drug Screen

Once you have created your CastleBranch account using package code YA75bg, a background check will begin automatically. It is valid for 180 days. The clinical site determines rotation acceptance or rejection of any findings on the background check. The background check contents look for the following:

- Statewide Criminal—Arizona and includes maiden and alias names
- Nationwide Record Indicator (nationwide database) with Nationwide Sex Offender INDEX
- 7 year U.S. County Criminal Search—All counties of residence outside AZ
- Nationwide Healthcare Fraud and Abuse
- Residence history



With the purchase of YA75dt, CastleBranch will provide you with a digital code to present to Sonora Quest Lab for your Urine Drug Screen. Results of the screen will be posted on your CastleBranch account. Failure to pass the drug screen will remove you from the course. Please read the information pertaining to the Medical Marijuana Act (Proposition 203). Complete the Alcohol/Drug Test Release and Consent form and submit on the secure upload link at [www.yc.edu/Allied Health](http://www.yc.edu/Allied Health) the day you process your drug screen with Sonora Quest.



## CastleBranch Instructions

CastleBranch is a **Medical Document Manager** website that you will use to upload your proof of immunizations, BLS card, and AZ DPS Finger Print Clearance Card. Follow the instructions below to create an account (Place an Order) at [www.castlebranch.com](http://www.castlebranch.com). Once all clinical site requirements, acceptable background check and negative drug screen is complete on Castlebranch, an override will be requested for you to register for the class.

### CastleBranch Instructions:



#### HOW TO PLACE AND ORDER

1. Go on line to [www.castlebranch.com](http://www.castlebranch.com)
2. Click on "Place Order"
3. Type in the Package Code

Package Code:

**YA75im** Medical Document Manager Annual CRR **\$24.00**

**YA75bg** Criminal Background Check **\$49.50 (valid for 180 days)**

**YA75dt** Drug Screen **\$59.00 (valid for 180 days)**

You will be prompted to create your secure myCB account. Now you can upload documents, view your results, manage requirements and complete tasks. The email address you provide will become your username. A digital code for the Urine Drug Screen will be provided for you to share with Sonora Quest Labs. Keep in mind your background check and drug screen need to be valid during your clinical and are only valid for 180 days. Failure to pass the drug screen will remove you from the course. Read the information pertaining to Medical Marijuana Act included in this application.

#### Submitting Documents on CastleBranch:

##### Options for Digitizing your Document

Take a picture, use the myCB app, scan your document.

Submitting Through myCB

Click **To-Do Lists** with 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

Click **Submit**.

All documents uploaded are stored in your **Document Center** for future use. To attach a previous uploaded document to a requirement, follow the same steps and then click **Browse** next to **My Documents**.

CastleBranch Customer Service Phone: 888-914-7279

Email is [servicedesk.cu@castlebranch.com](mailto:servicedesk.cu@castlebranch.com)



## Medical Marijuana Act (Proposition 203)

In 2010, Arizona voters approved the Arizona Medical Marijuana Act (Proposition 203), a state law permitting individuals to possess and use limited quantities of marijuana for medical purposes. Because of its obligations under federal law, however, Yavapai Community College will continue to prohibit marijuana possession and use on campus for any purpose.

Under the Drug Free Workplace Act of 1988, and the Drug Free Schools and Communities Act of 1989, "...no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any federal program, including participation in any federally funded or guaranteed student loan program, unless it has adopted and has implemented a program to prevent the use of illicit drugs and abuse of alcohol by students and employees." Another Federal law, the Controlled Substances Act, prohibits the possession, use, production and distribution of marijuana for any and all uses, including medicinal use. This law is not affected by the passage of the Arizona Medical Marijuana Act. Because Yavapai Community College could lose its eligibility for Federal funds if it fails to prohibit marijuana, it is exempt from the requirements of the Arizona Medical Marijuana Act. Therefore, Yavapai Community College will continue to enforce its current policies prohibiting the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on its property or as part of any of its activities.

Students who violate Yavapai Community College policy prohibiting the use or possession of illegal drugs on campus will continue to be subject to disciplinary action, up to and including expulsion from school and termination of employment. (HR policy 2.6.2)



# ALCOHOL / DRUG TEST RELEASE AND CONSENT FORM



Complete this form the day of your drug screen and mail it to Allied Health in the enclosed envelope.  
 Mail to: Allied Health, Yavapai College, 3800 N. Glassford Hill Rd., Prescott Valley, AZ 86314  
 or email to: malinda.wrisk@yc.edu

I authorize Yavapai Regional Medical Center, Verde Valley Medical Center, Sonora Quest or Bradshaw Mountain Essentials or other medical facility or health care professional designated by Yavapai College, to obtain urine and/or blood specimens from my body for laboratory analysis for the purpose of alcohol and/or drug testing. I authorize release of results of the test(s) to the Yavapai College Department of Allied Health, School of Health and Wellness Division.

This release and consent is subject to the terms and conditions of Yavapai College, School of Health and Wellness Division, Allied Health Procedure on Screening for Use of Alcohol and Drugs. A photocopy of this authorization may be used if the original is not available.

I understand that my refusal to authorize such examination will subject me to immediate discipline according to the aforementioned Procedure.

I state that the specimen that I am providing is, in fact, a specimen from my own body given in this medical facility on this date:

Print Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have used the following drugs or medicines within the last 30 days, including medicines purchased over the counter and those prescribed by a physician or other licensed health care professionals. (Medical Marijuana Policy attached). If none, write "none". If you require more space, please use the back of this form.

Name of Medicine	Name of Health Care Professional	Date Last Used

Regarding clinical experience and class hours:

I authorize personnel of Yavapai College to transport me to Yavapai Regional Medical Center, Verde Valley Medical Center, Sonora Quest, Bradshaw Mountain Essentials Lab or other medical facility for drug and/or alcohol testing. After testing, I agree to accept arranged transportation home.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





# Associated Costs\*

<b>Tuition for AHS 114 (6 credits)(Arizona resident)</b>	<b>\$792.00</b>
Textbook Mosby's Essentials for Nursing Assistant Textbook - paperback Author: Sorrentino Edition: 7th ISBN: 978-0-323-79631-6	\$65.00
CastleBranch Document Manager, Drug Screen and Background Check	\$132.50
Other Required Equipment Stethoscope & wristwatch w/2nd hand	\$75.00
Arizona DPS Level One Fingerprint Clearance Card	\$65.00
CPR for Healthcare Provider (BLS) Card from the American Heart Association	\$40.00
TB Test (2-Step) or Chest X-Ray Diagnostic Report	\$60.00
Immunizations	
Flu Vaccine	\$45.00
Tetanus, Diphtheria, Pertussis (Tdap) Vaccine	\$85.00
Measles, Mumps, Rubella (MMR) Vaccine	\$230.00
Varicella Vaccine	\$410.00
Hepatitis B Vaccine	\$350.00
COVID-19 Vaccine (No cost with insurance or through a federal program for the uninsured)	\$0.00
Scrubs & Shoes - Navy blue scrubs and white or black shoes (no canvas shoes)	\$75.00
State Exam Fee	\$135.00

\*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. Please make sure that you take on the responsibility of knowing tuition and fees schedules as they pertain to you.

### 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](http://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](http://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.