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:

- **Application to the college.**
  
  The general application to North Central State College must be completed and submitted. The application can be completed in the Admissions Office in Kee Hall, or online at [http://www.ncstatecollege.edu/cms/admissions.html](http://www.ncstatecollege.edu/cms/admissions.html). Previous students of North Central State College who have not attended classes in at least one year will need to update their application to the college.

  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; this excludes the practical nursing courses with the PNUR prefix.

- **Nursing Information Session**
  
  You must arrange to attend one of the nursing information sessions. To schedule this meeting, contact the Health Sciences Office (419-755-4805).

- **Official copy of high school transcript or GED.**
  
  An official copy of your high school transcript must be submitted to the Student Records Office in Kee Hall. 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 available at [http://www.ncstatecollege.edu/cms/student-records.html](http://www.ncstatecollege.edu/cms/student-records.html). High school seniors must have their final transcript on file with the college by June 15, 2017. If you have not graduated from high school, General Education Development (GED) scores must be submitted with passing scores.

- **TEAS V scores.**
  
  You are required to take the TEAS V. The minimum acceptable Composite Percentage Score is 65%. If the composite scores are below the 65% minimum, a course of action will be recommended by ATI Testing, the company that distributes the exam, to help you prepare to take the exam again.

  The TEAS V may only be taken 3 times per calendar year. It is suggested they allow at least three months between testing. Academic classes may be taken during the three-month interval as a means to improve the test score. Tutoring is also available through the Tutoring Center located in Room 119 of the Fallerius Technical Center on campus.

  MATH 0074 and CHEM 1010 (or higher level courses) will be pre-requisites to the TEAS V.

  If you wish to prepare for this examination, refer to [www.atitesting.com](http://www.atitesting.com) for available study guides both in printed and online formats. For more information and test dates, contact the Student Success Center, or visit [http://www.ncstatecollege.edu/cms/student-success-center.html](http://www.ncstatecollege.edu/cms/student-success-center.html).

- **Special Application for the Practical Nursing program.** The application must be completed by **February 1, 2017** to be considered for the 2017 class.

  Once the above requirements are met (qualifying grades, scores, etc. on file), you need to complete the Special Application for Practical Nursing form. This is **not** the same as the general application to the college. This special application is available in the Health Sciences Office, Room 201-HS, and must be completed there. It cannot be mailed to you, nor is it available 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 February 1, 2017.** Students who do not complete the Special Application to the Practical Nursing Program before February 1st will be accepted as space is available or will be added to the application pool for 2018.
Important Notes!

- You must complete all required developmental course work as identified by COMPASS/ACCUPLACER test and have a 2.3 grade point average (GPA) to begin the first semester in the Practical Nursing program.
- You will be required to maintain a current State Tested Nurse’s Aide certification prior to the first semester in the Practical Nursing program.
- You will be required to maintain a current CPR certification for Health Care Provider throughout the Practical Nursing program.
- An acceptable health physical along with verification of required vaccinations will be required while in the Practical Nursing program.
- An acceptable Bureau of Criminal Identification and Investigation (BCI&I) report/FBI background check and drug screening is required in order to enter the Practical Nursing program. The BCI&I check, FBI background check, and drug screening will be done at the college at the beginning of the Practical Nursing program and the cost is included in the lab fees of the first nursing course. Upon graduation from the Practical 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, and/or aggravated burglary.
- 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 will result in your name being removed from the Practical Nursing Application Pool.

These pre-requisites are reviewed on an annual basis and may be revised for the next academic year.

Competitive Acceptance into the Program

Students in the Application Pool will be ranked based on (1) the number of science courses they have completed, or transfer credit that is part of the Practical Nursing Curriculum and (2) their TEAS V score: A 77% or above will be required in all courses taken Fall semester, 2012, or later that are part of the Practical Nursing curriculum to progress in the nursing program and meet graduation requirements. Rankings will be done in the following manner.

- Tier 1 All science courses completed, sorted by TEAS V composite score
- Tier 2 All science not completed, sorted by TEAS V composite score

In the event of ties, the date/time of the Special Application will be used.

All updates to the Competitive List must be done by end of fall semester. This includes completion of a science course, update to the TEAS V score (the NET and HOBET are no longer available), 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 fall semester will not be considered in the selection of the class for 2017.

Acceptance Letters and Responses

Students initially accepted into the program for the 2017 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 nursing program. A student can defer a maximum of two (2) times. After the second deferral, the student must accept the next appointment into the Practical Nursing program or be removed from the application pool. In the event that the response card is not returned, the student will be removed from the Practical Nursing Application Pool. Once removed from the application pool, the student will be required to meet current admission criterion and submit a new Special Application to be placed back in the pool.

This procedure is reviewed on an annual basis and may be revised for the next academic year.

What abilities and skills should an applicant to the Practical Nursing program be expected to demonstrate?

An applicant for practical nursing must have the abilities and skills necessary for use in the nursing process. These skills and abilities include observation, communication and motor ability. 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 practical nursing student depends on many variables. Among them are academic ability and certain technical abilities or competencies. Most practical nursing positions involve standing for long hours and performance of activities that require mobility. The Ohio Council of Associate Degree Nursing Education Administrators recommends that the minimum acceptable mental and physical qualifications are:

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

You are responsible to determine their own eligibility in light of these qualifications, to identify to the college any potential problem areas, and to recommend to the college any particular accommodation they may need. Students with a disability who enter the program do so with the understanding they will be expected to meet course requirements, with any 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 upon 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 semester 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.

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**What else should I know about the Practical Nursing Program?**

**Uniforms**

Practical nursing students are required to purchase uniforms. Purchasing information will be sent along with the physical exam materials.

**Academic Year and Schedules**

A new class is started once each year. Lecture 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.

**Academic Standards**

A grade of 77% or above will be required in all courses taken Fall semester, 2012, or later that are part of the Practical Nursing curriculum to progress in the nursing program and meet graduation requirements. If a student is unsuccessful and desires re-entering the program at a later date either as an advanced standing student or starting the nursing program from the beginning, the student must meet the admission procedures that are current at that time.
Liability Insurance
Each practical nursing student must carry liability insurance which must be in effect the entire time the student is enrolled. This price of the insurance is included in fees for the first semester practical nursing courses.

I am a returning or transfer students who has completed some nursing clinical classes, how do I apply?

Returning and transfer students must meet the criteria established by the nursing department. The criteria and procedure for admission with advanced standing is available in the Health Sciences Office. All returning/transfer students must have an accumulative GPA of 2.3 or higher to be considered for acceptance with advanced standing. A student who does not meet this criterion 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.

In addition, persons desiring to return or transfer to the nursing program must complete all of the following steps:

- Schedule an appointment with the Director of Nursing through the Sr. Administrative Assistant at (419) 755-4805.
- Contact the Admissions Office and complete or update your Admission’s Application at least two months prior to the start of the semester you wish to enter.
- 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.
- Complete the Health Sciences Re-entry Form. This is available in the Student Records Office or the Health Sciences office. Your file will be sent to the nursing department to determine your eligibility for entry into the nursing program.
- 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.
- 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 semester. Failure to follow through with this procedure will mean a student will not be accepted into the nursing sequence.
- Admission is based upon available space in the program and satisfactory completion of the criteria for acceptance with advanced standing.

Important Dates and Contact Information

Important Dates
February 1, 2017 – Deadline for Special Application for Practical Nursing
November 1, 2016 – Recommended deadline for transfer credit request
End of Fall semester – Deadline for all updates (science course completion, TEAS V) to the competitive list

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 Sciences Office - 419-755-4805