



**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 Mesa Community College, 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 six weeks, minimum, before your desired cohort start date.

Nurse Assisting Dept.

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**All compliance steps outlined below are mandatory for entrance into the program.*



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1. Admissions

If you are a new student, have attended another MCCCDC 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 pertinent 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.**

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 (Next Gen) 230	(Classic)20 (Next Gen) 200
ACT	18	18
*SAT	460	510
GED	165	18
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 English/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>



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.**

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: MCCCDC New Student, Traditional, Mesa CC, Nurse Assisting when you order.
- 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.
- 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 account and you are coming from a different school, you will need to contact American Databank/Complio to change your school to MCC.*

***Students who have already had an ADB background check for another program, and it is over 6 months old, must pay for a new background check to be current and in compliance.*



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/>
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 regarding this requirement, 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. This does not apply to everyone! **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>**



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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 through the Exercise Science department. It is a 0.5 credit class HES106. Please email Julie Freeman for enrollment. Julie.freeman@mesacc.edu

****If your BLS CPR Certification is not **American Heart Association** accredited, it will not be accepted.***



Checkpoint



- ✓ 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.

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

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.** This will be a surprise UDS. Instructions will be sent to your Maricopa.edu email address when it is time to leave your sample. By sending us your email application, **you are agreeing** to leave your sample within the timeframe set forth by your program coordinator. If **you do not meet the deadline to leave your sample, you may be removed from the program.** **

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 by going to Settings, change enrollment.
- It is imperative 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. (Your photo and Level 1 Fingerprint Clearance card sometimes need to be uploaded directly.)
- Upload a photo. This cannot be a photo of an ID card. It should be a passport **style** photo with a blue/grey or white background. No hats or sunglasses. No glamour shots!
- 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)

Submit any manually uploaded documents and answers to MCE for review and add **ATTN:**

Maria.



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Vaccine declination/NUR158 students:

Once you are assigned to your Banner rotation (after enrollment), you will find detailed instructions on how to apply for a vaccine exemption **under the documents tab, in your MCE Banner rotation.** Fill out the requested forms completely, then submit them to Banner according to the directions. If your request is approved, you will be issued a letter stating your status from Banner. You will upload that letter to your Nursing Checklist in MCE. **This must be completed three weeks before your clinical rotation begins. NO EXCEPTIONS.**

***Accommodations for vaccine declinations are not guaranteed.*

Vaccine declination/NCE150AP

Please see your program coordinator.

***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. Send them a screenshot of the error you are receiving for a faster response time.

****If you need assistance, you may reach out to support@myclinicalexchange.com for direct help with your issue.***



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9. Apply for Registration

When you are ready to apply, please send an email to maria.torkkola@mesacc.edu with the format and information listed below.

Email Subject:

Nurse Assisting Application

Body of email:

Full Name

Student ID# (not your MEID)

Phone Number

Session and Cohort Choice #1

Backup choice/Session 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. Please wait 3-5 days for a confirmation that your application has been processed, is complete, and that you are on the 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). **Experience is verified once you are in compliance and ready to enroll.**



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Need Assistance?

If at any time you have questions regarding the compliance process, you may email the nurse assisting advisor, maria.torkkola@mesacc.edu.

Please type out your desired cohort in the subject line with the month the cohort begins. For example, ****1A October****.

Include your full name, a phone number we can reach you and your student ID #, as well as a detailed description of your issue.

Good luck in the Nurse Assisting course!

Nurse Assisting Dept.

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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](#)