



## **NURSING ASSISTANT PROGRAM** **ADMISSION INFORMATION & APPLICATION**

### 1) Eligibility requirements:

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

- a. Have an Arizona DPS Fingerprint Clearance Card for Volunteer Health Science Student & 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](http://www.azdps.gov) under **Fingerprint Clearance Cards/Online Application** and begin the process.
  - The Fingerprint Clearance Card must be valid and have no restrictions through the duration of 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.
  - This requirement is solely to meet the contractual requirements of the clinical facilities.
- b. Be eligible for MAT 121 or higher
- c. Have a reading score of 219 or above on the AWC Next Generation Reading Course Placement Test
  - *If the Next-Gen placement test has been taken more than once, the highest recorded score within the past 12 months of the application date will be used. Once the application has been submitted, the Next-Gen score may not be changed.*
  - *This is part of the new standard college placement tests effective April 2018. If you have previously tested with the Accuplacer Test Score (CPT-R) you will be required to retest with the AWC Next-Gen Test.*  
*This test is available at no cost to the student through the AWC Testing Center. A student wishing to retest within 90 days will be charged \$20. Please call 344-7641 for Testing Center hours.*
- d. Students must hold a Healthcare Provider (BLS) or Professional Rescuer certification.
  - The CPR card must be valid through the duration of the course.
  - An online CPR course is not accepted. CPR Cards can be obtained through the following agencies:
    - Yuma-Main Campus
      - ☞ AWC-Public Safety Institute, Lupe Fuentes, 928-317-6452
      - ☞ YRMC Clinical Education Office, 928-336-2915
      - ☞ American Red Cross 928-248-8220
    - Parker-La Paz Campus
      - ☞ Quartzsite Fire Department, 928-927-6556

## 2) Selection Process:

- a. Acceptance into the nursing assistant program is determined by the ranking of AWC Next-Gen Reading Placement scores.
- b. If students at the admission cut off have the same score, the application submission number will determine priority. Applications are numbered by date and time received.
- c. All applicants will receive an email notification of their status via their Toro Email account within 4 college days of the application deadline.
- d. The first 60 eligible applicants will be offered a seat in the Spring and Fall semester courses. The first 20 eligible applicants will be offered a seat in the Summer semester course.
- e. The next 10 eligible applicants will be offered to be alternates.
- f. 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.
- g. If an alternate is not offered a seat they will need to reapply for admission to the program.
- h. If the applicant is accepted into the nursing assistant program they **must attend** a mandatory meeting. The date and time for this meeting will be specified in the acceptance letter. Failure to attend the mandatory meeting will result in the loss of the applicant's seat.

## 3) Application Process:

- a. Students are required to submit a completed application with supporting documentation **by 4:30pm:**
  - The last Thursday of March for Summer semester (Yuma)
  - The last Thursday of May for Fall semester (Yuma & Parker)
  - The last Thursday of October for Spring semester (Yuma & Parker)
- b. An application is only valid for 1 semester. A waiting list is not maintained.

## 4) Application Instructions:

- a. Complete the Nursing Assistant Program Application form and email it to [nursing.assistant@azwestern.edu](mailto:nursing.assistant@azwestern.edu). It is suggested that you do not wait until the last day to submit the application because the following steps must be completed before the 4:30pm deadline.
- b. You will receive an acknowledgement email when your name has been added to CANVAS AHE-130-APP-GRP.
- c. You will be responsible for uploading your signed Application form into Canvas, along with:
  - a. AWC Next Generation Reading Course Placement (College printout, WebAdvisor not accepted)
  - b. Proof of being eligible for MAT 121 or higher (Arizona Western College Unofficial transcript or AWC Math Course Placement College printout, WebAdvisor not accepted.)
  - c. Photos of the front and back of your CPR card, Health Care Provider or Professional Rescuer (Must be valid through completion of course.)
  - d. Photos of the front and back of your AZDPS Fingerprint Clearance Card (Must be valid and without restrictions through completion of course.)
- c. Applications must be submitted:

### **Yuma-Main Campus Programs:**

Via Email: [nursing.assistant@azwestern.edu](mailto:nursing.assistant@azwestern.edu) (by 4:30pm)

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### **Parker- LaPaz Campus Program:**

Via Email: [nursing.assistant@azwestern.edu](mailto:nursing.assistant@azwestern.edu) (by 4:30pm)

**NON-DISCRIMINATION STATEMENT**

*Arizona Western College does not discriminate in admission or access to, or treatment in employment in, its services, programs, or activities on the basis of race, color, national origin, sex, religion, age, or disability.*

**DECLARACIÓN DE PRÁCTICAS ANTIDISCRIMINATORIAS**

*Arizona Western College prohíbe la discriminación en el empleo en base a la raza, el color, la religión, el sexo, la nacionalidad, la religión, la edad o la discapacidad de las personas. La habilidad limitada del idioma inglés no es una barrera para la admisión o la participación de las carreras técnicas y vocacionales disponibles en la institución.*

*Students who are accepted in the program will receive information needed to meet the tuberculosis and drug screening information required to enter the program at a mandatory meeting.*

*Program cost and additional information is available online at:*

<http://www.azwestern.edu/nursing>.

**ARIZONA WESTERN COLLEGE**  
**NURSING ASSISTANT PROGRAM APPLICATION**

**Application for:** Year \_\_\_\_\_

Fall-Yuma     Fall (Parker)     Spring-Yuma     Spring (Parker)     Summer

Name: *Last:* \_\_\_\_\_ *First:* \_\_\_\_\_ *Middle:* \_\_\_\_\_

Former Name (s): \_\_\_\_\_

Social Security # \_\_\_\_\_ 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     White, Non-Hispanic   
                         Asian or Pacific Islander     Black, Non-Hispanic   
                         American Indian/Native Alaskan     Other: \_\_\_\_\_ (Please specify)

**The following MUST be complete for application to be considered valid:**

\*Copies of documents must be included in your application email

\*College Reading Score (Next-Gen): \_\_\_\_\_

\*Proof of Eligibility for MAT 121 or Higher

\*CPR Card Type: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

\*AZ DPS Fingerprint Clearance Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

AWC TORO Email Address: \_\_\_\_\_

**Are you planning on applying to the AWC Nursing Program:**  No  Yes **Year/Semester:** \_\_\_\_\_

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 in 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 \_\_\_\_\_

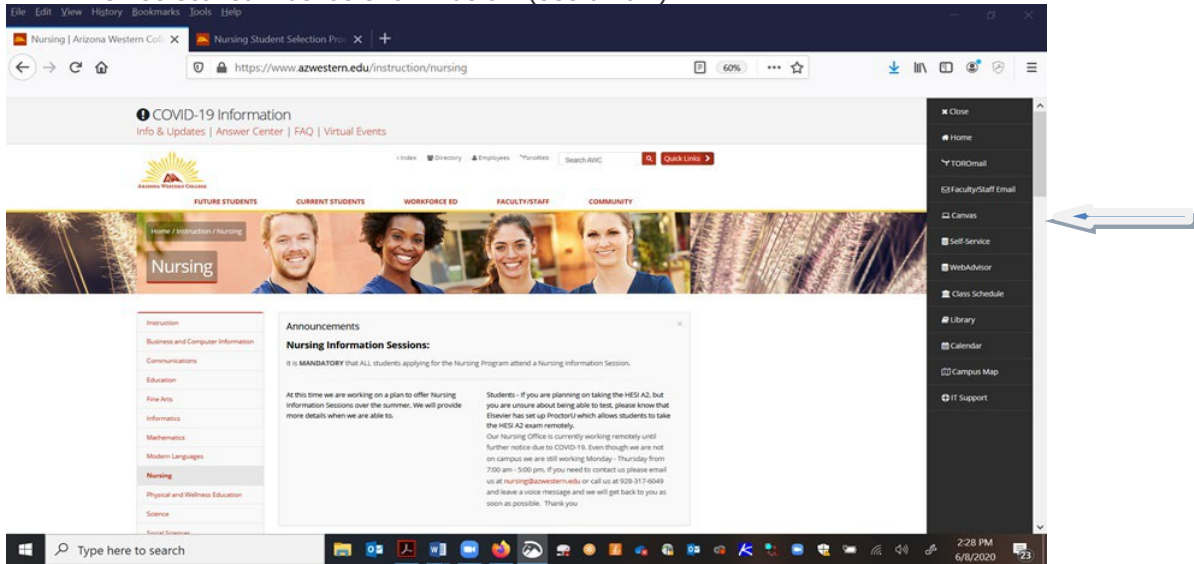
Applications must be submitted via email: [nursing.assistant@azwestern.edu](mailto:nursing.assistant@azwestern.edu) (by 4:30pm on deadline date)

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

# 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)



5. Follow the on-screen directions for entering your username and password. If you have difficulty logging on, we recommend getting help at <http://azwestern.edu/support/topics/canvas>.
6. Once you login you will come to the main screen of the AWC Canvas system. You will see your dashboard with all of your courses listed.
7. Open “AHE-130-APP-GRP”, and then click “Assignments”.
  1. This will provide you access to upload these supporting documents:
    - AWC Next Generation Reading Course Placement (college printout, WebAdvisor not accepted).
    - Proof of eligibility for MAT 121 or higher (AWC unofficial transcript or AWC Math Course Placement Test (college printout, WebAdvisor not accepted).
    - Photos of the front and back of your CPR card, Health Care Provider or Professional Rescuer (Must be valid through course completion).
    - Photos of the front and back of our AZDPS Fingerprint Clearance Card (Must be valid and without restrictions through course completion).
  2. Your Canvas submissions will be reviewed every 1-2 business days and you will receive an email from us when your application is complete. If you have any questions about Canvas or your application, please call the Nursing Department office at (928) 317-6049 or email us at [nursing.assistant@azwestern.edu](mailto:nursing.assistant@azwestern.edu).
8. All announcements pertaining to the Nursing Assistant Program will be posted on Canvas, therefore it is imperative that you check your account on a regular basis to remain informed.