

# POLYSOMNOGRAPHIC “SLEEP” TECHNOLOGY

*Certificate of Completion in Polysomnographic Technology*  
*Associates of Applied Sciences Degree in Polysomnographic Technology*



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## **INFORMATION & ADMISSION PACKET 2019 – 2020**

**CONTACT:**  
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**HEALTH SCIENCE DIVISION**



**GATEWAY  
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE  
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**MARICOPA**  
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## Polysomnographic Technology

Dear Prospective Student:

Thank you for your interest in our GateWay Community College fully accredited Polysomnographic (PSG) Technology AAS/Certificate Program. Polysomnographic Technologist, also known as Sleep Technologists, utilize clinical protocols and critical thinking to monitor and analyze diagnostic sleep studies (PSG, MSLT, MWT) and titrate-positive airway pressure (PAP) in a variety of patient care settings, which include sleep disorder centers located in hospitals and clinics.

There are an estimated 50-70 million people in the US suffering from a chronic sleep disorder. There is a local and national demand for the establishment of sleep disorders centers and credentialed technologists to test for and treat a variety of sleep disorders.

Patients of all ages are evaluated through the monitoring of brainwaves, respiratory effort and airflow, limb, eye and chin movements and blood oxygen levels. Sleep disorders such as sleep apnea, insomnia, narcolepsy, periodic limb movements, parasomnias, etc., are identified for treatment. Sleep-related breathing disorders may be treated with therapeutic (CPAP), and advanced care techniques (bi-level positive airway pressure support), utilizing state-of-the-art technology. The PSG Technology Program provides instruction through lectures, Canvas assignments, laboratory experience on campus, physician lectures and clinical experience at local accredited sleep centers. To ensure that you are prepared for accessing the Canvas course work, please review the Canvas requirements for online accessibility, <https://learn.maricopa.edu/login/ldap>

The Program includes the mandatory completion of an Associate Degree in Applied Sciences (AAS). The addition of the AAS degree enables the Program graduates to matriculate to a Bachelor's degree programs.

The 17 month PSG Technology Program will accept 20 students each fall, please call for Program updates. Specific detailed information related to Program admissions and operations can be found in this packet. We encourage you to review all information provided.

This information and application packet will provide you with answers to most of your questions about this Program, the prerequisites and the planned schedule of courses. If you have any additional questions or wish to submit an application for admission, please contact a Health Sciences Academic Advisor at (602) 286-8181.

Sincerely,

Bali Gill, MBBS, RPSGT  
Director, Polysomnographic Technology Program  
baljeet.gill@gatewaycc.edu  
<http://www.gatewaycc.edu/polysomnography-technology>

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## CAREER OVERVIEW

As a Certified or Registered Polysomnographic Technologist, you will monitor and analyze diagnostic sleep studies (PSG, MSLT, MWT) and titrate-positive airway pressure (PAP) in a variety of care settings, including sleep disorders centers located in hospitals and clinics. Patients of all ages are evaluated through the monitoring of brainwaves, respiratory effort and airflow, limb, eye and chin movements, and blood oxygen levels. Sleep disorders such as sleep apnea, insomnia, narcolepsy, periodic limb movements, parasomnias, etc. are identified for treatment. Sleep-related breathing disorders may be treated with therapeutic (CPAP), and advanced care techniques (bi-level airway positive pressure support) utilizing state-of-the-art technology.

## CERTIFICATE REQUIREMENTS – PSG TECHNOLOGY PROGRAM

### ADMISSION CRITERIA FOR PSG CERTIFICATE

- ✓ Currently licensed or registry eligible Respiratory Care (CRT/RRT) Technologist or a graduate of a Committee on Accreditation for Respiratory Care (CoARC) accredited Respiratory Care program
- OR**
- ✓ Currently registered or registry eligible Electroneurodiagnostic Technologist (END/EEG) or a graduate of a Commission on Accreditation of Allied Health Educational Programs (CAAHEP) accredited END/EEG program.
- ✓ Formal application can be made at any time.
- ✓ Formal admission to the program is required.
- ✓ 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 MCCCCD background check policy.
- ✓ Clinical Health and Safety requirements must be met. Upon conditional program enrollment, the student must comply with all requirements of the MCCCCD clinical health and safety policy.
- ✓ 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.

### TRACK 1 CERTIFICATE: REGISTERED RESPIRATORY CARE TECHNOLOGIST (CRT/RRT) + AAS DEGREE

#### Term 1 / Fall – Credits: 12

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

#### Term 2 / Spring – Credits: 10

+ PSG150	Introduction to Sleep Medicine Lecture	3
+ PSG150LL	Introduction to Sleep Medicine Lab	1
+ PSG160	Polysomnographic Procedures Lecture	2
+ PSG160LL	Polysomnographic Procedures Lab	1
+ PSG165	Polysomnography Clinical I	3

Term 3 / Summer – Credits: 6

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+ PSG170	Sleep Therapeutics Lecture	2
+ PSG170LL	Sleep Therapeutics Lab	1
+ PSG 265	Polysomnographic Clinical II	2
+ HRC101	Overview of HealthCare Compliance	1

Term 4 / Fall – Credits: 13

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+ PSG250	Record Scoring Lecture	2
+ PSG250LL	Record Scoring Lab	1
+ PSG265	Polysomnographic Clinical III	3
+ PSG282AA	Volunteerism for PSG Technology: Service Learning Experience	1
+ PSG140	Respiratory Care Fundamentals and Physiology for Polysomnography	4
+ PSG260	Special Topics in Polysomnography	2

**TRACK 2 CERTIFICATE: REGISTERED EEG/END TECHNOLOGIST (R. EEG T.) WITH AAS DEGREE**

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Term 1 / Spring – Credits: 10

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+ PSG150	Introduction to Sleep Medicine Lecture	3
+ PSG150LL	Introduction to Sleep Medicine Lab	1
+ PSG160	Polysomnographic Procedures Lecture	2
+ PSG160LL	Polysomnographic Procedures Lab	1
+ PSG165	Polysomnographic Clinical II	3

Term 2 / Summer – Credits: 6

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+ PSG170	Sleep Therapeutics Lecture	2
+ PSG170LL	Sleep Therapeutics Lab	1
+ PSG265	Polysomnographic Clinical II	2
+ HRC101	Overview of HealthCare Compliance	1

Term 3 / Fall – Credits: 13

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+ PSG275	Polysomnographic Clinical III	3
+ PSG282AA	Volunteerism for PSG Technology: Service Learning Experience	1
+ PSG140	Respiratory Care Fundamentals and Physiology for Polysomnography	4
+ PSG250	Record Scoring	2
+ PSG250LL	Record Scoring Lab	1
+ PSG260	Special Topics in Polysomnography	2

## DEGREE REQUIREMENTS – PSG TECHNOLOGY PROGRAM

### ADMISSION CRITERIA FOR PSG AAS DEGREE

The following are required for admission into the Polysomnographic Technology Program:

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 MCCCCD 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 MCCCCD 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
6. Proof of current American Heart Association Health Care Provider CPR Certification.

Please refer to the college catalog and/or a Health Science academic advisor for further information.

<https://www.gatewaycc.edu/polysomnography-technology>

### PREREQUISITES FOR AAS DEGREE PROGRAM (ALL OTHER APPLICANTS)

Term 1 / Fall – Credits: 7-13			
<i>Students selecting BIO201 and BIO202 must complete the prerequisite courses BIO156 or BIO181.</i>			
+	BIO156	Introductory Biology for Allied Health (4) <b>OR</b>	0 – 4
+	BIO181	General Biology (Majors) I (4) <b>OR</b>	
One year high school biology with a grade of C or better (0)			
+	BIO160	Introduction to Human Anatomy and Physiology – Lecture/Lab (4) <b>OR</b>	4
+	BIO201	Human Anatomy and Physiology I (4)	
+	MAT120	Intermediate Algebra (5) <b>OR</b>	3 – 5
+	MAT121	Intermediate Algebra (4) <b>OR</b>	
+	MAT122	Intermediate Algebra (3) <b>OR</b>	
Equivalent course <b>OR</b> Satisfactory completion of a higher-level mathematics course			
Term 2 / Spring – Credits: 9-14.5			
<i>** The HCC courses in this term may be taken prior to acceptance into the Polysomnographic Technology program or as corequisite.</i>			
+	BIO202	Human Anatomy and Physiology II (4) ** If needed to complete Biology requirements	0 – 4
+	ENG 101	First-Year Composition (3) <b>OR</b>	3
+	ENG 107	First-Year Composition for ESL (3)	
	HCC130	Fundamentals in Health Care Delivery (3) <b>OR</b>	3
	HCC130AA	Health Care Today (0.5) <b>and</b>	
	HCC130AB	Workplace Behaviors in Health Care (0.5) <b>and</b>	
	HCC130AC	Personal Wellness and Safety (0.5) <b>and</b>	
	HCC130AD	Communication & Team Work in Health Care Organizations (0.5) <b>and</b>	
	HCC130AE	Legal Issues in Health Care (0.5) <b>and</b>	
	HCC130AF	Decision Making in Health Care Setting (0.5)	

	HCC146 HCC145	Common Medical Terminology for Health Care Workers (2) <b>OR</b> Common Medical Terminology for Health Care Workers (3)	2 – 3
+	HCC164	Pharmacology for Allied Health	0.5
+	HCC200	Basic Client Care for Allied Health	0.5
	EMT/HCC/ RES109	CPR for Health Care Provider (0.5) Proof of Current Health Care Provider CPR Certification (0)	0 – 0.5

#### REQUIRED COURSES FOR PSG AAS DEGREE PROGRAM

Term 3 / Fall – Credits: 12-18			
+	EEG115	Biomedical Electronics I	2
+	EEG116	Biomedical Electronics II	3
+	EEG130	Introduction to EEG	4
+	EEG210	Applied Neurophysiology	3
+	CRE101	College Critical Reading (3) <b>OR</b>	0 – 3
+	CRE111	Critical Reading for Business or Industry (3) <b>OR</b> Equivalent as indicated by assessment	
+	ENG102	First-Year Composition (3) <b>OR</b>	3
+	ENG108	First-Year Composition for ESL (3) <b>OR</b>	
+	ENG111	Technical and Professional Writing (3)	
Term 4 / Spring – Credits: 10-12			
+	PSG150	Introduction to Sleep Medicine Lecture & Lab	3
+	PSG150LL	Introduction to Sleep Medicine Lab	1
+	PSG160	Polysomnographic Procedures Lecture	2
+	PSG160LL	Polysomnographic Procedures Lab	1
+	PSG165	Polysomnographic Clinical I	3
	Any approved general education course from the Oral Communications area.		3
Term 5 / Summer – Credits: 6-9			
+	PSG170	Sleep Therapeutics Lecture	2
+	PSG170LL	Sleep Therapeutics Lab	1
+	PSG265	Polysomnographic Clinical II	2
+	HRC101	Overview of HealthCare Compliance	1
	Any approved general education course from the Humanities and Fine Arts area.		3
Term 6 / Fall – Credits: 13-16			
+	PSG250	Record Scoring Lab Lecture	2
+	PSG250LL	Record Scoring Lab Lab	1
+	PSG260	Special Topics in Polysomnography	2
+	PSG275	Polysomnographic Clinical III	3
+	PSG282AA	Volunteerism for PSG Technology: Service Learning Experience	1
+	PSG140	Respiratory Care Fundamentals and Physiology for Polysomnography	4
+	PSG140LL	Respiratory Care Fundamentals and Physiology for Polysomnography Lab	



PSY101	Introduction to Psychology	3
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## ESTIMATED PROGRAM COSTS

The estimated cost for the Program is outlined below. The student is responsible for providing transportation, housing, and uniforms. After graduation, the student will be responsible for costs of his/her national board exams.

### Certificate of Completion

Tuition* (29-41 credit hrs @ \$85 a credit hr) <sup>1</sup> .....	\$	2,465 – 3,485
Registration fees (\$15 per semester) .....		60 – 75
Course / Lab Fees .....		260
Equipment / Supplies/Uniforms .....		100
Books .....		1,084
Other Program Costs: Pre-Clinical Requirements, etc. <sup>2</sup> .....		217 – 882
	<b>Total Estimated Costs</b>	<b>\$ 4,186 – 5,886</b>

### AAS Degree

Tuition* (41 credit hrs @ \$85 a credit hr) <sup>1</sup> .....	\$	3,485
Program Prerequisite Tuition (16-27.5 credit hrs @ \$85 a credit hr) <sup>1</sup> .....		1,360 – 2,338
General Education Tuition (12-15 credit hrs @ \$85 a credit hr) <sup>1</sup> .....		1,020 – 1,275
Registration fees (\$15 per semester) .....		90
Course / Lab Fees .....		340
Equipment / Supplies /Uniforms .....		100
Books .....		2,380
Other Program Costs: Pre-Clinical Requirements, etc. <sup>2</sup> .....		217 – 882
	<b>Total Estimated Costs</b>	<b>\$ 8,992 – 10,890</b>

### ADDITIONAL COSTS AFTER PROGRAM COMPLETION/GRADUATION

Board of Registered Polysomnographic Technologists Examination (subject to change) .....	\$	450
NBRC Specialty Examination for Respiratory Therapists Performing Sleep Disorders Testing and Therapeutic Intervention(subject to change) .....	\$	300

### **Out-of-County residents pay \$401\* / Out-of-State residents pay \$326\*\* a credit hr <sup>1</sup>**

\* 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.

<sup>1</sup> 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](http://www.gatewaycc.edu) for more information.

- 2 Drug screening is required. Any rejection will disallow student entrance into clinical unless reversed on appeal. The cost for this test is the responsibility of the student.
- 3 As of September 1, 2011, background checks are now required for all MCCCCD Allied Health Students; this background check must be completed prior to orientation.
- 4 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.

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

## 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.

### MCCCCD BACKGROUND CHECK POLICY REQUIREMENTS

Students seeking admission to an MCCCCD 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 MCCCCD background check. This policy precludes MCCCCD 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 MCCCCD Background Check. Students bear the financial costs for both the MCCCCD Background Check and the AZ Fingerprint Clearance Card. Students will receive Information regarding the MCCCCD 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 students is mandatory. The cost for this test is the responsibility of the student. The urine drug screen will test for 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

**MCCCCD policy regarding medical marijuana:** "Medical marijuana, or its metabolite, is not an accepted substance in urine drug screens and will result in a positive urine drug screen. Students with a prescription for medical marijuana would not be considered exempt from urine drug screening". Readmission is at the discretion of the college and the program.

## FREQUENTLY ASKED QUESTIONS

### What type of people make the best Polysomnographic (PSG) Technologists?

PSG Technologists are people who:

- ✓ Enjoy providing patient care
- ✓ Enjoy working with high-tech equipment
- ✓ Can think on their feet
- ✓ Work well as part of a team

- ✓ Can adapt to a dynamic and changing work environment
- ✓ Can adapt well to working variable shifts, including day, evening and night shifts

### **What are the essential functions of a PSG Technologist?**

- ✓ Demonstrate visual acuity and auditory ability to assess the condition of a patient and administer effective patient care.
- ✓ Demonstrate manual dexterity, eye-hand coordination, fine and gross motor skills, and tactile abilities to perform functions as a PSG Technologist.
- ✓ Demonstrate critical thinking and problem-solving skill for effective patient management and implementation of selected treatment interventions.
- ✓ Maneuver equipment in a patient's room or in the sleep disorders center.
- ✓ Work in stressful situations that require quick thinking and the simultaneous coordination of a variety of activities.
- ✓ Demonstrate physical agility to respond to patient and family needs, including unexpected changes in the patient's status.
- ✓ Demonstrate the physical ability to assist patients in ambulating, positioning in bed, and transferring to and from chair, wheelchair, bed or gurney.
- ✓ Demonstrate proper body mechanics for lifting.
- ✓ Lift objects in excess of 50 pounds with assistance, with frequent lifting and/or carrying objects weighing 50 pounds or more.
- ✓ Tolerate prolonged standing, stooping, squatting, bending, pushing, and pulling.
- ✓ Demonstrate ability to read, write, understand and speak English.
- ✓ Demonstrate effective verbal and non-verbal communication skills with internal and external customers.

*Students who are unable to perform these functions, with or without reasonable accommodations, may be unsafe in the clinical environment and thus may likely be unsuccessful in the program.*

### **What happens when I am accepted into the Program?**

All applicants accepted into the Program will be notified through GateWay Community College's Student Google e-mail. Information regarding registration and an orientation session will be sent to the admitted applicants along with the admittance email.

Admitted applicants must return the formal email notification indicating their intent to attend the program. **IF THE ACKNOWLEDGEMENT IS NOT RETURNED BY THE DATE SPECIFIED, THE APPLICANT'S POSITION IN THE PROGRAM WILL BE FORFEITED.**

### **Can I continue in the program if I am pregnant or become pregnant?**

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. For more details see Program policies:

<https://www.gatewaycc.edu/polysomnography-technology>

### **What credentials are available for a Polysomnographic Technologist?**

The Board of Registered Polysomnographic Technologists (BRPT) reports that there are currently more than 22,000 Registered Polysomnographic Technologists (RPSGT). The Registered Polysomnographic Technologist Examination assesses the professional competence of practitioners performing Polysomnographic and associated therapeutic interventions. The BRPT credentialing program is accredited by the National Commission of Certifying Agencies (NCCA). Successful achievement of a passing score on the examination is required for an individual to earn the RPSGT credential. Each candidate must demonstrate competency

in the practice of Polysomnographic commensurate with the standards established by the BRPT for effective and safe patient care. Additional information can be found in the BRPT Candidate Handbook ([http://www.brpt.org/Exam\\_info/BRPT\\_handbook.pdf](http://www.brpt.org/Exam_info/BRPT_handbook.pdf))

In December 2008 the NBRC introduced a specialty examination for respiratory therapists performing sleep disorders testing and therapeutic intervention. The Specialty Examination for Respiratory Therapists Performing Sleep Disorders Testing and Therapeutic Intervention is for respiratory therapists already having earned the CRT or RRT credentials. Content of this specialty examination is focused on sleep focused testing and intervention conducted by respiratory therapists and requires respiratory therapy education for eligibility. The NBRC is a member of the National Organization for Competency Assurance (NOCA), and its examination programs are accredited by the National Commission for Certifying Agencies (NCCA). Additional information can be found at [www.nbrc.org](http://www.nbrc.org).

The American Board of Sleep Medicine (ABSM) announced a new Sleep Technologist Certification Examination, with the inaugural examination offered in November 2011. The ABSM Sleep Technologist Registry Examination was developed by a Sleep Technologist Examination Committee comprised of senior members of the sleep technology profession and the sleep medicine field. The examination reflects the day-to-day responsibilities of the sleep technologist in a clinical setting and is based on the education and training pathways available for the sleep technology profession. Additional information can be found at <http://www.absm.org/techcertification.aspx>.

### **Can I apply previously earned college credits to this program of study?**

Previously earned college credits in Polysomnographic Technology may be acceptable toward certificate requirements; however, transcripts must be evaluated for equivalency with the Polysomnographic Program.

### **Can I get financial aid or a scholarship?**

Financial assistance is available to eligible GateWay Community College students in the form of grants, scholarships, employment or loans. Students may receive assistance from only one funding source, or aid may be offered in a package from multiple sources. This depends on student eligibility, level of need, packaging policy, and availability of funds. Additional information is available from the Office of Financial Aid Services; call (602)286-8300.

### **What opportunities exist for career advancement after graduation?**

With continued education and/or additional on-the-job training, the Polysomnographic Technologist can advance to diagnostic testing specialties such as research, education, durable medical equipment (DME) management and distribution, and sleep center management.

### **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 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 who are unable to obtain either of these clearances will be prohibited from attending their clinical experience.

### **What can I expect if I am accepted into the Program?**

The curriculum is offered as a full-time evening program over a 9-month period. Generally, lecture, laboratory and clinical classes are held Monday through Friday between 12:00 noon and 11:00 p.m. on campus, and clinical site training from 7:00 p.m. to 7:00 a.m. For students who work while attending the program, it is recommended that work hours be reduced due to the time required for study and class preparation.

Student clinical rotations are designed to provide exposure to a variety of clinical experiences in the hospital and clinic setting. Students must provide their own transportation to clinical rotation sites. Students will be required to complete 8- to 12-hour clinical rotations twice a week beginning in the first semester of the Program.

## ACCREDITATION

GateWay Community College is a Maricopa Community College, accredited by the Higher Learning Commission ([hlcommission.org](http://hlcommission.org)), a regional accreditation agency recognized by the U.S. Department of Education. For the latest information on programs, graduation rates and consumer information, visit [gatewaycc.edu](http://gatewaycc.edu).

The GWCC Polysomnographic Technology Program received accreditation by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Committee on Accreditation for Polysomnographic Technologist Education (CoA PSG) on January 19, 2012.

## 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 Governing Board 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.
- ❖ Up to date Program material can be found online at <https://www.gatewaycc.edu/polysomnography-technology>
- ❖ *Consumer Information about gainful employment disclosures can be found at the following link: <https://cdn.maricopa.edu/ged/GWC03/GWC03-5695/51.0917.pdf>*
- ❖ Students with related health care experiences not listed in the Program (Health Core Curriculum courses) Prerequisites/Co-requisite options, may request an evaluation for course competency equivalence by contacting the Health Sciences Division at 602-286-8477 or by contacting Admissions and Records at 602-286-8200.

## EEO STATEMENT

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

## 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](http://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](http://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:

Bali Gill, MBBS, RPSGT Director of Polysomnographic Technology Program

E-mail: [baljeet.gill@gatewaycc.edu](mailto:baljeet.gill@gatewaycc.edu)

Lucy Granillo, Health Sciences Academic Advisor / Phone: (602) 286-8185 /

Email: [luciella.granillo@gatewaycc.edu](mailto:luciella.granillo@gatewaycc.edu)

Stevie Jones, Health Sciences Academic Advisor / Phone: 602.286.8403

Email: [stevie.jones@gatewaycc.edu](mailto:stevie.jones@gatewaycc.edu)

### STEP 1: GET ADMITTED

#### Create MEID Account and Apply for Admissions

[maricopa.edu/admissions](http://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](http://maricopa.edu/paying-for-college).

### STEP 2: TAKE THE PLACEMENT TEST

#### Prepare, Study, and Schedule Test

[maricopa.edu/testing](http://maricopa.edu/testing)

- Prepare by reviewing the sample questions at [maricopa.edu/testing](http://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](http://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 at the [CH Center for Health Careers Education Building](#), on the north side of campus during the following business hours:

#### Walk-in basis

Tuesday: 8 a.m. to 6 p.m.

Wednesdays: 8 a.m. to 2 p.m.

**Note:** *Students **must** check in 2 hours before closing time to ensure they will be seen.*

#### For an appointment call 602.286.8181

Monday, Thursday & Fridays by appointments. Decrease your waiting time by scheduling an appointment at [advisor@gatewaycc.edu](mailto:advisor@gatewaycc.edu) or by calling 602.286.8200.

**(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](http://maricopa.edu/register)

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

#### **Attend New Student Orientation**

[maricopa.edu/new-student-orientation](http://maricopa.edu/new-student-orientation)

- 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](http://maricopa.edu/paying-for-college)

- Monitor your Student Center for current balance and pay on or before due date.
- Explore paying for college at [maricopa.edu/paying-for-college](http://maricopa.edu/paying-for-college).
- Complete the Free Application for Federal Student Aid (FAFSA) at [fafsa.gov](http://fafsa.gov).
- 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**

The Polysomnographic Program prerequisites must be completed prior to being admitted to the Program. However, prerequisites do not have to be completed before the submission of an application. We admit students into the Polysomnographic Program based on completion of prerequisites, and on a first-come, first-served basis per the date the application is received. Applications may be submitted at the beginning of the last semester you are completing the prerequisites.

Please be sure to review this information to ensure that your application materials are complete and received at the Special Admissions Office by the deadline. You will receive notification of your acceptance via e-mail, so you will want to keep your information current with GateWay Community College's Admissions and Records Department.



## STUDENT SERVICES

Some of the services available to students are:

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

**Walk-in basis**

Tuesday: 8 a.m. to 6 p.m.  
Wednesdays: 8 a.m. to 2 p.m.

**Note:** *Students **must** check in 2 hours before closing time to ensure they will be seen.*

**For an appointment call 602.286.8181**

Monday, Thursday & Fridays by appointments. Decrease your waiting time by scheduling an appointment at [advisor@gatewaycc.edu](mailto:advisor@gatewaycc.edu) or by calling 602.286.8200.

**(During the Summer, college is closed on Fridays)**

**Bookstore** – Textbooks and supplies for classes. Call (602) 286-8400 or visit [www.efollett.com](http://www.efollett.com) and select "College Textbooks."

**Counseling** – Academic, personal, or career counseling available. Call (602) 286-8900.

**Employment** – Upon completion of the College Polysomnographic (PSG) Technology Certificate Program, contact Career and 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 <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; call (602) 286-8800.

For a complete listing of student services, please refer to the college catalog, visit [www.gatewaycc.edu](http://www.gatewaycc.edu), or call College Information at (602) 286-8000.



ADMISSION APPLICATION FOR POLYSOMNOGRAPHIC TECHNOLOGY PROGRAM

**GATEWAY COMMUNITY COLLEGE**  
**Attn: Bali Gill, MBBS, RPSGT**  
**108 N 40th Street CH1005**  
**Phoenix, AZ 85034-1704**  
[baljeet.gill@gatewaycc.edu](mailto:baljeet.gill@gatewaycc.edu)

**Page 1 of 3**

Please print clearly

LEGAL NAME (LAST)

(FIRST)

(MIDDLE)

ADDRESS (STREET)

(CITY)

(STATE)

(ZIP)

FORMER NAME(S) which may appear on transcript

HOME PHONE NUMBER

CELL PHONE NUMBER

E-MAIL ADDRESS

STUDENT ID NUMBER

DATE OF BIRTH

PERSON TO NOTIFY IN CASE OF EMERGENCY

PHONE

ADDRESS

Are you currently enrolled in college? Yes  No

If "YES," where?

Address

College or technical school attended:

Credential number and date for CRT, RRT, R. EEG T., or RN:

**PREVIOUS COLLEGES OR TECHNICAL SCHOOLS ATTENDED:**

NAME OF INSTITUTION \_\_\_\_\_  
CITY AND STATE \_\_\_\_\_  
DATE OF ENTRANCE \_\_\_\_\_ DATE OF EXIT \_\_\_\_\_  
DIPLOMA OR DEGREE RECEIVED \_\_\_\_\_ COLLEGE MAJOR \_\_\_\_\_

NAME OF INSTITUTION \_\_\_\_\_  
CITY AND STATE \_\_\_\_\_  
DATE OF ENTRANCE \_\_\_\_\_ DATE OF EXIT \_\_\_\_\_  
DIPLOMA OR DEGREE RECEIVED \_\_\_\_\_ COLLEGE MAJOR \_\_\_\_\_

NAME OF INSTITUTION \_\_\_\_\_  
CITY AND STATE \_\_\_\_\_  
DATE OF ENTRANCE \_\_\_\_\_ DATE OF EXIT \_\_\_\_\_  
DIPLOMA OR DEGREE RECEIVED \_\_\_\_\_ COLLEGE MAJOR \_\_\_\_\_

**STARTING WITH MOST RECENT AND WORKING BACK, LIST EMPLOYERS:**

OCCUPATION \_\_\_\_\_  
EMPLOYER \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
NAME OF SUPERVISOR \_\_\_\_\_  
REASON FOR LEAVING \_\_\_\_\_

OCCUPATION \_\_\_\_\_  
EMPLOYER \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
NAME OF SUPERVISOR \_\_\_\_\_  
REASON FOR LEAVING \_\_\_\_\_

OCCUPATION \_\_\_\_\_  
EMPLOYER \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
NAME OF SUPERVISOR \_\_\_\_\_  
REASON FOR LEAVING \_\_\_\_\_

**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 Polysomnographic Technology Program and from the College.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*WAIVER OF REGISTRATION/CERTIFICATION DISCLAIMER*

Admission or graduation from the Polysomnographic Technology Program does not guarantee obtaining registration by the Board of Registered Polysomnographic Technologists (BRPT), the ASBM Sleep Technologist Registry Examination or the NBRC Specialty Examination for Respiratory Therapists Performing Sleep Disorders Testing and Therapeutic Intervention. Students must satisfy the requirements of the BRPT and/or the ASBM and/or the NBRC examinations independently of any college or school requirement for graduation.

I have read and understand the Admission Application Disclaimer.

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Signature

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Date

---

Student ID Number

**This disclaimer will become part of your Polysomnographic Technology Program records.**











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

*(Student Copy)*

**Overview of the Requirements**

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

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

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

**Implementation of the Requirements**

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

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



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

*(Student Copy)*

***(Student: Sign and Attach to Application)***

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

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

- Possession of a valid Arizona Department of Public Safety Level One Fingerprint Clearance Card. Students who currently possess a DPS Card that is another level will not be allowed entrance into a health care program. Students are required to pay the cost of obtaining this background check. If the Level-One Fingerprint Clearance Card is revoked or suspended at any time during the admission process or while enrolled in a MCCCCD 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 MCCCCD-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 MCCCCD supplemental-background check.
- The MCCCCD 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 MCCCCD supplemental background check, students will be disqualified for admission to a program or continued enrollment in a program based on their criminal offenses, the inability to verify their Social Security number, or their being listed in an exclusionary database of a Federal Agency or on a sex offender registry. Offenses that will lead to a "fail" on the supplemental background check may include but are not limited to:
  - Social Security Search-Social Security number does not belong to applicant
  - Any inclusion on any registered sex offender database
  - Any inclusion on any of the Federal exclusion lists or Homeland Security watch list
  - Any conviction of Felony no matter what the age of the conviction
  - Any warrant in any state

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

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Signature

---

Date

---

Printed Name

---

Student ID Number

---

Desired Health Care Program