

ENDOSCOPY TECHNICIAN

GATEWAYCC.EDU/ENDOSCOPY

[INFORMATION PACKET]



HEALTH SCIENCES



GATEWAY
COMMUNITY COLLEGE
A MARICOPA COMMUNITY COLLEGE



MARICOPA
COMMUNITY COLLEGES

The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.

The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, <http://www.maricopa.edu/non-discrimination>.

For the latest information on programs, graduation rates and other important consumer information, please visit our website at gatewaycc.edu



Dear Prospective Student:

We are glad that you have taken the first step towards choosing your future career in the exciting field of Endoscopy. GateWay Community College's Endoscopy Program has:

- Curriculum that aligns with the standards of Healthcare Sterile Processing Association (HSPA) Certified Endoscopic Reprocessing (CER).
- Follows the guidelines and practices of Society of Gastroenterology Nurses and Associates (SGNA)

Endoscopy Technicians are important skilled members of the endoscopy team that includes physicians, anesthesiologists, and registered nurses. Endoscopy technicians prioritize along with members of this team to provide safe care to patients undergoing endoscopy procedures.

Endoscopy Technicians maintain a quality assurance in the endoscopy suite by setting up the suite with the registered nurse and by preparing endoscopic instruments and supplies for the endoscopy procedure. During an endoscopy procedure, the endoscopic technician establishes and maintains the sterile field, assists with equipment set up, and disinfects the equipment after procedures.

Learn more and begin by transferring your transcripts to the Admissions and Records office and by contacting a Health Science Academic Advisor at 602.286-8200. Here is a link address to attend virtual information sessions Mondays @5:00pm or Thursdays @12:30pm.

[GateWay Virtual Credit Hour Information Sessions - Health Sciences](#)

Graduates are eligible to sit for the Certified Endoscopic Reprocessing (CER) certification through Healthcare Sterile Processing Association (HSPA).

Sincerely,

Brandy Thompson

Brandy Thompson, RN, M.Ed., CNOR, CST

Director of Surgical Technology, Operating
Room Nurse, Endoscopy & Hospital Central
Service Programs

602.286.8516

thompson@gatewaycc.edu

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CAREER DESCRIPTION

The Certificate of Completion (CCL) in Endoscopy program is for individuals interested in assisting physicians and nurses with various endoscopic procedures, as well as providing basic care for the endoscopy patient. The endoscopy technician is responsible for preparing, maintaining, and cleaning medical instrumentation and equipment. Students will learn how to handle endoscopes and accessories during various types of endoscopy procedures.

Endo Technicians must handle the demands of working in an endoscopy environment, using strong hand-eye coordination skills at all times. Job responsibilities include:

- Maintain a proper sterile field endoscopy procedure
- Handle endoscopic instruments and supplies.
- Assist with the preparation of patients for procedure.
- Perform proper hand hygiene, attire and assisting the endo team.
- Wash and clean equipment, using decontaminates, bactericidal agents and high-tech cleaning systems.
- Monitor and continually assess operating room conditions, including patient and surgical team needs
- Operate, assemble, adjust or monitor endoscopic technology and equipment such as, lights, suction machines, or diagnostic equipment to ensure proper operation.
- Operate computers, robots, and electrical equipment

Requirements for physical and mental endurance include:

- Able to stand, bend, stoop and/or sit for long periods of time in one location with minimum/no breaks
- Visual acuity and ability to see color
- Visual acuity with or without correction to 20/20 and ability to see color
- Manipulate instruments, supplies and equipment with speed, dexterity and good eye-hand coordination
- Demonstrate the use of positive coping skills under stress
- Demonstrate calm and effective responses, especially in emergency situations
- Exhibit compassionate interpersonal skills during patient, staff and faculty interactions
- Have physical ability to lift a minimum of 20 pounds and carry it for at least 40 feet
- Be able to endure strong constructive criticism with a positive attitude
- Manage time effectively in lab, in clinical, in class and while studying
- Be willing to deal with difficult personalities
- Be on time for all commitments and always punctual
- Be able to take directions and follow orders
- Be unimpaired by alcohol, drugs or any other factors including health issues that could affect your judgment and skills negatively
- Be compliant with random drug screens
- Maintain an academic calendar, adhere to it and share it with your family members and friends

Most Endoscopy Technicians find employment in hospitals, surgery centers, endoscopy centers or doctors' offices or sales representatives.

ADMISSION CRITERIA

1. Formal application and admission to the program.
2. Background check requirements: Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Background Check Standards. Upon conditional program enrollment, the student must comply with all requirements of the MCCCDC Background Check Policy.
3. Clinical health and safety requirements must be met prior to enrollment in any program of study course. Upon conditional program enrollment, the student must comply with all requirements of the MCCCDC Clinical Health and Safety Policy and drug testing protocols.
4. Inability to comply with background check requirements and/or clinical health and safety requirements at the start of classes or during the program may result in cancellation of enrollment.
5. There are limited spaces available in the Endoscopy program. Only students who have completed all of the general education and introductory courses noted above may have their name added to the queue of those waiting for an available space in a cohort.

Certificate of Completion in Endoscopy

The following information can be found at Center for Curriculum & Transfer Articulation CCTA

Website: <https://curriculum.maricopa.edu/>

Major Code: 5246

Course	Course Title
BIO160	Introduction to Human Anatomy and Physiology (4) OR
+BIO201	Human Anatomy and Physiology I (4) AND
+BIO202	Human Anatomy and Physiology II (4) 4-8
+ENG101	First-Year Composition (3) OR
+ENG107	First-Year Composition for ESL (3) 3
+ENG102	First-Year Composition (3) OR
+ENG108	First-Year Composition for ESL (3) 3
+EDT100	Introduction to Endoscopy 1
+EDT101	Microbiology and Infection Control in Endoscopy 1
+EDT102	Fundamentals of Endoscope Care and Handling 3
+EDT105	Advanced Endoscopy Care and Handling 3
+EDT200	Clinical Practicum 3
+EDT201	Endoscopy Procedures 3
HCC/RES109	CPR for Health Care Provider (0.5) OR
	Proof of Current American Heart Association Health Care Provider CPR Certification (0) 0-0.5
HCC130	Fundamentals in Health Care Delivery (3) OR
HCC130AA	Health Care Today (0.5) AND
HCC130AB	Workplace Behaviors in Health Care (0.5) AND
HCC130AC	Personal Wellness and Safety (0.5) AND
HCC130AD	Communication and Teamwork in Health Care Organizations (0.5) AND
HCC130AE	Legal Issues in Health Care (0.5) AND
HCC130AF	Decision Making in the Health Care Setting (0.5) OR
	Permission of GateWay Health Core Curriculum Coordinator (0) 0-3
HCC145	Medical Terminology for Health Care Professionals (3) OR
HCC146	HCC146 Common Medical Terminology for Health Care Professionals (2) OR
	Permission of GateWay Health Core Curriculum Coordinator (0) 0-3
+MAT150	College Algebra/Functions (5) OR
+MAT151	College Algebra/Functions (4) OR
+MAT152	College Algebra/Functions (3) OR
+MAT155	College Algebra/Functions with Review (5) OR
+MAT156	College Algebra/Functions with Review (6) OR
	Equivalent course or satisfactory completion of a higher-level algebra mathematics course 3-6
	Credits: 27-40.5

Learning Outcomes
1. Interpret endoscopy technology purpose, design, and structure. (EDT100, ENG101, ENG102, ENG107, ENG108, HCC130++, HCC145)
2. Identify microbiology and infection control processes and measures in the endoscopy field. (BIO160, BIO201, BIO202, EDT101, EDT105, EDT201, HCC130++, HCC145)
3. Demonstrate competencies in proper handling, transport, and storage for endoscopic equipment. (EDT102, EDT105, EDT200, HCC130++, HCC145)
4. Apply skills and knowledge in the endoscope reprocessing steps. (EDT102, EDT105, EDT201, HCC130++, HCC145)
5. Implement the standards of care for specific endoscopic patients. (BIO160, BIO201, BIO202, EDT200, EDT201, HCC/RES109, HCC130++, HCC145)
6. Demonstrate knowledge of basic and specialized endoscopic procedures in selecting supplies and equipment. (EDT201, HCC130++, HCC145, MAT15+)
7. Collaborate with the medical team in determining testing procedures and patient care. (EDT101, EDT105, EDT201, ENG101, ENG102, HCC130++, HCC145)

+ indicates course has prerequisites and/or corequisites.

++ indicates that any suffixed course may be selected.

MCCCD Governing Board Approval Date: December 13, 2022

All information published is subject to change without notice. Every effort has been made to ensure the accuracy of information presented, but based on the dynamic nature of the curricular process, course and program information is subject to change in order to reflect the most current information available.

Immunization and TB Testing Requirements

All health and safety are completed electronically. The health and safety requirements are subject to change based on the requirements of MCCCD and clinical partners. Once a student has been accepted into a program for the start of an upcoming semester, clinical requirements will be sent out.

MCCCD Background Check Policy Requirements

Students seeking admission to an MCCCD Allied Health or Nursing Program (Program) will be required to obtain a valid Level-One Arizona Department of Public Safety Fingerprint Clearance Card (FCC Card) AND a passing score on an MCCCD background check. This policy precludes MCCCD faculty or staff from assigning students to a clinical experience who cannot meet the new requirements.

Upon admission to the program, students are required to present a copy of the DPS card and apply for the MCCCD Background Check. Students bear the financial costs for both the MCCCD Background Check and the AZ Fingerprint Clearance Card. Students will receive Information regarding the MCCCD Background Check after admission and prior to the beginning of the program.

We encourage students to apply for the DPS Level-One Fingerprint Clearance card early in the application process. Please allow a minimum of eight weeks processing time for the DPS Level-One Fingerprint Clearance card. The card is valid for six years from the date of issue.

Drug Screening

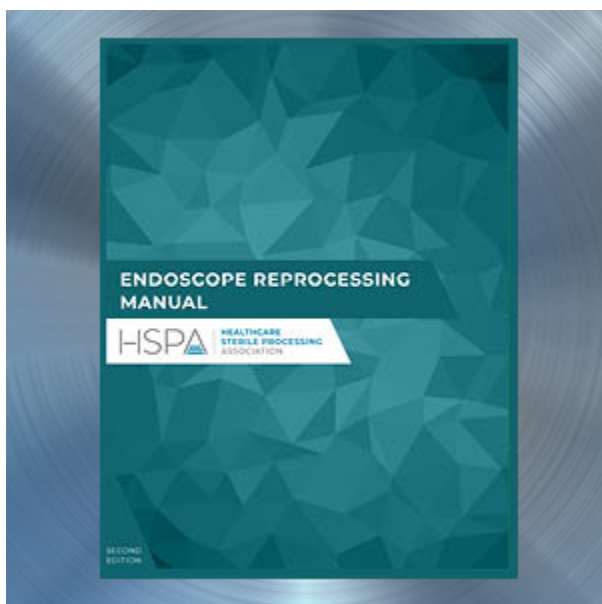
Each student must go through a preclinical drug screen prior to beginning the first clinical rotation. The cost for tests will be the responsibility of the student. The urine drug screen will test for alcoholic beverages; illegal drugs, or drugs that may impair judgment while in the clinical agency. If the drug test is positive for the illegal drugs or undocumented prescription drugs, the student will not be able to continue in the program. MCCC policy regarding medical marijuana: "Medical marijuana, or its metabolite, is not an accepted substance in urine drug screens and will result in a positive urine drug screen. Students with a prescription for medical marijuana would not be considered exempt from urine drug screening".

Readmission is at the discretion of the college and the program. Some clinical sites also require screening for nicotine. Students who test positive for nicotine are allowed to continue in the program, but may be limited to clinical agencies that do not test for nicotine. You will receive instructions on the drug screen from your program director or clinical coordinator once classes begin.

Required Textbooks

HSPA 2nd Edition Endoscope Reprocessing **Manual & workbook** \$160.00

<https://myhspa.org/education/publications/endoscope-reprocessing.html>



Estimated Program Cost

The **estimated cost** for the program is outlined below. The student is responsible for providing transportation, housing, and uniforms.

Certificate Program-Does not include prerequisite or general education costs	
Tuition* (27-40.5 credit hrs @ \$97 a credit hr) ¹	\$ 2,619 –3,929
Registration fees (\$15 per semester – 2 - 4 semesters)	\$ 30 - 60
Course / Lab Fees (program core classes only- not including general courses)	\$305 - 335
Books (program core classes only- not including general courses)	\$ 180
Other Costs: License/Certification, Pre-Clinical Health & Safety Requirements, etc. ²	Varies \$200-1500
Total Estimated Costs	\$ 5,953 – 10,884

Out-of-County residents pay \$518* / Out-of-State residents pay \$372 a credit hr ¹**

* Rates are set according to the Arizona Revised Statute. Applies only to counties with no community colleges.

** According to Arizona Revised Statute, 15-1802 F, "A person who is a member of an Indian tribe recognized by the US Department of the Interior whose reservation land lies in this state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student." Therefore, unclassified and out of state surcharges do not apply to such students.

Students must also plan on the expense of driving to clinical locations across the metropolitan Phoenix and outlying areas. Several clinical affiliates are not on bus and/or light rail routes so one's own private transportation vehicle is necessary.

¹ Tuition and fees are set by the Maricopa Community College Governing Board and approved by the State Board of Directors for Community Colleges; all fees are subject to change. Tuition is higher for non-county residents; visit www.gatewaycc.edu for more information.

² Other Program Costs may be less or more than listed based on a student's individual health record in respect to being in compliance with the immunization and safety requirements for the clinical experience.

IMPORTANT – Tuition is charged per academic credit hour, according to your residency classification or status. Fees may vary, and will be assessed at the time of registration. For more information please visit <https://www.maricopa.edu/become-a-student/tuition-paying/tuition-cost-chart>

POLICIES, RULES, REQUIREMENTS, AND REGULATIONS COMPLIANCE

- ❖ Policies, courses, programs, fees, and requirements may be suspended, deleted, restricted, supplemented, or changed through action of the Governing Board of the Maricopa Community Colleges.
- ❖ The Maricopa Community Colleges reserves the right to change, without notice, any materials, information, curriculum, requirements, and regulations.
- ❖ Admission or graduation from any Allied Health program at GateWay Community College does not guarantee the student's professional certification, licensure, or employability. The student must comply with legal requirements of the profession. This may include provisions from Arizona Revised Statutes 41- 1758.03 (sections B and C) regarding the denial of a fingerprint clearance card or being listed on the US government's Office of Inspector General's Exclusion List.
- ❖ Students enrolled in the program will have learning experiences in a health care setting where they will have access to confidential information. Prior to beginning any clinical studies, the students will be asked to sign an agreement to adhere to the requirements of those clinical sites and applicable laws, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- ❖ Students with related health care experiences not listed in the Program (Health Core Curriculum courses) Prerequisites/Co-requisite options, may request an evaluation for course competency equivalence by contacting the Health Sciences Division at 602-286-8477 or by contacting Admissions and Records at 602-286-8200.
 - ❖ Up to date Program material can be found online at <https://www.gatewaycc.edu/degrees-certificates/surgical-technology>
- ❖ *Consumer Information about gainful employment disclosures can be found at the following link:* <https://cdn.maricopa.edu/ged/GWC03/GWC03-5673/51.0909.pdf>

EEO Statement

- ❖ *The Maricopa County Community College District (MCCCD) is an EEO/AA institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District.*
- ❖ *The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/504 concerns, call the following number to reach the appointed coordinator: (480) 731-8499. For additional information, as well as a listing of all coordinators within the Maricopa College system, <http://www.maricopa.edu/non-discrimination>*

DRS AND TITLE IX

Classroom Accommodations for Students with Disabilities

- ❖ In accordance with the Americans with Disabilities Act, the Maricopa County Community College District (MCCCD) and its associated colleges are committed to providing equitable access to learning opportunities to students with documented disabilities (e.g. mental health, attentional, learning, chronic health, sensory, or physical). Each class/term/semester that a student needs academic adjustments/accommodations, the qualified student is required to work with the Disability Resources & Services Office (DRS) at their individual college(s). Contact with the DRS should be made as soon as possible to ensure academic needs are met in a reasonable time. New and returning students must request accommodations each semester through DRS Connect online services. To learn more about this easy process, please contact your local DRS office.

DRS AND TITLE IX CONTINUED

- ❖ If you have not yet established services through DRS, but have a temporary health condition or permanent disability that requires accommodations, you are welcome to contact DRS by using the information listed here. The DRS offers resources and coordinates reasonable accommodations for students with disabilities and/or temporary health conditions qualifying for accommodations/academic adjustments. Reasonable accommodations are established through an interactive process between you, your faculty, and DRS; and only those academic adjustments/reasonable accommodations granted by the DRS are recognized by the college and District. It is the policy and practice of the MCCCDC to create inclusive and accessible learning environments consistent with federal and state law.

Title IX Syllabus Statement:

Addressing Incidents of Sexual Harassment/Assault, Dating/Domestic Violence, and Stalking

- ❖ In accordance with Title IX of the Education Amendments of 1972, MCCCDC prohibits unlawful sex discrimination against any participant in its education programs or activities. The District also prohibits sexual harassment—including sexual violence—committed by or against students, District employees, and visitors to campus. As outlined in District policy, sexual harassment, dating violence, domestic violence, sexual assault, and stalking are considered forms of "Sexual Misconduct" prohibited by District policy.
- ❖ District policy requires all college and District employees in a teaching, managerial, or supervisory role to report all incidents of Sexual Misconduct that come to their attention in any way, including but not limited to face-to-face conversations, a written class assignment or paper, class discussion, email, text, or social media post. Incidents of Sexual Misconduct should be reported to the college Title IX Coordinator. MCCCDC will provide on its Title IX Coordinators web page, a link to all the Title IX Coordinators in the district. Reports may also be reported at: <https://district.maricopa.edu/consumer-information/reporting>.

COLLEGE COMMUNICATION

The following information is very important so you do not miss any notices:

We communicate with students strictly through your Maricopa College email, not your personal email account.

We have a district-wide Google powered email system. This system is the way we send all official College communications concerning selective admissions, class enrollment, financial aid, tuition due dates and other important student information.

All students will need to check their new student e-mail regularly or forward the new student e-mail to a personal e-mail to ensure that all official college communication is received.

Students may access their new e-mail accounts directly from their Student Center once they log in at my.maricopa.edu. 1st section "Student Communication Center".

The benefits to you include:

- Quicker response
- Convenience. You can receive & read email even if out-of-town
- Saves trees!

Go to my.maricopa.edu & log in to your account. Click on 'create an account' in the paragraph above the picture of the students to set up your student account. You may edit your information, such as address, phone, etc. here also if you need to. This is a self-service for students, which includes registering for classes, adding/dropping classes, making payments, printing your class schedules, viewing financial aid & viewing your grades. If you have any technical issues, please call 1-888-994-4433.

CONTACT INFORMATION

If you have any questions about the enclosed program material, please feel free to contact any of the following program contacts:

Brandy Thompson RN, M.Ed., CNOR, CST, Clinical Coordinator/ Phone: 602.286.8516 Email: thompson@gatewaycc.edu

Michele Romero M.Ed., CST, CRCST, CIS, Faculty/Phone: 602.286.8518 Email: michele.romero@gatewaycc.edu

Maureen Murphy AAS., CST, CRCST, CER., Faculty / Phone: 602.286.8121
Email: maureen.murphy@gatewaycc.edu

Patricia Klein, Health Sciences Academic Advisor / Phone: 602.286.8561 / Email: patricia.klein@gatewaycc.edu

Lucy Granillo, Health Sciences Academic Advisor / Phone: 602.286.8185 Email: luciella.granillo@gatewaycc.edu

Carolyn Delgado, Health Sciences Academic Advisor / Phone: 602.286.8183 Email: delgado@gatewaycc.edu

Questions regarding Health and Safety Immunizations; send email to: mce-cp@gatewaycc.edu

STUDENT SERVICES

The following are some of the services available to students.

Advising Advisors will help with identifying courses and creating an Educational Plan to meet your academic goals: <https://www.gatewaycc.edu/advisement>

Meet with a Health Careers Academic Advisors every semester prior to class registration.

The Health Careers Academic Advisors are available by virtual appointments only. More information can be found at the following links:

Healthcare Programs

If you are currently not enrolled in one of GateWay Community College's Healthcare Programs you are **required** to attend one of the Healthcare Programs Information Sessions before meeting with an advisor. Please visit <https://www.gatewaycc.edu/virtual-sessions> to find out more about information sessions.

If you are a new student, you must complete the Student Information Form found at <https://admissions.maricopa.edu/> before scheduling an appointment with Advising. Advisor Appointments

For student inquiries or appointments, please email your specific question/need and your Student ID number to the following <https://www.gatewaycc.edu/advisement>, and the appropriate advisor will contact you within 24 hours.

Please note that ALL appointments will be conducted virtually, NOT in person at the campus

Before you meet with an advisor, we recommend you check out the current Catalog to learn more about the programs that interest you. Let your advisor know if you have any questions or concerns.

If you have taken a class for college credit and you are interested in transferring credits to GateWay, you may better prepare if you have your official transcripts (from all colleges & schools previously attended) sent to:

GateWay Community College
Attn: Admissions & Records 108
N 40th Street
Phoenix, AZ 85034-1704

Bring a copy of your transcripts to review with your advisor. Your advisor can help you choose courses that will apply to most degrees and give you an introduction into your areas of interest.

Bookstore Current and most up to date information can be found at the following website

<https://www.gatewaycc.edu/bookstore>

Counseling – Academic, personal, or career counseling available. Call 602.286.8900.

Employment –contact the Career & Re-Entry Services, at 602.286.8500 for assistance.

Financial Aid – Available for qualified students. Contact the Financial Aid Office at 602.286.8300 or visit website:

<http://enroll.gatewaycc.edu/FinancialAid/ApplyForFinancialAid/default.htm>

Student Assessment Center – Services include instructor makeup exams, the English, Math, and Reading ASSET or COMPASS placement tests, and selected instruments required for acceptance into the Health Science or Nursing programs. Call 602.286.8160 for specific days and times tests are available.

Tutoring Assistance – Available through the Learning Center, 602.286.8800.

For a complete listing of student services, please refer to the college catalog, or visit GateWay's website: www.gatewaycc.edu or call college information at 602.286.8000.

ADMISSION APPLICATION FOR ENDOSCOPY PROGRAM

GATEWAY COMMUNITY COLLEGE
108 N 40th St / Phoenix, AZ 85034-1704 / 602.286.8000

Please print clearly

I PLAN TO BEGIN THE PROGRAM IN:	Fall 2023
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LEGAL NAME (LAST)	(FIRST)	(MIDDLE)
ADDRESS (STREET)		

(CITY)	(STATE)	(ZIP)
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FORMER NAME(S) which may appear on transcript		
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HOME PHONE NUMBER	CELL PHONE NUMBER
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E-MAIL ADDRESS

STUDENT ID NUMBER

PERSON TO NOTIFY IN CASE OF EMERGENCY	PHONE
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ADDRESS

Information Release – FERPA:

Do you give permission for the college to release directory information relative to your enrollment (as per the Family Education Rights and Privacy Act of 1974)? Yes No

Are you a United States Veteran? Yes No

- Attach a copy of DD214

Do you hold a CRCST certificate? Yes No

- Attach a copy of your CRCST
- Attach a copy of employment verification as a CRCST

Admission Application Checklist attached and signed off by advisor and student? Yes No

PLEASE RETURN YOUR APPLICATION TO:
GATEWAY COMMUNITY COLLEGE / 108 N 40th ST / PHOENIX, AZ 85034-1704

PREVIOUS COLLEGES OR TECHNICAL SCHOOLS ATTENDED:

NAME OF INSTITUTION			
CITY AND STATE			
DATE OF ENTRANCE		DATE OF LEAVING	
DIPLOMA OR DEGREE RECEIVED		COLLEGE MAJOR	

NAME OF INSTITUTION			
CITY AND STATE			
DATE OF ENTRANCE		DATE OF LEAVING	
DIPLOMA OR DEGREE RECEIVED		COLLEGE MAJOR	

NAME OF INSTITUTION			
CITY AND STATE			
DATE OF ENTRANCE		DATE OF LEAVING	
DIPLOMA OR DEGREE RECEIVED		COLLEGE MAJOR	

.....
 Attach separate sheet if additional space is needed

MILITARY:

Are you a member of the US Armed Forces, a former member of the US Armed Forces, or a dependent of a member of the US Armed Forces? If yes, select all that apply:		
I am a current member of the US Armed Forces	Yes	No
I am a dependent of a member of the US Armed Forces	Yes	No
I am a former member of the US Armed Forces	Yes	No

CERTIFICATION:		
I certify that the above answers are true, correct, and complete. I understand that any falsification or intentional misrepresentation of information on this application may be cause for dismissal from the Endoscopy Program and from the college. I understand that it is the responsibility of the student to maintain accurate contact information with the Admissions and Records Department. Failure to provide this information may preclude the student from being admitted into the Endoscopy Program.		
SIGNATURE		DATE

Last Name	First Name	Student ID	Date
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The following prerequisites must be completed prior to submitting your application. In order for a course to satisfy the required courses, students have a 3.0 GPA in required courses. Applications without this Advisor Review form completed and signed by a GateWay Community College Healthcare Advisor will not be accepted.

Course	Course Title	Credits Required	College	Semester Completed or Enrolled	Grade
BIO 160 + BIO201 + BIO202	Intro to Human Anatomy and Physiology (4) OR Human Anatomy and Physiology I (4) AND Human Anatomy and Physiology II (4)	4 – 8			
Students selecting BIO201 and BIO202 must complete the prerequisite courses BIO156 or BIO181; or 1-year high school biology with a “C” or better.					
ENG 101 ENG 107 ENG 102 ENG 108	First Year Composition (3) OR First Year Composition for ESL (3) AND First Year Composition (3) OR First Year Composition for ESL (3)	6			
+ MAT 150 + MAT 151 + MAT 152 + MAT 155 MAT 156 +	College Algebra/Functions (5) OR College Algebra/Functions (4) OR College Algebra/Functions (3) OR College Algebra/Functions with Review (5) OR College Algebra/Functions with Review (6)	3– 6			
HCC/RES 109 HCC130 HCC130AA HCC130AB HCC130AC HCC130AD HCC130AE HCC130AF	CPR for HealthCare Provider OR Proof of Current American Heart Association HealthCare Provider CPR Certification Fundamentals in HealthCare Delivery OR Health Care Today AND Workplace Behaviors in Health Care AND Personal Wellness and Safety AND Communication & Teamwork in HealthCare Organizations AND Legal Issues in HealthCare AND Decision Making in the Health Care Setting OR Permission of GateWay Health Core Curriculum Coordinator	0-5 3 0-3 0-3			
HCC145 HCC146	Medical Terminology for Health Care Professionals OR Common Medical Terminology for Health Care Professionals OR Permission of GateWay Health Core Curriculum Coordinator	0-3			

Student Signature	Student Name (printed)	Date
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Advisor Signature	Advisor Name (printed)	Date
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**Allied Health and Nursing Programs
Maricopa County Community College District
Summary of Criminal Background Check Requirement**

(Student Copy)

Overview of the Requirements

In order for students to be admitted to or maintain enrollment in good standing in Maricopa County Community College District's ("MCCCD") Allied Health and Nursing programs ("Programs"), students must provide with their application to a Program all of the following:

- A copy of an Arizona Department of Public Safety Level-One Fingerprint Clearance Card ("Card"). Students are required to pay the cost of applying for the Card. Cards that are NOT Level-One status will not be accepted.
- An original version of the "**Criminal Background Check Disclosure Acknowledgement**" form attached to this Summary signed by the student.

At all times during enrollment in a Program, students must obtain and maintain BOTH a valid Level-One Fingerprint Clearance Card and passing disposition on supplemental background check performed by MCCCD authorized vendor. Admission requirements related to background checks are subject to change as mandated by clinical experience partners

Implementation of the Requirements

1. Students that are denied issuance of a Card may be eligible for a good cause exception through the Arizona Department of Public Safety. It is the student's responsibility to seek that exception directly with the department. Until the student obtains a Card and meets the other requirements for admission, he or she will not be admitted to a Program.
2. Students admitted to a Program whose Card is revoked or suspended must notify the Program Director immediately and the student will be removed from the Program in which they have been admitted or are enrolled. Any refund of funds would be made per MCCCD policy.
3. The **Criminal Background Check Disclosure Acknowledgement** directs students to disclose on the data collection form of the MCCCD authorized background check vendor all of the requested information as well as any information that the background check may discover. Honesty is important as it demonstrates character. Lack of honesty will be the basis for denial of admission or removal from a Program if the information that should have been disclosed but was not would have resulted in denial of admission. Failure to disclose other types of information constitutes a violation of the Student Code of Conduct and may be subject to sanctions under that Code. Students have a duty to update the information requested on the [background check vendor] data collection form promptly during enrollment in a Program. The [background check vendor] data collection form may ask for the following information but the form may change from time to time:
 - Legal Name
 - Maiden Name
 - Other names used
 - Social Security Number
 - Date of Birth
 - Arrests, charges or convictions of any criminal offenses, even if dismissed or expunged, including dates and details.
 - Pending criminal charges that have been filed against you including dates and details.
 - Participation in a first offender, deferred adjudication or pretrial diversion or other probation program or arrangement where judgment or conviction has been withheld.

The authorized MCCCD background check vendor will be asked to pass or fail each student based on the standards of MCCCD's clinical experience partners that have established the most stringent requirements. The sole recourse of any student who fails the background check and believes that failure may have been in error is with the background check vendor and not MCCCD.

**Allied Health and Nursing Programs
Maricopa County Community College District
Summary of Criminal Background Check Requirement**

(Student Copy)

(Student: Sign and Attach to Application)

All allied health and nursing students who seek to enroll in MCCCDC healthcare programs must complete a Criminal Background Check. The outlined criteria have been created based on MCCCDC's largest clinical experience hospital partners. These partners have stringent background check standards that preclude MCCCDC from assigning students to their sites who cannot meet those standards. In order for MCCCDC students to be able to continue to complete clinical experiences at local hospitals, students must meet these standards.

For persons wishing to enroll in a Program the person must meet the following standards:

- Possession of a valid Arizona Department of Public Safety Level One Fingerprint Clearance Card. Students who currently possess a DPS Card that is another level will not be allowed entrance into a health care program. Students are required to pay the cost of obtaining this background check. If the Level-One Fingerprint Clearance Card is revoked or suspended at any time during the admission process or while enrolled in a MCCCDC healthcare program a student must notify the Program Director immediately and he or she will be removed from the Program. Please see the "Frequently Asked Questions" sheet for details regarding the DPS Card.
- Each student must provide documentation that he or she has completed and "passed" a MCCCDC-supplemental background check through the approved vendor **American DataBank**. Students are required to pay the cost of obtaining this background check. Students whose background checks are more than six months old on the date of beginning a healthcare program must obtain an updated background check. Students who have been in a Program for more than 12 months may be requested to obtain an updated background check. Please see the attached "Frequently Asked Questions" sheet for more details regarding the MCCCDC supplemental-background check.
- The MCCCDC supplemental or the clinical agency background check may include but are not limited to the following:
 - Nationwide Federal Healthcare Fraud and Abuse Databases
 - Social Security Verification
 - Residency History
 - Arizona Statewide Criminal Records
 - Nationwide Criminal Database
 - Nationwide Sexual Offender Registry
 - Homeland Security Search
- By virtue of the MCCCDC supplemental background check, students will be disqualified for admission to a program or continued enrollment in a program based on their criminal offenses, the inability to verify their Social Security number, or their being listed in an exclusionary database of a Federal Agency or on a sex offender registry. Offenses that will lead to a "fail" on the supplemental background check may include but are not limited to:
 - Social Security Search-Social Security number does not belong to applicant
 - Any inclusion on any registered sex offender database
 - Any inclusion on any of the Federal exclusion lists or Homeland Security watch list
 - Any conviction of Felony no matter what the age of the conviction
 - Any warrant in any state

- Any misdemeanor conviction for the following-No matter age of crime
 - violent crimes
 - sex crime of any kind including non consensual sexual crimes and sexual assault
 - murder, attempted murder
 - abduction
 - assault
 - robbery
 - arson
 - extortion
 - burglary
 - pandering
 - any crime against minors, children, vulnerable adults including abuse, neglect, exploitation
 - any abuse or neglect
 - any fraud
 - illegal drugs
 - aggravated DUI
 - Any misdemeanor controlled substance conviction last 7 years
 - Any other misdemeanor convictions within last 3 years
 - Exceptions: Any misdemeanor traffic (DUI is not considered Traffic)
- At all times students are in a program they must maintain BOTH a valid Level-One Fingerprint Clearance Card and passing disposition on the MCCCDC supplemental background check performed by the MCCCDC-authorized vendor.
 - Admission requirements related to background checks are subject to change without notice.
 - Some clinical agencies may require additional components of a criminal background check, other than those required by MCCCDC, as well as a drug screening. Students are required to pay for any and all criminal background checks and drug screens required by a clinical agency to which they are assigned
 - Even though a student possesses a valid DPS Level One Fingerprint Clearance Card and has passed the MCCCDC supplemental background check, a clinical agency may decline to place a student due to information the clinical agency obtains in a background check it requires.
 - If a clinical agency to which a student has been assigned does not accept the student based on his or her criminal background check, the student may not be able to complete the program.
 - MCCCDC may, within its discretion, disclose to a clinical agency that a student has been rejected by another clinical agency.
 - MCCCDC has no obligation to make attempts to place a student when the reasons for lack of placement are criminal background check issues. Since clinical agency assignments are critical requirements for completion of the program, inability to complete required clinical experience due to a student's criminal background check will result in removal from the program.

Signature

Date

Printed Name

Student ID Number

Desired Health Care Program