ADMISSION INFORMATION & APPLICATION

1) **Eligibility requirements:**

   In order to be eligible to apply for the AWC Nursing Assistant Program, the student must:

   - Have an Arizona DPS **Level One IVP** Fingerprint Clearance Card for Health Science Students & Clinical Assistant
       - To apply for a Fingerprint Clearance Card **online**, access a link to the Field Print website on the Arizona Department of Public Safety website at www.azdps.gov under **Fingerprint Clearance Cards/Online Application** and begin the process.
       - The Fingerprint Clearance Card must be valid and have no restrictions throughout the course. Those with restrictions will be reviewed individually on a case-by-case basis to determine eligibility to apply for the AWC Nursing Assistant Program.

   - Reading Score requirements: Must meet one or more of the following

       - AWC Next Generation Reading Placement (Accuplacer) test 219 or higher
       - Grade C or higher in ENG 090
       - HESI A2 English composite score of 75% or higher

   - Math Score requirements: Must meet one or more of the following
       - Be eligible for Mat 081 or higher on the AWC Accuplacer test.
       - Grade C or higher in Mat 081 or higher.
       - HESI A2 Math composite score 75% or higher

   - Students must hold a Healthcare/BLS Provider American Heart Association (CPR) certification.
       - The CPR card must be valid throughout the duration of the course.
       - **MUST be AMERICAN HEART ASSOCIATION BLS / PROVIDER**

2) **Selection Process:**

   - Acceptance into the nursing assistant program is determined in the order of received completed applications.
      Applications are numbered by the date and time received.
   - Applicants will receive a Seat Reservation in the READING tab on the Canvas Application Shell.
   - The first 60 eligible applicants will be offered a seat in the Spring and Fall semester courses. The first 40 eligible applicants will be offered a seat in the Summer semester course.
   - The next 10 eligible applicants will be offered to be alternates.
   - If an applicant declines or has not completed the admission requirements by the published deadline, the next applicant on the alternate list will be offered the seat, providing all requirements

have been met.

- If an alternate is not offered a seat, they must reapply for program admission.

3) Application Process:

    a. Students are required to submit a completed application with supporting documentation **by 4:30 pm**:
- The first Thursday of April for the Summer semester (Yuma)
- The first Thursday of June for the Fall semester (Yuma & San Luis)
- The first Thursday of November for the Spring semester (Yuma & San Luis & Parker)

    b. An application is only valid for <u>1 semester</u>. A waiting list is **not** maintained.

4) Application Instructions:

- Complete the Nursing Assistant Program Application form and email it to nursing.assistant@azwestern.edu. It is suggested that you do <u>NOT</u> wait until the last day to submit the application because the following steps **MUST** be completed before the 4:30 PM deadline.
- Applicants will receive an acknowledgment email when their name has been added to CANVAS AHE- 130-APP-GRP. *If you are a new student to AWC and have not enrolled in a class, you will receive a notification via Canvas. *
- Applicants will be responsible for uploading their signed Application form into Canvas along with:
  - Photos (front & back) of your CPR card, which must be HealthCare/BLS Provider **American Heart Association** (must be valid through completion of the course).
  - Photos (front & back) of your AZDPS Fingerprint Clearance Cards (must be valid and without restrictions through completion of the course).

5) Canvas instructions:
- Enter Canvas via Quick Links on the AWC Home Page (see picture detail on pg. 4)
- Upload all required documents to assigned tabs in the assignment tab in Canvas
- All assignments (except reading score) will be marked as complete once it is correctly uploaded
- Reading score will reflect your seat reservation.
- Please Check the Announcements Tab daily

6) Health and Safety:
- Once you have been added to the Application Canvas Shell, you will see the Health and Safety requirements.
- Please READ AND FOLLOW the instructions on each assignment. Upload all required documents.
- The will be a **MANDATORY** Health and Safety Meeting. The date will be posted in the Announcement Tab.
- You will receive the instructions for the Drug Test at the Health and Safety Meeting.
- Permission to register will be granted when the applicant has successfully uploaded all required documents. **(This may take up to 3 business days)**

ARIZONA WESTERN COLLEGE
NURSING ASSISTANT PROGRAM APPLICATION

Application for: Year _____

☐ Fall-Yuma   ☐ Fall (San Luis)   ☐ Spring-Yuma   ☐ Spring (Parker / San Luis)   ☐ Summer

(Please Print)

Name:	*Last:*	*First:*	*Middle:*

Former Name (s):

Personal email:	Student ID#	Birthdate:

Address:

Street/Apt/P.O. Box	*City*	*State/Zip*

Phone Number(s)	*Home:*	*Work:*	**Cell:**

*The following information is for institutional research purposes only, **not for admission**. Please place a ✓ mark in the appropriate box.*

Male ☐ Female ☐

Ethnic Group: Hispanic ☐   Non-Hispanic (White) ☐   Non-Hispanic (Black) ☐   Asian or Pacific Islander ☐

American Indian/Native Alaskan ☐   Other ☐ Please Specify:_____

The following MUST be complete for the application to be considered valid:
(Copies of documents must be attached.)

Reading and Math Score:

CPR Card Number:	Expiration Date:

AZ DPS Fingerprint Clearance Card Number:	Expiration Date:

AWC Email Address:

I desire consideration for admission to the AWC Nursing Assistant Program. I understand that my admission is contingent upon my completing the program requirements. I understand that, as a condition of admission to the AWC Nursing Assistant program, I must satisfactorily complete and pass the Pre-Admission drug screening. I fully understand that if I fail to pass the drug screening, I will be disqualified from admission.

_____   _____
Signature   Date

Are you planning on applying to the AWC Nursing Program: ☐ No ☐ Yes Year/Semester: _____

For Administrative Use only.	
Date Received:	*Time Received:*
Application Number:	
In Application Tracker:	*In Database:*

Canvas Access
Logging into Canvas

1. Connect to the Internet and open your web browser.
2. Go to http://www.azwestern.edu.
3. Click on the "Quick Links Button"
4. Then select "Canvas" as shown below (see arrow)
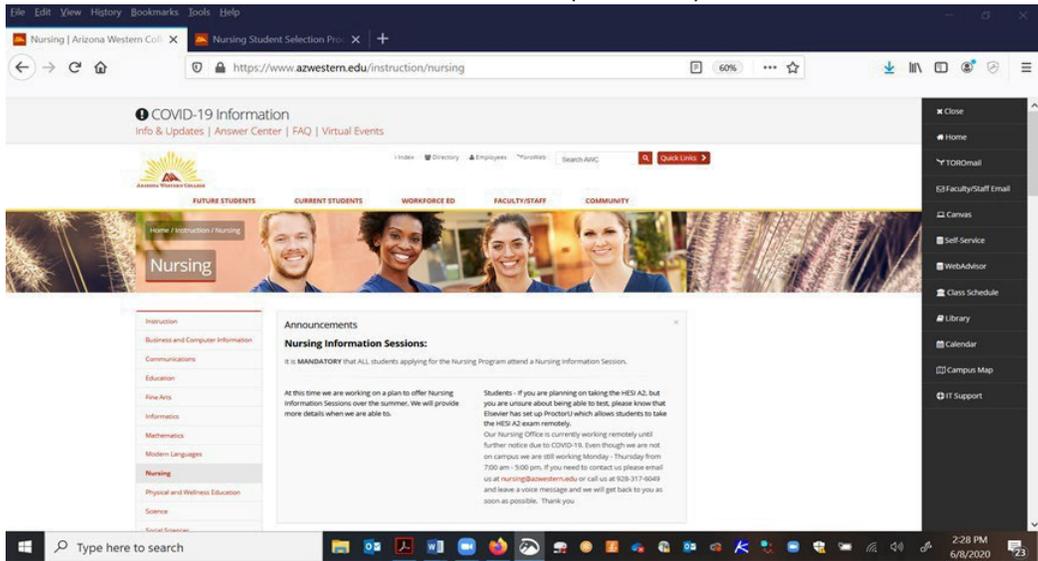
If you should have any questions, please email:
nursing.assistant@azwestern.edu