

DIAGNOSTIC MEDICAL SONOGRAPHY

GATEWAYCC.EDU/DIAGNOSTIC-MEDICAL-SONOGRAPHY

[INFORMATION PACKET]



HEALTH SCIENCES



GATEWAY
COMMUNITY COLLEGE
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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>.

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

Diagnostic Medical Sonography

Dear Prospective Sonographer:

Thank you for your interest in the Diagnostic Medical Sonography Program at GateWay Community College GWCC. Sonography is an exciting field in health sciences, and provides practitioners with a lifetime of challenge.

Please review the enclosed information and Application Packet. If you decide to apply for admission into the program, complete all the required steps noted in the INFORMATION SHEET and APPLICATION PROCESS pages of the packet.

You may submit the application at any time. Applications will be placed on a waiting list for the upcoming cohort. Notification of candidates accepted into the program will occur by June 15. ALL requirements **must** be completed or in progress before submission of application.

Please access one of the following resources for announcements and advertising concerning the DMS program or if you have additional questions:

- Website: <http://www.gatewaycc.edu>
- Danielle Terveen, MBA, RDMS (AB, OB/GYN) RVT, R.T (R) – Program Director at 602.286.8481 or email danielle.terveen@gatewaycc.edu
- Tawny Hernandez, BA, RDMS (AB, OB,GYN), RVT - Clinical Coordinator

College Advising - Health Career advisors:

- Lucy Granillo, Health Sciences Academic Advisor / Email: luciella.granillo@gatewaycc.edu
- Patricia Klein, Health Sciences Academic Advisor /Email: patricia.klein@gatewaycc.edu
- Carolyn Delgado, Health Sciences Academic Advisor /Email: delgado@gatewaycc.edu

Please note that the curriculum for the program may be revised periodically. It is the applicant's responsibility to remain aware of changes that occur.

Curriculum can be found at:

<https://asa.maricopa.edu/departments/center-for-curriculum-transfer-articulation/curriculum/degrees-certificates/programs/programs-custom-search>

I wish you success in your career pursuits.

Sincerely,

Danielle Terveen, MBA, RDMS, RVT, RT
Program Director Diagnostic Medical Sonography Program
602.286.8481

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CAREER IN SONOGRAPHY

Sonographers are health care professionals who specialize in a challenging and interesting area of diagnostic imaging. Using high frequency sound, they create images of the body needed to assist in diagnosis and treatment of diseases. As a sonographer, you will work closely with physicians who interpret the examinations. Sonographers work directly with patients and provide care as needed during ultrasound exams. In addition to knowing detailed anatomy, sonographers need to know the pathologic conditions commonly encountered with ultrasound and will develop technical skills necessary to produce high quality sonographic images.

The field of diagnostic imaging for Sonographers is varied with opportunities to specialize in many clinical areas. You will find sonography in all aspects of health care imaging.

Job opportunities in hospitals, clinics, private physician offices, mobile services, marketing, sales and product development with equipment manufacturers, and education are possible.

For more information on a career in sonography, check out the professional organization, the Society of Diagnostic Medical Sonographers (SDMS). For more information on the SDMS, or sonography as a profession, go to the SDMS web site www.sdms.org or call [1-800-229-9506](tel:1-800-229-9506). For the professional organization of vascular technologists, Society for Vascular Ultrasound, go to svunet.org or call 800-788-8346.

Registry as a professional sonographer is accomplished through the American Registry of Diagnostic Medical Sonographers (ARDMS). For more information on the ARDMS go to www.ardms.org or call [1-800-541-9754](tel:1-800-541-9754). The American Registry of Radiologic Technologists (ARRT) also provides an entry-level certification for sonography. For more information on the ARRT go to www.rrt.org or call [1-651-687-0048](tel:1-651-687-0048).

ADA TECHNICAL STANDARDS FOR THE SONOGRAPHY PROFESSION

The Americans with Disabilities Act (ADA)

Technical Standards for the Sonography Profession

The Americans with Disabilities Act requires that careful consideration be given to all applicants seeking education or employment. The Act also requires that accommodations be provided to the disabled person when proven to be reasonable. It also supports the identification of essential job functions that may be used with other selection criteria in the screening of potential applicants for a professional curriculum or employment.

The Diagnostic Medical Sonographer is a caregiver that plays a fundamental role in the diagnosis of a patient's medical condition. The sonographer does this by providing a collection of diagnostic medical sonograms and assisting in interventional procedures.

Implied in this caregiving role are essential job functions that require the sonographer to demonstrate cognitive, psychomotor, and affective skills. The performance of these job functions must be consistent with the expectation that Diagnostic Medical Sonographer must not place his or herself, a fellow worker, or the patient in jeopardy of physical or mental harm.

The purpose of the following is to identify the physical, mental, and emotional requirements appropriate to the profession of Diagnostic Medical Sonography.

Examples of a sonographer's essential job functions

A. Physical Requirements

1. Work standing on his/her feet 80% of the time
2. Use both hands, wrists, and shoulders to maintain prolonged arm positions necessary for Scanning and perform fine motor skills.
3. Lift more than 50 pounds routinely.
4. Transport, move, and or lift patients from a wheelchair or stretcher to the examination table or patient bed, and physically assist patients into proper positions for examination.
5. Push, pull, bend and stoop routinely to move and adjust sonographic equipment and perform studies.
6. Use senses (vision, hearing, and touch) to adequately view sonograms, including color distinctions; distinguish audible sounds; perform eye/hand coordination skills required in sonographic examinations; and recognize changes in patient's condition and needs.
7. Work in a semi darkened room for prolonged periods of time.
8. be physically capable of carrying out all assigned duties.

B. Mental and Intellectual Requirements

The Diagnostic Medical Sonographer must be able to:

1. Communicate effectively, verbally and nonverbally, with patients and other healthcare professionals to explain procedures, give instructions, and give and obtain information.
2. Organize and accurately perform the individual steps in a sonographic procedure in the proper sequence according to established standards.
3. Understand and reach quickly to verbal instructions and patient needs.
4. Follow directions effectively and work closely with members of the healthcare community.
5. View and evaluate recorded images for the purpose of identifying proper protocol, procedural sequencing, technical qualities and identification of pathophysiology.
6. Apply problem solving skills to help optimize patient care and produce the best diagnostic information possible.

C. Emotional Requirements

The Diagnostic Medical Sonographer must be able to:

1. Provide physical and emotional support to the patient during sonographic procedures.
2. Interact compassionately and effectively with the sick and or the injured.
3. Handle stressful situations related to technical and procedural standards and patient care situations.
4. Adapt to changing environments and be able to prioritize tasks.
5. Project an image of professionalism.
6. Demonstrate a high level of compassion for others, a motivation to serve, integrity, and a consciousness of social values.
7. Interact positively with people from all levels of society and all ethnic and religious backgrounds.
- 8.

DRS AND TITLE IX

DRS SYLLABUS STATEMENT:

Classroom Accommodations for Students with Disabilities

In accordance with the Americans with Disabilities Act, the Maricopa County Community College District (MCCCD) and its associated colleges are committed to providing equitable access to learning opportunities to students with documented disabilities (e.g. mental health, attentional, learning, chronic

health, sensory, or physical). Each class/term/semester that a student is in need of academic adjustments/accommodations, the qualified student is required to work with the Disability Resources & Services Office (DRS) at their individual college(s). Contact with the DRS should be made as soon as possible to ensure academic needs are met in a reasonable time. New and returning students must request accommodations each semester through DRS Connect online services. To learn more about this easy process, please contact your local DRS office.

If you have not yet established services through DRS, but have a temporary health condition or permanent disability that requires accommodations, you are welcome to contact DRS by calling DRS at (602) 286-8171 or email: disability.services@gatewaycc.edu. The DRS offers resources and coordinates reasonable accommodations for students with disabilities and/or temporary health conditions qualifying for accommodations/academic adjustments. Reasonable accommodations are established through an interactive process between you, your faculty, and DRS; and only those academic adjustments/reasonable accommodations granted by the DRS are recognized by the college and District. It is the policy and practice of the MCCCDC to create inclusive and accessible learning environments consistent with federal and state law.

TITLE IX SYLLABUS STATEMENT:

Addressing Incidents of Sexual Harassment/Assault, Dating/Domestic Violence, and Stalking

In accordance with Title IX of the Education Amendments of 1972, MCCCDC prohibits unlawful sex discrimination against any participant in its education programs or activities. The District also prohibits sexual harassment—including sexual violence—committed by or against students, District employees, and visitors to campus. As outlined in District policy, sexual harassment, dating violence, domestic violence, sexual assault, and stalking are considered forms of "Sexual Misconduct" prohibited by District policy.

District policy requires all college and District employees in a teaching, managerial, or supervisory role to report all incidents of Sexual Misconduct that come to their attention in any way, including but not limited to face-to-face conversations, a written class assignment or paper, class discussion, email, text, or social media post. Incidents of Sexual Misconduct should be reported to the college Title IX Coordinator. Find a list of Title IX Coordinators, at <https://district.maricopa.edu/consumer-information/title-ix/title-ix-coordinators>. Reports may also be reported at: <https://district.maricopa.edu/consumer-information/reporting>.

DEGREE AND CERTIFICATE REQUIREMENTS - DIAGNOSTIC MEDICAL SONOGRAPHY

PLACEMENT TESTING

Placement testing is designed to identify your skill levels in English language usage, reading, and mathematics. Placement tests are scheduled at a variety of times in GateWay's Testing Center and are free of charge. Please contact GateWay's Testing Center, Healthcare Advisors or visit the web site to get updated requirements and hours of operation.

HESI Tests

As of March 1, 2022, the HESI A2 for DMS will be required in order to apply to the DMS program. Students currently on the waitlist have until February 2023 to complete this requirement. Students not yet on the waitlist must complete this requirement to be eligible to submit their application to Selective Admissions and receive their number on the waitlist. Selective Admissions will not accept applications with HESI scores over 24 months old at the time of submitting a Selective Admissions application. You will need a score of 80% or higher in the English composite section, 80% or higher in the math section, and 70% or

higher in the Anatomy and Physiology section and these qualifying scores on all three sections must be met in one sitting of the exam in order to qualify for the program. HESI A2 review materials are available in the college bookstores and libraries. More information can be found <https://www.gatewaycc.edu/testing>

ADVANCED PLACEMENT

There is no option for advanced placement in the DMS program. Students who have attended CAAHEP accredited programs elsewhere may be able to transfer coursework that has identical curriculum.

PROGRAM REQUIREMENTS

Formal application to the Diagnostic Medical Sonography program can be made upon completion of the general education courses outlined (**highlighted**) below in either the Certificate of Completion or Associate in Applied Science. Successful completion of the following college courses with a minimum cumulative grade point average (GPA) of 3.0.

The Evolve Reach (HESI) Admission Assessment Exam is part of the prerequisite for the Diagnostic Medical Sonography program. The HESI A2 is a computer-based test consisting of five modules: Math Skills, Reading Comprehension, Vocabulary & General Knowledge, Grammar, Anatomy & Physiology.

All five modules must be completed within a single five -hour testing session. Results are valid for two years.

You may retest after a 60-day waiting period. Up to TWO retests are permitted within one year from the date of the first valid test.

DIAGNOSTIC MEDICAL SONOGRAPHY

Semester 1 (Required General Education Courses)

Credits: 13-19

Course No.

Course Title

Formal application to the Diagnostic Medical Sonography program can be made upon completion of the following required courses in the program notes section. Successful completion of the following college courses with a minimum, cumulative grade point average (GPA) of 3.0 is required for application.

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

+ BIO160

Introduction to Human Anatomy and Physiology (1) **OR**

+ BIO201

Human Anatomy and Physiology I (4)

4

Note: A grade of C or better in BIO156 or BIO181 or one year of high school biology needed for students selecting BIO201/202 option

+ ENG101

First-Year Composition (3) **OR**

+ ENG107

First-Year Composition for ESL (3)

3

MAT150

College Algebra/Functions (5) **OR**

MAT151

College Algebra/Functions (4) **OR**

MAT152

College Algebra/Functions (3) **OR**

Any higher level algebra course

3 - 6

+PHY101

Introduction to Physics (4) **OR**

+PHY 11

General Physics I (4)

4

Semester 2 (Required General Education Courses)

Credits: 7 - 20

Course No.

Course Title

+ BIO202

Human Anatomy and Physiology II 4

**if needed to complete Biology requirement

0 - 4

HU

Any approved general education course from the Humanities, Arts and Design (3)

3

+ CRE101

College Critical Reading and Critical Thinking (3) **OR**

Equivalent as indicated by Assessment

0 - 3

SB

Any approved general education course from the Social-Behavioral Sciences area (3)

3

| | | |
|----------|--|---|
| + ENG102 | First-Year Composition (3) OR | |
| + ENG108 | First-Year Composition for ESL (3) | 3 |
| COM | Any approved general education course from the Oral Communication area (3) | 3 |
| HC145 | Medical Terminology for Health Care Professionals | 3 |
| | This class is not mandatory but highly recommended | |

PROGRAM COURSES AND SEMESTER OFFERED

Semester 3 -

| Fall | | |
|---|---|------------------------|
| PROGRAM OF STUDY - Diagnostic Medical Sonography | | |
| Course No. | Course Title | Credits: 12 |
| + DMS110 | Introduction to Diagnostic Sonography | 3 |
| + DMS120 | Ultrasound Imaging: Abdominal Procedures I | 3 |
| + DMS120LL | Ultrasound Imaging: Abdominal Procedures I Laboratory | 1 |
| + DMS150 | Sonographic Principles and Instrumentation I | 3 |
| + DMS150LL | Sonographic Principles and Instrumentation Laboratory | 1 |
| + DMS155 | Introduction to Clinical Care for Sonography (HUG CLINIC) | 1 |
| + DMI/DMS/ICE220 | Sectional Anatomy | 3 |
| Program of Study - DMS (by semester-subject to change) | | |

Semester 4 - Spring

| Course No. | Course Title | Credits: 14/15 |
|-------------------|--|---------------------------|
| + DMS121 | Ultrasound Imaging: Abdominal Procedures II | 3 |
| + DMS130 | Ultrasound Imaging: OB/GYN Procedures | 3 |
| + DMS130LL | Ultrasound Imaging: OB/GYN Procedures LAB | 1 |
| + DMS161 | Introduction to clinical care for sonographer (HUG clinic) | 1 |
| + DMS210 | Concepts of Vascular Imaging | 3 |
| + DMS210LL | Concepts of Vascular Imaging Laboratory | 1 |
| + DMS 281 | Ultrasound Reg. Prep. Sem.: Physics & Instrumentation | 1 |
| + DMS 235 | Ultrasound Breast Imaging* (elective) | 1 |
| + RES118 | Vascular Access for Clinical Practice | 1 |

| Semester 5 - Summer | | Credits: |
|----------------------------|---------------------------------|-----------------|
| Course No. | Course Title | 8 |
| + DMS140 | Ultrasound Case Studies: Part I | 2 |
| + DMS162 | Clinical Practicum III - AB | 2 |
| + DMS171 | Clinical Practicum III - AA | 2 |
| + DMS172 | Clinical Practicum III-AB | 2 |

| Semester 6 - Fall | | Credits: |
|--------------------------|--|-----------------|
| Course No. | Course Title | 15 |
| + DMS225 | High Risk Obstetrics/Gynecology Sonography | 1 |
| + DMS240 | Ultrasound Case Studies: Part II | 2 |
| +DMS286 | Advanced Vascular Technology | 3 |
| + DMS261 | Clinical Practicum IV - AA | 2 |
| + DMS262 | Clinical Practicum IV - AB | 2 |
| + DMS263 | Clinical Practicum Clinical vascular practicum I | 2 |
| | Approved General Education courses (as needed for AAS Degree, not a program prerequisite) | 3 |

| Semester 7 - Spring | | Credits: |
|----------------------------|--|-----------------|
| Course No. | Course Title | 15 |
| + DMS241 | Ultrasound Case Studies: Part III | 2 |
| + DMS270 | Clinical Practicum V-AA | 2 |
| + DMS 271 | Clinical Practicum V-AB | 2 |
| +DMS 272 | Clinical Practicum V-AC | 2 |
| +DMS 282 | Ultrasound Registry Preparation Seminar: Abdominal and Small Parts | 1 |
| +DMS 283 | Ultrasound Registry Preparation Seminar: OB/GYN | 1 |
| + DMS284 | Ultrasound Registry Preparation: Vascular Imaging | 1 |
| + DMS255 | Abdominal Extended Sonography | 3 |
| + DMS286LL | Advanced Vascular Technology Laboratory | 1 |

Program Notes:

Due to the requirements of the program accrediting body, the course of study requires many hours of classroom and clinical time.

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

<https://asa.maricopa.edu/departments/center-for-curriculum-transfer-articulation>

Major: 5656 Certificate of Completion total program credits: 69 - 83

Major: 3656 Associates of Applied Science total program credits: 87-101

ESTIMATED PROGRAM COSTS

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

| | |
|--|--------------------------|
| AAS Degree Program | |
| Tuition* (87-107 credit hrs @ \$97 a credit hr) ¹ | \$8,439 – 10,379 |
| Registration fees (\$15 per semester) (Estimate) | 105 |
| Course / Lab Fees | \$ 600 |
| Clinical Tracking System | 150 |
| Equipment / Supplies | 83 |
| Books | 1,034 – 2,076 |
| Other Costs: License/Certification, Pre-Clinical Health & Safety Requirements, etc. ² | 817 – 1,482 |
| Total Estimated Costs | \$11,225 – 14,875 |

Out-of-County residents pay \$441* / Out-of-State residents pay \$241 a credit hr ¹**

* Rates are set according to Arizona Revised Statute. Applies only to counties with no community colleges.

** According to Arizona Revised Statute, 15-1802 F, "A person who is a member of an Indian tribe recognized by the US Department of the Interior whose reservation land lies in this state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student." Therefore, unclassified and out of state surcharges do not apply to such students.

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

¹ Tuition and fees are set by the Maricopa Community College Governing Board and approved by the State Board of Directors for Community Colleges; all fees are subject to change. Tuition is higher for non-county residents; visit <https://www.gatewaycc.edu/tuition> for more information.

² Other Program Costs may be less or more than listed based on a student's individual health record in respect to being in compliance with the immunization and safety requirements for the clinical experience.

IMPORTANT – Tuition 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/health-safety-requirements>

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.

PRE-CLINICAL 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.

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 Commission on Accreditation of Allied Health Education Programs (CAAHEP), working through the Joint Review Commission of Diagnostic Medical Sonography (JRC-DMS), accredits the Diagnostic Medical Sonography Program. Students are eligible to sit for the American Registry of Diagnostic Medical Sonographers (ARDMS) examination for Abdomen. They may also sit the ARDMS exam in vascular technology and earn the Registered Vascular Technologist (RVT) credential.

The Diagnostic Medical Sonography program provides a full OB/Gyn curriculum of study. Students may be eligible to take the registry exam for OB/Gyn registry immediately after graduation by completing the clinical requirements for the ARDMS and pass either the ARDMS Abdomen or Vascular exam first.

Students completing the program may also sit the American Registry of Radiologic Technologists (ARRT) examination for general sonography and earn the Radiography Technologist Sonography RT(S) credential or the Radiography Technologist Vascular Sonography RT(VS).



CAAHEP
9355 - 113th St. N, #7709
Seminole, FL 33775
P: 727-210-2350, E:
mail@caahep.org

CAAHEP accreditation allows graduates to sit the ARDMS exam under ARDMS prerequisite 2b. Application to the ARDMS is independent of graduation requirements and students are responsible for submission of ARDMS required documentation.



JRC-DMS

6021 University Boulevard, Suite 500, Ellicott City, MD
21043
443-973-3251 phone | 866-738-3444 fax
jrcdms.org web

FREQUENTLY ASKED QUESTIONS

WHAT IS SONOGRAPHY?

The Diagnostic Ultrasound Profession is a multi-specialty field comprised of Diagnostic Medical Sonography (with subspecialties in abdominal, neurologic, obstetrical/gynecologic and ophthalmic ultrasound), Diagnostic Cardiac Sonography (with subspecialties in adult and pediatric echocardiography), Vascular Technology, and other emerging fields. These diverse specialties are distinguished by their use of diagnostic medical ultrasound as a primary technology in their daily work. The Diagnostic Medical Sonography program at Gateway Community College is accredited in abdomen and obstetrics/gynecology sonography. Additionally, students are given introductory training in vascular, pediatric sonography, and musculoskeletal applications of ultrasound.

WHAT IS THE CURRICULUM AND LENGTH OF THE SONOGRAPHY PROGRAM?

The GateWay Community College program is a 21 month full-time day program on sonography. Courses include physics, abdomen, obstetrics, gynecology, vascular imaging, clinical practice and all other aspects of sonography. Students must earn grades of "C" or better in all didactic classes and pass their clinical courses to remain in the program. It is not possible to offer advanced placement in the program due to the need to develop and assess scanning skills required to perform exams.

WHEN DOES THE NEXT CLASS BEGIN?

Cohorts begin each Fall semester.

WHAT TIMES ARE THE CLASSES FOR THE PROGRAM SCHEDULED?

The classes, labs, and clinical rotations are scheduled during the day Monday through Friday, typically from 8 a.m. to 5 p.m. The schedule is based on the needs of the clinical sites and the school and is subject to change.

Students can expect to be at clinical practicum during the weekdays, weekend clinical hours are not available. Clinicals are during the daytime and late evening. Night clinical hours are not available. Clinical hours are scheduled for 8 hours each day. Students attend clinicals two days a week during the first Fall semester, three days a week during the first Spring semester, five days a week during the summer semester, three days a week during the second Fall semester and two days a week during the second Spring semester before graduation.

WHO CAN APPLY TO THE PROGRAM?

The Sonography Program will only accept applications from students who have completed the requirements for the program. We do not make exceptions to the application and entrance requirements. If you have not completed the requirements, we will not be able to accept your application.

HOW MANY STUDENTS ARE ADMITTED INTO THE PROGRAM?

Admissions are based on number of clinical sites available. Recent cohorts have been 15 – 20 students.

IF I AM A MILITARY VETERAN, WHAT WILL GATEWAY DO FOR ME TO GET INTO THE DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM?

We hold positions in our program for two (2) military veterans each fall semester, a copy of your DD214 is required.

CAN I WORK WHILE IN THE PROGRAM?

Students are cautioned that the Sonography program is a rigorous course of study. The program faculty recommend that students do not work. It is important to note that the clinical requirements for the program can reach 40 hours per week during some semesters. Each student must make an individual decision about the number of work hours that he/she can accept while continuing to make acceptable academic progress in the program.

WHAT SPECIAL SKILLS ARE REQUIRED OF SONOGRAPHERS?

Ultrasound requires the ability to apply, analyze, synthesize, and evaluate what you learn in school to the real life clinical experience on a daily basis. Manual dexterity is vitally important in ultrasound in order to create studies of diagnostic quality. A recap of the physical and mental requirements is listed below:

- Strength sufficient to: lift some patients, move heavy equipment on wheels (up to approximately 300 lbs), and to move patients in wheelchairs and stretchers.
- Ability to maintain prolonged arm positions necessary for scanning.
- Lift more than 50 pounds routinely
- Push and pull routinely
- Bend and stoop routinely
- Have full use of both hands, wrists and shoulders
- Near Vision ability to see details at close range (within a few feet of the observer).
- Distinguish audible sounds
- Adequately view sonograms, including color distinctions
- Work standing on their feet 80% of the time
- Interact compassionately and effectively with the sick or injured
- Assist patients on and off examining tables
- Communicate effectively with patients and other health care professionals
- Organize and accurately perform the individual steps in a sonographic procedure in the proper sequence
- Oral Expression ability to communicate information and ideas in speaking so others will understand

Prospective students are expected to be able to meet the physical and mental requirements for sonographers.

Other physical and mental requirements of the profession can be found at <http://www.onetonline.org/link/summary/29-2032.00>

IS THERE A NATIONAL CERTIFICATION EXAMINATION?

Yes, the American Registry for Diagnostic Medical Sonography (ARDMS) and the American Registry of Radiologic Technologists (ARRT) credential sonographers. Graduates of the GateWay Community College program are eligible to sit for the ARDMS examination in Abdomen, and OB/GYN and Vascular specialties. The ARDMS is recognized by industry as the professional standard in sonography credentialing. The ARDMS can be reached at 1.800.541.9754 or at www.ardms.org.

The Diagnostic Medical Sonography program at GateWay places a heavy emphasis on vascular technology in sonographic procedures. There are two agencies which provide vascular credentials to those that complete the requirements. The ARDMS offers the Registered Vascular Technology (RVT) Credential, and Cardiovascular Credentialing International offers the Registered Vascular Sonographer (RVS) credential.

The American Registry of Radiologic Technologists certifies for general sonography. Graduates of the GateWay Community College program are eligible to sit for the ARRT examination in general sonography. The ARRT is recognized as an entry level credential for sonography. The ARRT can be reached at 1.651.687.0048 or at www.arrt.org

Certification by obtaining one of these credentials is considered the standard of practice in sonography.

The DMS program's CAAHEP accreditation allows graduates to sit the ARDMS exam under ARDMS prerequisite 2b. Application to the ARDMS is independent of graduation requirements and students are responsible for submission of ARDMS required documentation.

IS FINANCIAL AID AVAILABLE?

Financial assistance is available to eligible students in the form of grants, scholarships, employment, or loans. Students may receive aid from one funding source or aid may be offered as a package from multiple sources. Contact the Financial Aid office at 602.286.8300 for additional information or visit their web site at: <http://enroll.gatewaycc.edu/FinancialAid/ApplyForFinancialAid/default.htm>

IS GATEWAY COMMUNITY COLLEGE AND THE DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM ACCREDITED?

Yes. The program is fully accredited. The Commission on Accreditation of Allied Health Education Programs CAAHEP, working through the Joint Review Commission of Diagnostic Medical Sonography JRCDS, accredits the Diagnostic Medical Sonography program at GateWay. Students completing the program are eligible to sit the American Registry of Diagnostic Medical Sonographers (ARDMS) Abdomen, Vascular, and OB/Gyn exams and earn their RDMS credential. Students completing the program are also able to sit the American Registry of Radiologic Technologists (ARRT) General Sonography examination and obtain their RT(S) credential. The Maricopa County Community Colleges are accredited through the North Central Association of Colleges and Schools (NCA).

CAAHEP accreditation allows graduates to sit the ARDMS exam under ARDMS prerequisite 2b. Application to the ARDMS is independent of graduation requirements and students are responsible for submission of ARDMS required documentation.

WHERE CAN I GO TO LEARN MORE ABOUT SONOGRAPHY?

The Society of Diagnostic Medical Sonographers' official web site is at www.sdms.org. Also visit www.ardms.org for more information on registration as a sonographer.

IF I HAVE A CRIMINAL RECORD, WILL THAT PROHIBIT ME FROM BEING SUCCESSFUL IN THIS CAREER?

Students with a criminal record may have difficulty in receiving a credential and/or employment. Students unable to meet the Health and Safety standards set by our clinical partners may not enter the program as they will not be able to perform clinical practicums. Completion of the program in no way guarantees that a student is eligible to sit for exams. We recommend that students, who may have a prior criminal conviction, verify the background requirements of the credentialing organization (www.ardms.org, www.cci.org, or www.rrt.org).

POLICIES, RULES, REQUIREMENTS, AND REGULATIONS COMPLIANCE

- ❖ Policies, courses, programs, fees, and requirements may be suspended, deleted, restricted, supplemented, or changed through action of the Governing Board of the Maricopa Community Colleges.
- ❖ The Maricopa Community Colleges reserves the right to change, without notice, any materials, information, curriculum, requirements, and regulations.
- ❖ Admission or graduation from any Allied Health program at GateWay Community College does not guarantee the student's professional certification, licensure, or employability. The student must comply with legal requirements of the profession. This may include provisions from Arizona Revised Statutes 41- 1758.03 (sections B and C) regarding the denial of a fingerprint clearance card or being listed on the US government's Office of Inspector General's Exclusion List.
- ❖ Students enrolled in the program will have learning experiences in a health care setting where they will have access to confidential information. Prior to beginning any clinical studies the students will be asked to sign an agreement to adhere to the requirements of those clinical sites and applicable laws, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- ❖ Up to date Program material can be found online at <https://www.gatewaycc.edu/diagnostic-medical-sonography>

- ❖ Consumer Information about gainful employment disclosures can be found at the following link:
<https://cdn.maricopa.edu/ged/GWC03/GWC03-5626/51.0911.pdf>

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 (<http://google.maricopa.edu/>), 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.

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.

ADMISSION: DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

For those students seeking admissions to Diagnostic Sonography program, complete the following steps:

STEP 1: GET ADMITTED

Create MEID Account and Apply for Admissions: maricopa.edu/admissions

Provide proof of identity to the college at which you applied.

For tuition purposes, verify your residency status by providing a government issued ID.

Submit prior education (if applicable) i.e. high school and/or college/university official transcript.

Undecided on a major? Connect with Counseling and Career Services at your college.

Visit the campus to familiarize yourself with the services and resources.

Complete the FAFSA and scholarship applications at: maricopa.edu/paying-for-college.

STEP 2: COMPLETE ASSESSMENTS

Need English, reading, and mathematics placements through one or multiple of the following options:

High school cumulative, unweighted GPA of 2.6 or higher and graduated within the last 10 years

ACT or SAT scores if completed within the last 5 years

GED if completed during or after 2014

If attended any other colleges, submit your official transcripts to Admissions and Records for evaluation and possible course placement

Official transcripts must be directly sent from campus to campus

Complete Accuplacer Next Generation Assessments

Testing Center is open Monday through Thursday from 8:00 a.m.-4:00 p.m. and Friday from 10:00 a.m.-3:00 p.m. (Located on the first floor of the IE Building, to the left of the Financial Aid Front Desk)

No appointment needed; walk-in basis

No time limit, but on average, can take 1.5 hours to complete all three tests

Can view sample questions at <https://www.gatewaycc.edu/testing> under "Test Resources"

STEP 3: 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 required courses and application procedures.

It is required you attend the GateWay Community College Healthcare Information Sessions. The sessions are held on Mondays at 5:00 p.m. and Thursdays at 12:30 p.m. (unless the day falls on a holiday). The session information can be found at <https://www.gatewaycc.edu/virtual-sessions>.

STEP 4: APPLY FOR FINANCIAL AID

Review how to pay for college: maricopa.edu/paying-for-college
Complete FAFSA for every academic year you plan to complete courses
Apply for scholarships

STEP 5: ORIENTATION

Complete Gecko Gear Up Orientation: 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 6: SEEK ACADEMIC ADVISEMENT

Advisors will help with identifying courses and creating an Educational Plan to meet your academic goals: <https://www.gatewaycc.edu/advisement>
Meet with a Health Careers Academic Advisors every semester prior to class registration. The Health Careers Academic Advisors are available by appointments only. More information can be found at the following links:

Healthcare Programs

If you are currently not enrolled in one of GateWay Community College's Healthcare Programs you are **required** to attend one of the Healthcare Programs Information Sessions before meeting with an advisor. Please visit <https://www.gatewaycc.edu/virtual-sessions> to find out more about information sessions.

If you are a new student, you must complete the Student Information Form found at <https://admissions.maricopa.edu/> before scheduling an appointment with Advising.

Advisor Appointments

For student inquiries or appointments, please email your specific question/need and your Student ID number to the following <https://www.gatewaycc.edu/advisement>, and the appropriate advisor will contact you within 24 hours.

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 if you have your official transcripts (from all colleges & 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 7: 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

STEP 8: PAY TUITION AND FEES

Explore Payment Options: maricopa.edu/paying-for-college

Monitor your Student Center for current balance and pay on or before due date.

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 9: PROGRAM APPLICATION

Many of GateWay Community College's Health Science programs have a special admissions procedure. The Diagnostic Medical Sonography program admits students on a first come first serve basis. Students must complete the program requirements with an overall GPA of 3.0 or higher before they can submit their application and receive their official number in the admissions queue. This program does currently have a waitlist. For the most up to date waitlist numbers, please email selectiveadmissions@gatewaycc.edu.

You may submit your completed application via email, mail, or in-person. Once you submit your program application, you will receive confirmation via e-mail. This will arrive through the Maricopa email account set up when you received your MEID. All correspondence regarding the waitlist, program updates, and admissions into the program will be sent to this email address, so you will want to check this account regularly or have it forwarded to an account which you do check often. Keep your contact information current with GateWay Community Colleges Admissions and Records department.

STEP 10: PROGRAM ADMISSION

Mid-January we begin sending acceptance letters and acknowledgement forms to applicants in the wait queue. We are a "Military Friendly" program. For each program cohort we will move a maximum of two (2) military applicants who have documented their application appropriately and included a copy of their DD214 to the top of the queue. We accept a maximum of 25 students per fall cohort. The acknowledgement form must be returned by the date stated in the acceptance letter.

Upon admission, students will receive a list of courses to enroll.

GateWay requires on-time registration because we believe success starts from day one. Enroll early, get your books, and be in class ready to learn from the first day.

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.

You will find there are many ways to receive academic, financial, or career assistance to get involved in our community.

The Maricopa Community Colleges Class Schedule at <https://redirect.maricopa.edu/classes> allows you to find classes by semester, time, & date.

Pick out the classes you need and go to the My.maricopa.edu Online Student Center. Login using your MEID & password to create your class schedule.

The applicants in the wait queue receive emails to see if they want to remain in the queue, and applicants are given their new number in the queue.

STEP 11: PROGRAM ORIENTATION

Orientation is held in May with all communication sent using official college communication. Attendance to new student orientation is MANDATORY for all new Diagnostic Medical Sonography Program students. We will notify you of date, time, and location of your new student orientation via your Maricopa email

CLINICAL PARTNERSHIP STATEMENT/AGREEMENT

In order to accommodate our clinical partners and to form new partnerships with which to place students into clinical practicum experiences, the Diagnostic Medical Sonography program at GateWay Community College have developed a means for our clinical partners to place students who may be their employees into the program by providing clinical slots for the student. The clinical site must meet accreditation requirements for the program which include:

- Perform general sonography (abdomen/ small parts)
- Direct student supervision by RDMS credentialed sonographers
- Perform a minimum number of exams monthly
- Signed Clinical Experience Agreement between the clinical site and MCCCCD

A site may select a student to enter the program by providing clinical slots for two students. This allows the program to accept the student from the clinical partner and another through general entry. Facilities that have not worked with our students must provide a place for a general entry student for one year prior to their selected student entering the program. Facilities that already work with us do not need to wait.

Sites who want to place students into the program through this process should have the clinical manager or person responsible for student placement contact Danielle Terveen danielle.terveen@gatewaycc.edu or by calling 602 286 8481. Students interested in applying to the program through this process should work with their clinical manager or the person at their facility responsible for student placement, and not contact the school. Students must maintain permission to attend clinicals at their sponsoring site throughout their matriculation through the program.

Acceptance through the Clinical Partnership Agreement takes place between the DMS program and the clinical site. Students can only be accepted after the clinical site has met the requirements needed. No assumption of enrollment should be presumed until an official notification of acceptance into the program is received by the student from the Program Director. All requirements must be met no later than March 30 prior to the fall cohort starting.

Spaces in the program are limited and priority is given to students applying through standard entry process. If classroom space is not available for Clinical Partnership Agreement students, they will need to wait until another cohort begins. This policy is not a means to bypass the selective admissions process, but is a service to our clinical partners upon whom the program relies.

DIAGNOSTIC MEDICAL SONOGRAPHY-APPLICATION-PART I

**GATEWAY COMMUNITY COLLEGE
SELECTIVE ADMISSIONS OFFICE
108 N 40TH STREET / PHOENIX, AZ 85034-1704 / 602.286.8200**

Note: The responsibility for keeping the information with this form is the applicant's. All changes in the information provided below must be submitted to GateWay Community College immediately. Failure to maintain this information may result in forfeiture of place in program.

Applications can be submitted via e-mail at the following e-mail: selectiveadmissions@gatewaycc.edu. You can also submit your application in-person at the Enrollment Services front counter (IE building). Applications are only accepted after completion of all required classes (3.0 GPA or higher is required). If you have further questions, please contact the Advisement Department at advisor@gatewaycc.edu.

| | | | | | |
|---------------------|-------------------|-------|----------------------------|--|-----|
| | | | | | |
| LEGAL NAME LAST | | FIRST | | MIDDLE | |
| | | | | | |
| ADDRESS STREET | | CITY | | STATE | ZIP |
| | | | | | |
| PHONE NUMBER HOME | PHONE NUMBER WORK | | PHONE NUMBER CELL | | |
| | | | | | |
| EMAIL ADDRESS | | | | | |
| | | | | Are you a United States veteran? Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| DATE OF APPLICATION | STUDENT ID NUMBER | | **Attached a copy of DD214 | | |

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

| | | | | | |
|----------------------------|--|-----------------|--|--|--|
| NAME OF INSTITUTION | | | | | |
| ADDRESS, CITY AND STATE | | | | | |
| DATE OF ENTRANCE | | DATE OF LEAVING | | | |
| DIPLOMA OR DEGREE RECEIVED | | COLLEGE MAJOR | | | |

| | | | | | |
|----------------------------|--|-----------------|--|--|--|
| NAME OF INSTITUTION | | | | | |
| ADDRESS, CITY AND STATE | | | | | |
| DATE OF ENTRANCE | | DATE OF LEAVING | | | |
| DIPLOMA OR DEGREE RECEIVED | | COLLEGE MAJOR | | | |

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 Diagnostic Medical Sonography program and from the college.

| | | | |
|-----------|--|------|--|
| | | | |
| Signature | | Date | |

WAIVER OF LICENSURE / CERTIFICATION DISCLAIMER

Your admission to the GateWay Community College Diagnostic Medical Sonography Program is not a guarantee that you will receive an Associate of Applied Science Degree in Diagnostic Medical Sonography from the College or a Certificate of Completion in Diagnostic Medical Sonography. Completion of the Diagnostic Medical Sonography Program is not the sole criterion for obtaining a license to practice. Licensing requirements are the exclusive responsibility of the student and the requirements are dictated by the American Registry of Diagnostic Medical Sonographers ARDMS, telephone number 1.800.541.9754, and you must satisfy those requirements independently of graduation requirements for the College.

I have read and understand the Admission Application Disclaimer.

| | | |
|-------------------|--|------|
| | | |
| SIGNATURE | | DATE |
| | | |
| STUDENT ID NUMBER | | |

This disclaimer will become a part of your permanent Diagnostic Medical Sonography record.

RELEASE OF INFORMATION

If accepted into the Diagnostic Medical Sonography Program, I allow the release of all information that is pertinent to me working in a clinical environment, **including but not limited to:** directory information, grades, performance records, drug test results, immunization records, email address and all email communications related to my training.

| | | |
|--|--|--|
| | | |
|--|--|--|

Last Name _____

First Name _____

Student ID _____

Date _____

Formal application to the Diagnostic Medical Sonography program can be made upon completion of the program required prerequisite courses. Successful completion of the following college courses with a minimum cumulative grade point average (GPA) of 3.0. 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 |
|---|--|-------------------------|---------|--------------------------------|-------|
| BIO160 + BIO201 + BIO202 | Introduction to Human Anatomy and Physiology – Lecture/Lab (4) OR Human Anatomy and Physiology I (4) AND Human Anatomy and Physiology II (4) | 4 – 8 | | | |
| Students selecting BIO201 and BIO202 must complete the prerequisite courses BIO156 or BIO181. | | | | | |
| + ENG101 + ENG107 | First-Year Composition (3) OR First-Year Composition for ESL (3) | 3 | | | |
| MAT150 MAT151 MAT152 | College Algebra/Functions (5) OR College Algebra/Functions (4) OR College Algebra/Functions (3) OR | | | | |
| Any higher level algebra course | | 3 – 5 | | | |
| + PHY101 + PHY111 | Introduction to Physics – Lecture/Lab (4.0) OR General Physics I – Lecture/Lab (4.0) | 3 - 4 | | | |
| | | Completed Scores | | | |
| HESI Tests | Math | | | | |
| | English | | | | |
| | Anatomy and Physiology | | | | |

+ Indicates course has prerequisites and/or corequisites.

++ Indicates any modules/suffixed courses.

Student Signature _____

Student Name (printed) _____

Date _____

Adviser Signature _____

Adviser 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 MCCCDC healthcare programs must complete a Criminal Background Check. The outlined criteria have been created based on MCCCDC's largest clinical experience hospital partners. These partners have stringent background check standards that preclude MCCCDC from assigning students to their sites who cannot meet those standards. In order for MCCCDC students to be able to continue to complete clinical experiences at local hospitals, students must meet these 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 MCCCDC healthcare program a student must notify the Program Director immediately and he or she will be removed from the Program. Please see the "Frequently Asked Questions" sheet for details regarding the DPS Card.
- Each student must provide documentation that he or she has completed and "passed" a MCCCDC-supplemental background check through the approved vendor **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 MCCCDC supplemental-background check.
- The MCCCDC supplemental or the clinical agency background check may include but are not limited to the following:
 - Nationwide Federal Healthcare Fraud and Abuse Databases
 - Social Security Verification
 - Residency History
 - Arizona Statewide Criminal Records
 - Nationwide Criminal Database
 - Nationwide Sexual Offender Registry
 - Homeland Security Search
- By virtue of the MCCCDC supplemental background check, students will be disqualified for admission to a program or continued enrollment in a program based on their criminal offenses, the inability to verify their Social Security number, or their being listed in an exclusionary database of a Federal Agency or on a sex offender registry. Offenses that will lead to a "fail" on the supplemental background check may include but are not limited to:
 - Social Security Search-Social Security number does not belong to applicant
 - Any inclusion on any registered sex offender database
 - Any inclusion on any of the Federal exclusion lists or Homeland Security watch list
 - Any conviction of Felony no matter what the age of the conviction
 - Any warrant in any state

- 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