



# ARIZONA WESTERN ENTREPRENEURIAL COLLEGE

## Nursing Assistant Application Instruction Sheet

### Starting the Process of Applying to the Nursing Assistant Program

To be eligible to apply for the AWC (Arizona Western College) Nursing Assistant Program, follow these steps:

**\*Incomplete applications will be denied\***

---

#### Step 1: Attend a Nursing Assistant Information Session ☐

1. Attend at least one information session (Mandatory).
    - Information sessions are held periodically throughout each semester.
    - Visit the AWC Nursing Assistant website for session dates and times:  
<https://www.azwestern.edu/degrees-and-certificates/nursing-assistant>
    - Information session attendance is valid for six months. If you attended a session over six months ago, you must attend another one.
    - Ensure your name is shown in the Zoom room to receive attendance credit.
- 

#### Step 2: Apply for AZ DPS IVP Level One Fingerprint Clearance Card ☐

1. Apply early, as processing can take up to 8 weeks.
    - Visit AZ DPS Fingerprint to apply:  
<https://www.azdps.gov/services/public-services-portal/fingerprint-clearance-card>
    - Use electronic fingerprints for faster processing (recommended).
  2. Provide scanned copy of current Arizona DPS IVP Level One Clearance Card clearly showing card number and expiration date
- 

#### Step 3: Obtain a Current CPR Card ☐

1. Obtain an American Heart Association BLS Provider card. No other CPR courses will be accepted.
  - For a list of CPR courses offered by AWC, visit here:  
<https://www.azwestern.edu/workforce-ed/industry-certifications/cpr-basic-life-support-bls>
  - Students may elect to take a CPR course from another community provider as long as it is an American Heart Association BLS provider.

---

#### Step 4: Meet Reading and Math Requirements ☐

1. Provide **ONE** from **EACH** category below:
  - **Reading Eligibility**
    - Next-Generation Accuplacer Test – Reading score of 219 or higher
    - **OR** Grade C or higher in ENG 090, ENG 101, or ENG 107
  - **Math Eligibility:**
    - Next-Generation Accuplacer Test stating eligibility for MAT 105 or higher
    - **OR** Grade C or higher in MAT 81 or higher
  - If you are using a previous Math and/or English course to meet this requirement, **SUBMIT** a copy of your unofficial AWC transcript showing that the English and/or Math requirement has been completed with a grade of C or better. If you took required courses at another institution, that course **MUST** be approved by AWC in advance and noted on your current AWC unofficial transcript through the transcript evaluation process at AWC. The Nursing Assistant Program will not be responsible for evaluating transfer courses. For questions on transferring courses, seek assistance from the AWC Transfer Services department.
  - Screenshots of your student planning screen or any screens in Self Service will not be accepted.

---

#### Step 5: Complete Health and Safety Requirements ☐

1. Complete the following health and safety requirements:
  - **Urine Drug Screen Test (within 30 days of submitting application): ☐**
    - For Yuma or San Luis campuses, purchase a rapid 10-panel urine drug screen at a local healthcare/lab facility (e.g., Agile Occupational Medicine \$35, Bio Family Clinic, Sonora Quest, or LabCorp).
    - For Parker, purchase a 7-panel urine drug screen from a local healthcare/lab facility.
  - **2-Step TB Skin Test, OR TB Clearance, OR Quantiferon TB blood test: ☐**
    - To obtain a 2-step TB skin test:
      1. First visit: Bring TB form. Pay for a TB test and get the forearm injection. Be sure to have the facility fill out “Date Placed”, “Time”, “Site”, “Lot #”, “Expiration Date”, and “Initials”.
      2. Second visit (48-72 hours later): Bring the same TB form previously used and return to read results. Be sure to have facility fill out “Date Read”, “Time”, “Erythema”, “Induration”, “Initials”, “Pass/Fail”, “Provider Signature”, and “Date”. Submit completed TB form under TB Test 1 within the online application.
      3. Third Visit (7-21 days from the first injection): Bring new blank TB Form. Pay for another TB test and get another injection. Be sure to have the facility fill out “Date Placed”, “Time”, “Site”, “Lot #”, “Expiration Date”, and “Initials”.

4. Fourth visit (48-72 hours after the third visit): Bring the same TB form previously used during Third Visit and return to read results. Be sure to have facility fill out “Date Read”, “Time”, “Erythema”, “Induration”, “Initials”, “Pass/Fail”, “Provider Signature”, and “Date”. Submit completed TB form under TB Test 2 within the online application.
- If any of the TB tests are positive OR you have previously had a positive TB test, obtain a Chest X-ray & MD clearance of **NO active TB**. Upload the results under both TB Test 1 and TB Test 2.
  - Ensure all tests are within 12 months of the semester start.
  - Final option is to purchase a QuantiFERON TB lab test at a local lab facility and submit negative results under TB Test 1 & TB Test 2 within the CNA application.
- **Vaccination Records:** ☐
- **Varicella (chickenpox) Vaccine Series:** ☐
    - Obtain records from your childhood physician or the Yuma County Immunization Clinic. Record must show complete series (minimum of 2).
    - If records are unavailable, purchase an IgG Varicella Titer blood test or receive the vaccine.
    - Declination form is NOT available for this requirement.
  - **MMR (Measles, Mumps, Rubella) Vaccine Series:** ☐
    - Obtain records from your childhood physician or the Yuma County Immunization Clinic. Records must show complete series (minimum of 2).
    - If records are unavailable, purchase an IgG MMR Titer blood test or receive the vaccine series
    - Declination form is NOT available for this requirement.
  - **Hepatitis B Vaccine Series:** ☐
    - Obtain records from your childhood, current physician, or the Yuma County Immunization Clinic. Record must show complete series (minimum of 2).
    - If records are unavailable, purchase an IgG Hep B Titer blood test or receive the vaccine.
    - Declination form IS available for this requirement.
  - **Seasonal Flu Vaccine:** ☐
    - Vaccines **MUST** be from the current flu season
    - Only applies for Fall and Spring courses.
    - If you did not receive the vaccine during the current season, you must sign and submit a declination form
  - **COVID-19 Vaccine:** ☐
    - Vaccines do not have to be current
    - Declination form IS available for this requirement.
- **TB Forms and Declination Forms are available under “Program Documents.”**
- <https://www.azwestern.edu/degrees-and-certificates/nursing-assistant>

---

### **Step 6: Government Picture ID and Permission Documents ☐**

1. Provide a clear scanned image of your current government picture ID.
    - Visit Nursing Assistant Documents for acceptable forms of ID:<https://www.azbn.gov/licenses-certifications/citizenship-and-alien-status>
- 

### **Step 7: Student Information Release Form and Drug Test Form ☐**

1. Sign the 2 consent forms for releasing information to clinical facilities.
    - Use blue or black ink or an online signature service.
    - Access forms under “Nursing Assistant Documents” or within the application itself.
- 

### **Step 8: Fill out and Submit the Online Application**

1. Visit our [nursing assistant website](#) and apply using the application link.
    - Complete the application fully.
    - Upload all required documents.
    - Ensure the application is complete and no documents, signatures, or names are missing to avoid the application being denied.
- 

These steps will ensure a complete and timely application to the AWC Nursing Assistant Program.