

COMPUTED TOMOGRAPHY

CERTIFICATE OF COMPLETION IN COMPUTED TOMOGRAPHY



***CONTINUING EDUCATION INFORMATION PACKET
2017 – 2018***



108 N. 40th Street • Phoenix, AZ 85034
(602) 286-8000 • www.gatewaycc.edu



MARICOPA
COMMUNITY COLLEGES

Dear Prospective Student:

Thank you for your inquiry into the Certificate of Completion (CCL) in Computed Tomography at GateWay Community College.

GateWay Community College offers a sequence of Computed Tomography courses to work towards a Certificate of Completion for Computed Tomography (CT). The intent of the CT courses contained in this post-primary imaging pathway is to provide you with educational opportunities that may help you to be successful with the American Registry of Radiologic Technologist (ARRT) certification exam and in advancing your imaging career.

Why else should I enroll in this Certificate of Completion?

Accreditation in the healthcare setting now requires certification and registry for employment as it directly relates to *reimbursement conditions* in Medical Imaging.

- Acute care setting – currently many employers are requiring the technologist to successfully complete the ARRT post-primary certification exam within a one year's time to assure continued reimbursement.
- Non-hospital setting – the Medicare Improvements for Patients and Providers Act (MIPPA) requires non-hospital providers to obtain accreditation in early 2012. As accreditation for the providers continues, the technologist will need to be prepared by completing their post-primary examination successfully to maintain continued reimbursement.
- For the Registered Technologist in Radiography, **continuing education credits** are also a required component in maintaining your ARRT or NMTCB registry nationally and your MRTBE license for Arizona.

After reading the Continuing Education Information Packet for Computed Tomography, if you have questions or if you need assistance in registering at GateWay please feel free to contact Tabby Hatfield in Post Primary Education by phone 602.286.8483 or email at tabatha.hatfield@gatewaycc.edu.

Please note that the CCL curriculum and prerequisites will be revised periodically. It is the student's responsibility to check for changes that may occur.

Sincerely,

Tabatha Hatfield, MA, RT(R), RDMS, RVT
Director of Post-Primary Health Care
Gateway Community College – Washington Campus
602.286.8483
tabatha.hatfield@gatewaycc.edu

TABLE OF CONTENTS

Table of Contents	4
Continuing Education Mission	5
Career Overview	5
Certificate of Completion (CCL) in Computed Tomography – Overview.....	6
CCL in CT – Effectiveness Goals	6
Continuing Education – Certificate of Completion (CCL) in Computed Tomography.....	7
Estimated Costs.....	8
Admission Criteria	9
Immunizations, Testing, and Background Requirements	9
Frequently Asked Questions.....	10
Accreditations.....	10
Confidentiality Statement	11
Policies, Rules, Requirements, and Regulations Compliance	11
College Communication	11
Contact Information	12
CCL in CT Information & Checklist	12
Student Services.....	13
Admission Disclaimer – Certificate of Completion in Computed Tomography	15
MCCCD Summary of Criminal Background Check Requirements	17
MCCCD Acknowledgement of Criminal Background Check Requirements	19

CONTINUING EDUCATION MISSION

The mission of Healthcare Continuing Education is three-fold:

- Provide continuing education opportunities to the graduates of each of the health science disciplines that GateWay provides.
- Organize special events for our community's healthcare professionals.
- Respond to the emerging needs of the healthcare community.

Continuing Education assists other disciplines in offering additional opportunities for working healthcare professionals. Educational opportunities include one day seminars, short or long-term courses for credit and non-credit.

CAREER OVERVIEW

(Source: <https://www.arrt.org/Certification/Computed-Tomography-Technologist>)

COMPUTED TOMOGRAPHY (CT) TECHNOLOGIST

Computed tomography (CT) technologists use ionizing radiation to create three-dimensional (3D) images for diagnostic purposes. They work in hospitals, clinics, labs, and outpatient centers.

COMPUTED TOMOGRAPHY (CT) CAREERS

Technologists working in CT produce cross-sectional x rays using a rotating x ray unit. A computer then uses these images to create a 3D image used for diagnosis. American Registry of Radiologic Technologist certification is voluntary, but those beginning a career in CT will find that it is required by many healthcare employers. ARRT doesn't provide a list of job postings within the profession. However, computed tomography (CT) technologists seeking a position may want to check the American Society of Radiologic Technologist job bank ([ASRT JobBank](#)).

COMPUTED TOMOGRAPHY (CT) CERTIFICATION

The American Registry of Radiologic Technologists (ARRT) offers [computed tomography \(CT\)](#) certification and registration as part of its mission to recognize qualified individuals in medical imaging, radiation therapy, and interventional procedures. To be eligible for ARRT Computed Tomography (CT) certification, candidates must already hold ARRT registration in [radiography](#), [nuclear medicine technology](#) (registration through NMTCB is also accepted), or [radiation therapy](#), meet ethics requirements, document clinical experience, and pass the ARRT certification examination in computed tomography (CT).

Annual renewal of registration is required to maintain the ARRT credential.

COMPUTED TOMOGRAPHY (CT) CONTINUING EDUCATION (CE)

Once certified in computed tomography (CT), Registered Technologists (R.T.s) must complete 24 Category A or A+ continuing education (CE) credits each biennium — a two-year period that begins at the start of his or her birth month.

Technologists already registered in a discipline who become certified in additional disciplines maintain their original CE reporting schedule based upon their initial certification. The continuing education requirement is 24 credits, regardless of the number of ARRT certificates held by a registrant. Technologists who become certified in computed tomography (CT) within a biennium meet the CE requirement for that biennium.

For more information, check out the [Continuing Education Requirements for Renewal of Registration](#).

Looking for CE credits? Check out [CE | R.T.](#)

In addition, any certifications earned in any category beginning January 1, 2011, are time limited to 10 years, at which time R.T.s will need to demonstrate continued qualifications as part of the [Continuing Qualifications Requirements \(CQR\)](#).

CERTIFICATE OF COMPLETION (CCL) IN COMPUTED TOMOGRAPHY – OVERVIEW

CT course work is completed as a part-time, evening sequential courses leading to a Certificate of Completion in Computed Tomography. The Computed Tomography certificate usually begins in August, ending in May of the following year (two semesters using the academic calendar). The clinical practice may include days, weekends, and evenings. Limited personal leave will be granted for sickness and vacations.

The Computed Tomography certificate is academically rigorous in nature, involving science, math, and technical aspects of Computed Tomography. The total length of the program is 9.5 months.

To be eligible for enrollment, perspective students must be:

- Certified by the American Registry of Radiologic Technologists (ARRT) in Radiography or in Radiation Therapy, or;
- Certified by ARRT or the Nuclear Medicine Technology Certification Board (NMTCB) in Nuclear Medicine, or;
- Radiography or Nuclear Medicine student currently enrolled at GateWay;
- And Complete program prerequisites to include DMI/DMS/ICE220, and DMI/ICE223 (or NUC150) with a grade of "C" or higher, or permission of Instructor.

Program graduates must comply with the ARRT "Rules of Ethics". One issue addressed by the Rules of Ethics is the conviction of a crime, including a felony, a gross misdemeanor, or a misdemeanor with the sole exception of speeding and parking violations. All alcohol and/or drug related violations must be reported. Conviction, as used in this provision, includes a criminal proceeding where a finding or verdict of guilt is made or returned but the adjunction of guilt is either withheld or not entered, or a criminal proceeding where the individual enters a plea of guilty or nolo contendere. Individuals who have violated the Rules of Ethics may request a review by the ARRT of the violation in order to obtain a ruling of the impact on their eligibility for the post-graduate ARRT examination. This review may be done either before or after entry into GateWay's certificate of completion. Contact: American Registry of Radiologic Technologists at 651.687.0048. **Please be advised that fingerprinting and criminal background checks are a college requirement and a level 1 fingerprint clearance card must be obtained prior to entrance to the certificate of completion.**

GateWay does not have the ability to take transfer students nor does it have the legal expertise and is not able to address ARRT level questions you may have.

Mental & Physical Demands

It is essential that Computed Tomography students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. Computed Tomography also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application.

CCL IN CT – EFFECTIVENESS GOALS

1. Students will be able to perform examinations competently.
2. Students will communicate effectively.
3. Students will develop critical thinking skills.
4. Students will demonstrate professionalism.

CONTINUING EDUCATION – CERTIFICATE OF COMPLETION (CCL) IN COMPUTED TOMOGRAPHY

CT PREREQUISITES

Course No.	Course Title	Credits: 4.0 – 5.0
DMI220/DMS220/ICE220	Sectional Anatomy	3.0
And		
DMI223/ICE223	Introduction to Computed Tomography	1.0
Or		
NUC150 (Nuclear Medicine Technologists)	Fundamentals of Computed Tomography	2.0

ALL SEMESTERS ARE COMPETENCY-BASED. ALL DMI/ICE COURSES IN EACH SEMESTER MUST BE COMPLETED WITH A "C" OR BETTER BEFORE THE STUDENT CAN ENROLL IN THE NEXT SEMESTER. Computed Tomography grading policy is as follows:

93% – 100% = A 84% – 92% = B 75% – 83% = C 74% or Below = F

CT COURSE WORK

Course No.	Course Title	Credits: 14.0
FALL SEMESTER		
ICE248	Computed Tomography Multi-planar Sectional Anatomy	2.0
ICE263	Computed Tomography Physics and Instrumentation	3.0

Winter Break

SPRING SEMESTER

ICE265	Computed Tomography Procedure Protocols	3.0
ICE273	Computed Tomography Pathology	3.0
ICE291	Computed Tomography Registry and Board Preparation	1.0
ICE267	Computed Tomography Advanced Imaging Practicum	2.0

* CT students will have the option to take ICE254 Advanced Imaging Practicum to complete ARRT competency requirements in subsequent semesters.

Students will be expected to attend clinical rotations in a minimum of four hours each scheduled day. The student should also expect to set a schedule with the Clinical Preceptors that is conducive to learning. Most Clinical Preceptors prefer consecutive days of attendance or a consistent schedule such as Monday-Wednesday-Friday. A schedule will be agreed upon by the student and the Clinical Preceptor and sent to the Program Director for approval. The student may miss one day per each 80 hour clinical assignment. If the student needs to miss more than one day, arrangements must be made with the clinical site to make up the missed days.

ESTIMATED COSTS

The estimated cost for the Certificate of Completion is outlined in the chart below. The student is responsible for providing transportation, housing, and uniforms.

Certificate of Completion Program	
Tuition* (14 credit hrs @ \$86 a credit hr) ¹	\$ 1,204
Program Prerequisite Tuition (4-5 credit hrs @ \$86 a credit hr) ¹	344 – 430
Registration fees (\$15 per semester)	30
Course / Lab Fees	140
Equipment / Supplies	TBD
Books ²	~400
Other Program Costs: Health/Safety Requirements, etc. ³	<u>477 – 1,142</u>
Total Estimated Costs	\$ 2,595 – 3,346

Out-of-County residents pay \$383* / Out-of-State residents pay \$327 a credit hr¹**

- ¹ Tuition and fees are set by the Maricopa Community College District Governing Board and subject to change. All other fees are also subject to change. All Tuition and fees are the responsibility of the student
 - ² Book costs/fees may change without notice
 - ³ 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 requirements for the clinical experience.
 - ³ For ARRT examination and the Arizona State license: Medical Radiologic Technology Board of Examiners (MRTBE).
- *** DRUG SCREENING FOR ALL COMPUTED TOMOGRAPHY STUDENTS IS A REQUIREMENT. **THE COST FOR THIS TEST WILL BE THE RESPONSIBILITY OF THE STUDENT.**
- **** Any rejection after the appeal process will disallow entrance into clinicals unless reversed on appeal. Some clinical facilities have additional background testing. **THE COST FOR THIS TEST WILL BE THE RESPONSIBILITY OF THE STUDENT.**

IMPORTANT – Tuition/registration fees are all due 35 days prior to the start date of each semester. If 34 days or less, all fees are due at the time of registration or you will be dropped from your classes and lose your seat in the program for non-payment.

ADMISSION CRITERIA

- First come, first serve based on initial class enrollment (ICE248 & ICE263)
- Certified by the American Registry of Radiologic Technologists (ARRT) in Radiography or in Radiation Therapy, or;
- Certified by ARRT or the Nuclear Medicine Technology Certification Board (NMTCB) in Nuclear Medicine, or;
- Radiography or Nuclear Medicine student currently enrolled at GateWay;
- And Complete program prerequisites to include DMI/DMS/ICE220, and DMI/ICE223(or NUC150) with a grade of "C" or higher, or permission of Instructor. Prerequisites must be completed within 5 years of starting the program
- Two seats per cohort will be available for US Military Veterans, a copy of your DD214 is required
- Current American Heart Association Health Care Provider CPR card required.
- Immunization and TB Testing Requirement (see below)
- Background Check Requirements (see below)
- Drug Screening (see below)

IMMUNIZATIONS, TESTING, AND BACKGROUND REQUIREMENTS

IMMUNIZATION AND TB TESTING REQUIREMENTS

All health and safety is now completed digitally. The health and safety requirements are subject to change based on the requirements of our 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 MCCCDD 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 MCCCDD background check. This policy precludes MCCCDD 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 MCCCDD Background Check. Students bear the financial costs for both the MCCCDD Background Check and the AZ Fingerprint Clearance Card. Students will receive information regarding the MCCCDD Background Check after admission, but prior to the beginning of the program.

We encourage students to apply for the 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. Drug screening for all Computed Tomography students is mandatory. The cost for this test is the responsibility of the student. The urine drug screen will test for alcohol; illegal drugs, or drugs that may impair judgment while working with patients at the clinical site. If the drug test is positive for the illegal drugs, the student will not be able to continue in the program. 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 may not be able to be placed at some clinical sites, but are not excluded from the Program.

FREQUENTLY ASKED QUESTIONS

IS THIS DIFFERENT FROM CONTINUING EDUCATION COURSES OFFERED IN PAST?

Yes. The CT courses have been designed to facilitate sequential coursework leading to a Certificate of Completion. Courses cannot be taken out of sequence and are competency based. Meaning, one semester must be completed successfully prior to enrolling in the next.

WHY DID GATEWAY DEVELOP A CERTIFICATE OF COMPLETION IN CT?

To meet the need of the community and technologists to qualify for CT certification through the ARRT.

ARRT link: <https://www.arrt.org/Certification/Computed-Tomography-Technologist>

IS THIS AN EVENING OR PART-TIME PROGRAM?

Yes. A full-range of clinical experiences are available on days, evenings, and weekends. Coursework will be offered in person and also in hybrid or online formats. In person classes will be held in the evening beginning at 5:30 pm during the fall & spring semester and typically meet 1 -2 nights per week.

ARE THERE DESIGNATED CLINICAL SITES?

Yes. Clinical agencies have agreed to offer a full-range of clinical experiences available on days, evenings, and weekends.

DOES THIS CERTIFICATE OF COMPLETION QUALIFY FOR FINANCIAL AID?

No, not at this time. This is post graduate coursework which does not meet eligibility requirements for financial aid. Students should make financial plans to pay for coursework at the time of registration.

BESIDES PRE-REQUISITE COURSES, WHAT OTHER CLASSES COULD A STUDENT TAKE WHILE WAITING TO START THE CERTIFICATE?

Northern Arizona University now offers a Bachelor's Degree in Health Science: Diagnostic Medical Imaging and Therapy. If this interests you, you will need to take courses that will transfer and meet university requirements. A Gateway advisor will assist you with this process. In addition you will need to speak an NAU advisor at 602.286.8194.

WHERE CAN I GO FOR MORE INFORMATION ABOUT THE PROFESSION?

WWW.ASRT.ORG – American Society of Radiologic Technologists

WWW.ARRT.ORG – American Registry Radiologic Technologists

IF I HAVE A CRIMINAL RECORD, WILL THAT PROHIBIT ME FROM BEING SUCCESSFUL IN THIS CAREER?

Possibly, our clinical agreements with the healthcare facilities require that our students receive a Level 1 Fingerprint Clearance Card issued by the Arizona Department of Public Safety. Additionally, a student must not be listed on the Federal Government's Office of the Inspector General's Exclusion List. Students that are unable to obtain either of these clearances will be prohibited from attending their clinical experience. In addition, as of 2011, all healthcare students must pass a MCCCDC background check within six (6) months of beginning their program of study.

ACCREDITATIONS

GateWay Community College is a Maricopa Community College, accredited by the Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools (30 N. LaSalle Street, Suite 2400, Chicago, IL 60602-2504, 800-621-7440), and its courses are approved by the Social Security Administration for Veterans' training. This school is authorized under federal law to enroll non-immigrant alien students.

CONFIDENTIALITY STATEMENT

Students enrolled in the Certificate of Completion in Computed Tomography will have learning experiences in health care settings where they will have access to confidential information. Prior to beginning any clinical studies, the students will be asked to sign agreements to adhere to the requirements of those clinical sites and applicable law, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

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.

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 continuing education information, please feel free to contact any of the following in continuing education:

Tabby Hatfield, Program Director of Post Primary Education / Phone 602.286.8483 / tabatha.hatfield@gatewaycc.edu

CCL IN CT INFORMATION & CHECKLIST

- _____ 1. Obtain and carefully read all the information about the CCL in Computed Tomography and note any questions. Become as well informed as you can about the coursework. Tabby Hatfield, tabatha.hatfield@gatewaycc.edu will assist you if you have any questions.
- _____ 2. Transcripts
 - a. Official college transcripts with imaging related coursework that applies to the program prerequisites should be sent to the Admissions and Records Office at 108 N 40th Street, Phoenix, AZ 85034-1704.
 - b. Official transcripts must be sent from institution to institution, **allow 2-4 weeks for receipt.** Please request institution to include current name and student ID number used at GateWay Community College.
 - c. Evaluations of Official College Transcripts must be requested by the student after their arrival at the college. To verify receipt of transcripts and evaluation, a request for transcript evaluation form must be filled out and submitted to Admissions and Records. This form can be obtained from any GateWay Community College Advisor or on the GateWay CC web site @ <http://www.gatewaycc.edu/>
- _____ 3. For assistance in registering or enrolling in you may contact
Tabby Hatfield, Program Director of Post Primary Education / Phone 602.286.8483 / tabatha.hatfield@gatewaycc.edu
- _____ 4. Certificate Prerequisites:
 - a. DMI220/DMS220/ICE220 Sectional Anatomy
 - b. DMI223/ICE223 Introduction to CT
or NUC150 (Nuclear Medicine Technologists) Fundamentals of CT
- _____ 5. Enroll in the Certificate of Completion in CT
First come, first serve based on initial class enrollment (ICE248 & ICE263). The number of applicants admitted to this program varies according to clinical positions available at each clinical agency.
- _____ 6. **Student Personal Information:**
Every student is responsible for keeping the college admission's office updated on email addresses and best phone numbers. If information is not updated, it could mean missing the opportunity to enter the program.

STUDENT SERVICES

The following are some of the services available to students.

Post Primary Education Contact – Tabby Hatfield, Program Director, Post-Primary Education, 602.286.8483

Bookstore – Available are textbooks and supplies for classes, call 602.286.8400. You may visit their website at: www.efollett.com and selecting “College Textbooks”.

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

Employment – Upon completion of the Certificate of Completion for Computed Tomography, contact the Career Center at 602.286.8500 for assistance.

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.

Pregnancy – The student has the option of remaining in the program and continuing her education without notification or interruption. This decision should be made in consultation with her physician. If the student chooses to take a leave of absence from the program during the pregnancy, she will be allowed to re-enter the program once the period of convalescence is complete. Based upon the length of absence from training, the student may be required to re-certify in specific clinical competencies prior to graduation. Placement into the original clinical site is not guaranteed, but another training site will be provided for the student. The student must complete all program and institutional graduation requirements prior to graduation as outlined in the college catalog. (See program policies for more details).

ADMISSION DISCLAIMER – CERTIFICATE OF COMPLETION IN COMPUTED TOMOGRAPHY

Your admission to the GateWay Community College Certificate of Completion in Computed Tomography is no guarantee that you will pass the certification exam sponsored by the American Registry of Radiologic Technologist ARRT. Certification requirements are the sole exclusive responsibility of the American Registry of Radiologic Technologist ARRT 651.687.0048, and you must satisfy those requirements independently of completion requirements for the college.

I have read and understand the Admissions Disclaimer.

Signature

Date

Student ID Number

This disclaimer will become a part of your Certification of Completion in Computed Tomography records.



**Allied Health and Nursing Programs
Maricopa County Community College District
Summary of Criminal Background Check Requirements – effective September 1, 2011**

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") beginning on September 1, 2011, 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.



(Student: Sign and Attach to Application)

IMPORTANT ANNOUNCEMENT – Change in Background Check Standards for Maricopa Community College Admitted on or after September 1, 2011

For all allied health and nursing students who seek to begin MCCCDC healthcare programs on or after September 1, 2011, new background check standards will be in effect. Additionally, students who have been admitted to an MCCCDC healthcare program or who are currently enrolled in one as of September 1, 2011 will be required to sign an MCCCDC Criminal Background Check Disclosure Acknowledgement form. These changes are necessary due to the fact that six of eleven of MCCCDC's largest clinical experience hospital partners have established stringent background check standards that preclude MCCCDC from assigning students to those 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 new standards.

For persons wishing to enroll in a Program on or after September 1, 2011, 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 **CastleBranch**. 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



IMPORTANT ANNOUNCEMENT – Change in Background Check Standards for Maricopa Community College Admitted on or after September 1, 2011

- 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 MCCCCD supplemental background check performed by the MCCCCD-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 MCCCCD, 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 MCCCCD 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.
- MCCCCD may, within its discretion, disclose to a clinical agency that a student has been rejected by another clinical agency.
- MCCCCD 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