Nursing AAS Application Instructions

Fall 2027 – Spring 2028

Advance review of these instructions and necessary materials for your application is highly recommended, and it is the applicant's responsibility to utilize these most up to date guidelines for the current application cycle. The Nursing Department will only look at applications after the posted deadline to ensure fairness in the application process. If you recognize you made any errors on your application after it has been submitted, you are welcome to resubmit your application with adjustments and all attachments before the deadline. ***If anything on your application (including attachments) is not provided, does not show your name, is the incorrect attachment, or is inaccessible to us, we cannot consider your application complete, and it will not be reviewed.***

The Nursing Department maintains updated guidelines for each application cycle, and these are the requirements for the application:

- **Completion of the Nursing Program Application**
- **Pre-requisites of ENG 101, ENG 102, MAT 140 (or higher), BIO 201, BIO 202, and CHM 130**
- **Grade of "C" or higher in all pre-requisite courses**
- **Pre-requisite grade point average of 3.0 on a four-point scale or higher**
- **A minimum of 50th percentile rank on the NLN NEX (National League for Nursing, Nursing Entrance Exam) test taken within one year (12 months) of the application due date.**
- **AZ CNA or LNA license *or* completion of a registered Nursing Assistant Program in the semester *immediately* preceding the application deadline (Fall semester for March application deadline and Summer semester for September application deadline)**
- **The following necessary attachments:**
    1. **Unofficial Transcript(s)**
    2. **NLN NEX test score (downloaded from your NLN account)**
    3. **Level 1 Arizona Department of Public Safety Fingerprint Clearance Card**
    4. **CNA or LNA License verification from the Arizona Board of Nursing *or* Certificate of Completion from a registered Nursing Assistant Program in the semester *immediately* preceding the application deadline.**

Please carefully review the following information for details about the requirements and attachments.

Pre-requisites

If you are using a pre-requisite that is not one of the course numbers listed above, then you must use the Arizona Course Equivalency Guide to determine if your course will meet the requirement. This is the guide that the nursing department will be using when evaluating your application.

Attachments

When uploading attachments, please ensure the following:

- Legal name is displayed that is consistent with the name that you are using on the application.
    - If a different name is displayed on any of your documents, then you will need to provide proof of a name change, either through a marriage certificate or court order.
- ***Please do not use screenshots*** as your attachments, as it is often difficult to ensure that your name and the required document show simultaneously.
- Please ensure that the attachment is not protected or not in a version that is not universally accessible.

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Unofficial Transcripts

- Transcripts are required to be uploaded showing ***all*** pre-requisite courses completed with a final grade, from every institution that granted you the credits.
- If you are a CCC student, you will still need to upload your unofficial transcript to this application.
- If your pre-requisite is a transfer course, you must attach the transcript from the institution that granted you the credits (the institution that you took that specific class with).
- Please not send official transcripts to us with the application, as they will not be attached to your application. If your school only provides official transcripts, send them to yourself, open them, and scan them as a document attachment to your application.
- If you do not have ENG 101, ENG 102, or MAT 140 (or higher) but have a Bachelor of Arts or Science degree, that can fulfill those requirements. An unofficial transcript must be included showing the degree has been conferred. Please discuss this with the Director of Nursing before submitting your application. For questions about calculating GPA, please reach out to the Director of Nursing/Allied Health.

NEX Test Results

- National League for Nursing, Nursing Entrance Exam (NLN NEX)
- A minimum score of the 50th percentile rank is required
- Tests taken within one year (12 months) will be accepted
- No more than 2 attempts during each application cycle (at least 28 days must separate each attempt)
    - March application deadline testing: January and February
    - September application deadline testing: July and August
- In person testing only is allowed (no Proctor360 testing will be accepted)
- Please refer to the Nursing Information webpage for details on registering and preparing for the test as well as testing dates

CNA or LNA License Verification

- Verification from the Board of Nursing is sufficient that lists your name, license number, indication that it is "active," and expiration date.
    - Your CNA or LNA license must be active at the time the application is due.
    - Please download your report instead of taking a screen shot.
    - Download your license here: Verify a CNA or LNA license.
- If you have taken the Nursing Assistant (NA) course the semester immediately prior to the application deadline (i.e., Fall semester for March deadline and Summer semester for September deadline) then you may provide proof of completing your NA course instead. Your NA course ***cannot*** be in progress when you apply.
    - This proof must be in the form of the Certificate of Completion granted to you at the end of your program.
    - You must be able to provide proof of a valid CNA or LNA license by the date listed on the acceptance packet to enroll our nursing program. Therefore, it is highly recommended that you apply for your CNA or LNA license as soon as possible, as the AZBN response times vary.

Healthcare Experience Verification Form (OPTIONAL)

If you attested "yes" to either employment or volunteer healthcare work, you must provide a form of verification. We prefer that you use our Healthcare Experience Verification Form, which can be found under Forms on the CCC Nursing Program Webpage. If a verification form is not provided, then we cannot appoint the Healthcare points to your application.

Please Note the Following

Upon provisional acceptance to the nursing program, various health records, AHA BLS Provider certification, and criminal background check are required to be provided. If these items are not provided (or the criminal background check identifies a history) by the specified due date, your admission will be revoked.
CCC shall not be held liable if a student is unable to qualify for licensure or certification in any jurisdiction.