

MAGNETIC RESONANCE IMAGING

Certificate of Completion in Magnetic Resonance Imaging (MRI)



*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 Magnetic Resonance Imaging at GateWay Community College.

GateWay Community College offers a sequence of Magnetic Resonance Imaging courses to work towards a Certificate of Completion for Magnetic Resonance Imaging (MRI). The intent of the MRI 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 and Nuclear Medicine, **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 Magnetic Resonance Imaging, if you have questions or if you need assistance in registering at GateWay please feel free to contact Tabby Hatfield, Program Director of Post Primary Education at 602.286.8483 or 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

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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/Magnetic-Resonance-Imaging>)

MAGNETIC RESONANCE IMAGING (MRI) TECHNOLOGIST

Magnetic resonance imaging (MRI) technologists utilize the resonant frequency properties of atoms within a magnetic field to image anatomic and/or physiologic conditions of the body to assist physicians in the diagnosis of disease. They work primarily in hospitals and clinics.

MAGNETIC RESONANCE IMAGING (MRI) CAREERS

Magnetic resonance imaging (MRI) technologists perform scans using radiofrequencies within a magnetic field to produce images of bones, organs, and soft tissue. They also prepare and administer contrast agents to obtain some images. ARRT certification and registration is voluntary, but certification and registration in MRI may help those seeking a career in MRI.

ARRT doesn't provide a list of job postings within the profession. However, magnetic resonance imaging (MRI) technologists seeking a position may want to check the [ASRT JobBank](#).

MAGNETIC RESONANCE IMAGING (MRI) CERTIFICATION

The American Registry of Radiologic Technologists (ARRT) offers both primary and post-primary pathways to [Magnetic Resonance Imaging](#) 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 Magnetic Resonance Imaging certification and registration, via the primary pathway, candidates must complete an educational program accredited by an ARRT-recognized mechanism, meet ethics requirements, and pass the ARRT certification and registration examination in magnetic resonance imaging. To be eligible for ARRT Magnetic Resonance Imaging certification and registration via the post-primary pathway, candidates must meet ethics requirements, document clinical experience, and already hold ARRT registration in [Radiography](#), [Nuclear Medicine Technology](#) (registration through NMTCB is also accepted), [Radiation Therapy](#), or [Sonography](#) (registration through ARDMS is also accepted).

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

MAGNETIC RESONANCE IMAGING (MRI) CONTINUING EDUCATION (CE)

Once certified and registered in magnetic resonance imaging, 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 following initial certification and registration. For example, an R.T. with an October birthday passes the Magnetic Resonance Imaging exam in March; his or her biennium would begin the October following the exam. Any credits earned between March and October, *before the biennium start date, would not count toward ARRT's CE requirements. For more information, check out the [Continuing Education Requirements](#).*

Technologists already certified and registered in a discipline who become certified and registered in additional disciplines maintain their original CE reporting schedule based upon their initial certification and registration. The continuing education requirement is 24 credits, regardless of the number of ARRT

certificates held by a registrant. Technologists who become certified and registered in magnetic resonance imaging within a biennium meet the CE requirement for that biennium.

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

In addition, any certifications and registrations 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 MAGNETIC RESONANCE IMAGING – OVERVIEW

MRI course work is completed as a part-time, evening sequential courses leading to a Certificate of Completion in Magnetic Resonance Imaging. The Magnetic Resonance Imaging 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 Magnetic Resonance Imaging certificate is academically rigorous in nature, involving science, math, and technical aspects of Magnetic Resonance Imaging. 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;
- Certified by ARRT or ARDMS in Sonography, or;
- Radiography, Nuclear Medicine, or Sonography student currently enrolled at GateWay;
- And Complete program prerequisites to include DMI/DMS/ICE220, and ICE233 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 Magnetic Resonance Imaging 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. Magnetic Resonance Imaging 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 MRI – 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.

ADMISSION CRITERIA

- First come, first serve based on initial class enrollment (ICE229 & ICE264)
- 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;
- Certified by ARRT or ARDMS in Sonography, or;
- Radiography, Nuclear Medicine, or Sonography student currently enrolled at GateWay;
- And Complete program prerequisites to include DMI/DMS/ICE220, and ICE233 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)
- MRI Safety Screening

CONTINUING EDUCATION – CERTIFICATE OF COMPLETION (CCL) IN MAGNETIC RESONANCE IMAGING

MRI PREREQUISITES – Prerequisite courses must be completed before students are eligible to apply to the program.

| Course No. | Course Title | Credits: 4.0 |
|-------------------------|---------------------|---------------------|
| + DMI/DMS/ICE220 and | Sectional Anatomy | 3.0 |
| + ICE233 | Fundamentals of MRI | 1.0 |

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.

Magnetic Resonance Imaging grading policy is as follows:

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

| Course No. | Course Title | Credits: 14.0 |
|----------------------|--|----------------------|
| FALL SEMESTER | | |
| + ICE229 | Magnetic Resonance (MR) Multi-planar Sectional Anatomy | 2.0 |
| + ICE264 | MRI Physics Instrumentation, and Safety | 3.0 |

Winter Break

| SPRING SEMESTER | | |
|------------------------|--|-----|
| + ICE269 | Magnetic Resonance Procedure Protocols | 3.0 |
| + ICE272 | Magnetic Resonance Pathology | 3.0 |
| + ICE292 | MRI Board Exam Review Preparation | 1.0 |
| + ICE254 (x2) | Advanced Imaging Practicum | 1.0 |

* MRI students will have the option to take ICE 254 Imaging Practicum in subsequent semesters to complete ARRT competency requirements.

Students will be expected to attend clinical rotations in a minimum of four hours each 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 credit hrs @ \$86 a credit hr) ¹ | 344 |
| Registration fees (\$15 per semester) | 30 |
| Course / Lab Fees | TBD |
| Equipment / Supplies | 83 |
| Books ² | 592 |
| Other Program Costs: Health/Safety Requirements, etc. ³ | <u>217 – 882</u> |
| Total Estimated Costs | \$ 2,470 – 3,135 |

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 MAGNETIC RESONANCE IMAGING 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.

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 Magnetic Resonance Imaging 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 MRI 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 MRI?

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

ARRT link: <https://www.arrt.org/Certification/Magnetic-Resonance-Imaging>

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 Magnetic Resonance Imaging 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 MRI INFORMATION & CHECKLIST

- _____ 1. Obtain and carefully read all the information about the CCL in Magnetic Resonance Imaging and note any questions. Become as well informed as you can about the coursework. Carissa Ziegler, the Continuing Education Administrative assistant or a faculty member will assist you if you have any questions.
- _____ 2. Transcripts
 - a. Request ALL official college transcripts 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.
- _____ 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. ICE233 Fundamentals of MRI
- _____ 5. Enroll in the Certificate of Completion in MRI
First come, first serve based on initial class enrollment (ICE229 & ICE264). The number of applicants admitted to this program varies according to clinical site availability.
- _____ 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.

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

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 Magnetic Resonance Imaging, 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 MAGNETIC RESONANCE IMAGING

Your admission to the GateWay Community College Certificate of Completion in Magnetic Resonance Imaging 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 Magnetic Resonance Imaging 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