



NURSING PROGRAM

APPLICATION

Revised January 2019

Submit a complete 8-page Nursing Program Application and required forms. Every item contained in the Application Checklist on pages 2 and 3 must be addressed, with required documents attached. Leave no blank spaces.

Application dates and deadlines are firm. Incomplete applications will not be considered, and student may not resubmit for the current semester.

→ It is the student's responsibility to check the Arapahoe Community College Nursing Program website for any changes or updates in requirements prior to submittal of the Application.

LEAVE NO SPACES BLANK – PLEASE PRINT LEGIBLY

APPLICATION

Last Name _____ First Name _____ Middle Initial _____

Street Address _____

City _____ State _____ Zip _____ Student Number S _____

Student Email _____ @student.cccs.edu Phone 1 _____

Personal Email _____ Phone 2 _____

NURSING PROGRAM APPLICATION CHECKLIST AND REQUIRED DOCUMENTS:

Indicate document attached and/or information provided by checking off the box

- Information Session Verification Form (must obtain at the Information Session attended)

Transcript – Print a *Student/Unofficial* copy of your Arapahoe Community College Transcript

- If any of your prerequisites were taken at another community college, college, university or institution, you **MUST** have your transcripts officially evaluated at Arapahoe Community College prior to submitting a Nursing Application
- In the event you submit documentation of required prerequisites on any transcript other than Arapahoe Community College, your application will be returned and you may not resubmit for the current semester
- If you completed all Nursing Program prerequisites at Arapahoe Community College, you need only to print a student/unofficial copy

- [Health Care Employment Verification Form](#) (print additional copies of the form if necessary.) Write N/A on the form if you have none.

- [Health Care Certifications, Licenses, and Degrees](#) Write “Not Applicable” if you have none

- HESI Nursing Admission Assessment Test Summary Page** (copy) Must score at least 70% in English Language Composite and Math.

- [Immunizations and Health Assessment](#) (do NOT write “see attached” anywhere on forms)

- ✓ Page 6 must be completely filled out with immunization dates, either inoculations or titers.
- ✓ If signed by Physician or Health Care Provider, no lab records are required, but preferred. Please include them if you have them.
- ✓ If unsigned, all lab records must be provided.

Flu Shot Note:

- Spring semester starts must include documentation of a flu shot.
- Fall semester starts will be advised to get the flu shot in September.

- Current Certified Nurse Aide CNA Card** (copy of card, can be from any state)

BLS Card – must be current, Two-Year Health Care Provider, American Heart Association strongly preferred. (copy of card)

- Proof of Health Insurance** (copy of card or letter/email of coverage)

Prerequisites - Highlight required prerequisites on your student/unofficial transcript copy.

Enter the grade and semester from your Arapahoe Community College transcript copy:

Course Name	Grade	Semester/Year Taken
ENG 121		
PSY 235		
BIO 201 (7-year time limit)		

Course Name	Grade	Semester/Year Taken
HPR 108 or HWE 100		

- Eligible to Register for MAT103
- Additional Non-Nursing Curriculum Courses – REQUIRED for graduation, but need not be completed prior to applying.

If you have completed any of the courses, please highlight the course(s) on your transcript:

Course Name	Grade	Semester/Year Taken
MAT103 Math for Clinical Calculations (1-year time limit)		
BIO 202 Anatomy & Physiology (7-year time limit)		
BIO 204 Microbiology (7-year time limit)		
BIO 216 Pathophysiology (7-year time limit)		
3-credit Social/Behavioral Science, course name:		

MAKE A COPY OF THE NURSING PROGRAM APPLICATION AND DOCUMENTS PRIOR TO SUBMITTAL TO ACC NURSING PROGRAM

Additional details on these requirements can be found in the Nursing Program [INFORMATION](#) section of this document.

Mail or hand-deliver to:

Arapahoe Community College Nursing Program
 Campus Box 31, Room A2335
 5900 South Santa Fe Drive
 Littleton, CO 80160

NO electronic or facsimile submittals accepted.

HEALTH CARE RELATED EMPLOYMENT

Please print. Complete one separate page/form for each Employer; you may include more than one position with the same Employer. If none, complete top section of form and sign at the bottom.

NURSING CANDIDATE NAME _____

EMPLOYER _____

CITY _____ STATE _____ ZIP _____

SUPERVISOR/HUMAN RESOURCES INFORMATION:

CONTACT NAME _____ TELEPHONE _____

SUPERVISOR/HUMAN RESOURCES EMAIL _____

CANDIDATE JOB TITLE	START AND END DATE	TOTAL ESTIMATED HOURS IN POSITION	DUTIES

My signature on this "Health Care Related Employment Verification Form," attests that I was employed in the position(s) noted above.

Signature of Applicant _____ Date _____

This Employment Verification is Page ___ of ___ Total Pages

IMMUNIZATIONS AND HEALTH ASSESSMENT REPORT

Student Name _____ Date of Birth _____

Student "S" Number _____ Last 4 digits of Social Security # _____

Street Address _____

City, State, Zip _____

Personal Email _____ Phone #1 _____

Student Email (Required) _____ @student.cccs.edu Phone #2 _____

In case of Emergency Please Contact: _____

(Contact Name and Relationship to Student)

Contact Phone #1 _____ Contact Phone #2 _____

IMMUNIZATIONS AND TESTS REQUIRED

Fill in ALL blanks – if an element does not apply to you, write "N/A" or "--- ". Do not write "see attached." Must be signed by a Health Care Provider (you may include lab reports):

VACCINE	DOSE 1 MONTH/DAY/YEAR AND RESULT	DOSE 2 MONTH/DAY/YEAR AND RESULT	DOSE 3 (IF REQUIRED) OR TITER
Tuberculosis Indicate skin test or QFT blood test (both expire 1-year from date of test) OR X-Ray (expires 5-years from date of test)			
Measles, Mumps, and Rubella (2 doses required or titer)			
Hepatitis B (3 doses required or titer) OR History of Hep B (Anti-HBC Positive)			
Varicella (Chickenpox) (2 doses required or titer) Attestation of History of Disease is NOT accepted			
TDAP (every 10 years)			
FLU Shot (Spring Semester Applications Only)			

(May include lab report and dates must still be entered)

Name of Physician or Nurse Practitioner (PRINT) _____

Physician or Primary Care Provider Signature _____ Date _____

RANKING CRITERIA

FOR INFORMATION ONLY PLEASE DO NOT SUBMIT WITH APPLICATION

CRITERIA POINTS	TOTAL POINTS AWARDED
<p style="text-align: center;">GPA POINT VALUE ACHIEVED = POINTS AWARDED</p> <p style="text-align: center;">Maximum Point Award is 4</p> <p>GPA calculated on prerequisite classes ONLY: ENG 121 (3 credits), PSY 235 (3 credits), BIO 201 (4 credits), HPR 108 (1 credit), or HWE 100 (3 credits).</p> <p>A = 4, B = 3, C = 2. Multiply grade value by number of credits for each class. Divide by total number of credits for GPA. If you took HPR 108, divide by 11; if you took HWE 100, divide by 13.</p>	
<p style="text-align: center;">HEALTH CARE EMPLOYMENT</p> <p style="text-align: center;">Maximum Point Award is 3*</p> <p>Employer verification of healthcare employment in the last 5 years.</p> <p style="margin-left: 40px;">600-750 hours = .5 points 751-1000 hours = .75 points 1001-1500 hours = 1.0 point 1501-1750 hours = 1.5 points 1751-2000 hours = 1.75 points 2001-2500 hours = 2.0 points 2501-2750 hours = 2.5 points 2751-3000 hours = 2.75 points Over 3000 hours = 3.00 points</p> <p>*Only CNA employment is guaranteed to count for the points above.</p>	
<p style="text-align: center;">HESI NURSING ADMISSION ASSESSMENT EXAM</p> <p style="text-align: center;">Maximum Point Award is 3</p> <p style="margin-left: 40px;">Science Composite Score 70% to 80%= 1 point 81% to 90%= 2 points 91% to 100%= 3 points</p>	
<p style="text-align: center;">HEALTH CARE RELATED CERTIFICATIONS, LICENSES, AND DEGREES</p> <p style="text-align: center;">Maximum Point Award is 1 (less than 1 point may be awarded)</p> <p style="margin-left: 40px;">Does not include required CNA or BLS.</p>	
<p>CNA COURSE TAKEN AT ACC = 1 POINT</p>	
<p style="text-align: center;">CANDIDATE CRITERIA TOTAL POINTS</p> <p>Add all points calculated above from GPA, HESI, Employment, and Certifications (Maximum 12)</p>	+
<p style="text-align: center;">AVERAGE OF HESI ENGLISH LANGUAGE COMPOSITE AND MATH</p> <p>Must score at least 70% in Reading Comprehension, Grammar, Vocabulary and General Knowledge under English Language, and Math. Maximum 100 points.</p> <p>The HESI Nursing Admissions Assessment Exam scores will be used as the determining factor to rank candidates who share the same total score.</p>	=
<p style="text-align: center;">TOTAL COMBINED SCORE OF CRITERIA POINTS + HESI AVERAGE OF ENGLISH AND MATH SCORES</p>	➔

DOCUMENTS AND INFORMATION REQUIRING A COPY (OR COPIES) AND/OR ACTION

DO NOT INCLUDE THIS PAGE WITH APPLICATION – INFORMATION PURPOSES ONLY!

- [Application](#) – Pages 1, 2, and 3
- Information Session Attendance Verification Form
- Arapahoe Community College** transcript (unofficial is ok), and **highlight prerequisites**.
- Pre-requisite for MAT103 (NOTE: if you have taken BIO 201, you should have one of the prereq's below)
 - a. Prerequisite course of MAT050 or higher
 - b. Next Generation Arithmetic Accuplacer score of 265 or higher OR Next Generation QAS score of 230 or higher
 - c. BAAD score of 106 or higher, PADI score of 80 or higher, any IADI score
 - d. ACT score of 19 or higher (within 5 years)
 - e. Completion of MAT103 within one year of application
- Non-nursing Curriculum Courses, highlight if Completed – REQUIRED for graduation but OPTIONAL for application submittal
 - a. MAT 103 Math for Clinical Calculations – may not be taken more than one year prior to the start of the nursing program.
 - b. BIO 202 Anatomy & Physiology II, BIO 204 Microbiology, BIO 216 Pathophysiology – NOTE: All BIO courses have a 7-year expiration.
 - c. 3-credit Social or Behavioral Science course.
- [Health Care Employment Form](#) (p. 4)
- [Health Care Certifications](#) (p. 5)
- [Health Immunization Report](#) (page 6)
- HESI Nursing Admission Assessment Exam Certified Nurse Aide - copy of card
- BLS for Healthcare Providers – copy of card
- Proof of Current Health Insurance Coverage

**PLEASE DO NOT SUBMIT THIS PAGE OR SUBSEQUENT PAGES WITH YOUR APPLICATION -
Information and Instructions Follow on Pages 11 through 21**

ARAPAHOE COMMUNITY COLLEGE NURSING PROGRAM INFORMATION

Thank you for your interest in the Arapahoe Community College Nursing Program.

Nursing Program Information Sessions

You must attend a Nursing Program Information Session prior to submitting your application to the Nursing Program. When you attend the Information Session, you will receive an “Information Session Attendance Verification Form,” and must retain this Form to submit with your Nursing Program Application. Information Session dates and times may be found on the [Nursing Program home page \(http://www.arapahoe.edu/nursing\)](http://www.arapahoe.edu/nursing).

Reservations are required. Email nursing@arapahoe.edu with one date only. In the SUBJECT line of the email, type “Information Session RSVP” and in the content of your email give 1) your name, 2) telephone number and 3) the date you wish to attend. You will receive an email reply confirming your reservation and will include a copy of the most recent application. Please bring a copy of the Nursing Program Application to the Information Session if you wish to make notes; no copies will be available at the Session.

Attendees at previous Information Sessions have been polled to determine the best time to attend a session and 85% consistently recommend attending at the beginning of the process. You may attend an Information Session at any time prior to submitting your application. You are welcome to meet one-on-one with the Nursing Program Assistant after you attend an Information Session.

Application to Arapahoe Community College (ACC)

The prerequisite courses for Arapahoe Community College’s Nursing Program may be completed at Arapahoe Community College OR at any regionally accredited college or institution. To prepare to begin your prerequisite course requirements, or to have your prerequisites from other schools transferred to ACC, your first step is to complete an Arapahoe Community College application with the Admissions and Records office at the main campus in Littleton, Colorado. You may also apply online at [the ACC website \(http://www.arapahoe.edu/\)](http://www.arapahoe.edu/); select Admissions, then select “Apply to ACC.”

Contact Information Central at 303-797-4222 with questions. **Your INITIAL MAJOR at the time you apply to the College should be “PRE NURSING”.** By selecting PRE NURSING, you will facilitate the transcript evaluation process if you have completed any or all of your prerequisites at another institution.

If you have taken all of your prerequisite courses at Arapahoe Community College, it doesn’t matter what your initial major is as all courses will be on the ACC transcript.

The Arapahoe Community College application is a separate process and admission to Arapahoe Community College does not guarantee admission to the ACC Associate Degree Nursing (ADN) program. The Nursing Program admission is competitive, based on a points system (see page 8) with most of the points coming from your HESI A2-ADN scores.

Transcript Evaluation

The only transcript accepted as part of the Nursing application, is an Arapahoe Community College transcript. If your prerequisite courses were taken somewhere other than ACC, your transcripts from other school(s), including other Colorado community colleges, must be officially transferred to Arapahoe Community College for evaluation. Be sure to allow for the time it takes to have the transcripts officially evaluated when planning for your targeted Nursing program application deadline: don’t wait until the last minute.

Follow these steps if you took any or all of your prerequisites at another school:

1. Apply for admission to Arapahoe Community College.

2. Select **PRE - NURSING** as your initial major.
3. Request copies of official transcripts from any other college(s) attended, and have the official transcripts sent directly to:

Arapahoe Community College, Admissions and Records,
Campus Box 14,
5900 South Santa Fe Drive
Littleton, CO 80160-9002

They can also be sent electronically, but must come directly from your prior school(s).
4. Your courses will be evaluated to ensure the course content meets our requirements. After official evaluation by Admissions and Records, you will receive an email advising you the transcript evaluation is complete. You may also be instructed to contact Advising for final review for nursing pre-requisites. Follow the instructions in the correspondence from Admissions upon receipt of the email.

Be sure to highlight the prerequisite courses on the Arapahoe Community College transcript that is submitted with your application. A student or unofficial copy is sufficient.

If you submit documentation of required prerequisites on any transcript other than Arapahoe Community College, your application will be considered ineligible.

If all of your prerequisites were taken at Arapahoe Community College, just print a student/unofficial copy of your ACC transcript, highlight the prerequisites, and include with your application.

Prerequisites

The following four (4) prerequisite courses must be completed with a minimum combined GPA of 3.0. Each course must be completed with a grade of C or better.

All prerequisite BIO courses must be completed within seven (7) years at the time of application.

All four prerequisite courses must appear on an Arapahoe Community College transcript at the time you apply to the Nursing Program (see "Transcript Evaluation"):

- ENG 121 English Composition I
- PSY 235 Human Growth & Development
- BIO 201 Human Anatomy & Physiology I
- HWE 100 Nutrition OR HPR 108 Nutrition

Meet with an Advisor regarding prerequisites for ENG 121, PSY 235 and BIO 201.

Call 303-797-5664 for an appointment.

Any CLEP, DANTES or testing instrument will be awarded a grade of "C" for purposes of calculating your GPA.

Math Prerequisite and Additional Non-Nursing Curriculum Courses

Prerequisite for MAT103 is MAT050 or higher or a score of 265 on the Next Generation Arithmetic portion of Accuplacer or a score of 230 or higher on the Next Generation QAS portion of the Accuplacer, or ACT score of 19 or higher within 5 years of application.

NOTE: If you have the required Biology course (BIO 201) you had to have taken a math class or placement test that served as the prerequisite for MAT103.

There are four courses within the nursing curriculum that may be taken prior to acceptance to the Nursing Program (required for graduation, but need not be completed before application):

- * MAT 103 Math for Clinical Calculations – **one year time limit**
 - o The semester you take MAT 103 is not considered in the one year time limit.

- * BIO 202 Anatomy & Physiology BIO 204 Microbiology
- * BIO 216 Pathophysiology – all have a **seven-year time limit**
 - o May not be taken more than seven years prior to the start of the Nursing Program.
- * 3-credit Social or Behavioral Science elective (some restrictions may apply)

Health Care Employment Verification Form

You may receive up to three points for health care related employment. Use the Health Care Employment Verification form to document healthcare experience. Your experience may be for a paid position or for volunteer assignments. You must include a supervisor or employer name and contact information.

The experience you submit on the form may go back no more than five years. Your health care experience may include, but not be limited to (for example) Certified Nurse Assistant, Medical Assistant, Massage Therapist, Emergency Medical Technician, Paramedic, Unit Secretary, Pharmacy Technician, Laboratory Technician, Physical Therapist Assistant, and Phlebotomist.

Health Care Certifications, Licenses and Degrees

Certification(s), license(s) and degree(s) related to health care may include, but not be limited to Medical Assistant, Massage Therapist, Emergency Medical Technician, Paramedic, Unit Secretary, Pharmacy Technician, Laboratory Technician, Physical Therapist Assistant, and Phlebotomist.

Please do not list your current CPR or CNA, as those are minimum requirements to apply to the Nursing Program. The Health Care Certifications form is contained in the Nursing Program Application.

Health Education Systems Inc. (HESI) Nursing Admission Assessment Exam

You must take the HESI Nursing Admission Assessment Exam, version A2-ADN, and must achieve scores of 70% or greater on English Language Composite and Math, to be eligible to apply to the Nursing Program.

The test has 11 sections in 3 major areas:

1. **English Language** (reading comprehension, meaning-word use, conclusions, implications, understanding, grammar, vocabulary & general knowledge),
2. **Science** (biology, chemistry, anatomy & physiology), and
3. **Math** (elementary algebra).

You may take the Exam a maximum of two times in the twelve (12) months prior to Nursing Program Application submission.

A Resource and Study Guide is available at evolve.elsevier.com.

Study Guide Info: [Elsevier- HESI: Admission Assessment Exam Review](#),
ISBN: 9781455703333.

Study guides also available in the ACC library.

Practice testing online is recommended. Do a google search on HESI A2-ADN practice tests. There are also 4 free smart phone apps.

To schedule an appointment to take the HESI Nursing Admission Assessment Exam, email nursing@arapahoe.edu from your student email address and request instructions. Testing is done at Prometric in Greenwood Village.

YOU MUST PRE-REGISTER for the exam on the HESI website. Instructions can be found on the [Nursing Program web page \(www.arapahoe.edu/nursing\)](http://www.arapahoe.edu/nursing)

Certified Nurse Aide

You must have current certification as a Certified Nurse Aide (CNA) at the time you apply to the Nursing Program.

NOTE: ACC has a Nurse Aide Program, and you can earn one point in the competitive admission system by taking the class at ACC.

Find information at [ACC Nurse Aide Program](#)

For a list of other approved nurse aide training programs in Colorado, you may visit the [Colorado Board of Nursing Website](#) (<http://www.dora.state.co.us/nursing>), visit [Approved Nurse Aide Training Programs](#) or call 303-894-2430.

Certification in Basic Life Support (BLS) for Health Care Providers

Certification in Basic Life Support (BLS) for Health Care Providers is a requirement of application to the nursing program. The course must include two-person, infant/child CPR and airway obstruction, and must be the two-year Healthcare Provider level.

After completing the BLS course, it may take 2 to 4 weeks to receive your CPR card in the mail, so plan ahead.

BLS classes are available widely available in the metropolitan Denver area. We recommend that you receive your training through:

[American Heart Association](#) or 800-242-8721

Proof of Health Insurance

You must have proof of health insurance coverage at the time you apply to the Nursing Program. You may make a copy of your insurance card or submit a letter and/or email of coverage. Coverage may include private, public or military health care coverage.

If accepted to the Nursing Program, you will have liability insurance and Workman's Compensation when you are participating in clinical assignments.

**ARAPAHOE COMMUNITY COLLEGE SCHOOL OF NURSING ASSOCIATE DEGREE
NURSING COURSE SEQUENCE GUIDE
5 SEMESTER PLAN**

1ST SEMESTER (PRE-NURSING)

COURSE #	COURSE TITLE	CREDIT HOURS
ENG 121	English Composition 1	3
BIO 201	Anatomy and Physiology 1	4
PSY 101*	General Psychology	3
PSY 235	Human Growth and Development	3
HPR 108**	Nutrition	1

2ND SEMESTER

(Formal admission to the Nursing Program required for NUR courses)

COURSE #	COURSE TITLE	CREDIT HOURS
BIO 202	Anatomy and Physiology II	4
MAT 103	Math for Clinical Calculations	3
NUR 109	Fundamentals of Nursing	6
NUR 112	Pharmacology of Nursing I	2

3RD SEMESTER

COURSE #	COURSE TITLE	CREDIT HOURS
BIO 204	Microbiology	4
NUR 150	Maternal Child Nursing	6
NUR 106	Med-Surgical Nursing Concepts	7

4TH SEMESTER

COURSE #	COURSE TITLE	CREDIT HOURS
BIO 216	Pathophysiology	4
NUR 206	Advanced Concepts of Med/Surgical Nursing 1	6.5
NUR 211	Psychiatric-Mental Health Nursing	4
NUR 212	Pharmacology II	2

5TH SEMESTER

COURSE #	COURSE TITLE	CREDIT HOURS
NUR 216	Advanced Concepts of Med/Surgical Nursing II	5
NUR 230	Transition to Professional Nursing Practice	4

* Any Arts & Humanities or Social & Behavioral Science may be substituted for PSY 101

** or HWE 100 (3 credits)

Immunizations and Health Assessment

The Arapahoe Community College Nursing Program nursing courses include clinical rotations scheduled in a variety of health care facilities.

Documentation of specific immunizations is required for participation. This is for the protection of both clients and students.

Review the list of immunizations below, and complete ACC Nursing Program Immunization Assessment Report (on the Nursing Program Application, page 6).

All immunizations and/or immunization series must be complete at the time of application or your application will be deemed incomplete, and will not be considered.

Immunizations and Health Assessment Report: This page must be completely filled out. If signed by your health care provider, no lab records are necessary. If you cannot obtain a signature, lab records for all immunizations must be provided.

Rubeola (Measles)

Students must present evidence of two immunizations, or laboratory documentation of a positive titer (positive rubeola antibody polyvalent screen).

Rubella (German Measles)

Documentation of two MMR immunizations, or laboratory documentation of a positive titer is required.

Hepatitis B

The series of three Hepatitis B vaccinations, or laboratory documentation of a positive titer, is required. Attention to timing is required, as the series takes 8 months to complete.

PPD Tuberculin Test

There are 3 types of tuberculin tests that are acceptable:

1. Intradermal PPD, Mantoux method, good for one year from date of test.
2. X-ray: Good for 5 years from date of test, must include verification of freedom of TB symptoms issued by a healthcare provider, or the Disease Control Service of the City and County of Denver.
3. QFT: Quantiferon blood test, good for one year from date of test.

Varicella (Chickenpox)

Documentation of two Varicella immunizations, or laboratory documentation of a positive titer, is required.

TDAP

Must have proof of inoculation record, within 10 years.

Flu Shot

Required for Spring nursing program starts. (Fall starts will be required to get the shot by Oct 1)

Disqualifying Offenses

An Applicant will be disqualified from a CCCS nursing program based on the following guidelines:

- Any violent felony convictions of homicide. (No time limit)
- Crimes of violence (assault, sexual offenses, arson, kidnapping, any crime against an at-risk adult or juvenile, etc.) as defined in section 18-1.3-406 C.R.S. in the 10 years immediately preceding the submittal of application.
- Any offense involving unlawful sexual behavior in the 10 years immediately preceding the submittal of application.
- Any crime, the underlying basis of which has been found by the court on the record to include an act of domestic violence, as defined in section 18-6-800.3 C.R.S. in the 7 years immediately preceding the submittal of application.
- Any crime of child abuse, as defined in section 18-6-401 C.R.S. in the 7 years immediately preceding the submittal of application.
- Any crime related to the sale, possession, distribution or transfer of narcotics or controlled substances in the 7 years immediately preceding the submittal of application.
- Any felony theft crimes in the 7 years immediately preceding the submittal of application.
- Any misdemeanor theft crimes in the 5 years immediately preceding the submittal of application.
- Any offense of sexual assault on a client by a psychotherapist, as defined in section 18-3-405.5 C.R.S. in the 7 years immediately preceding the submittal of application.
- Crimes of moral turpitude (prostitution, public lewdness/exposure, etc.) in the 7 years immediately preceding the submittal of application.
- Registered Sex Offenders. (No time limit)
- Any offense in another state, the elements of which are substantially similar to the elements of any of the above offenses.
- More than one (1) D.U.I. in the 7 years immediately preceding the submittal of application.

If the investigation reveals information that could be relevant to the application, the designated individual responsible for background checks may request additional information from the applicant. The offense shall be reviewed on a case-by-case basis. Students who have successfully completed the terms of a deferred adjudication agreement will not be disqualified.

If any applicant feels the criminal background check is inaccurate, they may appeal the decision and request a review with the specific community college with whom they applied. It is the applicant's burden to produce substantial evidence that proves the crimes charged are incorrect. (CCCS 6/8/07)

Equal Opportunity

Arapahoe Community College is an equal opportunity employer. The College operates under an Equal Opportunity Plan that ensures equal access to opportunities for all students, faculty and staff.

Arapahoe Community College does not discriminate on the basis of race, sex, creed, color, age, national origin, veteran status, or individual disability in the admission or access to, treatment of, or employment in, its education programs or activities.

Inquiries concerning the Equal Opportunity policy and/or compliance with Federal and State regulations should be directed to:

Director of Human Resources
Arapahoe Community College
5900 S. Santa Fe Drive, P.O. Box 9002,
Littleton, Colorado 80160-9002

and/or

Vice President of Legal Services

Community Colleges of Colorado
9101 East Lowry Boulevard
Denver, CO 80230

and/or

Office of Civil Rights
U.S. Department of Education
1244 Speer Blvd., #310,
Denver, Colorado 80204

Nursing Program Application Submission

Review your Nursing Program Application materials and utilize the checklist on page 2 & 3 of the Application to confirm your Nursing Program Application and required documents are complete.

- ✓ **If you cannot check each of the elements on the application, you are not ready to apply!**
- ✓ MAKE A COPY for yourself before you submit it to the ACC Nursing Program.

Applicants who submit a Nursing Program Application with required documents will have their application and documents reviewed by the ACC Associate Degree Nursing (ADN) Admissions Committee. Provisional admission is based on a merit evaluation. Applicants meeting all minimum admission criteria will be ranked on a point system.

Applications may be submitted by U.S. Mail or hand-delivered. Be sure your application is complete and contains all required documents before posting or delivering.

- If hand-delivered, your application WILL NOT be reviewed at the time of delivery.
- The Nursing Program will not accept any additional application materials after the student has submitted the application and documents.
- NO electronic (email or facsimile) Nursing Program Application will be accepted.

Hand delivery is recommended. If you hand deliver your application, please be aware, your application will NOT be reviewed at the time of submittal; please do not ask. You may submit your application in person to the Arapahoe Community College Nursing Program.

Nursing Program Assistant
Arapahoe Community College (Main Campus)
ANNEX Building, Room 2335
5900 South Santa Fe Drive, Littleton, CO 80120

Applications submitted by U.S. Mail should include a confirmed delivery method. The Nursing Program is not responsible for misplaced application materials, late delivery, or failed delivery of application materials. Please check with the nursing program the day before the deadline to be sure your application was received.

Mail your Nursing Program Application and required attachments to:

Nursing Program, Campus Box 31
Arapahoe Community College
5900 South Santa Fe Drive
Littleton, CO 80120

Application Dates and Deadlines

APPLICATION DATES AND DEADLINES ARE FIRM AND APPLICATIONS ARE ACCEPTED ONLY WITHIN THE TIME FRAMES AND DEADLINES LISTED BELOW.

Inquiries regarding the status of an application before the scheduled notification date will not be accepted, and will only slow down the process.

Application dates and deadline for FALL SEMESTER (August) STARTS

Applications for Fall Semester will open on the THIRD MONDAY OF APRIL at 9:00 a.m. and close on the THIRD FRIDAY IN MAY at NOON, immediately preceding the Fall semester for which the student seeks admission.

Application dates and deadlines for SPRING SEMESTER (January) STARTS

Applications for Spring Semester will open on the FIRST MONDAY OF NOVEMBER at 9:00 a.m. and close on the THIRD FRIDAY OF DECEMBER at NOON, immediately preceding the Spring semester for which the student seeks admission.

Nursing Program Review Process and Letters of Offer and Decline

OFFER LETTERS FOR ADMISSION

Will be mailed to the physical address contained in the Nursing Program Application, following the Admissions Committee review of all applications, and no later than two (2) weeks following the application deadline. Offer letters will include orientation, criminal background check, and additional information needed to prepare selected candidates for the Nursing Program. Notify the Nursing Program directly and immediately if your mailing address or contact information changes; you must also notify Admissions and Records.

LETTERS OF REFUSAL

Will be mailed to the physical address contained in the Nursing Program Application, following the Admission Committee review of all applications, and no later than two (2) weeks following the application deadline.

In the event you are not selected as a candidate, you will be required to re-submit your entire Nursing Program Application Packet for a subsequent semester. Be sure to **MAKE YOUR COPIES** before submitting your application and required documents.

Thank you for your interest in the Arapahoe Community College Nursing Program. If you have questions regarding the Nursing Program, please contact:

Assistant, Nursing Program
Arapahoe Community College
5900 South Santa Fe Drive
Littleton, CO80120
303-797-5939
nursing@arapahoe.edu

Note:

Information regarding median loan debt, completion and placement rates, occupations and tuition/fees may be found at [Gainful Employment Disclosure Information](#).

ESSENTIAL SKILLS AND FUNCTIONAL ABILITIES FOR NURSING STUDENTS

FUNCTIONAL ABILITY	STANDARD	EXAMPLES OF REQUIRED ACTIVITIES
Motor Abilities	Physical abilities and mobility sufficient to execute gross motor skills, physical endurance, and strength, to provide patient care.	Mobility sufficient to carry out patient care procedures such as assisting with ambulation of clients, administering CPR, assisting with turning and lifting patients, providing care in confined spaces such as treatment room or operating suite.
Manual Dexterity	Demonstrate fine motor skills sufficient for providing safe nursing care.	Motor skills sufficient to handle small equipment such as insulin syringe and administer medications by all routes, perform tracheotomy suctioning, insert urinary catheter.
Perceptual/Sensory Ability	Sensory/perceptual ability to monitor and assess clients.	<ul style="list-style-type: none"> • Sensory abilities sufficient to hear alarms, auscultatory sounds, cries for help, etc. • Visual acuity to read calibrations on 1 cc syringe, assess color (cyanosis, pallor, etc.). • Tactile ability to feel pulses, temperature, palpate veins, etc. • Olfactory ability to detect smoke or noxious odor, etc.
Behavioral/Interpersonal/Emotional	<ul style="list-style-type: none"> • Ability to relate to colleagues, staff and patients with honesty, civility, integrity and in a nondiscriminatory manner. • Capacity for development of mature, sensitive and effective therapeutic relationships. • Interpersonal abilities sufficient for interaction with individuals, families and groups from various social, emotional, cultural and intellectual backgrounds. • Ability to work constructively in stressful and changing environments with the ability to modify behavior in response to constructive criticism. • Capacity to demonstrate ethical behavior, including adherence to the professional nursing code and student code of conduct. 	<ul style="list-style-type: none"> • Establish rapport with patients/clients and colleagues. • Work with teams and workgroups. • Emotional skills sufficient to remain calm in an emergency situation. • Behavioral skills sufficient to demonstrate the exercise of good judgment and prompt completion of all responsibilities attendant to the diagnosis and care of clients. • Adapt rapidly to environmental changes and multiple task demands. • Maintain behavioral decorum in stressful situations.

FUNCTIONAL ABILITY	STANDARD	EXAMPLES OF REQUIRED ACTIVITIES
<p align="center">Safe environment for patients, families and co-workers</p>	<ul style="list-style-type: none"> • Ability to accurately identify patients. • Ability to effectively communicate with other caregivers. • Ability to administer medications safely and accurately. • Ability to operate equipment safely in the clinical area. • Ability to recognize and minimize hazards that could increase healthcare associated infections. • Ability to recognize and minimize accident hazards in the clinical setting including hazards that contribute to patient family and co-worker falls. 	<ul style="list-style-type: none"> • Prioritizes tasks to ensure patient safety and standard of care. • Maintains adequate concentration and attention in patient care settings. • Seeks assistance when clinical situation requires a higher level or expertise/experience. • Responds to monitor alarms, emergency signals, call bell from patients, and orders in a rapid effective matter.
<p align="center">Communication</p>	<ul style="list-style-type: none"> • Ability to communicate in English with accuracy, clarity and efficiency with patients, their families and other members of the health care team (including spoken and non-verbal communication, such as interpretation of facial expressions, affect and body language). • Required communication abilities, including speech, hearing, reading, writing, language skills and computer literacy. • Communicate professionally and civilly to the healthcare team including peers, instructors, and preceptors. 	<ul style="list-style-type: none"> • Gives verbal directions to or follows verbal directions from other members of the healthcare team and participates in health care team discussions of patient care. • Elicits and records information about health history, current health state and responses to treatment from patients or family members. • Conveys information to clients and others as necessary to teach, direct and counsel individuals in an accurate, effective and timely manner. • Establishes and maintain effective working relations with patients and co-workers. • Recognizes and reports critical patient information to other caregivers.