

SLEEP MEDICINE (POLYSOMNOGRAPHIC) TECHNOLOGY

GATEWAYCC.EDU/**POLYSOMNOGRAPHY-TECHNOLOGY**

[INFORMATION PACKET]



HEALTH SCIENCES



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

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

Sleep Medicine (Polysomnographic) Technology

Dear Prospective Student:

Thank you for your interest in acquiring an associates degree or certificate in Sleep Medicine (Polysomnographic) Technology at GateWay Community College. Sleep Technologists (also known as polysomnographic technologists) conduct sleep studies and work under the supervision of physicians to provide evaluation and treatment of sleep disorders in a variety of patient care settings, which include private sleep centers and hospital sleep centers.

There are an estimated 50-70 million people in the US suffering from a chronic sleep disorder, many of which are undiagnosed or untreated. Due to the extensive growth in the field of Sleep Medicine there is a local and national demand for credentialed sleep technologists.

The Gateway Sleep Medicine Technology Program provides the student with the clinical skills and fundamental knowledge to effectively monitor, analyze and treat different sleep disorders.

The program is fully accredited and is 17 months long. The Sleep Medicine Technology Program offers two options of either an Associates degree or a certificate. Details about each pathway are provided in this information packet.

We begin new classes every fall and accept a maximum of 20 students. Prior to submitting your application into the Sleep Medicine Technology Program, prerequisite coursework is required. Specific detailed information related to program admission and operations can be found in this packet.

If you have any additional questions or wish to submit an application for admission please contact a Health Sciences Academic Advisor at healthcareadvising@gatewaycc.edu

Thank you for considering our program

Sincerely,

Bali Gill, MBBS, RPSGT
Program Director, Sleep Medicine (Polysomnographic) Technology Program
baljeet.gill@gatewaycc.edu
602-286-8482

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CAREER DESCRIPTION

Sleep Medicine is the diagnosis and treatment of sleep disorders and other sleep related problems.

As a Registered or Certified Sleep Technologist you will perform sleep studies/tests on patients of all age groups. Sleep technologists monitor, evaluate and identify different sleep disorders eg. Sleep Apnea, Narcolepsy, REM Behavior Disorder and they apply therapy if it is indicated. They are also involved in educating patients about their sleep study and therapy. Employment for a Sleep Technologist involves working in a variety of care settings , including private sleep clinics and hospital based sleep clinics. Sleep Technologists are healthcare professionals that make a difference in patients' lives.

DEGREE REQUIREMENTS - SLEEP MEDICINE (PSG) TECHNOLOGY PROGRAM

ADMISSION CRITERIA FOR THE SLEEP MEDICINE (PSG) TECHNOLOGY AAS DEGREE

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 HealthCare Provider CPR Certification.

PREREQUISITES FOR SLEEP MEDICINE (PSG) TECHNOLOGY AAS DEGREE PROGRAM

Semester 1

Course No.	Course Title	Credits:10-20
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Students selecting BIO201 and BIO202 must complete the prerequisite courses BIO156 or BIO181

BIO160	Introduction to Human Anatomy and Physiology (4) OR	
+ BIO201	Human Anatomy and Physiology I (4) AND	
+ BIO202	Human Anatomy and Physiology II (4)	4-8
+ BIO156	Introductory Biology for Allied Health (4) OR	
+ BIO181	General Biology (Majors) I (4) OR	
	One year of high school biology with a grade of C or better (0)	0-4
+ ENG101	First Year Composition (3) OR	
+ ENG107	First Year Composition for ESL (3)	3
+ MAT120	Intermediate Algebra (5) OR	
+ MAT121	Intermediate Algebra (4) OR	
+ MAT122	Intermediate Algebra (3) OR	
	Equivalent Course OR	
	Satisfactory completion of a higher level mathematics course	3-5

Semester 2

Course No.	Course Title	Credits: 8.5-11
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The HCC courses in this semester may be taken before acceptance into the program OR during the program but must be completed prior to clinicals

FYE101	Introduction to College, Career and Personal Success (1) OR	
FYE103	Exploration of College, Career and Personal Success (3)	1-3
HCC130	Fundamentals in HealthCare Delivery (3) OR	
HCC130AA	Healthcare Today (0.5) AND	
HCC130AB	Workplace Behaviors in HealthCare (0.5) AND	
HCC130AC	Personal Wellness and Safety (0.5) AND	
HCC130AD	Communication and Teamwork in HealthCare Organizations (0.5) AND	
HCC130AE	Legal Issues in HealthCare (0.5) AND	
HCC130AF	Decision Making in the HealthCare Setting (0.5) OR	
	Work experience or equivalent education as evaluated by the GateWay Health Core Curriculum Coordinator (0)	3
EMT/HCC/RES 109	CPR FOR HealthCareProvider or Proof of Current HealthCare Provider CPR Certificate	0.5

Semester 2 (continued)

Course No.	Course Title	Credits: 8-11
HCC145	Medical Terminology for HealthCare Professionals (3) OR	
HCC146	Common Medical Terminology for Health Care Workers (2) OR Work experience or equivalent education as evaluated by theGateWay Health Core Curriculum Coordinator (0)	0-3
+ HCC164	Pharmacology for Allied Health (0.5)	0.5
+ HCC200	Basic Client Care for Allied Health (0.5)	0.5
HRC101	Overview of HealthCare Compliance (1)	1

PROGRAM OF STUDY FOR SLEEP MEDICINE (PSG) TECHNOLOGY AAS DEGREE PROGRAM

Semester 3 - Fall

Course No.	Course Title	Credits: 16-19
EEG115	Biomedical Electronics I	2
EEG116	Biomedical Electronics II	3
EEG130	Introduction to EEG	4
EEG210	Applied Neurophysiology	3
EEG150	Introduction to Sleep Medicine	3
EEG150LL	Introduction to Sleep Medicine Lab	1
+ CRE101	College Critical Reading (3) OR	
+ CRE111	Critical Reading for Business or Industry (3) OR Equivalent as indicated by assessment	0-3
+ ENG102	First-Year Composition (3) OR	
+ ENG108	First-Year Composition for ESL (3) OR	
ENG 111	Technical and Professional Writing (3)	3

Semester 4 - Spring

Course No.	Course Title	Credits: 9-12
PSG160	Polysomnographic Procedures Lecture	2
PSG160LL	Polysomnographic Procedures Lab	1
PSG170	Sleep Therapeutics Lecture	2
PSG170LL	Sleep Therapeutics Lab	1
PSG165	Polysomnographic Clinical I	3
	Any approved general education course from the Oral Communications area	3

Semester 5 - Summer

Course No.	Course Title	Credits: 7-11
PSG250	Record Scoring Lab Lecture	2
PSG250LL	Record Scoring Lab Lab	1
PSG265	Polysomnographic Clinical II	2
PSG260	Special Topics in Polysomnography	2
+HRC101	Overview of HealthCare Compliance	1
	Any approved general education course from the Humanities and Fine Arts area	3

Semester 6 - Fall

Course No.	Course Title	Credits: 8-11
PSG140	Respiratory Care Fundamentals and Physiology for Polysomnography	4
PSG282AA	Volunteerism for PSG Technology: Service Learning Experience	1
PSG275	Polysomnographic Clinical III	3
PSY101	Introduction to Psychology	3

CERTIFICATE REQUIREMENTS - SLEEP MEDICINE (PSG) PROGRAM

ADMISSION CRITERIA FOR THE SLEEP MEDICINE (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- FOR REGISTERED RESPIRATORY THERAPISTS (CRT/RRT) WITH AN AAS DEGREE

Term 1- Fall	Course Title	Credits-16
+EEG115	Biomedical Electronics I- lecture	2
+EEG116	Biomedical Electronics II- Lecture	3
+EEG130	Introduction to EEG- Lecture/Lab	4
+EEG210	Applied Neurophysiology- Lecture	3
+PSG150	Introduction to Sleep Medicine Lecture	3
+PSG150LL	Introduction to Sleep Medicine Lab	1
Term 2- Spring	Course Title	Credits-9
+PSG160	Polysomnographic Procedures Lecture	2
+PSG160LL	Polysomnographic Procedures Lab	1
+PSG170	Sleep Therapeutics Lecture	2
+PSG170LL	Sleep Therapeutics Lab	1
+PSG165	Polysomnography Clinical I	3
Term 3- Summer	Course Title	Credits-8
+PSG250	Recording Scoring Lecture	2
+PSG250LL	Recording Scoring Lab	1
+PSG265	Polysomnography Clinical II	2
+PSG260	Special Topics In Polysomnography	2
+HRC101	Overview of HealthCare Compliance	1

Term 4- Fall	Course Title	Credits-8
+PSG140	Respiratory Care Fundamentals and Physiology for Polysomnography	4
+PSG282AA	Volunteerism for PSG Technology:Service Learning Experience	1
+PSG275	Polysomnography Clinical III	3

TRACK 2 CERTIFICATE - FOR REGISTERED END TECHNOLOGIST (R.EEG.T) WITH AAS DEGREE

Term 1- Fall	Course Title	Credits-4
+PSG150	Introduction to Sleep Medicine Lecture	3
+PSG150LL	Introduction to Sleep Medicine Lab	1

Term 2- Spring	Course Title	Credits-9
+PSG160	Polysomnographic Procedures Lecture	2
+PSG160LL	Polysomnographic Procedures Lab	1
+PSG170	Sleep Therapeutics Lecture	2
+PSG170LL	Sleep Therapeutics Lab	1
+PSG165	Polysomnography Clinical I	3

Term 3- Summer	Course Title	Credits-8
+PSG250	Recording Scoring Lecture	2
+PSG250LL	Recording Scoring Lab	1
+PSG265	Polysomnography Clinical II	2
+PSG260	Special Topics In Polysomnography	2
+HRC101	Overview of HealthCare Compliance	1

Term 4- Fall	Course Title	Credits-8
+PSG140	Respiratory Care Fundamentals and Physiology for Polysomnography	4
+PSG282AA	Volunteerism for PSG Technology:Service Learning Experience	1
+PSG275	Polysomnography Clinical III	3

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.

AAS Degree Program

Tuition* (41 credit hrs @ \$97 a credit hr) ¹	\$ 3,977
Program Prerequisite Tuition (16-27.5 credit hrs @ \$97 a credit hr) ¹	\$1,552 – 2,667.5
General Education Tuition (12-15 credit hrs @ \$97 a credit hr) ¹	\$1,164 – 1,455
Registration fees (\$15 per semester)	\$ 90
Course / Lab Fees	\$ 340
Equipment / Supplies /Uniforms	\$ 100
Books	\$ 2,380
Other Program Costs: Pre-Clinical Requirements, etc.	<u>\$ 217-882</u>

Total Estimated Costs \$ 9,820 – 11,891.5

Certificate of Completion

Tuition* (29-41 credit hrs @ \$97 a credit hr) ¹	\$ 2,813 – 3,977
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.	<u>\$ 217 – 882</u>

Total Estimated Costs \$ 4,534 – 6,378

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

- Rates are set according to the Arizona Revised Statute. Applies only to counties with no community colleges.
- According to Arizona Revised Statute, 15-1802 F, "A person who is a member of an Indian tribe recognized by the US Department of the Interior whose reservation land lies in this state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student." Therefore, unclassified and out of state surcharges do not apply to such students.

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

- 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.
- 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 requirements for the clinical experience.

IMPORTANT — Tuition and fees are due at the time of registration or by the specified deadline for the class. Visit your Student Center through my.maricopa.edu for charges and due dates. For your convenience, you may pay by cash, check, VISA, Discover, MasterCard, or American Express. All returned checks are subject to a \$15 NSF Fee

IMMUNIZATIONS, TESTING AND BACKGROUND REQUIREMENTS

HEALTH AND SAFETY

Please visit the following link for more information

<https://www.maricopa.edu/degrees-certificates/healthcare-education/allied-health>

The health and safety requirements are subject to change based on the requirements of our clinical partners.

DRUG SCREENING

All allied health students are required to submit to a random pre-clinical urine drug screen according to policy of the specific Allied Health Program. 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. **MCCCD policy regarding medical marijuana: "Medical marijuana, or its metabolite, is not an accepted substance in urine drug screens and will result in a positive urine drug screen.** Students with a prescription for medical marijuana would not be considered exempt from urine drug screening". Readmission is at the discretion of the college and the program.

Some clinical sites also require screening for nicotine. Students who test positive for nicotine are allowed to continue in the program, but may be limited to clinical agencies that do not test for nicotine.

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.

ACCREDITATION

GateWay Community College is a Maricopa Community College, accredited by the Higher Learning Commission (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.

The GWCC Sleep Medicine (Polysomnographic) Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Committee on Accreditation for Polysomnographic Technologist Education <https://www.caahep.org/committees-on-accreditation/polysomnographic-technology>

FREQUENTLY ASKED QUESTIONS

What type of people make the best Sleep Medicine (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 Maricopa student email only. 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 recertify 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 Sleep Medicine (Polysomnographic) Technologist?

Graduates of an accredited Associates Degree program in Sleep Medicine (Polysomnographic) Technology are eligible to sit for the BRPT (Board of Registered Polysomnographic Technologists) exam. The BRPT credentialing program is accredited by the National Commission of Certifying Agencies (NCCA). The BRPT also offers the Advanced Certification in Clinical Sleep Health Exam and the Pediatric Sleep certificate exam. Registered or Certified Respiratory therapists are eligible to take the Sleep Disorders Speciality exam given by the Nation Board for Respiratory C (NBRC). Additional information can be found at www.nbrc.org.

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

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

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 email 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
- Save 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:

Bali Gill, MBBS, RPSGT Director of the Sleep Medicine (Polysomnographic) Technology Program
E-mail: baljeet.gill@gatewaycc.edu OR

Any of the Health Sciences Academic Advisors at healthcareadvising@gatewaycc.edu

For Inquiries concerning the admission process contact:

Enrollment Services at 602.286.8200

ADMISSION : SLEEP MEDICINE (PSG) TECHNOLOGY PROGRAM

STEP 1: INFORMATION SESSIONS

- Attend a HealthCare program information session before meeting with an Advisor. Please visit <https://www.gatewaycc.edu/virtual-sessions> to find out more about the information sessions.

STEP 2: MEET WITH AN ADVISOR

- Advisors will help with identifying courses and creating an Educational Plan to meet your academic goals.
- Meet with a Health Sciences Academic Advisor every semester prior to class registration.
- Contact an advisor via email at healthcareadvising@gatewaycc.edu to set up a meeting with them.
- 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 have your official transcripts (from all colleges and schools previously attended) sent to:

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

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

STEP 3: PROGRAM REQUIREMENTS AND APPLICATION

- **The 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 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 Selective Admissions Office by the deadlines. You will receive notification of your acceptance via e-mail. This will arrive through the **Maricopa email account** set up when you received your MEID. It is important to keep your information current with GateWay Community Colleges Admissions and Records department at all times.
- **DO NOT SEND YOUR APPLICATIONS TO THE PROGRAM DIRECTOR, BALI GILL, she does NOT handle the processing of applications.**
- After receipt of your completed application, you will be notified by Selective Admissions. Details about registration, the program etc will be emailed to you.
- If you have any special educational, financial, or other needs, please make them known along with your application, so our Selective Admissions Coordinator may direct you to the appropriate college advisors.

STEP 4: REGISTER FOR CLASSES

- Register for classes early to ensure the best schedule, maximize financial aid options, and to get prepared for a successful semester. maricopa.edu/register
- For classes with published start dates and meeting times, registration in the class must be completed before the first official class meeting date and time. No late registration in a class once it has started is allowed. Registration for a class on the date it starts must be done in person or on the phone, and must be completed before the class start time.

STEP 5: PAY TUITION AND FEES

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

STEP 6: ATTEND THE NEURODIAGNOSTIC PROGRAMS ORIENTATION

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

STUDENT SERVICES

Services available to students are:

Advising – The Health Sciences Academic Advisors are available by phone, email (healthcareadvising@gatewaycc.edu) or in person at the [CH Center for Health Careers Education Building](#), on the north side of campus

Bookstore – Textbooks and supplies for classes. Call (602) 286-8400 or visit www.efollett.com and select “College Textbooks.”

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

Employment – Upon completion of the College Sleep Medicine (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, or call College Information at (602) 286-8000

ADMISSION APPLICATION FOR THE SLEEP MEDICINE (PSG) TECHNOLOGY PROGRAM

Send application to:

**GATEWAY COMMUNITY COLLEGE
Attn: Special Admissions, Admissions and Records
108 N 40th Street
Phoenix, AZ 85034-1704
602.286.8058**

Please print clearly

LEGAL NAME (LAST) (FIRST) (MIDDLE)

ADDRESS (STREET)

(CITY) (STATE) (ZIP CODE)

FORMER NAME(S) which may appear on transcript

PRIMARY PHONE NUMBER MESSAGE PHONE NUMBER

E-MAIL ADDRESS Maricopa Student email address only (MEID@maricopa.edu)

STUDENT ID NUMBER

PERSON TO NOTIFY IN CASE OF AN EMERGENCY PHONE #

ADDRESS

Information Release – FERPA:

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

Are you 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 _____

MILITARY:

Are you a member of the US Armed Forces, a former member of the US Armed Forces, or a dependent of a member of the US Armed Forces? If yes, select all that apply: Attached a copy of DD214

I am a current member of the US Armed Forces Yes No

I am a dependent of a member of the US Armed Forces Yes No

I am a former member of the US Armed Forces Yes No

CERTIFICATION:

I certify that the above answers are true, correct, and complete. I understand that any falsification or intentional misrepresentation of information on this application may be cause for dismissal from the Sleep Medicine (Polysomnographic) Technology Program and from the College.

Signature

Date

WAIVER OF REGISTRATION/CERTIFICATION DISCLAIMER

Admission or graduation from the Sleep Medicine (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.

Signature

Date

Student ID Number

This disclaimer will become part of your Sleep Medicine (Polysomnographic) Technology Program records

SLEEP MEDICINE (PSG) TECHNOLOGY- ADMISSION APPLICATION CHECKLIST- ADVISOR REVIEW

For Sleep Medicine (Polysomnographic) Technology Associate of Applied Science Degree Program Only

Last Name

First Name

Student ID

Date

The following prerequisites for the *Associates of Applied Sciences Degree* 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 Healthcare Advisor will not be accepted.

Course	Course Title	Credits Required	College	Semester Completed or Enrolled	Grade
+ + BIO156 BIO181	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 – Lec/Lab 4) OR Human Anatomy and Physiology I (4) AND Human Anatomy and Physiology II (4)	4 – 8			
+ + + 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	0 - 5			
+ + ENG101 ENG107	First Year Composition or First Year Composition for ESL	3			
** The HCC courses in this term may be taken as program prerequisites or concurrent with required courses, but these courses <u>must be completed prior to clinical rotations</u> if taken concurrent with required courses.					
EMT/HCC/ RES 109	CPR For Health Care Provider or Proof of Current Health Care Provider CPR Certificate	0.5			
FYE101 FYE103 HCC130 HCC130AA HCC130AB HCC130AC HCC130AD HCC130AE HCC130AF	Introduction to College, Career and Personal Success (1) OR Exploration of College, Career and Personal Success (3) 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)	1-3 3			
HCC146	Common Medical Terminology for Health Care Workers	2			

+	HCC164	Pharmacology for Allied Health	0.5			
+	HCC200	Basic Client Care for Allied Health	0.5			

Level One Fingerprint Clearance Card (copy required)	Expiration Date
American Heart Association Healthcare Provider CPR Card	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 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 **American DataBank**. Students are required to pay the cost of obtaining this background check. Students whose background checks are more than six months old on the date of beginning a healthcare program must obtain an updated background check. Students who have been in a Program for more than 12 months may be requested to obtain an updated background check. Please see the attached "Frequently Asked Questions" sheet for more details regarding the 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.

Signature

Date

Printed Name

Student ID Number

Desired Health Care Program