ELECTROCARDIOGRAM (ECG) TECHNICIAN

GATEWAYCC.EDU/**ECG-TECHNICIAN**

[INFORMATION PACKET]

HEALTH SCIENCES

GATEWAY COMMUNITY COLLEGE
A **MARICOPA** COMMUNITY COLLEGE

MARICOPA COMMUNITY COLLEGES

Your Journey Starts Today!

Dear Future Student,

Welcome to GateWay Community College! We're delighted that you've chosen us to be part of your educational journey, and we are here to support you every step of the way.

As you begin the enrollment process, there are several important pre-admission criteria you'll need to complete, all of which are outlined in this packet. Since some steps can take several weeks, we encourage you to start as soon as possible to prevent any delays. To expedite the process, we recommend working on multiple criteria at once when possible.

In order to avoid any delays in enrollment, it's crucial that you work closely with your Clock Healthcare Advisor to complete all the necessary requirements for your program, including your reading placement assessment. For details on how to schedule an appointment, please refer to the Clock Healthcare Advisor section in this packet.

Once enrolled, you will receive an email invitation from a program representative to attend the mandatory student orientation. To ensure you receive this important notification, please make sure your contact information is accurate and up to date in your Student Service Center, accessible at https://www.maricopa.edu/students.

At the orientation, you will be required to purchase a Criminal Background Check, an American Databank Account, a MyClinicalExchange (mCE) account, and a Level-One Fingerprint Clearance Card. Please come prepared to pay for these items at the new student orientation.

This packet contains all the essential information you'll need, so we urge you to read through it thoroughly. Many of your questions will be answered here, and this will help ensure a smooth start to your program.

We are thrilled to have you as part of the GateWay community and look forward to helping you achieve your goals. If you have any questions or need assistance along the way, please don't hesitate to reach out. We're here to make sure you succeed!

Sincerely,

The Clock Hour Healthcare Team

Electrocardiogram (ECG) Technician Program Webpage:
https://www.gatewaycc.edu/degrees-certificates/ecg-technician

Program Overview

At GateWay, we take the most direct path to help you land your dream career. With our clock programs, you can earn a certification in your desired field in as little as six months. You will learn by doing and receive hands-on training from industry professionals.

Our knowledgeable instructors and state-of-the-art facilities help ensure you will have the skills you need to save a life, create a style, reduce other's stress, build a shelter, machine future technologies, and so much more.

Electrocardiogram Technician

Electrocardiogram (ECG) technicians and ECG technologists play an important role in helping cardiovascular patients live longer and healthier lives. These healthcare heroes help diagnose and treat heart ailments before they cause irreparable damage. Whether you're an experienced healthcare worker looking to expand your medical skillset or want to begin a new career working closely with cardiovascular patients, enrolling in the Electrocardiogram ECG Technician program is the first step in the right direction.

This 325-hour program prepares students for a career in cardiac monitoring, telemetry, and stress testing as an ECG technician. You will be introduced to electronic patient records and record keeping, patient assessment, basic medical terminology, anatomy and physiology of the cardiovascular system, the cardiac conduction system, and 12-lead ECG acquisition and rhythm interpretation, as well as holter monitoring, telemetry monitoring, stress testing, and artificial pacemaker evaluations. You'll be able to acquire your BLS and ACLS certification during the program and be fully prepared to take the National Certified ECG Technician (CET) examination.

Make it happen today! Join the Electrocardiogram (ECG) Technician program.

Students at any Maricopa Community College may need to complete courses at more than one of our colleges.

Visit ECG Technician | GateWay Community College for more information.

Virtual Information Sessions

For detailed information about your program of interest, we encourage you to attend one of our virtual information sessions. Participation is required for some programs and is strongly recommended before enrollment. Attending a session before contacting an advisor is highly recommended.

To register for a virtual information session, visit gatewaycc.edu/virtual-sessions.

Clock Healthcare Advisor

To schedule a meeting with the advisor for the Electrocardiogram (ECG) Technician program, please use the online scheduling tool below:

- Self-schedule an appointment with Debra Phillips: Schedule an appointment
- Email Debra Phillips:
    - clock.health.sciences.advising@gatewaycc.edu
    - phillipsdm@gatewaycc.edu

For a complete listing of Enrollment Steps, visit gatewaycc.edu/enroll/clock-enrollment-steps.

Complete Admission Application

If you are new to college or Maricopa Community Colleges, or if you need to reapply, visit gatewaycc.edu/enroll and follow the steps below to complete the admission application:

- **New Students:** Click "Join Now" to create an account.
- **Returning MCCCD Students:** Click "Log In" and enter your MEID and password. If you do not remember your MEID or password, select "Forgot your Username?" and/or "Forgot your Password?" for assistance.

Enter/Verify the Following Information During the Admission Application	
Primary College of Interest	GateWay Community College
Field of Interest	Health Sciences
Primary Reason for Attending	Get a Certificate
Select a Plan	Electrocardiogram (ECG) Technician
Select Expected Start	Select Academic Year

For assistance, please contact Enrollment Services at (602) 286-8200.

Assessment and Placement Information

Student assessment helps us put you in the appropriate college classes in English, math, reading, or English as a Second Language (ESL) so you have a solid start to your educational career. At Maricopa Community Colleges, we use multiple measures like your high school GPA, GED scores, or college entrance exam scores, such as the ACT or SAT. We also provide placement testing through the EdReady online placement tool. And, we have placement information and options if you are a student in the English as a Second Language (ESL) program.

Visit https://www.maricopa.edu/students/assessment-placement for more information.
To reach the Testing and Essential Skills Center visit https://www.gatewaycc.edu/testing, email testing@gatewaycc.edu, or call (602) 286-8160.

1. Must be 18 years of age or older
2. Reading Placement (need one of the following)

   - High School GPA between 3.0 and 4.0 within the past 10 years
   - EdReady Critical Reading Score of 90 or above
     - https://www.gatewaycc.edu/testing
   - ACT Reading Score of 22 or higher
   - ACCUPLACER Next Gen Reading: 249 or higher
   - ACCUPLACER Classic Reading: 92 or higher
   - ASSET Reading: 47 or higher
   - COMPASS Reading: 91 or higher
   - HS GPA: 3.0 or higher
   - ACT Reading Score: 22 or higher
   - GED Reasoning Through Language Arts Score: 175 or higher
   - SAT – Reading & Writing Score:
     - Old Version (Prior to 2016): 860 or higher
     - New Version (2016 - Current): 480 or higher

Request Enrollment

To request enrollment in the ECG Technician program, send an email from your Maricopa Student Email address to: clockenroll@gatewaycc.edu.

Please be sure to include the following in your email:
- ECG Technician program and desired start date
- The funding source you intend to use to pay for your program

   Enrollment is based on eligibility, completed documents, and space in the program.

Health and Safety Coordinator

To attend the Clinical Practicum class at the end of the Electrocardiogram (ECG) Technician program, you must meet several important requirements. Maricopa Community Colleges require all students to comply with the placement criteria set by the program's most stringent clinical partner. This ensures that students are prepared for placement at any clinical site. Your Health and Safety Coordinator is **Misty Martinez**, and she can assist with all health and safety-related questions:

- **Misty Martinez:** misty.martinez@gatewaycc.edu
- **Phone:** (602) 392-5368

Practicum Health and Safety Requirements

The Maricopa County Community College District (MCCCD) has reviewed the clinical requirements for all partner agencies under contract. To ensure students meet the standards of all clinical sites, we adopt the most restrictive requirements across our partners. This guarantees that every student, regardless of placement, will meet the pre-clinical requirements for their assigned agency.

More information can be found at: Health & Safety Requirements

Practicum Compliance Requirements and Online Portals

Practicum placement depends on site availability, and students do not have the option to choose their location. Practicum schedules and hours vary and may not align with classroom days or times. You may be required to travel throughout the greater Phoenix area, so reliable transportation is essential as 100% attendance is mandatory for completing your practicum. Once a practicum site is assigned, it cannot be changed.

Failure to attend your assigned site or refusal to accept the placement may result in withdrawal from the program and failure to complete it, which will affect your ability to receive a certificate of completion.

Establish Account with American Databank (ADB).

To upload your health and safety documents, you must first establish an account with American DataBank (ADB). Please contact your Health and Safety Coordinator for instructions on setting up your account:

Required Documents for American Databank (ADB)

The following documents must be uploaded to your ADB account:

- Basic Life Support (BLS) Provider CPR Certification (must include hands-on component)
  - **Important:** BLS certification will be completed in class (ECG 104), do not complete a BLS course outside of the program
- COVID-19 Vaccination
- Healthcare Clearance Form
- MMR (Measles, Mumps, Rubella)
- Varicella (Chickenpox)
- TDaP (Tetanus, Diphtheria, Pertussis)
- Influenza (Flu Vaccine)
- Two-Step TB (Tuberculosis) Test
- Hepatitis B (Hep B) Series
- Level One Fingerprint Clearance Card
- Complete Criminal Background Check
  - **Important:** Do not order your background check until instructed to do so by your instructor or the Health and Safety Coordinator.

For information regarding deadlines and the document upload process, please contact your Health and Safety Coordinator.

Uniforms and Professional Appearance

- Students are required to wear GWCC ECG Technician Program Logo, Caribbean blue colored scrub tops and matching scrub pants/skirt.
  - For uniform orders: Apparel Pro USA website:
  - Skills Center Students - Gateway Skills Center - Apparel Pro Health Care Wear
- Shoes must be either all white or all black sneakers made of a non-absorbent material (leather-like, no absorbent fabric, no holes).
- Hair is required to be of a natural color and pulled up off of the collar at all times.
- No visible body piercings.
- Tattoos may need to be covered during clinical rotations.
- Nails must be clean and trimmed.

FINANCIAL INFORMATION

Program Costs *

REQUIRED TUITION AND FEES

PROGRAM TUITION AND FEES	ECG Technician
Registration Fee	$ 15.00
Tuition Clock Hour	$ 1,625.00
Course Fees	$ 452.00
TOTAL Tuition & Fees	$ 2,092.00

ADDITIONAL EXPENSES ESTIMATED COST

ADDITIONAL EXPENSES	ESTIMATED COST
Books	$35.00
Uniform (approx. cost per uniform)	$35.00+
American Databank – Immunization Tracker	$10.00
MyClinicalExchange (mCE) – Clinical Practicum The clinical site that you are assigned to for Practicum may require you submit documents and complete modules through this third party.	$20.00
Physical Exam-Medical Clearance	*Varies depending on insurance coverage, copays, and deductibles*
Immunizations	*Varies depending on insurance coverage, copays, and deductibles*
Criminal Background Check *(completed during program)*	$54.00
Urine Drug Screen *(completed at random during program)*	$58.00
Level-One Fingerprint Clearance Card	$75.00

*Please note that these are only estimates and may change. Additional fees may apply.

Payment Options

After registering for your classes, you will need to pay your tuition. There is no one-size-fits-all approach, so it's important to understand your options and develop a payment plan that suits your needs.

Key Steps:
- Act early if you need to set up a payment plan.
- Regularly check your Maricopa student email and Student Center for updates on payment balances, due dates, and other important information.

Financial Responsibility: Students are responsible for covering the full program cost, which includes tuition, fees, out-of-pocket expenses, and any additional costs associated with the program. Each student must secure sufficient Agency funding for their tuition and fees and/or establish a payment plan during enrollment.

Payment Process: We recognize that paying for college can involve several steps. Because tuition and fees are due before classes begin, we have provided a list of accepted payment methods.

Important Note: Certification will not be granted until all tuition and fees are paid in full.

For more information on payment options and deadlines, visit: Payment Options

Explore available scholarship opportunities to help fund your education:
- Visit the Maricopa Community Colleges Foundation Scholarships for more information.
- For specific details about scholarships available at GateWay Community College, visit GateWay Scholarships.

What You Should Know About Payment Plans:
- Payment plans are not loans, so no interest or finance charges will apply.
- No credit check is required.
- A down payment is necessary to initiate the plan.
- Payments are divided into manageable installments over a specified period.

Payment Plan Details:
- Contact Student Business Services at (602) 238-4347 or (602) 286-8277 for specific payment plan details as options vary by program.
- A 10% down payment is due 30 days before the program start date.
  - 1 – 6 scheduled payments: Requires a 10% down payment plus a $25 enrollment fee.*
  - 7 – 12 scheduled payments: Requires a 10% down payment plus a $45 enrollment fee.*

Important Information:
- Payment plans must be set up online through your Student Center.
- All payment options require an immediate (same-day) down payment.
- To avoid having your classes dropped, sign up for the payment plan before your tuition due date.

Note: The Nelnet payment plan enrollment fee is non-refundable.

Payment Methods:
- Automatic Bank Payment (ACH): This option involves pre-approved transfers from your checking or savings account, processed on the 5th of each month until your balance is fully paid within your enrollment period.
- Credit Card: Monthly payments are automatically charged to your credit card, processed by American Card Services, Inc., on the 5th of each month until the balance is fully paid within your enrollment period. eCashier registration is available online.

For more information or to pay your tuition and fees, visit: Pay for College.

Your Financial Account

- For your convenience, you can view your financial account activity in your Student Center located at Students | Maricopa Community Colleges
- Credit/debit payments can be made online through MCCCD Student Center, in person at Student Business Services Department, or over the phone at (602) 238-4347 or (602) 286-8277
- Cash/check payment can be made in person at the Student Business Services Department (Check website for hours).

Payment Reminders

- Your seat will not be secured until you have verified funding for your program. Failure to secure your seat by your due date may result in a drop from your program for Non Payment.
- Continued enrollment in the program is contingent upon the ability to secure tuition funding. Students who do not adhere to tuition payment guidelines will be withdrawn from the program.
- Students who are withdrawn prior to the program start date due to failure to comply with tuition payment guidelines will void their seat in class and it will be given to the next student in line who is on the waitlist.

Refund Policy

Students who officially withdraw from classes within the withdrawal deadlines listed below will receive a 100% refund for tuition, course and registration fees. Deadlines that fall on a weekend or a college holiday will advance to the next college workday except for classes fewer than 10 calendar days in length or as specified by the college. Calendar days include weekdays and weekends. Refer to individual colleges for withdrawal and refund processes. Never attending is not an allowable refund exemption or an excuse of the debt incurred through registration.

Length of Class	Official Withdrawal Deadlines for 100% Refund
1-9 calendar days	Prior to the class start date
10-19 calendar days	1 calendar day including the class start date
20-29 calendar days	2 calendar days including the class start date
30-39 calendar days	3 calendar days including the class start date
40-49 calendar days	4 calendar days including the class start date
50-59 calendar days	5 calendar days including the class start date
60-69 calendar days	6 calendar days including the class start date
70+ calendar days	7 calendar days including the class start date

* Course fees will be refunded only if the student qualifies for a 100% refund. Debts owed to any MCCCD college must be satisfied before any refunds are paid to the student. Refunds for students receiving federal financial assistance are subject to federal guidelines. Requests for exceptions to the refund policy must be filed within one year from the semester in which the course was taken.

Visit this webpage for additional information:
https://www.maricopa.edu/students/tuition-payment-information/student-refunds

How to Obtain a Refund

When dropping classes, you must officially do so during the refund period to be eligible for a refund. You can do this online using your Online Student Center or in person at your college's Admissions, Records, and Registration office.

Once you have officially dropped from your classes, and if you are eligible for a refund, you must contact Student Business Services at your college to receive your refund.

Student Business Service processes all refunds. All refunds of cash, check, and checking/saving payment plan payments are issued through the Maricopa Student Refund Program (MSRP). No refunds of cash are available. Refunds of credit card payments will be made only to the credit card on which the original payment was processed.

To ensure you receive your refund as quickly as possible, make sure your current address is correct, and update it if necessary in your Student Center in the Personal Information section.

Click this link for additional information:
https://www.maricopa.edu/students/tuition-payment-information/student-refunds

Disability Resources

Students with disabilities who believe that they may need accommodations in a class or program must contact the Disability Resource Center (DRC) at Gateway at (602) 286-8171. The Director of Disability Resources, Learning, & Testing Services is responsible for determining a student's eligibility for services and will notify the faculty in writing of the accommodations requested. During the first class session, faculty members shall announce that students may meet with them during office hours if they need special accommodations for a disability. If you have a question or concern, please contact the DRC.

gatewaycc.edu/disability-resources | email: disability.services@gatewaycc.edu | 602-286-8171

Medical Marijuana Policy

Maricopa Community Colleges prohibit the possession and use of marijuana on all campuses and in all off-campus student activities, including clinical practicum and clinical learning experiences in health programs. This policy is dictated by Arizona Revised Statutes § 15-108, which prohibits any person, including a medical marijuana cardholder, from possessing or using marijuana on the campus of any public university, college, community college or post-secondary education institution. Federal legislation prohibits any institution of higher education that receives federal funding from allowing the possession and use of marijuana.

Maricopa Community Colleges receive federal funds through grants and financial aid. Maricopa Community Colleges continue to enforce current policies regarding controlled substances and any student or employee who violates university policy prohibiting the use or possession of illegal drugs on campus or in student activities - including educational practicum - will be subject to disciplinary action and criminal prosecution.

Urine drug screens are required of students prior to attending healthcare clinical practicum. 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.

Nondiscrimination Policy

The Maricopa County Community College District does not discriminate on the basis of race, religion, color, national origin, sex, handicap/disability, sexual orientation, age, or Vietnam era/disabled Veteran status in employment or in the application, admission, participation, access and treatment of persons in instructional or employment programs and activities.

Notice

GateWay Community College reserves the right to change, without notice, any materials, pricing, information, curriculum requirements, and regulations stated in this publication