PATIENT CARE TECHNICIAN/GERIATRIC NURSING ASSISTANT PROGRAM

ADMISSION REQUIREMENTS

ROLLING ADMISSION

ANNE ARUNDEL COMMUNITY COLLEGE

School of Health Sciences
Dear Prospective Patient Care Technician/Geriatric Nursing Assistant Student,

The Department of Nursing of Anne Arundel Community College offers health care courses leading to entry-level positions in the health care industry. Students with no previous educational or work experience will be offered the opportunity to choose courses to prepare to work as a patient care technician or geriatric nursing assistant.

**NUR 100**  
**Patient Care Technician/Geriatric Nursing Assistant**  
6 credit hours — 45 hours of lecture, 30 hours of college laboratory and 60 hours of clinical practice per course; one term. Develop skills to function as a patient care assistant in the hospital setting. Engage in lecture, simulated practice of nursing skills in college laboratory and clinical practice in the hospital and extended-care facility. The Maryland Board of Nursing has approved this course as meeting requirements to become a Certified Nursing Assistant. The State of Maryland Department of Health and Mental Hygiene has endorsed this course as meeting requirements for the state registry exam for geriatric nursing assistants. There is a fee for the state registry exam. Lab fee $50.  
Prerequisite: Acceptance into the Patient Care Technician program or permission of department chair.

**NUR 103**  
**Advanced Patient Care Technician**  
6 credit hours — 45 hours of lecture, 30 hours of college laboratory and 60 hours of clinical practice; one term. Practice advanced skills and obtain the clinical experience necessary to work as an advanced-level technician in area hospitals. Lab fee $150.  
Prerequisite: Acceptance into the Advanced Patient Care Technician program.

There is an application process for each course. Classes meet evenings and weekends.

To learn more about enrolling in the Patient Care Technician/Geriatric Nursing Assistant and Advanced Patient Care Technician program you must attend an information session. The purpose of the information session is to explain the course requirements, the admission process and the registration procedure. You must meet the necessary requirements before you will be selected into these courses. Each program has an admission process. Attendance at an information session is required. Please call 410-777-7310 for dates and times or you may view the schedule by visiting www.aacc.edu/healthsciences.

I look forward to meeting with you at one of the information sessions.

Sincerely,

[Signature]

Dawn Teeple, M.S.N., RN  
Coordinator, Special Nursing Programs  
School of Health Sciences  
E-mail: dmteeple@aacc.edu  
Phone: 410-777-7074

[Signature]

Tammie Neall, MS, MT (ASCP)  
Admissions/Advisement Coordinator  
School of Health Sciences  
E-mail: tdneall@aacc.edu  
Phone: 410-777-7217
Admission Requirements

Application Submission

Students will be admitted to the Patient Care Technician/Geriatric Nursing Assistant program on a rolling admission basis. There is no application deadline. Students will apply for the Patient Care Technician/Geriatric Nursing Assistant program only after meeting all academic and admission criteria. Once the applicant’s admission criteria have been verified, that student receives conditional acceptance for the next available seat. Applications will be rejected if incomplete. Incomplete applications will be sent back to the student and can be resubmitted once they are complete. Students need only apply once to the program, providing their application is complete. A future seat will be slotted for them once the student meets the criteria for admission. Applications are available on the website https://www.aacc.edu/nursing/pct_intro.cfm. Applications are to be submitted to Florestano Building room 100.

Information session

• Attendance at an information session is required. Please call 410-777-7310 for dates and times or view the schedule by visiting www.aacc.edu/healthsciences
• No registration, no cost.

Placement Testing

Students must be admitted to Anne Arundel Community College before taking placement tests. Placement tests must be taken before registering for scheduled classes.

English

Students must demonstrate eligibility for ENG 002 and Reading 027 for PCT/GNA and eligibility for ENG 111 for Advanced PCT as evidenced by one of the following:

• Satisfactory ACT or SAT scores according to the college standard. If available, please submit a copy of the scores to the Records office. OR

• Satisfactory scores on the English Placement Test.* OR

• Successful completion of noncredit developmental English requirements as determined by ACT, SAT or English Placement Test scores.* OR

• Transfer of credits for ENG 111 from other institutions or credits awarded on basis of CLEP, advanced placement exam or honors English course.*
**College Admission Information**

Students who wish to enroll in the Patient Care Technician/Geriatric Nursing Assistant program at Anne Arundel Community College must complete a college application. To facilitate enrollment, bring a copy of ACT, SAT, or advanced placement scores and unofficial college transcripts to Counseling, Advising and Retention Services. Students who transfer should follow the usual procedures for sending official transcripts to the college Records office. If no previous college courses have been taken and students do not have ACT/SAT English scores, college placement tests will be necessary.

Students can apply to Anne Arundel Community College online at [www.aacc.edu](http://www.aacc.edu). Paper copies of the college application are available in the college’s Admissions office upon request.

**Advising**

New students should contact Counseling, Advising and Retention Services at 410-777-2307.

Students who are transferring general education requirements should have official transcripts sent directly to the college Records office. In order to facilitate evaluation of transfer credits to meet academic requirements, official transcripts from ALL previously attended institutions of higher education must be submitted in a timely manner.

**Mathematics**

- Completion of Accuplacer AACC mathematics placement test.
- Eligibility for MAT 010 or higher as verified through Accuplacer mathematics test scores or transfer of college mathematics course.

*English and Math Placement Tests may be taken in the Testing Center (for times and location, call 410-777-2375). Information on CLEP is available in the Testing Center.*

**Additional Information**

- Remedial and tutorial services are available to students, call 410-777-2642.
- Upon completion of the PCT/GNA program, students will be eligible for certification examinations.
- The program provides practical hands-on experience.
- Students must complete all required courses with a grade of “C” or better.
- Qualified applicants under the age of 18 are eligible to complete the PCT/GNA course sequence at AACC and apply for state certification. However, the Maryland State Board of Nursing mandates individuals must be 18 years of age or older to seek employment.
Application/Selection Process

- Patient Care Technician/Geriatric Nursing Assistant applications are available on campus in Florestano 100 and on the college website. Eligible students desiring entry must return the completed application to the School of Health Sciences office (FLRS 100). Completed applications will be accepted on a rolling basis.

  - Incomplete applications will not be considered and will be returned to the applicant.

  - Students eligible to submit applications for selection are those who have completed all of the admission and academic requirements by the date the application is submitted.

  - Completed applications will be reviewed and students will receive an email indicating that their application is complete. Please make sure that you check your email regularly. This is the responsibility of the applicant.

  - Initial selection to the class will be made according to the criteria listed in the section “Selection Criteria” following evaluation of application.

  - As seats become available eligible applicants will receive a letter assigning them to Conditional Acceptance.

  **Conditional Acceptance:** Applicants who have met the academic and admission requirements and have been selected for class. Final acceptance into the program shall be contingent upon satisfactory completion of a criminal background check and satisfactory completion of a health examination record. With the letter, conditionally accepted students will receive the Health Examination Record with Instructions and Criminal Background Check Instructions to be completed by a designated date. Conditional Acceptance candidates who do not meet this deadline will not be considered for admission and the next person on the list will be contacted.

  Qualified applicants not initially chosen for conditional acceptance will be notified of selection when a seat becomes available. These applicants do not have to reapply.

Advanced Patient Care Technician Selection

- Current AACC PCT/GNA students will be given first priority for the sequential Advanced PCT class.

- Current PCT/GNA students will complete a form during the PCT/GNA course indicating that he/she will enroll in the Advanced PCT course the following semester, contingent on passing the PCT/GNA course with a grade of C or better. These students do not have to resubmit a program application.
• All students entering the Advanced Patient Care Technician Program must have an active CNA certification to be eligible to register for NUR103.

• Current PCT/GNA students who elect to not enroll in the Advanced PCT course the following semester will have to resubmit a program application if they should decide to do so at a later date.

• Advanced PCT applicants must have completed AACC’s PCT/GNA class with a grade of “C” or better within the last two years to be eligible for selection.

• Advanced PCT applicants must meet the ENG 111 eligibility requirement.

• Advanced PCT applicants who have not taken the PCT/GNA class at AACC must submit the following at the time of application.
  
  o Letter from current employer on letterhead stating they are currently working in the profession.
  
  o Copy of active CNA certification.

• Advanced PCT applicants currently enrolled in the Center for Applied Technology North or South Nursing Assistant program must submit a letter, on school letterhead, from his/her instructor verifying successful completion of clinical experience in lieu of employment.

---

Selection Criteria

The criteria used to select the Conditional Acceptance and Wait List candidates will be applied in the following order:

1. First consideration will be given to candidates whose resident address is in Anne Arundel County for at least three months prior to the date the application is submitted.

2. An Address Verification form must be completed and submitted with the application as part of the application process. In addition, each applicant will be required to submit two proofs of residency as described on the form. For questions concerning address verification requirements, please call 410-777-2721.

3. Satisfactory completion of all academic and admission requirements.

4. Final acceptance into the program shall be contingent upon satisfactory completion of a criminal background check and satisfactory completion of a health examination record and submission of copy of appropriate CPR card.
Technical Standard Requirement

1. Students conditionally accepted to the program will be required to complete the Health Examination Record. Once a physician certifies that the candidate meets the technical standard requirement (defined in #2 below) as established by the department within the scope of practice of the profession, and the department receives and concurs with the physician’s certification, the candidate will be considered as having met the technical standard requirement.

2. Qualification: Good physical and mental health.

Admission Criteria (Technical Standards): Student must be free of contagion and possess sufficient stamina with or without reasonable accommodations, as may be required by law, and mental stability to fulfill the requirements of the program and the customary requirements of the profession:

• Work for 8-12 hours performing physical tasks requiring sufficient strength and motor coordination without jeopardy to patient and student safety as, for example, bending, lifting, turning and ambulating patients.
• Perform fine movements and be able to manipulate instruments and wide variety of equipment according to established procedure and standards of speed and accuracy.
• Establish and work toward goals in a consistently responsible, realistic manner.
• Have auditory ability sufficient to monitor and assess health needs (for example: communicate verbally, in an effective manner, with patients and other personnel).
• Have visual ability sufficient for observation and assessment necessary for patient care (for example: read and process patient-related information like patient charts and requisitions).
Criminal Background Checks

All health sciences students who are offered admission and/or clinical placement will be required to submit to a complete criminal background check and urine drug screen. All student applicants’ final acceptance in the program shall be contingent upon satisfactory completion of a criminal background check and of a urine drug screen.*

All letters of acceptance shall state that the acceptance is conditional and contingent on submission to a criminal background check and urine drug screen—as may be required by the program—that results in satisfactory reports. If an accepted student tests positive for an illegal or un-prescribed drug, the student shall be denied admission or terminated from any health sciences program.

Separate, additional criminal background checks and urine drug screens may be required by clinical sites prior to placements. Students with an unsuccessful background check or urine screening who are denied by a clinical site that is required to meet program competencies shall be dismissed from the program and their registrations shall be withdrawn from courses related to the program of study. If the student tests positive for an illegal or un-prescribed drug, the student shall be denied admission or terminated from any health sciences program even if a denied placement was not required to meet program competencies. Successful reports of criminal background checks and urine drug screens do not assure eligibility for specific clinical site placement, program completion, and/or eligibility to sit for professional licensure/board examinations.

Students are reminded that licensing boards for certain health care occupations and professions may deny, suspend, or revoke a license or may deny the individual the opportunity to sit for an examination even if the individual has completed all program course work if it is determined that an applicant has a criminal history or has been convicted of, or pleads guilty, or pleads nolo contendere or the like to a felony or other serious crime.

Successful completion of a health sciences program of study at Anne Arundel Community College does not guarantee licensure, the opportunity to sit for a licensure examination, certification or employment in the relevant health care occupation.

Students may be automatically denied admission or, if enrolled, dismissed from the program if they have not been truthful or have provided inaccurate information on the application or on any other form or submission. Students who have questions or concerns are encouraged to contact the Health Sciences Admissions Office at healthsciences@aacc.edu.

* Notwithstanding the statements herein regarding urine drug screens, as of September 2010, only certain programs will be requiring drug screening. AACC shall inform students which programs presently require them. However, AACC, at any time, has the right, upon notice, to require any and all students in any and all programs to comply with drug screening.

PLEASE NOTE:

AACC will only accept criminal background checks performed by a college approved vendor. Criminal background checks are completed online and must be paid for by the student. Information and instructions are given to applicants once accepted.
**CPR Certification**

Conditionally accepted students must successfully complete the American Heart Association Basic Life Support CPR for Health Care Providers. CPR certification must be valid through the end of the program.

**Photo Identification**

Applicants are required to submit a photocopy of their MD Driver's license or a photocopy of a government issued photo I.D. attached to their application to the program.
# Tuition/Fees *

## Patient Care Technician/Geriatric Nursing Assistant – NUR 100 (6 credits)

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 630.00</td>
<td>Tuition ($105.00 per credit hour for Anne Arundel County residents)</td>
</tr>
<tr>
<td>$  50.00</td>
<td>Lab Fee</td>
</tr>
<tr>
<td>$  25.00</td>
<td>Registration Fee</td>
</tr>
<tr>
<td>$ 144.00</td>
<td>Student Fee ($24.00 per credit hour)</td>
</tr>
<tr>
<td>$ 849.00</td>
<td>Total</td>
</tr>
</tbody>
</table>

**Additional Expenses:**

<table>
<thead>
<tr>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 121.00</td>
<td>CPR (approximate)</td>
</tr>
<tr>
<td>$  63.50</td>
<td>Criminal background Check/Medical Document Manager</td>
</tr>
<tr>
<td>$ 150.00</td>
<td>Immunizations (approximate)</td>
</tr>
<tr>
<td>$ 100.00</td>
<td>Uniforms and shoes (approximate)</td>
</tr>
<tr>
<td>$  20.00</td>
<td>CNA Certification</td>
</tr>
<tr>
<td>$  65.00</td>
<td>Licensing Background when applying for CNA license if not previously done.</td>
</tr>
<tr>
<td>$  77.00</td>
<td>Books and supplies (explained below)</td>
</tr>
<tr>
<td>$  95.00</td>
<td>GNA Testing</td>
</tr>
<tr>
<td>$ 691.50</td>
<td>Total Additional Fees (approximate)</td>
</tr>
</tbody>
</table>

**Total Tuition and Fees (approximate)**: $1540.50

### Books:

The following books and supplies must be purchased in the College Bookstore for NUR 100 (PCT 1):

- Anne Arundel Community College Patch (Nursing) $ 4.00
- Textbooks required for NUR 100 $73.00

**Approximate Total** $ 77.00

* Tuition and fees are subject to change
Advanced Patient Care Technician – NUR 103 (6 credits):

$ 630.00  Tuition ($105.00 per credit for Anne Arundel County residents)
$ 150.00  Lab Fee
$  25.00  Registration Fee
$ 144.00  Student Fee ($24.00 per credit hour)
$ 949.00  Total

Additional Expenses:

$  95.00  CPR (approximate-if not previously completed)
$  63.50  Criminal Background Check/Medical Document Manager
  (if not previously completed)
$  20.00  CNA License (if not previously completed)
$  65.00  Licensing Background when applying for CNA license (if not previously completed)
$ 100.00  Immunizations (approximate)
$ 109.00  Uniforms and shoes (approximate)
$ 116.00  Books and supplies (explained below)
$1517.50  Total Additional Fees (approximate)

The following books and supplies must be purchased in the College Bookstore for both NUR 100 and NUR 103:

- Anne Arundel Community College Patch (Nursing) $  4.00
- Textbooks required for NUR 100 and NUR 103 $112.00

  Approximate Total $ 116.00

*If you completed NUR 100 in the previous semester, these requirements may have already been met. The Health Sciences Admissions office will advise.*
Certification as a Certified Nursing Assistant

Upon successful completion of the PCT/GNA course, students are eligible to take the statewide examination to become a Certified Nursing Assistant (CNA). Passing this examination will make you eligible to work in long-term care facilities. The cost for this examination is $95.00 plus $20.00 after passing the examination to be placed on the Maryland Registry.

If you have any questions about the course requirements, please contact Professor Dawn Teeple, Coordinator, FLRS 334, 410-777-7074, or e-mail: dmteeple@aacc.edu. For information on the Health Examination Record, please contact Ms. Tammie Neall at 410-777-7217 or tdneall@aacc.edu.

Attendance

A tentative class schedule will be given to you after acceptance into the course. The “official” schedule will be distributed the first day of class. Attendance at every clinical and college lab session is a requirement by the MD Board of Nursing. If you cannot attend every college lab and clinical lab, you should not plan to take the course or complete the Health Examination Record.

Uniform Requirements

The uniform requirements will be discussed at the orientation. Uniforms will be worn only for the clinical experience (hospital and long-term care facility).

May 2015

Notice of Nondiscrimination: AACC is an equal opportunity, affirmative action, Title IX, ADA Title 504 compliant institution. Call Disability Support Services, 410-777-2306 or Maryland Relay 711, 72 hours in advance to request most accommodations. Requests for sign language interpreters, alternative format books or assistive technology require 30 days’ notice. For information on AACC’s compliance and complaints concerning sexual assault, sexual misconduct, discrimination or harassment, contact Kelly Koerner, J.D., federal compliance officer, at 410-777-7432 or Maryland Relay 711.
## TESTING CENTER LOCATIONS

www.aacc.edu/testing

<table>
<thead>
<tr>
<th>Location</th>
<th>Phone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Arnold</strong></td>
<td>410-777-2375</td>
<td><a href="mailto:testing-arnold@aacc.edu">testing-arnold@aacc.edu</a></td>
</tr>
<tr>
<td>Student Union Building (SUN 240)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Arundel Mills</strong></td>
<td>410-777-1915</td>
<td><a href="mailto:testing-amil@aacc.edu">testing-amil@aacc.edu</a></td>
</tr>
<tr>
<td>AACC @ Arundel Mills (AMIL 112)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Glen Burnie Town Center</strong></td>
<td>410-777-2906</td>
<td><a href="mailto:testing-gbtc@aacc.edu">testing-gbtc@aacc.edu</a></td>
</tr>
<tr>
<td>Glen Burnie Town Center (GBTC 208)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fort Meade</strong></td>
<td>Call for appointment and location. 301-677-6421 Military I.D. Required</td>
<td></td>
</tr>
</tbody>
</table>

**Arundel Mills**
Location: AACC @ Arundel Mills (AMIL 112)
Phone: 410-777-1915
E-mail: testing-amil@aacc.edu
Hours:
Monday – Thursday: 10:00 a.m. – 8:00 p.m.
Friday: 10:00 a.m. – 2:00 p.m.
Saturday: 9:00 a.m. – 1:00 p.m.

**Glen Burnie Town Center**
Location: Glen Burnie Town Center (GBTC 208)
Phone: 410-777-2906
E-mail: testing-gbtc@aacc.edu
Hours:
Monday: 9:00 a.m. – 12:00 p.m.
& 1:00 p.m. – 5:00 p.m.
Tuesday – Thursday: 12:00 p.m. – 4:00 p.m.
& 5:00 p.m. – 8:00 p.m.
Friday: Closed
Saturday: 9:00 a.m. – 1:00 p.m.

**Fort Meade**
Call for appointment and location. 301-677-6421 Military I.D. Required

---

**MATHEMATICS AND ENGLISH**

**ACCUPLACER TEST PREPARATION and SAMPLE:**
https://www.aacc.edu/testing/file/AACCprepbook.pdf

---

*MUST PRESENT A PHOTO ID AT ALL LOCATIONS*

Please check http://www.aacc.edu/collegecalendar/ for college closings.

---

Notice of Nondiscrimination: AACC is an equal opportunity, affirmative action, Title IX, ADA Title 504 compliant institution. Call Disability Support Services, 410-777-2306 or Maryland Relay 711, 72 hours in advance to request most accommodations. Requests for sign language interpreters, alternative format books or assistive technology require 30 days’ notice. For information on AACC’s compliance and complaints concerning discrimination or harassment, contact Kelly Koermer, J.D., federal compliance officer, at 410-777-2607 or Maryland Relay 711.