MESA COMMUNITY COLLEGE
A **MARICOPA** COMMUNITY COLLEGE
Red Mountain Campus

MCC Red Mountain Nurse Assisting Program Steps to Registration Guide

Welcome to Nurse Assisting at Red Mountain Campus.

This document is intended to walk you through the compliance process. It is not a comprehensive guide and is designed to be a supplement to the MCC compliance video.

You must comply with all health and safety standards before you can be registered for the course.

Please begin the compliance process at least six weeks before your desired cohort start date.

Nurse Assisting Dept.

Mesa Community College

Red Mountain Campus

We are happy to welcome all to our diverse campus, where everyone is welcome, heard and valued.

MESA COMMUNITY COLLEGE
A **MARICOPA** COMMUNITY COLLEGE
Red Mountain Campus

1. Admissions

If you are a new student, have attended another MCCCD college or are a returning student, please click the link below to apply for admission for the semester you wish to attend.
Failure to complete this step will delay the process. https://www.maricopa.edu/become-a-student

Please note: Admission and Registration are not the same. You must apply for admission before you can be registered for a class.

 For questions regarding admissions, please call (480) 461-7600 for direct help.

*You will not be able to register yourself for this course. Once you have applied to the Nurse Assisting Program and an advisor verifies you have met all health, safety and academic criteria, they will add the course to your schedule and you will be notified of your next steps by email.

Once your admission request has been accepted, you will have access to your Maricopa.edu email address. MCC administration and faculty will be sending important information to your Maricopa.edu email address only.

**Pro Tip! Forward your school email address to your personal email address to avoid missing important updates and instructions.

MESA COMMUNITY COLLEGE
A **MARICOPA** COMMUNITY COLLEGE
Red Mountain Campus

2. Academic Qualifications

There are many ways you may qualify academically.

You must meet one of the criteria below for Math and one for Reading.

Scores shown below are the **minimum** scores you must have to apply for the program.

Ways to Qualify	Reading	Math
**Classes	RDG091	MAT082
	CRE101	MAT090
HESI A2	70%	70%
Accuplacer		
	(Classic) 58	(Classic)20
	(Next Gen) 230	(Next Gen) 200
ACT	18	18
*SAT	460	510
GED	165	165
EdReady	60	55

*Must be 2016-current
**Pass with a C or better.

- High school graduate within the last 5 years, overall, unweighted GPA of 2.6 or higher, will qualify.
- AGEC- Student who has completed the AZ General Education Curriculum (AGEC) will meet the required
- Students who have a previous degree (to include) AAS, BS, MS, EdD, PhD, will meet the required reading and math scores for placement in the NA program.
- If you do not meet any above requirements, **you must take** the EdReady placement tests for Critical Reading and Thinking, as well as Quantitative Reasoning, Algebra and Statistics. https://maricopa.edready.org/home
- Learn more about EdReady course placement. https://www.maricopa.edu/students/assessment-placement/edready

3. Start your American Databank/Complio Document Tracker and Background Check

You are required to upload health and safety documents for verification, such as vaccines, BLS CPR card and level 1 fingerprint clearance card. Our institution and clinical partners use American Databank/Complio document tracking for verification purposes.

A. Create an account with American Databank/Complio **using your Maricopa.edu email address**. Your Maricopa.edu email should be the primary email account in ADB/Complio. Watch the informative video on how to create your account.

B. Next, you will order the immunization package/document tracker (12-month package). Your immunization package keeps track of all of your important health and safety documents. American Databank/Complio will also verify that you are following the mandatory criteria set by our clinical partners.

C. Select: MCCCD New Student, Traditional (if you are not a Banner employee), Mesa CC, Nurse Assisting when you order your document tracker.

D. You must use the same exact name that is listed on your Driver's License or State ID.

E. Upload your health and safety documents in the required fields as outlined in steps 3 – 7.

F. Order your background check. Please note: If your information is not entered correctly, it will be flagged and you will need to purchase another background check at your expense.

G. When your background check is complete, you must sign the PASS background check certificate in order to be compliant.

> *If you have any issues or questions, please contact ADB at complio@americandatabank.com or Call 1-800-200-0853.*
>
> ***If you already have an ADB/Complio account and you are coming from a different school, you will need to create a new account under Mesa Community College and link your accounts.*
>
> ***Students who have already had an ADB background check and it is over 6 months old, must pay for and pass a new background check to be current and in compliance.*

MESA COMMUNITY COLLEGE
A **MARICOPA** COMMUNITY COLLEGE
Red Mountain Campus

4. Order a Level 1 Fingerprint Clearance Card

You are required to obtain a **current** Level 1 Fingerprint Clearance card from the Arizona Department of Public Safety.

1. Visit **https://www.azdps.gov/services/public/fingerprint**

2. Follow the instructions on how to order your clearance card.

3. Choose non-IVP.

4. Create an account and have your digital fingerprint scan by following the directions at https://arizona.fieldprint.com

5. Allow 4 – 6 weeks to receive your card in the mail. You will need the physical card in order to be compliant in this category.

If you have questions about ordering your level 1 fingerprint clearance card, please contact AZDPS for assistance.

5. Schedule a visit with your healthcare provider.

You are required to have the Healthcare Provider signature form filled out completely and signed by your healthcare provider. This can be an MD, DO, Nurse Practitioner.

You may also need required vaccines, blood draw for titers, TBST or the QuantiFERON T Spot test that may be done at your doctor's visit. **Carefully review all information** on the District Health and Safety Requirements Webpage for complete instructions.

Upload all required documentation to American Databank/Complio for verification.

Watch this helpful video for detailed instructions. https://www.americandatabank.com/project/document-upload/

***If you are in need of vaccines at no cost, please visit* https://www.maricopa.gov/4752/Adult-Immunizations
****If you are having trouble locating your records, you may request AZ vaccine records from https://irr.azdhs.gov/irr-form.php*

6. Gather your vaccine records/Upload to American Databank

Learn how to upload and assign your vaccine documents to American Databank/Complio here.

Please refer to the Health and Safety Checklist for vaccination requirements. For complete instructions on what documentation is needed, please visit the District Health and Safety Requirements Webpage.

The name on your vaccination documents should match the name on your account. All documents must include dates that the vaccine or test was administered.

Note: If you are declining a vaccine, you will upload a signed declination form to the 'Declination' section under the vaccine you wish to decline. It will not be approved or denied in American Databank/Complio. Declination instructions continue in step 8.

*If you are having trouble getting documents cleared and verified by American Databank/Complio, please contact them for direct help. **We cannot bypass health and safety requirements.**

7. Get BLS CPR Certified.

You will need to complete a BLS CPR/Healthcare Provider course through the American Heart Association. The class must be in person with hands on training to be accepted. Your issued BLS/CPR certification card should show your name, date of issue and expiration. It should stay valid throughout the time you are in the course. It must have the American Heart Association logo on the card.

You will upload this document to American Databank/Complio for verification. Find a class near you. MCC offers BLS CPR Certification (WED106) through the Exercise Science department. It is a 0.5 credit class. Please email Julie Freeman for availability and enrollment. Julie.freeman@mesacc.edu

Checkpoint

Categories
✅ MMR
✅ Varicella
✅ Hepatitis B
✅ Tuberculosis
✅ Tdap
✅ Influenza
✅ CPR Certification
✅ DPS Level-One Fingerprint Clearance Card
✅ American DataBank Background Check
❌ American DataBank Drug Screening
✅ Statement of Clearance
✅ Nursing Student Handbook
✅ Photo ID
✅ Photograph
✅ COVID-19

✓ Does your American Databank/Complio compliance look like this? You may go on to the next step!

If you are having trouble with documents being rejected you may contact American Databank/ Complio for direct help.

Or you can view their student help videos for clarification.

*Applications received that are not in **full compliance** will be sent back and will go to the bottom of the registration list. You are responsible for verifying that you are in compliance before you send in your application.*

Drug Screening

**DO NOT ORDER YOUR DRUG SCREENING YET. This will be a surprise UDS and will happen after you have been accepted and enrolled into the program. Instructions will be sent to your Maricopa.edu email address. You will only have 48 hours to leave your sample! You are responsible for checking your student email for time-sensitive messages. If you do not meet the 48 hour deadline to leave your sample, you may be removed from the program as stated in the Nurse Assisting Handbook. **

8. Create a My Clinical Exchange account.

Use this link to create and **pay** for an account with My Clinical Exchange. Use your Maricopa.edu email address. Do not use a personal email!

- Select Nursing as your program.
- When your account is set up, you will link your American Databank/Complio account with your My Clinical Exchange account. This will transfer your **verified** documents from American Databank/Complio to your My Clinical Exchange account, which will then be visible to your assigned clinical sites. If you already have an MCE account with a different school, please update your school/program by going to Settings, change enrollment.
- It is important that your documents are ACCEPTED by American Databank/Complio **before** you link your accounts.
- Check your account to make sure your documents transferred over and populated to MCE. You should not have to manually upload vaccine documents to MCE. In most cases, you just need to sync your accounts.
- **Answer all questions in your nursing checklist.** Follow the directions in each compliance section in your Nursing Checklist. DOB, Flu Clinic, Health Insurance, Last 4 digits of SSN, Proficiency in written and oral English and Last 5 digits of SSN, will only need typed responses.(You must submit these for approval with ATTN: Breshae in the notes section)

<u>Vaccine declinations NUR158/NCE150AP</u>

We ask that you make an appointment with our Assistant Nursing Chair regarding declining a vaccine.

Please reach out to her at Kathleen.mead@mesacc.edu.

**Accommodations for vaccine declinations are not guaranteed.

Vaccine documents that were not uploaded to American Databank/Complio, accepted and synced to My Clinical Exchange will be rejected until cleared by American Databank/Complio.

IMPORTANT NOTE: If you are unable to link your accounts, please contact My Clinical Exchange immediately.

*If you need assistance, you may reach out to My Clinical Exchange for direct help with your issue at 1-800-521-0574 choose option 1, then option 4.

9. Apply for Registration

When you are ready to apply, please send an email to breshae.greenberg@mesacc with the following information listed below.

Email Subject:

Nurse Assisting Application

Body of email:

Full Name

Student ID# (not your MEID)

Phone Number

Month and Cohort choice #1 (For example: January 1A)

Start Month and Cohort Choice #2

- You must send your application using your Maricopa.edu email address ONLY!
- All subsequent emails from faculty and staff will be sent to your Maricopa.edu email address.

Applications are only processed when compliance is complete. If your compliance is not complete, your application will go to the bottom of my registration list.

NCE150 AP Nurse Assisting Fast Track Option

For approval to enroll in our advanced placement course, you will need to email the Nurse Assisting program coordinator kathleen.mead@mesacc.edu . Please include a resume that details your healthcare experience, how recent it is, how long you have been in that role and the direct patient care provided in this position. You will also need to submit a reference letter on company letterhead, including contact information/email address and phone number. **Experience is verified once you are fully in compliance and ready to enroll.**

Need Assistance?

If you are in need of assistance, please reach out to me by email at breshae.greenberg@mesacc.edu. Include the following in your email correspondence in order to expedite your request.

Full Name
Student ID# (not your MEID)
A short explanation of where you are in the process, for example, "started and paid for ADB/Complio account, passed background check, applied for level 1 fingerprint clearance card", etc.
Describe the issue you are having in detail.

Nurse Assisting Dept.
Mesa Community College
Red Mountain Campus

MESA COMMUNITY COLLEGE
A **MARICOPA** COMMUNITY COLLEGE
Red Mountain Campus

Helpful links and Instructions

- Admissions
- American Databank/Complio
- American Databank/Complio Help Videos
- Background Check PASS Certificate Instructions
- Ed Ready Placement Testing
- Fingerprint Clearance Card Instructions
- Fingerprint Clearance Card Video
- Gemalto Fingerprinting Locations
- Health and Safety Requirements
- Healthcare Provider Signature Form
- My Clinical Exchange
- Request Immunization Records from the Arizona Department of Health Services
- Sync ADB/Complio to My Clinical Exchange
- Textbook for NUR158, NCE150AP
- Transferring your School in My Clinical Exchange
- Vaccines at No Cost