

ELECTRONEURODIAGNOSTIC TECHNOLOGY

Associates of Applied Sciences Degree



**LEARN MORE
LIVE BETTER**

INFORMATION AND APPLICATION PACKET 2017 – 2018

CONTACT:
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NUGENT@GATEWAYCC.EDU
HEALTH SCIENCE DIVISION



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



MARICOPA
COMMUNITY COLLEGES

Electroneurodiagnostic Technology

Dear Prospective Student,

Thank you for your interest in our fully accredited Electroneurodiagnostic Technology (EEG/END) AAS degree Program. Electroneurodiagnostic Technology is the allied health field devoted to the recording and study of the electrical activity of the brain and nervous system. The most well known procedure is the Electroencephalogram (EEG), which records the on-going electrical activity of the brain and assists in the diagnosis of a variety of neurological problems.

This program includes classroom instruction and supervised clinical experience at local hospitals. There are program prerequisites which must be completed prior to entering this program and prior to being placed on the numbered list of individuals eligible to begin the program. This information and application packet will provide you with answers to most of your questions about the program, the prerequisites, and the planned schedule of courses.

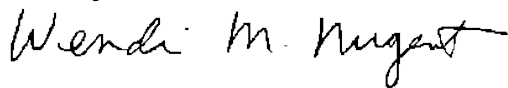
There is a national need for Electroneurodiagnostic Technologists and there continues to be opportunities for qualified technologists in Maricopa County. After completing the END AAS Program, students may elect to continue their training in related Neurodiagnostic Technology fields such as surgical monitoring, long-term monitoring, evoked potentials and nerve conduction studies (peripheral nerve activity) while working on the job.

Please note that this Program has recently undergone some changes to the pre-requisites and required courses.

The expected duration of this Program has also changed, the EEG/END Technology classes now require five to seven semesters to complete (approximately 22-30 months). Please contact our Health Science Academic Advisors to obtain more information regarding these changes to the Program and what it means to you.

If you have any additional questions or wish to submit an application for admission to the program, please contact a Health Sciences Academic Advisor at (602) 286-8181. If, after talking to an advisor, you still wish to speak with someone, please send an email to: Nugent@gatewaycc.edu. ALL Applications and Documentation of pre-requisites should be sent to the Gateway Community College Admissions and Records office.

Sincerely,



Wendi M. Nugent, MBA, RPSGT, R. EEG T.
Director Electroneurodiagnostic Technology Program
Nugent@gatewaycc.edu
<http://www.gatewaycc.edu/eegend-technology>

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CAREER OVERVIEW

Electroneurodiagnostic Technology is the allied health field devoted to the recording and study of the electrical activity of the brain and nervous system. The most well known procedure is the Electroencephalogram (EEG), which records the on-going electrical activity of the brain. As an Electroneurodiagnostic (END) Technologist you will be working one-on-one with patients in a health care setting. You will be responsible for diagnostic testing procedures utilizing computerized systems, which record the on-going electrical activity of the brain and assist in the diagnosis of a variety of neurological problems.

DEGREE REQUIREMENTS - ELECTRONEURODIAGNOSTIC TECHNOLOGY PROGRAM (EEG/END)

ADMISSION CRITERIA

1. Formal application can be made at any time.
2. Formal admission to the program is required.
3. 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 MCCCDCD background check policy.
4. Clinical Health and Safety requirements must be met. Upon conditional program enrollment, the student must comply with all requirements of the MCCCDCD clinical health and safety policy.
5. Inability to comply with Background Check requirements and/or Clinical Health and Safety requirements at the start of classes may result in cancellation of enrollment.

PROGRAM PREREQUISITES

All prerequisites outlined below in Semesters one (1) & two (2) must be completed before starting the program except ***the HCC courses in this Semesters two (2) & four (4) may be taken as program prerequisites or concurrent with required courses, but these courses must be completed prior to clinical rotations if taken concurrent with required courses.***

Successful Completion of the program prerequisite college courses with a "C" or better.

EEG/END TECHNOLOGY AAS DEGREE PROGRAM (BY SEMESTER)

Semester 1 – Credits: 10-16

*****The courses in this term are Program prerequisites and must be completed prior to starting the program.***

Students selecting BIO201 and BIO202 must complete the prerequisite courses BIO156 or BIO181.

+ BIO156	Introductory Biology for Allied Health (4) OR	
+ BIO181	General Biology (Majors) I (4) OR	
	One year high school biology with a grade of C or better (0)	0 – 4
	BIO160 Introduction to Human Anatomy and Physiology – Lecture/Lab (4) OR	
+ BIO201	Human Anatomy and Physiology I (4)	4
+ ENG101	First-Year Composition (3) OR	
+ ENG107	First-Year Composition for ESL (3) OR	
+ ENG111	Technical and Professional Writing (3)	3
+ MAT120	Intermediate Algebra (5) OR	
+ MAT121	Intermediate Algebra (4) OR	
+ MAT122	Intermediate Algebra (3) OR	
	Equivalent course OR Satisfactory completion of higher-level mathematics course	3 – 5

Semester 2 – Credits: 0-7

***** The HCC courses in this term may be taken as program prerequisites or concurrent with required courses, but these courses must be completed prior to clinical rotations if taken concurrent with required courses.***

+ BIO202	Human Anatomy and Physiology II (4)	0 – 4
	** If needed to complete Biology requirements	
+ HCC130	Fundamentals in Health Care Delivery 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 & Team Work in Health Care Organizations (0.5) and	
+ HCC130AE	Legal Issues in Health Care (0.5) and	
+ HCC130AF	Decision Making in Health Care Setting (0.5)	0 – 3

Semester 3 / Fall – Credits: 14

+ EEG115	Biomedical Electronics I – Lecture	2
+ EEG116	Biomedical Electronics II – Lecture	3
+ EEG130	Introduction to EEG – Lecture/Lab	4
+ EEG140	Basic Electroneurodiagnostic Skills – Lecture & Lab	2
+ EEG210	Applied Neurophysiology – Lecture	3

Semester 4 / Spring – Credits: 9–13.5

**** The HCC courses in this term may be taken as program prerequisites or concurrent with required courses, but these courses must be completed prior to clinical rotations if taken concurrent with required courses.**

+ EEG201	Intermediate EEG – Lecture & Lab	4
+ EEG206	Advanced EEG – Lecture & Lab	2
HCC145	Medical Terminology for Health Care Workers (3) OR	
HCC146	Common Medical Terminology for Health Care Workers (2)	2 – 3
+ HCC164	Pharmacology for Allied Health	0.5
+ HCC200	Basic Client Care for Allied Health OR Work Experience or equivalent course education as evaluated by the GateWay Health Core Curriculum Coordinator	0 – 0.5
HCC/RES109	CPR for Health Care Provider (0.5) OR Proof of Current Health Care Provider CPR Certification (0)	0 – 0.5
+ CRE101	College Critical Reading (3) OR	
+ CRE111	Critical Reading for Business or Industry (3) OR Equivalent as indicated by assessment	0 – 3

Semester 5 / Summer – Credits: 5

+ EEG200	Clinical Rotation I	3
+ EEG205	Applied Evoked Potentials and Nerve Conduction Studies – Lecture & Lab	2
+ HRC101	Overview of Healthcare Compliance	1

Semester 6 / Fall – Credits: 12

+ EEG207	Electroneurodiagnostic Record Review	4
+ EEG211	Clinical Rotation II	3
+ EEG282AA	Volunteerism for Electroneurodiagnostic Technology: Service Learning Experience	1
+ HRC101	Overview of Healthcare Compliance	1
	Any approved general education course from the Oral Communication area	3

Semester 7 / Spring – Credits: 11-12

+ EEG220	Clinical Rotation III	3
+ ENG102	First-Year Composition (3) OR	
+ ENG108	First-Year Composition for ESL (3) OR	
+ ENG111	Technical and Professional Writing (3)	3
PSY101	Introduction to Psychology	3
	Any approved general education course from the Humanities, Arts and Design area	2 – 3

Please see the Center for Curriculum & Transfer Articulation for the full descriptions of program requirements.

Major: 3136 Associates of Applied Science total program credits: 60.5-79.5

ESTIMATED PROGRAM COSTS

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

AAS Degree Program

Tuition* (37 credit hrs @ \$86 a credit hr) ¹	\$	3,182
Program Prerequisite Tuition (12.5 - 27.5 credit hrs @ \$86 a credit hr) ¹		1,075 – 2,365
General Education Tuition (11-15 credit hrs @ \$86 a credit hr) ¹		946 – 1,290
Registration fees (\$15 per semester)		105
Course / Lab Fees		170 - 275
Equipment / Supplies		100
Books		1,044 – 2,551
Other Program Costs: Health/Safety Requirements, etc. ²		217 – 882
	Total Estimated Costs	<u>\$6,839 – 10,750</u>

ADDITIONAL COSTS AFTER PROGRAM COMPLETION/GRADUATION

Board of Registered Electroencephalographic Technologists Examinations I & II (subject to change)	\$	800
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Out-of-County residents pay \$383* / Out-of-State residents pay \$327** a credit hr ¹

* Rates are set according to 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 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/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.

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 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, 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. 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. 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.

FREQUENTLY ASKED QUESTIONS

How long does it last?

Currently this program is 5 semesters or about 21 months in duration, excluding prerequisites and courses for the AAS degree.

What times and days must students be available?

On campus END classes will be held in the morning, afternoon and evening hours between 8am and 10:00 p.m. All clinical experiences will occur between the hours of 7 a.m. and 5 p.m. Working students must plan their work schedule to be fully available for all class and clinical hours.

Where will the END classes and clinical experiences be held?

Classroom courses will be held on the GateWay campus. Students must be able to provide their own transportation to meet this requirement.

Clinical experiences will be provided at local hospitals and clinics. All clinical experiences will be under the supervision of a registered EEG technologist (R. EEG T.). During the program, students will rotate to different clinical sites. Students must be able to provide their own transportation to meet this requirement.

How is the program structured and what courses are required?

This five semester program is divided into modules of varying duration. All courses must be taken in sequence and all students move together as a cohort through the program. There may be a short break between some modules.

How many credits is this program?

The AAS Program in END Technology includes 36-credits in END Technology along with prerequisites and general education credits which may vary per student. Please see the attached list of courses.

Who are my contacts as I get ready to participate in this program?

It is always recommended that you begin by meeting with one of the Health Science Academic Advisors located in the lobby of the Center for Health Careers building (CHCE).

Wendi Nugent, Director of Electroneurodiagnostic Technology Program is your primary contact person for specific program content questions, e-mail contact is preferred: Nugent@gatewaycc.edu.

Send all required documentation of prerequisites to the Gateway Community College Admission and Records office.

Is there a Program Orientation?

Orientation will be scheduled for students accepted into the END Technology Program prior to the beginning of the program.

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 One 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 and they must pass background checks required by our program clinical site hospitals. Students who are unable to obtain these clearances will be prohibited from attending their clinical rotations and will not be able to complete the program.

ACCREDITATION

The GateWay Community College Electroneurodiagnostic (EEG/END) Technology Program received accreditation in April 2009 by the Commission on Accreditation Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation for Education in Electroneurodiagnostics Technology.

**Commission on Accreditation
of Allied Health Education Programs**

1361 Park Street
Clearwater, FL 33756
727.210.2350

**Committee on Accreditation for Education in
Electroneurodiagnostic Technology**

6654 South Sycamore Street
Littleton, CO 80120
303.738.0770

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 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 GateWay's Health Core Curriculum Coordinator Charo Bautista by calling 602-286-8496 or emailing her at bautista@gatewaycc.edu

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:

Wendi Nugent, MBA, RPSGT, R. EEG T. – Program Director / E-mail: nugent@gatewaycc.edu
Phone: (602) 286-8495

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

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

Jennifer Brown, Health Sciences Academic Advisor / Phone: 602.286.8052 /
Email: jennifer.brown@gatewaycc.edu

STEP 1: GET ADMITTED

Create MEID Account and Apply for Admissions

maricopa.edu/admissions

- Provide proof of identity to the college at which you applied.
- For tuition purposes, verify your residency status by providing a government issued ID.
- Submit prior education (if applicable) i.e. high school and/or college/university official transcript.
- Undecided on a major? Connect with [Counseling](#) and Career Services at your college.
- Visit the campus to familiarize yourself with the services and resources.
- Complete the FAFSA and scholarship applications at: maricopa.edu/paying-for-college.

STEP 2: TAKE THE PLACEMENT TEST

Prepare, Study, and Schedule Test

maricopa.edu/testing

- Prepare by reviewing the sample questions at maricopa.edu/testing.
- Placement test will ensure appropriate level of classes for enrollment.
- The Placement Test is not a pass/fail exam.
- The Placement Test is untimed and FREE.
- Bring your government issued photo ID on the day of testing.
- To review your test score results, ask for a Course Placement Chart.

STEP 3: GET ENROLLED

Seek Academic Advisement

maricopa.edu/advisement

- Advisors will help with identifying courses and creating an Educational Plan to meet your academic goals.
- Meet with a Health Sciences Academic Advisors every semester prior to class registration.

The Health Sciences Academic Advisors are available by phone, email, or in person in the [CH Center for Health Careers Education Building](#), on the north side of campus during the following business hours:

Walk-in basis

Mondays: 8 a.m. to 5 p.m.
Wednesdays: 8 a.m. to 1:30 p.m.
Thursdays: 8 a.m. to 5 p.m.

For an appointment call 602.286.8181

Tuesdays & Fridays by appointments.
Decrease your waiting time by scheduling an appointment.

(During the Summer, college is closed on Fridays)

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 for your meeting if you bring a copy of your transcripts to review with your advisor and then:

Arrange to have your official transcripts (from all colleges & schools previously attended) sent to:

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.

Register for Classes

maricopa.edu/register

- o Register for classes early to ensure the best schedule, maximize financial aid options, and to get prepared for a successful semester.
- o Know when your tuition is due.

Attend New Student Orientation

maricopa.edu/new-student-orientation

- o All new to college students must attend [New Student Orientation](#). Research shows that those who participate, have higher rates of attaining their goals.

STEP 4: PAY TUITION AND FEES

Explore Payment Options

maricopa.edu/paying-for-college

- o Monitor your Student Center for current balance and pay on or before due date.
- o Explore paying for college at maricopa.edu/paying-for-college.
- o Complete the Free Application for Federal Student Aid (FAFSA) at fafsa.gov.
- o Explore college websites for [scholarships](#), such as the [Presidents' Scholarship](#) and more.

STEP 5: REVIEW PROGRAM REQUIREMENTS

Each of our Health Science programs has unique requirements. We strongly encourage you to review the program packets and the current catalog for any specialties that you might consider. These resources will provide you with detailed program information regarding prerequisite courses and application procedures.

STEP 6: PROGRAM APPLICATION

Many of the GateWay Community College Health Science programs have a special admissions procedure. The Electroneurodiagnostics (END) Program information packet contains detailed information regarding this process. You will receive notification of your acceptance via e-mail so you will want to keep your information current with GateWay Community Colleges Admissions and Records department.

STUDENT SERVICES

The following are some of the services available to students.

Advising – The Health Sciences Academic Advisors are available by phone, email, or in person in the [CH Center for Health Careers Education Building](#), on the north side of campus during the following business hours:

Walk-in basis

Mondays: 8 a.m. to 5 p.m.
Wednesdays: 8 a.m. to 1:30 p.m.
Thursdays: 8 a.m. to 5 p.m.

For an appointment call 602.286.8181

Tuesdays & Fridays by appointment
Decrease your waiting time by scheduling an appointment.

(During the Summer, college is closed on Fridays)

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 Electroneurodiagnostic Technology (EEG/END), 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 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.

GATEWAY COMMUNITY COLLEGE
Attn: Wendi Nugent, MBA, RPSGT, R. EEG T.
108 N 40th Street CH1005
Phoenix, AZ 85034-1704
nugent@gatewaycc.edu

Page 1 of 3

Please print clearly

LEGAL NAME (LAST)

(FIRST)

(MIDDLE)

ADDRESS (STREET)

(CITY)

(STATE)

(ZIP)

DAY PHONE NUMBER

EVENING PHONE NUMBER

E-MAIL ADDRESS

CELL PHONE NUMBER

STUDENT I.D. NUMBER

DATE OF APPLICATION

ALLIED HEALTH CARE CREDENTIALS (if any)

Indicate the type of credential and attach a copy of your active status license, registration or certification.

Please list all colleges or technical schools attended with the most recent first.

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

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

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

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

Attach separate sheet if additional space is needed

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 Electroneurodiagnostic Technology Program and from the college.

SIGNATURE

DATE

Unofficial Transcripts must be attached to all submitted applications. Official transcripts must be requested and sent directly to GateWay Community College Admissions Office. Call the sending college directly to determine any costs associated with requesting transcripts.

WORK EXPERIENCE IN HEALTHCARE

OCCUPATION _____

EMPLOYER _____ FROM _____ TO _____

OCCUPATION _____

EMPLOYER _____ FROM _____ TO _____

OCCUPATION _____

EMPLOYER _____ FROM _____ TO _____

Attach letters from employers verifying at least two years of work experience. If pre-requisite courses are currently in progress, attach copy of your course schedule.

EEG/END ADMISSION APPLICATION CHECKLIST – ADVISOR REVIEW

Last Name

First Name

Student ID

Date

The following prerequisites must be completed prior to submitting your application. In order for a course to satisfy the prerequisite requirements, students must receive a minimum grade of “C” or 2.0. Applications without this Advisor Review form completed and signed by a GateWay Community College General or Healthcare Advisor will not be accepted.

Course	Course Title	Credits Required	College	Semester Completed or Enrolled	Grade
+ BIO156 + BIO181	<i>Students selecting BIO201 and BIO202 must complete the prerequisite courses BIO156 or BIO181.</i> Introductory Biology for Allied Health (4) OR General Biology (Majors) I (4) OR One year high school biology with a grade of C or better (0)	0 – 4			
BIO160 + BIO201 + BIO202	Introduction to Human Anatomy and Physiology – Lecture/Lab (4) OR Human Anatomy and Physiology I (4) AND Human Anatomy and Physiology II (4)	4 – 8			
+ ENG101 + ENG107 + ENG111	First Year Composition (3) OR First Year Composition for ESL (3) OR Technical and Professional Writing (3)	3			
+ MAT120 + MAT121 + MAT122	Intermediate Algebra or (5 credits) OR Intermediate Algebra (4 credits) OR Intermediate Algebra (3) OR Equivalent course OR Satisfactory completion of a higher level mathematics course	3 – 5			

The following HCC courses may be taken as program prerequisites or concurrent with required courses, but these courses must be completed prior to clinical if taken concurrent with required courses.

HCC/RES 109	CPR For Health Care Provider (0.5) OR Proof of Current Health Care Provider CPR Certification	0 – 0.5			
HCC130 HCC130AA HCC130AB HCC130AC HCC130AD HCC130AE HCC130AF	Fundamentals in Health Care Delivery (3) OR Health Care Today (0.5) AND Workplace Behaviors in Health Care (0.5) AND Personal Wellness AND Safety (0.5) AND Communication & Team Work in Health Care Organizations (0.5) AND Legal Issues in Health Care (0.5) AND Decision Making in Health Care Setting (0.5) OR Work experience or equivalent course education as evaluated by the GateWay Health Core Curriculum Coordinator	0 – 3			
HCC146 HCC145	Common Medical Terminology for Health Care Workers (2) OR Medical Terminology for Health Care Workers (3)	2 – 3			
+ HCC164	Pharmacology for Allied Health (0.5)	0.5			
+ HCC200	Basic Client Care for Allied Health (0.5) OR Work Experience or equivalent course education as evaluated by the GateWay Health Core Curriculum Coordinator	0 – 0.5			

American Heart Association Healthcare Provider CPR Card	Expiration Date
Level One Fingerprint Clearance Card (copy required)	Expiration Date

MCCCD Policy Background Check Acknowledgement (copy attached)

Student Signature

Student Name (printed)

Date

Advisor Signature

Advisor Name (printed)

Date



**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.



ACKNOWLEDGEMENT OF CRIMINAL BACKGROUND CHECK REQUIREMENTS APPLICABLE TO STUDENTS SEEKING ADMISSION INTO ALLIED HEALTH OR NURSING PROGRAMS ON OR AFTER SEPTEMBER 1, 2011

In applying for admission to a Nursing or Allied Health program (“Program”) at the Maricopa County Community College District, you are required to disclose on the Arizona Department of Public Safety (DPS) form all required information and on the MCCCDC authorized background check vendor data collection form any arrests, convictions, or charges (even if the arrest, conviction or charge has been dismissed or expunged), or participation in first offender, deferred adjudication, pretrial diversion or other probation program on this form. Additionally, you must disclose anything that is likely to be discovered in the MCCCDC supplemental background check that will be conducted on you.

Please complete the DPS form, the MCCCDC authorized background check vendor form and any clinical agency background check form honestly and completely. This means that your answers must be truthful, accurate, and complete. If you know of certain information yet are unsure of whether to disclose it, you must disclose the information, including any arrest or criminal charge. Additionally,

By signing this acknowledgement, you acknowledge the following:

- I understand that I must submit to and pay any costs required to obtain a Level-One Fingerprint Clearance Card and an MCCCDC supplemental criminal background check.
- I understand that failure to obtain a Level-One Fingerprint Clearance Card will result in a denial of admission to a Program or removal from it if I have been conditionally admitted.
- I understand that I must submit to and pay any costs required to obtain an MCCCDC supplemental background check prior to the start of the class.
- I understand that failure to obtain a “pass” as a result of the MCCCDC supplemental criminal background check will result in a denial of admission to a Program or removal from it if I have been conditionally admitted.
- I understand that, if my Level-One Fingerprint Clearance Card is revoked or suspended at any time during the admission process or my enrollment in a Program, I am responsible to notify the Program Director immediately and that I will be removed from the Program.
- I understand that a clinical agency may require an additional criminal background check to screen for barrier offenses other than those required by MCCCDC, as well as a drug screening. I understand that I am required to pay for any and all criminal background checks and drug screens required by a clinical agency to which I am assigned.
- I understand that the both 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, I understand that I will be disqualified for admission or continued enrollment in a Program based on my criminal offenses, the inability to verify my Social Security number, or my being listed in an exclusionary database of a Federal Agency. The criminal offenses for disqualification may include but are not limited to any or all of the following:
 - 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 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)
- I understand that I must disclose on all background check data collection forms (DPS, MCCCCD background check vendor and a clinical agency background check vendor) all required information including any arrests, convictions, or charges (even if the arrest, conviction or charge has been dismissed or expunged), or participation in first offender, deferred adjudication, pretrial diversion or other probation program. That includes any misdemeanors or felonies in Arizona, any other State, or other jurisdiction. I also understand that I must disclose any other relevant information on the forms. I further understand that non-disclosure of relevant information on the forms that would have resulted in failing the background check will result in denial of admission to or removal from a Program. Finally, I understand that my failure to disclose other types of information of the forms will result in a violation of the Student Code of Conduct and may be subject to sanctions under that Code.
- I understand that, if a clinical agency to which I have been assigned does not accept me based on my criminal background check it may result in my inability to complete the Program. I also understand that MCCCCD may, within its discretion, disclose to a clinical agency that I have been rejected by another clinical agency. I further understand that MCCCCD has no obligation to place me when the reason for lack of placement is my criminal background check. Since clinical agency assignments are critical requirements for completion of the Program, I acknowledge that my inability to complete required clinical experience due to my criminal background check will result in removal from the Program.
- I understand the Programs reserve the authority to determine my eligibility to be admitted to the Program or to continue in the Program and admission requirements or background check requirements can change without notice.
- I understand that I have a duty to immediately report to the Program Director any arrests, convictions, placement on exclusion databases, suspension, removal of my DPS Fingerprint Clearance Card or removal or discipline imposed on any professional license or certificate at any time during my enrollment in a Program.

Signature

Date

Printed Name

Student ID Number

Desired Health Care Program