APPLICATION GUIDE

Postbaccalaureate Clinical Nursing Program (PBCNP)

COMPLETE APPLICATION MATERIALS DUE BY:
Friday, September 1, 2017 by 11:59 PM

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INTRODUCTION AND OVERVIEW

This Application Guide is designed to help prospective applicants through the application process into Arizona State University’s Postbaccalaureate Clinical Nursing Program (PBCNP).

The Spring 2018 PBCNP program is a 12-month, full-time program that will begin January 2018 and graduate December 2018. The program requires 50 credit hours of nursing coursework over three consecutive terms (spring, summer, and fall), including theory, lab and clinical rotations. Students who advance into the Spring 2018 PBCNP attend didactic courses on the Downtown Phoenix campus. Clinical rotations will take place at various sites throughout the Phoenix metropolitan area. Students are responsible to provide their own transportation. Students may be in clinicals for up to 12 hours with weekend and evening commitments.

In addition to tuition and fees set by the university, students in the PBCNP clinical nursing programs are subject to programmatic fees of $5,500 per semester. Students may estimate tuition and fees at the following link: https://students.asu.edu/tuition

Following the successful completion of this program, a student will earn a Bachelor of Science in Nursing (BSN) and will be eligible to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Eligibility

Students must meet the minimum eligibility requirements to be eligible for the Post baccalaureate Clinical Nursing Program:

- Conferred bachelor’s degree from a regionally accredited college or university on file with ASU by September 1, 2017
- 3.50 Select GPA by 9/1/17 and a 3.50 Prerequisite GPA by 12/15/17
- All four lab science courses and at least four other critical courses completed by September 1, 2017
- Enrolled in the remaining two or fewer critical courses in Fall 2017, and any unfulfilled general studies coursework
- Admitted to ASU as a degree seeking undergraduate student for Spring 2018 and in academic good standing
- All non-academic items completed by September 1, 2017
- TEAS score on file with ASU by September 1, 2017 (score must be less than one year old on 9/1/17)
- All four lab science courses (BIO 201, BIO 202, CHM 101, and MIC 205 + 206) must have been taken Spring 2011 or later
- If advanced, successful completion of the remaining screening items
SELECTION PROCESS

Applicants are selected for the Postbaccalaureate Clinical Nursing Program through a Competitive Application Process (CAP) based on an Advancement Score. This Advancement Score is 50% based on a Select GPA and 50% based on the Test of Essential Academic Skills (TEAS) score. At this time, no other academic, professional, or philanthropic items are considered.

Select GPA and Prerequisite GPA

Grade eligibility for advancement is measured in two ways: the first is called the “Select GPA,” and the second is called the “Prerequisite GPA.” Both GPA’s must meet or exceed 3.50 for eligibility, though typically applicants who advance have a higher GPA. Plus (+) and minus (-) grades will not be used in either computation (e.g. a “B+” grade becomes a “B,” an “A-” grade becomes an “A,” etc.). Grades earned at ASU and at other colleges are given the same weight. Per university policy, students may not repeat an undergraduate course for credit when a grade of “C” or higher is earned. Please speak with your academic advisor about replacement course options.

1. The Select GPA must meet or exceed 3.50 by September 1, 2017 and is calculated from 8 of the 10 critical course grades. A student may have up to two classes in progress while an application is being considered, though only completed courses may be used in the Select GPA. Each applicant identifies which courses to use in the Select GPA on the application. Please review APPENDIX A for directions on how to complete the coursework page of the application. The 8 critical courses used to compute the Select GPA must include:
   - Three of the four required laboratory science courses (BIO 201, BIO 202, CHM 101 and MIC 205/206 or approved equivalent courses). Science courses must have been taken within 7 years of the semester in which the clinical nursing program will start (i.e., Spring 2011 or after).
   - Five (5) additional critical courses.

2. After all 10 critical courses are completed in Fall 2017, a Prerequisite GPA is calculated and must meet or exceed 3.50 to retain a space in the program. All 10 critical courses are included in this GPA calculation which occurs in December 31, 2017.

### Required Coursework

<table>
<thead>
<tr>
<th>BIO 201 – Human Anatomy and Physiology w/ Lab I</th>
<th>BIO 202 – Human Anatomy and Physiology w/ Lab II</th>
<th>CDE 232 – Human Development</th>
<th>CHM 101 – Introductory Chemistry w/ Lab</th>
<th>HCR 220 – Introduction to Nursing and Healthcare Systems</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCR 240 – Human Pathophysiology</td>
<td>MIC 205 and MIC 206 – Microbiology w/ Lab</td>
<td>NTR 241 – Human Nutrition</td>
<td>PSY 101 – Introduction to Psychology</td>
<td>Statistics (GS)</td>
</tr>
</tbody>
</table>

Only whole grades are used (e.g. B+ is a B, A- is an A, etc.).

All transfer coursework must be evaluated and approved by the Transfer Credit Guide (transfer.asu.edu/credits) prior to applying. If a transfer course is not deemed equivalent, students are expected to meet with an Academic Advisor to discuss additional options.
Test of Essential Academic Skills (TEAS)

All applicants must take the TEAS test by August 31, 2017. It is strongly recommended that applicants take the exam through ASU's University Office of Evaluation and Educational Effectiveness. For tests taken outside of ASU, applicants must contact ATI Testing to request that an official transcript is sent to the Student Academic Services Office, and received no later than September 1, 2017.

The TEAS measures essential skills in reading, mathematics, science, and English language and usage. Applicants are allowed one attempt at the TEAS per application cycle, unless a failing score below 58.7% is earned. If a student earns less than 58.7%, one retest is permitted but the student must wait a minimum of 30 days between tests, and the second attempt must be on or before August 31, 2017. For example, if a student takes the TEAS test on July 3rd and earns a 48.9%, the TEAS test could be attempted a second time on any testing date starting August 3rd, but prior to the September 1, 2017 application deadline. Scores are valid up to one year from when a student took the test. Students must confirm with their academic advisor whether a TEAS score will be valid for a second application cycle.

Registering for the TEAS at ASU

1. Registration, information regarding cost, special accommodations, parking, and more can be found through the following website: https://uoeee.asu.edu/exam/TEAS
2. Prior to arriving to take the exam, students need to create an account with ATI. Please go to www.atitesting.com and click on “Create an Account.” It takes about five minutes to complete this process. Under the institution section, please also note that Arizona State University is listed as “AZ State U” when selecting an institution. Remember the login ID and password, as students will need to reenter this information the day of the examination.

Preparing for the TEAS

Students should adequately prepare for the TEAS prior to their testing date. Preparation materials can be found through a number of different vendors, including https://atitesting.com. Look for ATI Product Solutions and the “Test of Essential Academic Skills.”

How an Advancement Score is Calculated

**Part One: Select GPA.** Identify which 8 courses will be used in the “Select GPA,” and calculate a GPA from those courses. The Select GPA is converted to a 1-point scale by dividing by 4.00. The Select GPA must fall within a range of 0.875 to 1.000. For example, a Select GPA of a 3.832 will be divided by 4.000, to be converted to 0.958 out of a possible 1.000.

**Part Two: TEAS Score.** To calculate the score, divide the TEAS score by 100 for the point value. Direct Admission students will be given a TEAS score of 100% in lieu of taking the test. A passing TEAS score can range from 58.7% to 100%, which is converted to a 0.587 or 1.000, respectively. For example, if a student earned an 87.3% on the TEAS, that student will earn 0.873 points out of a possible 1.000.

The maximum advancement score a student can earn is a 2.000, which would be a 4.000 Select GPA and 100% on the TEAS. All applicants requesting advancement are ranked from the highest to the lowest Advancement Score. Students are then assigned spaces based on their ranking until all vacant spaces are filled.

<table>
<thead>
<tr>
<th>Converted Select GPA</th>
<th>+</th>
<th>TEAS</th>
<th>=</th>
<th>Advancement Score</th>
</tr>
</thead>
</table>

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ADMISSIONS AND TRANSFER COURSEWORK

Overview
Advancement into the clinical nursing program is a two-step process:

1. Earn admission into Arizona State University (ASU) as an undergraduate degree-seeking student, preferably a Community Health major.
2. Earn advancement into the clinical nursing program through this application process.

Applying to Arizona State University
Applicants must be admitted to ASU for the Spring 2018 enrollment term by the September 1, 2017 application deadline. It is critical for all applicants to confirm that their admission is valid for Spring 2018. Accordingly, it is recommended one applies to ASU 2-3 months before the September 1, 2017 application deadline.

The application for ASU is conveniently located online:

1. Complete an application to the university: https://students.asu.edu/apply
2. Send official transcripts from all colleges and universities attended directly to Admission Services. This should be done well in advance of the application deadline to account for processing time.
3. Students who have completed Advanced Placement credit (AP) or CLEP credit must contact Collegeboard.org for AP and CLEP scores, and International Baccalaureate (IB) scores can be sent directly to ASU via ibo.org.
4. ASU requires official transcripts from all previous institutions in order to process your admission application. Please contact the registrar’s office at your college or university and request for official transcripts to be sent directly to Admission Services. If your college or university uses Parchment, eSCRIP, or National Clearinghouse to send electronic transcripts, please request that your institution sends us your official transcripts by choosing Arizona State University on the request form. Mailed transcripts can be sent to the address on the Admission Services website.

In-Progress Coursework for Fall 2017
Students who are taking their final courses during the Fall 2017 semester must disclose, on the application, where they are taking the coursework. If any of the remaining coursework is being completed outside of ASU in Fall 2017, the following guidelines must be followed:

1. After Fall 2017 grades have posted, request that official transcripts are sent to Admissions Services (link above).
2. Verify that the final transfer course grades have posted at ASU no later than December 31, 2017 to retain eligibility.

IMPORTANT NOTE: Some Fall 2017 courses taught through the Maricopa County Community College District do not end until December 14, 2017, which does not allow enough time to process the grade and get the official transcript sent to ASU by December 31, 2017. If any of the final critical courses are taken outside of ASU, students should look for courses with an end date that allows for at least a couple of weeks of processing time prior to the December 31, 2017 deadline.
Confused if you need to apply to ASU? Follow the chart below.

<table>
<thead>
<tr>
<th>Current Student Status</th>
<th>Admitted for Spring 2018 Enrollment Term</th>
<th>Apply for Spring 2018 Enrollment Term</th>
<th>Steps to take</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolled in ASU coursework during Fall 2017 semester as an undergraduate degree seeking student</td>
<td>![ ]</td>
<td>![ ]</td>
<td>Confirm with Admission Services at (480) 965-7788 that status is current.</td>
</tr>
<tr>
<td>Not currently enrolled in coursework at ASU, but completed ASU coursework within the last two semesters (and did not graduate) as an undergraduate degree seeking student</td>
<td>![ ]</td>
<td>![ ]</td>
<td>Confirm eligibility for quick re-entry with Admission Services at (480) 965-7788.</td>
</tr>
<tr>
<td>Admitted to ASU as an undergraduate degree seeking student for Fall 2017 but did not take any coursework</td>
<td>![ ]</td>
<td></td>
<td>Confirm with Admission Services at (480) 965-7788 that status is current.</td>
</tr>
<tr>
<td>Have not been enrolled in ASU courses for over two semesters</td>
<td>![ ]</td>
<td></td>
<td>Student must reapply as a degree seeking student for Spring 2018.</td>
</tr>
<tr>
<td>Graduate of ASU Fall 2017 or earlier</td>
<td>![ ]</td>
<td></td>
<td>Student must reapply as a degree seeking student for Spring 2018.</td>
</tr>
<tr>
<td>Never admitted to ASU, or currently admitted as a graduate/non-degree seeking student</td>
<td>![ ]</td>
<td></td>
<td>Student must apply as a degree seeking student for Spring 2018.</td>
</tr>
</tbody>
</table>
NON-ACADEMIC ITEMS REQUIRED FOR ADVANCEMENT

Overview
All students requesting advancement must have the following items approved in their CastleBranch student portal by September 1, 2017. Students are required to keep these requirements current throughout the advancement process and while enrolled in the clinical nursing program.

<table>
<thead>
<tr>
<th>Required Titer</th>
<th>Other Requirements</th>
<th>Vaccinations or Positive Titer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measles/Rubeola (MMR)</td>
<td>Tdap or Dtap Vaccination (current within last 10 years)</td>
<td>Hepatitis B</td>
</tr>
<tr>
<td>(if negative or equivocal, immunization series required)</td>
<td></td>
<td>(3 vaccinations or positive titer)</td>
</tr>
<tr>
<td>Mumps (MMR)</td>
<td>Arizona Level One Fingerprint Clearance Card</td>
<td></td>
</tr>
<tr>
<td>(if negative or equivocal, immunization series required)</td>
<td>(unrestricted and unexpired)</td>
<td></td>
</tr>
<tr>
<td>Rubella (MMR)</td>
<td>Negative two-step TB test or written clearance from a healthcare provider documenting negative chest x-ray (current within last 12 months)</td>
<td></td>
</tr>
<tr>
<td>(if negative or equivocal, immunization series required)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Varicella (Chicken Pox)</td>
<td>CPR Basic Life Support for the Healthcare Provider or Professional Rescuer (current within last 2 years)</td>
<td></td>
</tr>
</tbody>
</table>

Vaccinations vs. Titers
A vaccination is the act of introducing a vaccine into the body to produce immunity to a specific disease. A titer is a blood test used to check the level of antibodies in the blood and measures the strength of a person’s immunity to a disease. Most can have a titer drawn from a primary care provider.

Measles (Rubeola), Mumps, and Rubella (MMR)
Applicants are required to submit titers for Measles (Rubeola), Mumps, and Rubella. The requirement for MMR may be met through one of the following:

1. Positive antibody titer for Measles, Mumps, and Rubella (lab report required for all three).
   a. Scan and upload all three titer results to CastleBranch as one document. No further action is required.

   OR

2. If any of the titers are negative, nonreactive, or equivocal and you have documentation of a completed vaccination series that included 2 doses of the MMR vaccination administered at least 28 days apart after the first year of age:
   a. Scan and upload all three titer results and proof of the 2 MMR vaccinations to CastleBranch as one document.

   OR

3. If any of the titers are negative, nonreactive, or equivocal and you do not have documentation of a completed vaccination series that included 2 doses of the MMR vaccination administered at least 28 days apart after the first year of age:
   a. You must complete the vaccination series of 2 doses of MMR at least 28 days apart.
   b. Scan and upload the titer result(s) and proof of 2 MMR vaccinations to CastleBranch as one document.
Varicella (Chicken Pox)
Applicants are required to submit a titer for Varicella. The requirement for Varicella may be met through one of the following:

1. Positive antibody titer for Varicella.
   a. Scan and upload the titer result to CastleBranch. No further action is required.

OR

2. If the titer is negative, nonreactive, or equivocal and you have documentation of a completed vaccination series that included 2 doses of the Varicella vaccination administered at least 28 days apart after the first year of age:
   a. Scan and upload the titer result and proof of 2 Varicella vaccinations to CastleBranch as one document.

OR

3. If the titer is negative, nonreactive, or equivocal and you do not have documentation of a completed vaccination series that included 2 doses of the Varicella vaccination at least 28 days apart after the first year of age:
   a. You must complete the vaccination series of 2 doses of Varicella at least 28 days apart.
   b. Scan and upload the titer result and proof of 2 Varicella vaccinations to CastleBranch as one document.

Tetanus, Diphtheria, Pertussis (Tdap or Dtap)
Applicants are required to provide proof of a tetanus, diphtheria, pertussis vaccination administered within the last ten years. A titer is not acceptable to fulfill this requirement. Students are required to keep this immunization current throughout the advancement process and while enrolled in the clinical nursing program.

Tuberculin Skin Test (TB)
Applicants are required to provide proof of negative Tuberculosis through one of the following:

1. Documentation of a negative two-step TB Skin Test within the past 12 months, which includes documentation of the first TB skin test completed and documentation of the second TB skin test completed within 1 to 3 weeks after the first TB skin test.
   a. Scan and upload documentation of both steps of the two-step TB skin testing to CastleBranch as one document.

OR

2. If the initial TB test result is positive (over 10 mm):
   a. You must submit a written clearance from a healthcare provider that documents a chest x-ray that is negative for active disease (after seroconversion to a positive TB test) and notes the absence of TB signs and symptoms.
   b. Scan and upload the initial positive result and the healthcare provider’s documentation to CastleBranch as one document.

OR

3. If you have had a previous positive TB result (over 10 mm):
   a. You must submit a written clearance from a healthcare provider that documents a chest x-ray that is negative for active disease (after seroconversion to a positive TB test) and notes the absence of TB signs and symptoms.
   b. Scan and upload the initial positive result and the healthcare provider’s documentation to CastleBranch as one document.
Hepatitis B
Applicants are required to provide proof of Hepatitis B through one of the following:

1. Documentation of three Hepatitis B vaccinations that meets the minimum durations listed below. Scan and upload all three vaccinations to CastleBranch as one document.
   a. Dose 1
   b. Dose 2 – At least 4 weeks (28 days) after Dose 1
   c. Dose 3 – At least 8 weeks (56 days) between Doses 2 and 3 and at least 16 weeks (112 days) between Doses 1 and 3

   OR
2. Positive antibody titer for Hepatitis B. Scan and upload titer result to CastleBranch.

Cardiopulmonary Resuscitation (CPR) Certification
Applicants are required to provide proof of a current Healthcare Provider or Professional Rescuer basic life support course. The training curriculum must include CPR for the professional rescuer, AED training, and obstructed airway for adult, child, and infant patients. The course must include in-person skills verification. Online CPR certification will not be accepted. The following table provides organizations wherein students can search for local agencies that provide the correct CPR certification:

<table>
<thead>
<tr>
<th>Name of Organization</th>
<th>Name of CPR Certification Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Heart Association</td>
<td>BLS Provider</td>
</tr>
<tr>
<td>(cpr.heart.org)</td>
<td></td>
</tr>
<tr>
<td>American Red Cross</td>
<td>Basic Life Support for Healthcare Providers</td>
</tr>
<tr>
<td>(<a href="http://www.redcross.org/take-a-class/cpr">http://www.redcross.org/take-a-class/cpr</a>)</td>
<td></td>
</tr>
</tbody>
</table>

Arizona Level One Fingerprint Clearance Card
All ASU nursing students must possess a valid, unrestricted Arizona Level One Fingerprint Clearance card from the State of Arizona to be advanced to and maintain enrollment in ASU’s clinical nursing programs. Students are required to keep this requirement current throughout the advancement process and when enrolled in the clinical nursing program.

IMPORTANT NOTE: This requirement may take up to 10 weeks to complete. We recommend you start this process as soon as possible, and no later than June 1, 2017.

Steps for obtaining Arizona Level One Fingerprint Clearance Card
In-state applicants

1. Begin the online fingerprint application process located at the following link:
   http://fieldprintarizona.com/
2. Reason why you need to be fingerprinted: Regular Application – Volunteer or Student
3. Sponsors: Check Health Science Students & Clinical Assistants (ARS §15-1881)
4. Personal Information: Enter the information for the person being fingerprinted.
5. Demographics: Enter demographic values for the person being fingerprinted.
6. Employer:
   Employer Name: College of Nursing and Health Innovation
   Address 1: Arizona State University
   Address 2: 502 E. Monroe, C250
   City: Phoenix
State: AZ  
Zip: 85004  
Phone: 602-496-0888  

7. Release: Authorize Fieldprint Fingerprinting to release information to Arizona Department of Public Safety  
8. Privacy: Agree to FBI Privacy Statement  
9. Schedule your visit  
10. Make Payment  
11. Confirm  

Out-of-state applicants  

For students outside of Arizona, please contact Arizona Department of Public Safety for a paper application and fingerprint processing details: https://www.azdps.gov/services/public/fingerprint  

Influenza (Flu) Vaccine  
Due after advancing into the clinical nursing program. Disregard the flu vaccine requirement in CastleBranch until after you have been selected for the program.  

Hepatitis A  
For enhanced safety during clinical experiences, we recommend that students obtain a Hepatitis A immunization, but at this time it is not a requirement for the clinical nursing program.  

CastleBranch  

CastleBranch is a verification service that allows students to upload immunization records and other medical documents online. All non-academic documentation and records will be submitted and verified online through CastleBranch, and the Student Academic Services Office has administrative access.  

Information collected is secure, tamper proof, and confidential. This service costs $30 and is a one-time fee to students. As an added benefit, the company keeps track of records and notifies a user if a requirement is approaching its expiration date to ensure compliance with program and professional requirements.  

The College of Nursing and Health Innovation verifies that a student has met all of the non-academic requirements by September 1, 2017. Students are responsible for making sure that all documents have been uploaded and approved by CastleBranch by the September 1, 2017 deadline.  

To create an account and begin submitting records, please follow the steps below:  

1. Go to https://www.castlebranch.com/  
2. Click on “Place Order”  
3. In the Package Code box enter: Please check application link August 1, 2017 for package code  
4. Enter your payment information. Follow the online instructions to complete your order.  
5. Your package requires you to submit immunizations, medical, and certification records. At the end of the order process you will be prompted to visit a secure web page where you will view additional instructions for uploading your records.
Consent to Release Health and Immunization Information

Students will be asked to authorize the college to release health, immunization, and other information kept in their file or on CastleBranch to clinical placement agencies in order for students to participate in a clinical experience.

While enrolled in the clinical nursing program, students must make sure all non-academic items stay current.

Students may need to submit non-academic information and documentation directly to clinical placement agencies before they are eligible to participate in any college clinical experiences or practice related to coursework. The college will provide students plenty of notice when applicable.

Inaccurate, incomplete and/or outdated information regarding health status, immunizations, TB skin test, or CPR training may prohibit any student from participating in required clinical experiences.

SUBMITTING YOUR APPLICATION

The Application for Advancement must be submitted electronically by September 1, 2017 by 11:59 pm AZ time. Applications are time stamped to confirm on time submission. The application will be available early August 2017 at the following link: https://nursingandhealth.asu.edu/student-life/current-students

Before beginning the application, students must have the following items completed:

1. Admitted to ASU for Spring 2018 as a degree seeking undergraduate student
2. All official transcripts for completed coursework have been posted to your student file at ASU
3. All non-academic items are approved in CastleBranch
4. TEAS score on file with ASU
5. Completed and saved the Postbaccalaureate Coursework Information Worksheet (see example in APPENDIX A)
6. Fill out the online application located at the following link: Clinical Nursing Advancement Application (available after August 1, 2017)

It is strongly recommended that you’ve reviewed your application items with an advisor prior to submittal. If you would like to utilize this resource, please call the front desk at (602) 496-0888, option 3, to see when appointments or walk-in advising hours are available. All students must have a scheduled appointment or arrive during designated walk-in advising hours to meet with an advisor.

COMMUNICATION TIMELINE FOR APPLICANTS

Communication with students through the advancement process will be done via ASU email. It is the applicant’s responsibility to ensure proper access to their ASU e-mail account, and that is accessed, read, and acted upon in a timely manner. It is the applicant’s responsibility to seek assistance from the academic advising office if communication is not received.

Withdrawal from Consideration Email: by early October 2017
Students will receive an email informing them that the Application for Advancement has been withdrawn from consideration if the application is incomplete for any reason.
Notification of Advancement Status Email: by mid-November 2017
Notification of advancement will be sent via email to ASU email addresses. Students will receive one of three notifications:

- **Provisional Advancement Status**: given to students with all eligibility items satisfied and an advancement score above the cut-off. There are additional requirements to be fulfilled before students are fully qualified for advancement. For all purposes, this student has been selected to the program.

- **Alternate Status**: given to students with an advancement score just below the cut-off. If students higher on the advancement list decline or forfeit their spaces, alternates will advance in order of highest advancement score.

- **Denied Advancement**: given to students who are below the cut-off score; are not on the alternate list, and/or did not meet advancement criteria.

PROVISIONAL ADVANCEMENT

Overview

Students who earn provisional advancement have a space secured in the clinical nursing program, pending the following items being successfully fulfilled. Information on how and when to complete these requirements is provided by the Student Academic Services Office after selections have been made.

If a student is unable to complete the required documentation, unable to earn grades “C” or better in final courses, unable to pass the background check, health clearance, or does not pass the drug and alcohol screening, provisional advancement status is forfeited for that advancement cycle.

**Successful Completion of Fall 2017 courses**
When: December 31, 2017
Students must successfully complete all Fall 2017 classes with a grade of a C or better. Provisionally advanced students must meet the 3.50 prerequisite GPA for all 10 nursing prerequisite courses. If enrolled in any of the final two classes outside of ASU, ASU must have your official transcripts no later than December 31, 2017. It is the student’s responsibility to verify that Admission Services has received the official transcripts. Failure to have transcripts to ASU by the deadline will result in a forfeiture of space in the PBCNP.

**Statement of Health Clearance**
When: Late November 2017
The Statement of Health Clearance will be e-mailed to students within a designated time period. Provisionally advanced students must have a healthcare professional sign the form verifying that they meet the requirements to be a nursing student. The signed Statement of Health Clearance will be returned to the Student Academic Services Office. Students will have approximately a two-week period in which to return the form. The cost of the service to obtain a healthcare provider’s clearance is the student’s responsibility.

**Health Insurance Coverage**
When: Late November 2017
Students will be prompted to provide proof of health insurance coverage to CastleBranch within a designated time period. Clinical sites require nursing students have health insurance coverage. Students can purchase private health insurance, or enroll in ASU student health insurance. If there are changes to a student’s health insurance coverage while in the clinical nursing program, students must notify the Student Academic Services Office within
ten business days with the new information. The cost of health insurance is the student’s responsibility. Please visit the following link for additional information on ASU student health insurance: https://eoss.asu.edu/healthcoverageoptions.

Drug, Alcohol, and Nicotine Screening
When: Late November 2017
Students will be prompted to order a drug, alcohol, and nicotine through CastleBranch within a designated time period. With the exception of the nicotine screen, all results must come back negative. The nicotine screen can be positive, though students with a positive nicotine screen will not be allowed to complete clinical rotations in “tobacco free” clinical sites. Students will have approximately a two-week period in which to provide their specimen. The cost of the drug, alcohol, and nicotine screen is the student’s responsibility.

Students who are currently on approved prescription or over-the-counter drugs that can result in a positive drug screen will need to work with the Medical Officer from Certified Profile if a test is failed. This allows a student to provide sufficient documentation for legal prescriptions.

See APPENDIX C for additional details on which substances are screened during this process.

Background Check
When: Late November 2017
Students will be promoted to order a background check through CastleBranch within a designated time period. Students participating in clinical experiences must pass an extensive background check in addition to possessing a valid, unrestricted fingerprint clearance card. The cost of the background check is the student’s responsibility. For more information on the background check, please see APPENDIX D.
APPENDIX A: Postbaccalaureate Clinical Nursing Course Information Worksheet Example

Postbaccalaureate Clinical Nursing Advancement Worksheet

<table>
<thead>
<tr>
<th>Course Number</th>
<th>ASU Course Requirement</th>
<th>Course Prefix &amp; Number</th>
<th>Grade</th>
<th>Final Grade 1+ or – will be</th>
<th>College or University</th>
<th>Points</th>
<th>Credit Hours</th>
<th>Quality Points</th>
<th>Course Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MTH 205</td>
<td>BID 205</td>
<td>A</td>
<td>4</td>
<td>NA</td>
<td>4</td>
<td>4</td>
<td>Spring 2018</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>MTH 206</td>
<td>BID 206</td>
<td>A</td>
<td>4</td>
<td>NA</td>
<td>4</td>
<td>4</td>
<td>Summer 2018</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>MTH 207</td>
<td>BID 207</td>
<td>A</td>
<td>4</td>
<td>NA</td>
<td>4</td>
<td>4</td>
<td>Fall 2018</td>
<td></td>
</tr>
</tbody>
</table>

Select 3 laboratory courses to include in the Select GPA from the drop-down menu below:

Select 5 additional prerequisite courses to include in the Select GPA from the drop-down menu below:

Select remaining 2 prerequisite courses not included in the Select GPA from the drop-down menu below:

Enter your TEAS score here: 6.550

Quality Points (Letter Grade * Credit Hours)

Select GPA (Quality Points/Total Hours)

Converted Select GPA (Select GPA)

Advancement Score: 1.97130
APPENDIX A: Postbaccalaureate Clinical Nursing Course Information Worksheet
Example (continued)

Fall 2017 courses cannot be used in calculating the “Select GPA” as these courses would still be in progress when decisions for advancement are made.

Applications will NOT be considered for students who fail to have official transfer transcripts sent to ASU Admission Services or to verify that the transcripts have been posted by the respective deadlines (September 1, 2017 and December 31, 2017).

Completing the Postbaccalaureate Clinical Nursing Course Information Worksheet

When filling out the application, students must provide the following information on all 10 critical courses:

- **Course Prefix & Number**—Please list the course and prefix of the course taken to fulfill an ASU requirement, regardless of where the course was taken. For example, if FON 241 was taken for NTR 241, then write “FON 241” in this column. If CHM 151 and 151L were taken for CHM 101, write CHM 151 and CHM 151L in the respective spaces.

  Students who took a replacement course should write the course prefix and number in the “Course Prefix & # Taken” column. For example, if CDE 430 was taken to replace the grade for CDE 232, then type “CDE 430” in the “Course Prefix & Number Taken” cell for CDE 232.

- **Final Grade**—Do not include plusses (+) or minuses (-), only whole grades. Only list earned grades—do not write in expected grades.

- **College/University**—Please type the institution where each course was taken.

- **Credit Hours**—Students must provide the number of credit hours for each course. For transferred science with lab courses, be sure to indicate the lecture and lab credits. For example, chemistry taken at Mesa Community College, would be listed as “CHM 130”, for 3 credits, and “CHM 130LL” for 1 credit and the grade listed for each. Science with lab courses taken at a college where the lecture and lab were all rolled into 4 credits will be reported with the grade for the course on the top line and leave blank the credit-hour box next to the lab. Courses limited to 3 credit hours: CDE 232, HCR 220, NTR 241, PSY 101, and Statistics. Courses limited to 4 credit hours: BIO 201, BIO 202, CHM 101, MIC 205 + 206, and HCR 240. Courses that exceed the credit hour limit will be adjusted to reflect the apportioned hours.

- **Course Completion** — Please list the semester and year the course was completed. If any of the remaining two or fewer critical courses are in progress, please type “Fall 2017” in the Course Completion column.
APPENDIX B: Fingerprint Clearance, Lawful Presence, and Legal Limitations for Nurse Licensure

Lawful Presence

The College follows the Arizona State Board of Nursing policy regarding lawful presence in the United States. “On January 2, 2008, ARS 1-504 (HB2467) was implemented by the Board requiring ALL applicants to provide the Board with satisfactory documentation demonstrating the applicants’ citizenship, alien status, legal residency or lawful presence in the United States.” http://www.azbn.gov/Documents/Newsletters/2008/Journal%201st%20Quarter%202008.pdf, page 23.

Legal Limitations for Nursing Licensure

Legislation regarding the Board of Nursing (SB 1096) became law, and was effective August 21, 1998. The law prohibits an individual convicted of a felony from applying for licensure or certification until five years after the date of absolute discharge of sentence. This means that all court-ordered terms of probation or parole must be completed at least five years prior to the date of application. If five years has not elapsed since the date of absolute discharge, the individual is not eligible to apply for licensure or certification and the application, if submitted, will be returned to the applicant. If five years or more has elapsed, the individual can apply for licensure or certification, however, each case will be considered by the Board on its own merits. The elapse of more than five years does not guarantee licensure or certification; it simply permits the submission and Board consideration of an application.

In addition, the Arizona State Board of Nursing can deny anyone for a license if the applicant has committed any acts of unprofessional conduct, such as those listed below. Contact the Arizona State Board of Nursing at 602-771-7800 with questions concerning licensure.

A. Committing fraud or deceit in obtaining, attempting to obtain, or renewing a license.
B. Aiding or abetting in a criminal abortion or attempted, agreed, or offered to procure or assist in a criminal abortion.
C. Any conduct or practice that is or might be harmful or dangerous to the health of a patient or the public.
D. Addiction to alcohol or other drugs.
E. Mentally incompetent or physically unsafe to a degree that is or might be harmful or dangerous to the health of a patient or the public.
F. Having a license to practice practical or professional nursing denied, suspended, or revoked in another jurisdiction and not reinstated by that jurisdiction.
G. Willfully or repeatedly violating a provision of this charter or a rule adopted pursuant to this chapter.
H. Committing fraud or deceit in obtaining or attempting to obtain a registered nurse practitioner certificate.
I. Committing an act that deceives, frauds, or harms the public.
J. Failing to comply with a stipulated agreement, consent agreement, or Board order.
K. Violating a rule adopted by the Board which relates to the practice of nursing.

Visit the Arizona State Board of Nursing website at http://www.azbn.gov/
APPENDIX C: Drug Screening Requirement

Students selected for the clinical nursing program must provide evidence of a negative drug, alcohol, and nicotine screen during the period identified by the Student Academic Services Office. Students are allowed a two-week period in which to provide their specimen.

Students who refuse to comply with this requirement will forfeit their advancement status.

Students whose drug screen results are positive, and who do not submit data about prescription drugs that can result in a positive drug screen will forfeit their placement status to the clinical nursing program. Inconclusive drug test results or drug test results below acceptable levels for creatinine and specific gravity indicate dilution of urine and will require retesting at the student’s expense. Two dilute specimens will be considered a positive drug screen and will result in forfeiture of the student’s placement status.

Students whose nicotine screening results are positive will not forfeit their placement status to the PBCNP but will not be placed in a “smoke free” facility for clinicals.

Cost of the Drug Screen is approximately $75.00, and the cost is the responsibility of the student. Payment must be made to CastleBranch. If a second drug screen is required, the cost of this second drug screen is also the student’s responsibility.

Additional laboratory test, and/or immunizations, or documentation can be required for clinical experiences by certain health care agencies.

The Drug Screen will include the following 29 substances:

1. Alcohol
2. Amphetamine
3. Barbiturate
4. Benzodiazepine
5. Buprenorphine &/or metabolite
6. Butorphanol
7. Cocaine metabolites
8. Cotinine ** Nicotine
9. Creatinine
10. Dextromethorphan
11. Fentanyl
12. Ketamine
13. Ketamine metabolites
14. Marijuana metabolites
15. Meperidine
16. Meprobamate
17. Methadone
18. Methaqualone
19. Nalbuphine
20. Naltrexone
21. Naltrexone metabolites
22. Opiates
23. Oxycodone
24. Pentazocine
25. pH
26. Phencyclidine
27. Propoxyphene
APPENDIX D: Criminal Background Clearance Requirements

Students who are selected for advancement into the Clinical Nursing program are required to complete a Criminal Background Clearance in order to enroll in the PBCNP. The requirements for the Clearance are:

- Students must pass the required background clearance obtained from ASU’s authorized vendor.
- Students are required to pay for the cost of obtaining the background clearance.
- Background clearances must be completed within two months prior to enrollment in a clinical or research program.
- Students will be required to pass an additional background clearance if they have a break in continuous enrollment in the clinical or research program.
- Students may be required to pass additional background clearances to meet the specific requirements of clinical or research agency partners.
- At all times during enrollment in a clinical or research program, students must maintain a passing disposition on all background clearances.
- Enrollment requirements related to background clearances are subject to change as mandated by clinical or research partners.

During the Background Clearance process students have a duty to provide updated information as requested by the background clearance vendor promptly. The following information may be requested by the background clearance vendor:

- Legal name, maiden name, and other names used
- Social Security number
- Date of birth
- All places of residence
- 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 ASU background clearance vendor will determine pass or fail status for each student based on the standards of Arizona State University and the College of Nursing & Health Innovation.

The sole recourse of any student who fails the background clearance and believes that failure may have been in error is with the background clearance vendor and not ASU or the College of Nursing & Health Innovation.

Students must disclose on all background clearance inquiries all required information including any arrests, convictions, or charges (even if the arrest, conviction or charge has been dismissed or expunged), or participation in first offender, deferred adjudication, pretrial diversion or other probation program. That includes any misdemeanors or felonies in Arizona, any other state, or other jurisdiction.

Failure to disclose relevant or required information on all background clearance inquiries will result in a violation of the ASU student code of conduct and may be subject to sanctions under that code.

Students will not be able to complete a clinical or research program, if a clinical or research agency to which they have been assigned does not accept them based on the results of my background clearance.

Arizona State University and the College of Nursing & Health Innovation reserves the authority to determine eligibility to enroll in a clinical or research program, and that enrollment or background clearance requirements may change without notice.

Students have a duty to report to the Program Director within 3 business days, any arrests, convictions, or placement on exclusion databases.
APPENDIX D: Continued

The following databases will be searched for the required background clearance. Searchable information may include but is not limited to the following:

- Social Security verification
- Searches of all names and aliases
- Searches of all counties of residence
- Criminal history search including local state and county and nation
- National and local sex offender database search
- Motor vehicle records
- Professional licenses
- Government watch list
- FACIS
- Nationwide Federal Healthcare Fraud and Abuse Databases

Health care sanction history (exclusions, termination of license, debarments)

- Health and Human Services/Office of Inspector General (HHS/OIG)
- List of Excluded Individuals/Entities (LEIE)
- General Services Administration List of Contractors Excluded from Federal Procurement and Non Procurement Programs (GSA)
- Excluded Parties List System (EPLS)
- U.S. Food and Drug Administration Debarment List and Disqualified/Totally Restricted List for Clinical Investigators (FDA)
- Drug Enforcement Administration (DEA)
- Tri-Care (Military Health System)
- Public Health Services (PHS)

Homeland Security Search - 47 different National, International Terrorists and Fugitive Lists including

- Office of Foreign Assets Control (OFAC) Specially Designated Nationals/Terrorist List
- Specially Designated Nationals
- U.S. Bureau of Industry and Security Denied Persons
- Postal Inspection Service
- Most Wanted Fugitives by U.S. Secret Service
- U.S Immigration and Customs Enforcement (ICE)
- Bureau of Alcohol, Tobacco and Firearms (ATF)
- FBI
- DEA

The criminal offenses for disqualification may include but are not limited to any or all of the following:

- 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
  - Assault
  - Murder, attempted murder
  - Robbery
  - Abduction
  - Arson
  - Extortion
  - Burglary
  - Pandering
  - Any abuse or neglect
  - Fraud
  - Illegal drugs
  - Aggravated DUI
  - Any crime against minors, children, vulnerable adults including abuse, neglect, exploitation
  - Sex crime of any kind including non-consensual sexual crimes and sexual assault
  - Any misdemeanor controlled substance conviction within last 7 years.
  - Any other misdemeanor convictions within last 3 years.
  - Exceptions: Any misdemeanor traffic (DUI is not considered traffic)
APPENDIX E: Academic Responsibility and Advancement

Disclaimer

Students that are selected for the program will be asked to sign a Statement of Understanding regarding academic advising and graduation from the nursing program. In the statement students will agree to the following terms;

☞ The academic advisement they receive from the ASU College of Nursing & Health Innovation Student Academic Services Office is to assist students in their endeavors to obtain a college education. It is the student's responsibility to seek academic advisement for degree completion.

☞ It is the student's responsibility to complete their college education and not the responsibility of academic advisors or members of the faculty.

☞ Admission to the College of Nursing & Health Innovation does not guarantee graduation from the College with a BSN.

☞ Graduation from the College is not the sole criteria for obtaining a license to practice nursing in Arizona. Licensing requirements are the exclusive responsibility of the State Board of Nursing (Nursing Practice Act A.R.S. Sections 32-1632, et seq.),

☞ Students must satisfy requirements independently of completion of any requirements for graduation from the College in order to practice as a nurse.
APPENDIX F: Functional Expectations and Equal Access of the Undergraduate Nursing Student

As part of the advancement process, students are asked to read the “Functional Expectations of the Undergraduate Nursing Student”. Once you are accepted into the program you will be asked to sign a copy of this statement indicating that you can and will perform the functions expected of you in the program.

Functional Expectations of Students

In collaboration with other health team members, nursing students work toward the goal of lifting the burden of physical and emotional pain of those assigned to their care. In order to assist others in regaining health, students must attain and maintain their own level of wellness.

Nursing students must have the ability to direct client care, engage in therapeutic communication and counseling, and function effectively in stressful situations. They must be able to communicate with faculty, clients and their families, healthcare professionals, and others. Therefore, they must demonstrate English speaking and writing skills as well as reading and listening comprehension before consideration for advancement to the Upper Division Nursing program.

Clinical Experiences and Requirements

There are many settings in which nursing students gain experience—hospitals, nursing homes, public health and community agencies, private homes, school settings, and clinics—and students are responsible for providing their own transportation to clinical locations. The terrain at the clinical sites will vary and students must be able to walk long distances and stand for many hours. In addition, clinical nursing experiences are active and complex and require that nursing students have the ability to simultaneously keep track of a large number of activities. Clinical experiences may be scheduled during the daytime, evening, or on weekends and may be for as long as 12-hour time periods.

Essential functions for clinical experiences include the use of all of the senses to gather information—the ability to see color changes in skin, the ability to hear heart and lung sounds through a stethoscope, and to feel pulses and the temperature of skin. During clinical experiences nursing students administer medication and direct client care so the needs of the clients must be placed first, over the nursing students’ own needs. Client care requires the ability to synthesize information from a variety of sources and apply it in making decisions regarding safe care. Nursing students must be focused and alert to maintain client safety and must be prepared to respond appropriately to medical emergencies.

Nursing students are expected to respect and care for persons whose appearance, condition, behaviors, and values may be in conflict with their own. Quality nursing care is to be provided regardless of the race, ethnicity, age, gender, religion, sexual orientation, or diagnosis of clients. Nursing students may be asked to participate in procedures which conflict with their own personal beliefs and values. They must conduct themselves in a composed, respectful manner in all situations and with all persons.

Nursing students will be responsible for client assessment and evaluation; planning client care and performing nursing care; reviewing client charts; developing individual nursing plans; implementing physicians’ orders; assessing the physical- psychosocial-cognitive-spiritual aspects of the client and client’s family; and communicating verbally, in writing and with a computer, with healthcare professionals, faculty, peers, and others.

Students must be able and willing to accept professional supervision from faculty and other supervisors and effectively integrate the feedback they receive into practice.
APPENDIX F: Continued

Client care will include:

a) Assisting clients with meals  
b) Moving and positioning clients in bed  
c) Assisting clients with walking, with and without mechanical devices  
d) Lifting, transferring, and transporting clients using wheelchairs and stretchers  
e) Administering medications  
f) Providing direct client care such as catheterization, suctioning, bathing, toileting, dressing changes, other care  
g) Educating clients and their families  
h) Responding to emergencies  
i) Supervising others in community based and clinical settings

Nursing Students must be able to:

<table>
<thead>
<tr>
<th>See</th>
<th>Hear</th>
</tr>
</thead>
<tbody>
<tr>
<td>Touch</td>
<td>Smell</td>
</tr>
<tr>
<td>Stoop/Bend</td>
<td>Squat</td>
</tr>
<tr>
<td>Climb</td>
<td>Kneel</td>
</tr>
<tr>
<td>Push</td>
<td>Pull</td>
</tr>
<tr>
<td>Lift</td>
<td>Grasp/handle</td>
</tr>
</tbody>
</table>

Reach: over shoulders, at waist level, and below waist level; stand, lift and walk for the duration of assigned clinical hours; physically negotiate around tables and chairs in clients’ rooms; stoop/bend/reach to retrieve supplies from storage areas; push and pull to operate medical equipment, administer medications, and manage other items for client care; lift clients with and without mechanical devices; and, use their senses to assess clients and changes in their conditions.

Nursing students use many different kinds of equipment and supplies including computers, stethoscopes, blood pressure cuffs, IV poles, tubing and pumps, portable monitoring units, clamps and scissors, needles and syringes, client support bars, hospital beds, wheelchairs, stretchers, bed scales, and traction units.

Equal Access of Students

The ASU College of Nursing and Health Innovation is committed to making learning experiences accessible and inclusive for all students including those with an identified disability or disabling condition.

In compliance with the ASU policy on Students with Disabilities SSM 701-02, http://www.asu.edu/aad/manuals/ssm/ssm701-02.html, every effort will be made to accommodate students with special needs, to find cost effective methods to address the identified student condition, and serve the needs of the patients. These accommodations can include resources and assistive aids for those students with cognitive and perceptual disabilities, specialized equipment for hearing or vision deficits, and modifications to the physical environment or clinical hours.

Students with disabilities are required to document their condition with the Disability Resource Center upon admission to the college, and to be key participants in identifying their needs. The College will provide reasonable and appropriate accommodations for all students who have documented a disability or disabling health condition.

Please contact the Disability Resource Center, Arizona State University, (602) 496-4321 (voice) or e-mail DRCDowntown@asu.edu to receive information regarding disability accommodations and documentation requirements. To ensure appropriate accommodations, it is the student’s responsibility to request accommodation in a timely manner and to provide appropriate documentation to verify eligibility for support services. https://eoss.asu.edu/drc