



**MESA  
COMMUNITY COLLEGE**  
A MARICOPA COMMUNITY COLLEGE


# 2025 MCC NURSING STUDENT COMPLIANCE GUIDE

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1833 W Southern Ave  
[mesacc.edu/nursing](https://mesacc.edu/nursing)

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# WELCOME MESSAGE

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Dear Incoming Nursing Students,

Get ready to embark on an incredible journey filled with compassion, knowledge, and the profound joy of helping others. We are thrilled to welcome you to our nursing family, where each one of you plays a vital role in shaping the future of healthcare.

As you step into this noble profession, remember that you are not just entering a career, but a calling. Nursing is a journey of endless opportunities to make a difference in the lives of individuals, families, and communities. Your dedication, empathy, and commitment to care will touch countless hearts and leave a lasting impact on those you serve.

Here, at Mesa Community College, we are dedicated to providing you with the finest education, support, and resources to nurture your growth and development as future healthcare leaders. From state-of-the-art facilities to experienced faculty members, we are here to guide and inspire you every step of the way.

Embrace the challenges with courage, for they are the stepping stones to your success. Cherish the moments of learning, for they will enrich your understanding of humanity and healing. And above all, hold onto the passion that ignited your desire to become a nurse, for it will fuel your journey through every triumph and trial.

Together, let us celebrate the profound privilege of serving others with compassion, kindness, and unwavering dedication. Welcome to the incredible world of nursing—where every smile, every touch, and every act of care has the power to transform lives.

Welcome aboard, future healers! Your journey begins here, and we couldn't be more excited to have you join us.

MCC Nursing Department

# MEET THE NURSING TEAM

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## **Diana Breed**

Nursing Department Chair  
diana.breed@mesacc.edu

## **Laken Collins**

Nursing Program Advisor  
laken.collins@mesacc.edu

## **Chris Saiz**

Nursing Program Advisor  
chris.saiz@mesacc.edu

## **Ashley Mayfield**

Admin Specialist Sr  
ashley.mayfield@mesacc.edu

## **Nahomy Gallegos**

Admin Specialist Sr  
ilka.gallegos.fraijo@mesacc.edu

## **Maria Torkkola**

Compliance Officer  
maria.torkkola@mesacc.edu

## **Wes Anderson**

Block I Lead Faculty  
charles.foster@mesacc.edu

## **Gwen Metz**

Block II Lead Faculty  
gwendolyn.metz@mesacc.edu

## **Elizabeth Crandall**

Block III Lead Faculty  
elizabeth.crandall@mesacc.edu

## **Lisa Baba**

Block III Lead Faculty  
lisa.baba@mesacc.edu

Please use this guide in conjunction with the Mesa Community College Nursing Department Compliance Process video on our compliance webpage for detailed instructions on each step.

Visit: <https://www.mesacc.edu/departments/nursing/advising-information/health-and-safety-compliance>

## 1. Level 1 Fingerprint Clearance Card Application and Fingerprinting

You are required to maintain a current Level 1 Fingerprint Clearance card from the Arizona Department of Public Safety throughout your time in the Nursing program. If you have a current level 1 fingerprint clearance card that will not expire through the semester, you may skip this step. AZDPS suggests requesting FCC renewal 6 months prior to expiration to ensure seamless coverage.

- Visit [AZDPS.GOV](http://AZDPS.GOV) and click on the Fingerprint Clearance Card tile.
- Click apply for a card and proceed to **create an online account**.
- You will choose Non-IVP, health sciences student and clinical assistant.
- Register at [FieldPrint](http://FieldPrint) if you are submitting your prints via digital scan (fastest method!)
- Allow 4 – 6 weeks to receive your card in the mail. You will need the physical card in order to be compliant in this category. Receipt of application is not acceptable.

If you have questions regarding the level 1 fingerprint clearance card application process, please contact [AZDPS](http://AZDPS) directly for assistance.

DPS Clearance Card Team (602)223-2279

<input type="checkbox"/> DES-DAAS-Division of Aging & Adult Services - ARS § 46-141*	<input type="checkbox"/> ADDE-Dental Hygienist Licensure - ARS § 32-1284 §67
<input type="checkbox"/> DES-DDD/HCBS - Home & Community Based Services - ARS § 36-594.01*	<input type="checkbox"/> ADDE-Dentist Certification - ARS § 32-1297.01 §67
<input type="checkbox"/> DES-DDD - Developmental Home Licensure - ARS § 36-594.02* §65	<input type="checkbox"/> AZ Board of Fingerprinting-Members & Staff - ARS § 41-619.52* & ARS § 41-619.53* §67
<input type="checkbox"/> DES-Employee - ARS § 41-1966* §67	<input type="checkbox"/> AZ Charter School Board-Member/Applicant - ARS § 15-183(C)(4)
<input type="checkbox"/> DES-IT Position - ARS § 41-1969* §67	<input type="checkbox"/> AZ Dept. of Agriculture-Industrial Hemp License - ARS § 3-314
<input type="checkbox"/> DES-Employee or Contractor with access to Federal Tax Information - ARS § 41-1969* §67	<input type="checkbox"/> AZ Dept. Real Estate-Licensure - ARS § 32-2108.01 §67
<input type="checkbox"/> DES-JOBS Program - ARS § 46-141*	<input type="checkbox"/> Department of Juvenile Corrections-Licenses or Contract Provider - ARS § 41-2814(B)
<input type="checkbox"/> DES-WIOA-Workforce Innovation & Opportunity Act - ARS § 46-141*	<input checked="" type="checkbox"/> Health Science Student & Clinical Assistant - ARS § 15-1881 §65
<input type="checkbox"/> DES-Domestic Violence/Homeless Shelter - ARS § 36-3008 and § 46-141*	<input type="checkbox"/> Juvenile Probation-Supreme Court, County Attorney or other Contract Provider Employee or Volunteer - ARS § 8-322
<input type="checkbox"/> DHS-Child Care and Vulnerable Adult Facilities Inspections - ARS § 36-113.E* §67	<input type="checkbox"/> BTR-Home Inspector Certification - ARS § 32-122.02 §67
<input type="checkbox"/> DHS-Child Care Group Home; Certification, Employees or Volunteers - ARS § 36-897.01 & ARS § 36-897.03*	<input type="checkbox"/> BTR-Controlling Person Certification - ARS § 32-122.05 §67
<input type="checkbox"/> DHS-Child Care Employees & Volunteers - ARS § 36-883.02*	<input type="checkbox"/> BTR-Alarm Agent Certification - ARS § 32-122.06 §67
<input type="checkbox"/> DHS-Child Care Facility Licensure - ARS § 36-882* §67	<input type="checkbox"/> AZ Game and Fish - ARS § 17-215*
<input type="checkbox"/> DHS-Children's Behavioral Health Programs Employees and Volunteers - ARS § 36-425.03	<input type="checkbox"/> AZ Schools for the Deaf & Blind-Superintendent - ARS § 15-1330 §67
<input type="checkbox"/> DHS-Residential or Nursing Care Institutions; Home Health Agencies - Employees and Volunteers - ARS § 36-411	<input type="checkbox"/> BPT-Physical Therapist & Assistants Licensure - ARS § 32-2022 §67
<input type="checkbox"/> DHS-Nursing Care Administrators & Assisted Living Facility Managers - ARS § 36-448.04	<input type="checkbox"/> BMT-Massage Therapist Licensure - ARS § 32-4222 §67
<input type="checkbox"/> DHS-Arizona State Hospital - ARS § 36-207*	
<input type="checkbox"/> DHS-IT Positions and/or Access to Vital Records - ARS § 36-113.A* §67	



AZ DPS Level 1 Fingerprint Clearance Card

## 2. Obtain BLS CPR Card through the American Heart Association

Complete a BLS CPR/Healthcare Provider course through the [American Heart Association](#). The class must be in person with hands-on training to be accepted. Your issued BLS/CPR certification card should show your name, date of issue and expiration. It should stay valid throughout the time you are in the course. It must have the American Heart Association logo on the card. You will upload this document to American Databank/Complio for verification and approval.

[Find a class near you.](#)

MCC offers BLS CPR Certification through the Exercise Science department. It is a 0.5 credit class. Please email Julie Freeman for availability and enrollment.

[Julie.freeman@mesacc.edu](mailto:Julie.freeman@mesacc.edu)

BASIC LIFE SUPPORT		BASIC LIFE SUPPORT	
<b>BLS Provider</b>	 American Heart Association.	Training Center Name	
The above individual has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Basic Life Support (CPR and AED) Program.		Training Center ID	
Issue Date	Recommended Renewal Date	TC Address	
		TC Phone	
To view or verify authenticity, students and employers should scan this QR code with their mobile device or go to <a href="http://www.heart.org/cpr/mycards">www.heart.org/cpr/mycards</a> .		Instructor Name	
		Instructor ID	
PL20C008/10/06/15-2025		© 2016 American Heart Association 15-3001 3/16	

### 3. American Databank/Complio (Referred to as Complio)

Incoming BLOCK I students should already have a current Complio account and a PASSED background check. **You will need to order the Immunization package** to track and update your health and safety documents for the remainder of your time in the MCC Nursing Program.

- Log into your Complio account.
- Click on Place New Order.
- When ordering your immunization package, select **MCCCD New Student**, Traditional and specify **Mesa CC** and Nursing. If your school is not set to Mesa CC, I will not be able to verify your compliance and you will not be registered.
- Order the 24 month immunization package to manage your health and safety documents.
  - **DO NOT ORDER THE DRUG SCREENING/THIS WILL BE COMPLETED ON A RANDOM DATE.**

If you have any questions regarding your complio account or need assistance, please contact  
*American Databank/Complio support 1-800-200-0853*

### 4. Sign your background check PASS certificate in Complio

Once your background check has been processed and you have been notified that you have passed, you will sign the background check PASS certificate located in the Complio platform.

- [Sign the PASS background check certificate to confirm compliance.](#)



If you have any questions regarding your complio account or background check please  
contact *American Databank/Complio support 1-800-200-0853*

## **5. Healthcare Statement of Clearance Form**

Make an appointment with your healthcare provider. They will need to fill out the healthcare statement clearance form. This can be filled out and signed by an MD, DO, Nurse Practitioner. The form can be found in the district health and safety packet linked below.

[Health and Safety Packet](#)

This is a great time to schedule any vaccines or blood draws for titers that you may need to complete your health and safety compliance. Carefully review all information on the [District Health and Safety Requirements Webpage](#) for complete instructions.

## **6. Gather your vaccination records/Upload to your Complio Account**

All vaccination records must include:

- facility name
- healthcare provider information/letterhead
- date of vaccination or test
- your full name

Records will not be accepted if:

- handwritten
- missing name
- missing dates
- hard to read/illegible or blurry

[Health and Safety Packet](#)

[District Health and Safety Requirements Webpage](#)

[Please watch the related Compliance Video for instructions on declinations.](#)

If you are in need of vaccines at no cost, please visit  
<https://www.maricopa.gov/4752/AdultImmunizations>  
You may request a free copy of your Arizona Immunizations here  
<https://irr.azdhs.gov/irr-form.php>



## 7. Wait for document approval in Complio and correct all errors!

This step is vital to completing your health and safety compliance. If one or more of your documents is declined or rejected in Complio, please do the following to troubleshoot the issue. Please note that *it can take up to a week for documents to be approved after submission. Be patient!*

If you receive a rejection:

- Read Complio's explanation for rejection and correct the issue. Resubmit for approval and wait.

AND/OR

- Look at your document carefully. Does it meet the criteria below?
  1. clearly shows full name, date of service, facility and provider name
  2. legible/not blurry/no information cropped out
  3. not expired
  4. assigned to the correct section\*

## Checkpoint!

Your Complio account should have GREEN check marks next to each requirement EXCEPT for the drug screening and any vaccines that are being declined.

Categories	
✓	MMR
✓	Varicella
✓	Hepatitis B
✓	Tuberculosis
✓	Tdap
✓	Influenza
✓	CPR Certification
✓	DPS Level-One Fingerprint Clearance Card
✓	American DataBank Background Check
✗	American DataBank Drug Screening
✓	Healthcare Clearance Form
✓	Healthcare Student Manual
✓	Photo ID
✓	Photograph
✓	COVID-19

## 8. Create and Pay for a My Clinical Exchange Account

- [Create a My Clinical Exchange \(MCE\) account](#) using your Maricopa.edu email address through the provided link. Ensure the use of your institutional email for professional correspondence.
- Select "Nursing" as your program during the account setup process.
- [After setting up your MCE account, integrate your American Databank/Complio account with MCE.](#) This step facilitates the seamless transfer of verified documents from American Databank/Complio to MCE, allowing your assigned clinical sites to access them.
- If you already possess an MCE account associated with a different educational institution, update your school/program affiliation by navigating to Settings and selecting "Change Enrollment." Choose Mesa Community College as your school.
- Before linking your accounts, ensure that your documents are approved and accepted by American Databank/Complio.
- Verify that your documents have successfully transferred and populated into MCE. Typically, vaccine documents should sync automatically without manual uploading.
- Complete all sections of your nursing checklist within MCE. Follow the instructions provided within each compliance section meticulously. For certain fields such as Date of Birth, Flu Clinic, Health Insurance, Last 4 digits of SSN, Proficiency in written and oral English, and Last 5 digits of SSN, enter typed responses as required.

Call My Clinical Exchange directly if you're having payment or linking issues.

phone: 1-800-521-0574 (Press 1, Press #, Press 4)

Hours: 9am-6pm Central Time, Monday-Friday

The screenshot shows the myClinicalExchange website. At the top, there is a dark blue banner with the text "Just announced: myClinicalExchange and HealthStream released the first-ever national survey of over 5,100 nursing & clinical students." and a button labeled "Read the Press Release". Below the banner is the myClinicalExchange logo and a navigation menu with links for HOME, LOGIN, REGISTRATION, ABOUT, and CONTACT. The REGISTRATION link is highlighted with a red circle. The main content area features a section titled "Streamline your Clinical Placement" with three bullet points: "Reduce Onboarding Time", "Get Organized with Automated Reporting", and "Improve Care Outcomes". Below this is a "Choose your Account" section with four buttons: "Hospital Staff Login", "School Staff Login", "Student Login", and "Consortium Login".

## **9. Follow Registration Instructions set by your compliance coordinator.**

Incoming Block I students must be fully compliant by 12/30/2024.

### **Double check:**

- All health and safety items in Complio and My Clinical Exchange are complete/accepted and green and should not expire before 5/6/2025.
- You have current admission to Mesa Community College for the upcoming semester.

If you are unsure of how to continue, please reach out to the compliance coordinator for your program.

Maria Torkkola  
Nursing Program Compliance Officer  
Maria.Torkkola@mesacc.edu

## Resources

- [2025-2026 MCC Academic Calendar](#) (tuition due dates included)
- [Admissions](#)
- [American Databank/Complio Main Page](#)
- [American Databank/Complio Student Guide](#)
- [American Databank/Complio Help Videos](#)
- [American Heart Association Find a Class](#)
- [AZDHS Immunization Record Request Form \(AZ Residents\)](#)
- [Background Check PASS Certificate Instructions](#)
- [Fingerprint Clearance Card Instructions](#)
- [Fingerprint Clearance Card Video](#)
- [Fieldprint Fingerprinting Services](#)
- [Maricopa Health and Safety Requirements](#)
- [My Clinical Exchange](#)
- [Sync ADB/Complio to My Clinical Exchange](#)
- [Transferring your School in My Clinical Exchange](#)
- [Vaccines at No Cost/Maricopa County](#)