



ADMISSIONS PROCEDURE
PRACTICAL NURSING

I. ADMISSION PROCEDURES

- A. The following items must be completed and be part of your student records at North Central State College before acceptance to the program can be determined. Explanations of each item follow:
1. Application to the college.
 2. Official copy of high school transcript or GED.
 3. COMPASS Assessment Test.
 4. Apply for Financial Aid (*if applicable*).
 5. NET/HOBET scores.
 6. Special Application for the Practical Nursing. **Must be completed by April 15th for consideration in the following Fall class, and by September 30th for consideration in the following Spring class.**

Note: An acceptable health physical and verification of immunizations, an acceptable Bureau of Criminal Identification and Investigation (BCI&I) report/FBI background check and drug screening is required in order to enter the technical (LPN) course sequence. The BCI&I check, FBI background check, and drug screening will be done at the college at the beginning of the clinical courses.

B. Explanation

1. Application to the College. The general application to North Central State College must be completed and submitted. A letter of acceptance to the college will be sent. Previous students of North Central State College who are re-entering need to update their application to the college.
2. High School Transcript or GED. An official copy of your high school transcript must be submitted. This needs to be ordered by you directly from your high school either in person or by using the North Central State Transcript Request form. High school seniors must have their final transcript on file with the college by June 15.

If you have not graduated from high school, General Education Development (GED) scores must be submitted with the following standards:

- Minimum score of 35 on each standard test.
- Minimum composite score of 45 on all five tests.

3. COMPASS Assessment Testing. All students must take the COMPASS Assessment Test before registering for classes. Contact the Admissions Office for more information.
4. Apply for Financial Aid (If applicable). Contact the Financial Aid Office for more information.
5. Nurse Entrance Test (NET). All students are required to take the NET. The minimum acceptable Composite Percentage Score (Combined Math and Reading) is 55%.

Applicants may retake the NET as often as they wish. It is suggested they allow at least three (3) months between testing. Academic classes may be taken during the three month interval as a means to improve the test score. Students who wish to prepare for this examination should refer to the NET or HOBET Study Guide available in the bookstore, library, and Student Success Center. For more information and test dates, contact the Student Success Center, or visit <http://www.ncstatecollege.edu/studentsvcs/SSC/NET.htm>.

Note: The HOBET test is the same as the NET test. If you have already taken the HOBET test, those scores will substitute with the same minimum acceptable score.

6. Special Application for the Practical Nursing Program. Once the above requirements are met, you need to complete the Application for Practical Nursing form. (This is not the same as the application to the college). This special application is available in the Health and Public Service Office, Room 201 of the Health Sciences Center, and must be completed there. It cannot be mailed to you, or completed online.

High school seniors applying to the program who will be graduating in the spring of the entering year may complete the special application to the program provided all the above requirements have been met and an official partial high school transcript is on file in the Student Records Office.

The Special Application to the Practical Nursing Program must be completed no later than April 15th for consideration in the following Fall class, and by September 30th for consideration in the following Spring class.

These pre-requisites are reviewed on an annual basis and may be revised for the next academic year. All upcoming revisions will be in place no later than January 31st of the previous academic year.

Important – It is your responsibility to notify the Student Records Office if your address or phone number changes. Failure to keep your contact information updated could prevent you from receiving important communication about your acceptance to the program, which could result in your name being removed from the Practical Nursing Application Pool.

C. Pre-Practical Nursing

1. Students who desire acceptance to the practical nursing program will be first accepted as pre-practical nursing students. This status neither implies nor guarantees eventual acceptance into the practical nursing program. Pre-practical nursing students may register for developmental, general, and basic courses only. **Students must complete all required developmental reading and writing course work (as identified by COMPASS test: classes that need to be completed before taking ENG101) and have a 2.0 GPA to begin the first quarter in the practical nursing program.**

II. ACCEPTANCE

- A. Only students who meet the preceding qualifications are eligible for acceptance into the practical Nursing Program. Once students meet the requirements and complete the Special Application to the Practical Nursing Program, they are placed in an application pool that is ranked according to the date/time of completion of the Special Application.

Students initially accepted into the program for the upcoming fall or spring quarter class will receive an official acceptance letter and must respond within the deadline noted in the letter. The student can indicate that they accept the position in the class and will begin, cannot start this year but wish to remain in the application pool (defer), or are no longer interested in the Practical Nursing Program. A student can defer a maximum of three (3) times. After the third deferral, you must accept your next appointment into the Practical Nursing Program or you will be removed from the application pool. Once removed from the application pool, you are required to meet current admission criterion and reapply to be placed back in the application pool.

- B. Students are first accepted into the Practical Nursing Program by using the date/time order of the Practical Nursing Application Pool. Once the selection process begins for a new class, 25% of the positions in the class will be accepted from the date/time list.

All remaining students in the application pool who have completed all four of the science courses in the Practical Nursing curriculum (BIO 101, BIO 121, BIO 122, and BIO 155) with a minimum grade of C minus, K credit, or X credit, will be ranked from highest to lowest according to their NET scores. **Students who have taken both BIO 145 and BIO 146 will be given credit for BIO 121. Students who have taken BIO 145, BIO 146, and BIO 147 will be given credit for both BIO 121 and BIO 122.** This new list is the NET/Science List. Ties in the NET scores will be broken by looking at the earlier date and time of the Special Application to the Practical Nursing Program and if needed, the earlier application to the college. The remaining 75% of the positions in the class will be filled from this list.

If any of the 75% of positions are not filled from the NET/Science List, all remaining students will be ranked from highest to lowest according to their NET scores.

All updates to the NET/Science List must be done by **May 1st** for consideration in the Fall Practical Nursing class, and by **October 15th** for consideration in the Spring Practical Nursing class. This includes completion of a science course, update to the Nursing Entrance Test (NET) score, and evaluation of college transcripts for transfer credit. **Transcripts from another college can take up to 30 days to be evaluated before transfer credit is awarded.** Any updates after the above dates will not be considered in the selection of the class as listed.

Once the fall or spring quarter practical nursing class is completely filled and the fall or spring quarter begins, the NET/Science List is inactivated. Students who wish to remain in the application pool for the following class selection must inform the Health and Public Service office no later than April 15th for consideration in the Fall class, and by September 30th for consideration in the Spring class.

This procedure is reviewed on an annual basis and may be revised for the next academic year. All upcoming revisions will be in place no later than January 31st of the previous year.

- C. An applicant for nursing must have the abilities and skills necessary for use of the nursing process. These skills include observation, communication and motor abilities. Technological compensation can be made for some disabilities in certain areas, but an applicant should be able to perform in a reasonably independent manner.

Success as a nursing student depends on many variables. Among them are academic ability and certain technical abilities or competencies. Most nursing positions involve standing for long hours and performing activities that require mobility. The Organization of Practical Nurse Educators recommends that the minimum acceptable mental and physical qualifications are:

1. Frequently work in a standing position and do frequent walking;
2. Lift and transfer 50 pounds 6 inches then push or pull 50 pounds up to 3 feet;
3. Lift and transfer patients from a stooped to an upright position to accomplish bed-to-chair and chair-to-bed transfers;
4. Ability to maneuver in small spaces;
5. Physically apply up to 10 pounds of pressure to bleeding sites, or in performing CPR;
6. Respond and react immediately to auditory instructions/requests/monitor equipment, and perform auditory auscultation without auditory impediment (**example**: listen to a patient's heart sounds through a stethoscope and respond immediately to any noted problems);
7. Physically perform up to a twelve-hour clinical laboratory experience;
8. Perform close and distant visual activities involving objects, persons and paperwork, as well as discriminate depth and color perception;
9. Discriminate between sharp/dull and hot/cold when using hands;
10. Perform mathematical calculation for medication preparation and administration
11. Communicate effectively, both orally and in writing, using appropriate grammar, word usage;
12. Make appropriate decisions in a timely manner under stressful situations;
13. Carry out procedures that prevent the spread of infection (**example**: frequent washing, using mask and gloves, etc)

These qualifications represent the minimum abilities necessary to successfully complete course and program objectives. The inability to meet these qualifications will interfere with meeting course and program objectives and, therefore, will result in termination from the program.

Applicants are responsible for determining their own eligibility in light of these qualifications; identifying to the college any potential problem areas, and recommending to the college any particular accommodation they may need. Students with disabilities who enter the program do so with the understanding they will be expected to meet course requirements, with reasonable accommodation that may be provided by the college.

Requests for reasonable accommodation will be evaluated by the nursing faculty and the Coordinator of Disability Services. Based on the college's review of the student's response to the qualifications, further evaluation may be required at the student's expense. For a diagnosed disability, it is the responsibility

of the student in need of services to **contact the Coordinator of Disability Services at least eight weeks before the quarter begins** in order that evaluation and services may be provided.

An applicant must possess the emotional health required for full utilization of his/her intellectual abilities. Applicants must be able to tolerate physically taxing workloads and to function effectively under stress.

The above is not intended to discriminate against persons who have physical handicaps that limit their ability to perform these tasks in an adequate manner. This policy protects and insures the safety of both the applicant and his/her clients.

- D. Upon graduation from the nursing program, students are eligible to take the licensing examination administered by the Ohio Board of Nursing. The Board will not approve applications for persons who have been convicted of the following crimes: aggravated murder, murder, voluntary manslaughter, felonious assault, kidnapping, rape, sexual battery, gross sexual imposition, aggravated assault, aggravated robbery & aggravated burglary.

III. PHYSICAL EXAMINATION/UNIFORMS

Students accepted to the practical nursing program will receive physical examination materials from the nursing department at the college. Each student must pass a complete physical with verification of immunizations/immunities and an acceptable Bureau of Criminal Identification (BCI&I) report/FBI background check and drug screening before being permitted to enter the clinical area.

Students are required to purchase uniforms. Purchasing information will be sent with physical examination materials. Uniform costs are estimated to be approximately:

Female students	\$350
Male students	\$350

IV. CARDIOPULMONARY RESUSCITATION CERTIFICATION

All practical nursing students are required to be certified in CPR before they will be allowed to start their clinical classes. This certification can be obtained through the American Heart Association, or North Central State College through the Health and Public Service Division (419) 755-4805. Current certification must be maintained throughout the program.

V. STATE TESTED NURSE AIDE CERTIFICATION

All incoming students must have a current State Tested Nurse Aide (STNA) Certification in order to begin their practical nursing clinical classes (PNR 151). North Central State College will be working in partnership with Madison Adult Education and Pioneer Adult Education to offer STNA classes, both day and evening. For more information about those classes contact Madison Adult Education at 419-589-6363 and Pioneer Adult Education at 419-347-7744.

Other facilities also offer STNA training, however; they may not include CPR (required for all incoming students) and First Aid in the curriculum. The classes through Madison and Pioneer will include American Heart CPR and Basic First Aid.

VI. ACADEMIC YEAR AND SCHEDULES

A new class is started spring quarter and fall quarter of each year. Lectures and demonstrations are given at the college. Clinical experience is concurrent with the classes and is scheduled in different health care facilities during the year. Students must be able to provide their own transportation.

VII. ACADEMIC STANDARDS

In order to begin your first quarter in the Practical Nursing program, you must maintain an accumulative grade point average of 2.00.

Students are required to obtain a minimum grade of C- or higher in the following courses in order to meet prerequisite requirements:

- BIO101 – Nutrition
- BIO121 – Basic Anatomy & Physiology I
- BIO122 – Basic Anatomy & Physiology II
- BIO155 – Microbiology

Any practical nursing student receiving a grade of less than C- in practical nursing classes cannot progress in practical nursing courses or meet graduation requirements. To proceed in the nursing program will require re-entering the program at a later date either as an advanced standing student or starting the practical nursing program from the beginning.

VIII. LIABILITY INSURANCE

Each student is required to carry professional liability insurance which must be in effect the entire time the student is enrolled in the PNR clinical classes. The insurance is purchased through the college and is automatically billed as part of PNR151 registration.

IX. RETURNING AND TRANSFER STUDENTS

Criteria for acceptance with advanced standing to the Practical Nursing program are available from the Admissions Office or the Nursing Department. All returning/transfer students must have an accumulative GPA of 2.00 or higher to be considered for acceptance with advanced standing. A student who does not meet this criteria may take courses as a Pre-Practical Nursing student thus making her/him eligible to complete an application for advanced standing to the Practical Nursing program.

1. Schedule an appointment with the Director of Nursing through the administrative assistant at (419) 755-4805.
2. Contact the Admissions Office and complete or update your Admissions Application at least two months prior to the start of the quarter you wish to enter.
3. Transfer students must have an official transcript of their previously completed college courses evaluated. Contact the Student Records Office to begin the process. You may also need to provide descriptions of your previously completed courses, and you should also be aware of deadline dates in the college catalog for transcript evaluations.
4. Complete the Health Sciences Re-entry Form. This is available in the Student Records Office. Your file will be sent to the nursing department to determine your eligibility for entry into the nursing program.
5. The Director of Nursing Programs will determine your eligibility for re-entry into the Practical Nursing Program. Once your file has been evaluated, you will be notified by the Nursing Department of the results.
6. Returning North Central State College students need to update their previous physical examination materials. Transfer students need to have a complete physical examination by your family doctor/certified nurse practitioner. Physical exam materials must be submitted prior to the first day of the quarter. Failure to follow through with this procedure will mean a student will not be accepted into the nursing sequence.
7. Admissions is based upon available space in the program and satisfactory completion of the criteria for acceptance with advanced standing.

X. IMPORTANT DATES

Fall Practical Nursing Class

- April 1st – Recommended deadline for transfer credit request
- April 15th – Deadline for Special Application for Practical Nursing
- May 1st – Deadline for all updates (GPA, classes completed, HOBET) to application

Spring Practical Nursing Class

- September 15th – Recommended deadline for transfer credit request
- September 30th – Deadline for Special Application for Practical Nursing
- October 15th – Deadline for all updates (GPA, classes completed, HOBET) to application

X. CONTACT FOR ADDITIONAL INFORMATION

North Central State College Admissions
419-755-4761

Student Success Center
419-755-4764

Financial Aid Office
419-755-4899

Health and Public Service Office
419-755-5635