

Welcome to the Nursing Assistant program at Mohave Community College!

This one semester class will comprise of classroom, practical and clinical experience. You will find a checklist of materials needed before the beginning of class as well as a listing of documents. The documents listed are to be turned in on or before the first day of class. If this documentation is not received within that time frame you will not be able to attend your clinical rotation, thus not being able to complete the class.

Upon successful completion of this program, you will be eligible to take the Arizona Nursing Assistant Certification exam which is a credential independent of Mohave Community College. Board requirements include a list of all states in which the applicant has been registered as a nursing assistant and certificate number if any; information about any pending disciplinary action, current investigation or applicant's current licensure, felony conviction or conviction of an undesignated or similar offence and the date of absolute discharge of sentence and unprofessional conduct as defined in the AZBN rules. Any of these matters could affect your ability to achieve certification and should be addressed prior to the Program start.

Mohave Community College is your partner in your education. We offer support services like the Student Success Center to help you achieve your educational goals. If you have any questions please feel free to stop by our office or contact us at:

**Mohave County
Community College
District Office**
1971 Jagerson Ave.
Kingman, AZ 86409
928.757.4331

Bullhead City Campus
3400 Highway 95
Bullhead City, AZ 86442
928.758.3926

Distance Education Campus
1971 Jagerson Ave.
Kingman, AZ 86409
928.757.0867

Lake Havasu City Campus
1977 Acoma Blvd. West
Lake Havasu City, AZ 86403
928.855.7812

Neal Campus - Kingman
1971 Jagerson Ave.
Kingman, AZ 86409
928.757.4331

North Mohave Campus
480 S. Central
Colorado City, AZ 86021
928.875.2799
1.800.678.3992

**www.mohave.edu
1.866.664.2832**

**Nursing Assistant Program
Mohave Community College
1801 Detroit Ave
Kingman, AZ 86401
csmith2@mohave.edu
928.681.5620 or 928.681.5619**

The following is a list of our clinical sites and documentation that they require. The deadline for this documentation and forms is on or before the mandatory orientation session. You will receive an e-mail letting you know when your orientation is scheduled.

The Student Information form is critical to entering data for your state testing. The Uniform Information form will be used when we order your clinical uniform.

Completed and Sign Forms

- [Student Information Form](#)
- [Uniform Information](#)
- [Waiver of Release](#)
- [Academic Work Product Agreement](#)
- [MPIO Photo Media Release](#)
- [Background check \(not required for minors\)](#)
- [AZ Dept of Public Safety Finger Print Clearance Card \(not required for minors\)](#)

The Legacy
2812 Silver Creek Rd
Bullhead City, AZ 86442

Haven of Lake Havasu
2781 Osborn Dr
Lake Havasu City, AZ 86406

The Gardens
1031 Detroit Ave
Kingman, AZ 86401

- Waiver of Release
- Drug Screen (will be provided)
- TB test (2 step test or proof of testing within 1 year of clinicals)
- Basic Life Support (BLS) card from the American Heart Association
- AZ Dept of Public Safety Finger Print Clearance Card (not required for minors)
- Background Check (not required for minors)

Before the start of the semester you will also need the following:

- Access to a computer with internet and Adobe Reader software. This is available through view.mohave.edu for students that do not have it. Students who do not have access to a computer can use computers at any campus location in the Library or in the Nursing classroom.
- Any color combination of scrubs for lecture and lab. Please see clinical Uniform Requirements.
- Analog watch with a second hand.
- Stethoscope
- Gait Belt

Nursing Student Lab and Clinical Uniform	
Hair	<ul style="list-style-type: none"> ○ Hair color per Clinical Site policy ○ Hair neat and secure (under control, away from the face, off the collar) ○ Beards are to be neatly trimmed
Skin	<ul style="list-style-type: none"> ○ Per Clinical site policy
Nails	<ul style="list-style-type: none"> ○ Per clinical site policy
Hygiene	<ul style="list-style-type: none"> ○ Uniform clean and pressed ○ Deodorants used ○ Good oral hygiene ○ No gum chewing ○ No perfumes or scented lotions
Jewelry	<ul style="list-style-type: none"> ○ Watch (analog watch w/ second hand) ○ One set of simple “stud” type earrings in ears ○ No other visible piercings
Shoes and Socks	<ul style="list-style-type: none"> ○ White shoes (clinical) ○ Closed toe and closed heel. No sandals
Scrubs	<ul style="list-style-type: none"> ○ Scrubs must be worn at all times during lecture and lab (any color) ○ Clinical uniform must be worn at all times during clinical

Clinical Uniform Ordering

One set of uniform scrubs will be purchased for you. If you would like to have an extra shirt or pants please follow the directions below.

Website: www.theuniformcenter.com

Group Sign-In Code: MCC2018

“Click here to see the items for Mohave Community College”

Automatic \$2.85 is added to tops and jackets for embroidery when added to cart.

All Students: White scrub top

Nursing Assistant Students: Pewter Scrub Pant

Optional for Nursing Assistant Students: White Jacket

All brands are Cherokee if you want to check sizing before ordering.

You will have to create an account to Checkout.



Look beyond grade point averages.

INSTRUCTIONS FOR OBTAINING YOUR BACKGROUND CHECK FOR A CLINICAL EDUCATION PROGRAM

Mohave Community College-Nursing Assistant Program

Background checks are required on incoming students to insure the safety of the patients treated by students in the clinical education program. You will be required to order your background check in sufficient time for it to be reviewed by the program coordinator or associated hospital prior to starting your clinical rotation. A background check typically takes 3-5 normal business days to complete. The background checks are conducted by PreCheck, Inc., a firm specializing in background checks for healthcare workers. Your order must be placed online through StudentCheck.

Go to www.mystudentcheck.com and select your School and Program from the drop down menus for School and Program. It is important that you select your school worded as **Mohave Community College- Nursing Assistant**.

Complete all required fields as prompted and hit Continue to enter your payment information. The payment can be made securely online with a credit or debit card. You can also pay by money order, but that will delay the processing of your background check until the money order is received by mail at the PreCheck office. **Texas** residents will pay **\$52.50** and **New Mexico** residents will pay **\$52.02**. Residents in **all other states** will pay **\$49.50** for your records, you will be provided a receipt and confirmation page of the background check performed through PreCheck, Inc.

PreCheck will not use your information for any purpose other than the services ordered. Your credit will not be investigated, and your name will not be given out to any businesses.

FREQUENTLY ASKED QUESTIONS:

- ❑ Does PreCheck need every street address where I have lived over the past 7 years? No. Just the city and state.
- ❑ I selected the wrong school, program, or need to correct some other information entered, what do I do? Please email StudentCheck@PreCheck.com, with the details.
- ❑ How long does the background check take to complete? Most reports are completed within 3-5 business days.
- Do I get a copy of the background report? Yes, Log into www.mystudentcheck.com and click on "Check Status" and enter your SSN and DOB. If your report is complete, you may click on the application number to download and print a copy. This feature is good for 90 days after submittal. After 90 days, you will be charged \$14.95 for a copy of your report, and will need to contact PreCheck directly to request this.
- I have been advised that I am being denied entry into the program because of information on my report and that I should contact PreCheck. Where should I call? Call PreCheck's Adverse Action Hotline at 800-203-1654. Adverse Action is the procedure established by the Fair Credit Reporting Act that allows you to see the report and to dispute anything reported.

If you need further assistance, please contact PreCheck at StudentCheck@PreCheck.com.

Arizona Department of Public Safety Fingerprint Clearance

All students are required by the clinical sites to have an AZ DPS Fingerprint Clearance Card. The AZ DPS department requests that you complete the fingerprinting digitally. You need to go to:

<https://fieldprintarizona.com/> in order to register and schedule an appointment. This process can take up to three weeks or longer, so plan accordingly.

Students living in the **Bullhead City** area will need to complete the fingerprint scanning in either Lake Havasu City or Kingman. There is no facility in the Bullhead City area that can scan digital fingerprints.

The screenshot shows the Fieldprint website for Arizona. At the top, there is a navigation bar with the Fieldprint logo, a "Login" link for existing users, and the text "Fieldprint® Fingerprinting Serving Arizona". Below the navigation bar is a large map of Arizona with numerous purple location markers. To the right of the map, the text reads "The Largest Livescan Network in Arizona". Below the map, a headline states "Fieldprint's fingerprinting process is quick, easy and convenient!" followed by three numbered steps: 1. Schedule Your Visit, 2. Attend Appointment, and 3. Get Results Fast!. To the right of the steps is a list of benefits: "Simple. Safe. Secure." with three checkmarks for "Quick, easy scheduling", "Convenient locations", and "Fast, professional fingerprint collections". A prominent purple button labeled "Schedule an Appointment" is positioned below the benefits. At the bottom right, there are links for "How It Works", "Our Locations", "FAQs", and "About Fieldprint". The footer contains the copyright notice "© Copyright 2009-2019, Fieldprint, Inc." and a row of links: "Home", "Glossary", "History of Fingerprinting", "Site Map", "Legal / Privacy", and "Contact Us".