

PRACTICAL NURSING (LPN) ON MECC CAMPUS APPLICATION PROCESS FALL 2017

The Mountain Empire Community College Practical Nursing Program is a limited enrollment program that accepts a maximum of 30 students in the Spring Semester and 30 students in the Fall Semester. To apply for the Practical Nursing Program please complete the Practical Nursing Program Application Packet. If you are a new student or have not attended classes within the past year, you will also need to complete an Application for Admission to the College.

You may access this information from our website www.mecc.edu. Click the Admission tab for general college application. To access the Practical Nursing application please go to www.mecc.edu/programs/nursing-lpn or <http://www.mecc.edu/forms/>. Please print the packet, complete all sections, and send to Enrollment Services.

Adobe Acrobat is required and a link to download this is provided at the top of the page. It is strongly recommended that applicants apply early and make sure all official transcripts have been received by Enrollment Services.

The College reserves the right to refuse admission to any applicant completing an application after the advertised deadline, or to extend the deadline for admission applications to include any group of applicants without further notice.

The College reserves the right to change admission criteria as needed to meet program goals. Notice of any changes will be made public as soon as possible.

1) Important:

- a. Applicants must submit proof of: completion of 1-state accredited high school diploma, 2-home school diploma, or 3-GED.
- b. For High school graduates/GED recipients with less than twelve (12) transferable college credits completed, the cumulative high school GPA will be used. The GPA for GED recipients will be computed based on the total GED score.
- c. Applicants are solely responsible for completing and/or submitting the following items:
 - MECC application for admission to the college
 - MECC Practical Nursing Program Application (Fall Semester - accepted March 1 – June 1). Applicants will be notified of status for admission during the month following the application deadline.
 - A copy of the official high school transcript or GED scores and any college transcripts must be submitted to Enrollment Services attached to the Application for Practical Nursing as part of the application packet.
 - A copy of TEAS testing scoring sheet must be attached to the application packet
 - It is the sole responsibility of the applicant to ensure the application file is complete and all supporting documents have been received in Enrollment Services/Admissions.

- d. Anyone who has been convicted of a federal or state felony or misdemeanor (excluding minor traffic violations) and anyone with a history of drug or alcohol habituation should arrange for a conference with the Program Director or a nursing faculty member upon application to the program.

Admission to Practical Nursing program is based upon:

- College placement scores indicating readiness for MTH 126 or higher
- College placement scores indicating readiness for ENG 111
- Biology with a lab (high school or college) with a “C” or better. ***Applied biology and/or ecology does not satisfy this requirement.*** Biology requirements must have been completed within five (5) years of application. PNE 155, BIO 1, BIO 101 or BIO 102, BIO 141 or BIO 142, BIO 145, or NAS 171 will meet the admission requirements.
- Cumulative GPA will be calculated at 40% into the overall scoring rubric. GED recipients will be ranked according to their general equivalent diploma scores. **The most current grade recorded for coursework will be used in admission consideration.**
- TEAS (Test of Essential Academic Skills) entrance testing. Applicants must complete all sections of the TEAS test. The individualized adjusted score will be calculated at 25% into the overall grading rubric for admission.
 - a. Applicants must complete the Test of Essential Academic Skills (TEAS).
 - b. TEAS scores must be attached to the application and submitted to enrollment services.
 - c. Scheduling a TEAS examination: Go to www.mecc.edu/testing and click on the TEAS registration form link. Complete this form to register for a date and time to take the TEAS assessment. After you submit the form, you will receive an Outlook Calendar invitation within 48 hours.
 - d. Students can choose to submit previous completed TEAS testing scores. Testing scores must be completed and dated within the last two (2) years.
 - e. Testing fee: \$55.00. (price for testing subject to change).
 - f. Paying for TEAS testing: Fees for TEAS testing must be paid by credit card, debit card, or prepaid card in the Student Services Testing Center. Please bring one of these methods of payment with you on the day of your test. Student Services staff will help you get your test started.
- Study guides for the TEAS test can be found online at www.atitesting.com, uniontestprep.com/teas, the Wampler Library on MECC campus, other resources to research: search term: TEAS study guides
- General Education Course Requirements. These are the required general education program courses that will be used to give points in the admission grading rubric for courses completed. Students are highly encouraged, but not required, to complete this coursework prior to submission of application. Up to 14 course credits of successfully (C or higher) completed general education courses can be used to award points towards in the scoring rubric.
- General education courses include:
 - a. ENG 111- 3 credits
 - b. MTH 126- 2 credits
 - c. HLT 130- 2 credits
 - d. SDV 100- 1 credit
 - e. PSY 231 and PSY 232- 6 credits
 - f. PSY 230 – 3 credits
 - g. BIO 141 and 142- 8 credits
 - h. PNE 155 – 3 credits
 - i. BIO 145 – 4 credits

Other possible admission points for scoring:

- On the day of the TEAS test, certified nurse aides with a minimum of 1,000 hours and 6 month work experience wishing to receive credit for work experience must submit to the program director or can be given to the Health Science Division Administrative Assistant:
 - a. A copy of their Board certification
 - b. An officially sealed letter from human resources verifying length of work experience (1,000 hours or 6 months minimum), area of experience, and contact information
 - c. All documentation will be verified by the Program Director. Applicants can deliver the sealed letter to the Health Science Offices in Phillips Taylor Hall (1st floor) ATTN: Practical Nursing Program Director or mail to ATTN: Practical Nursing Program Director MECC 3441 Mountain Empire Road Big Stone Gap, VA 24219

Selection of Cohort: Applicants, submitting applications on time, will be admitted by highest to lowest scores. Applications received after the deadline may be considered: 1) if the cohort is not filled or 2) when current enrollment grades are posted.

Scoring Rubric

Criteria	weight	calculation
Cumulative GPA (high school or college)	40%	GPA: _____ X 10
General Education Courses completed	35%	Grade Points Earned _____/up to 14 X 35
TEAS testing (adjusted individual score)	25%	IAS TEAS score _____ X 0.25
Possible bonus points: Certified nurse aid and work experience	+10 points	+10 points
		Scoring rubric total: _____

- All applicants will receive written notification of acceptance/non-acceptance by August 1 for Fall admission. **If the applicant’s acceptance of an admission offer is not returned by the stated deadline, the offer will be withdrawn without notice.** Letters may be sent by certified mail and will have to be signed for at the post-office. The college is not responsible for undeliverable mail. Appeals of the Admission Committee decision must be made in writing to the Program Director.
- Applicants must earn a minimum 54 points on the scoring rubric to be considered for admission.
- When the class has been filled, the remaining applicants will be placed on an alternate list by the score from the selection process. Should an admitted student not accept his/her position, applicants from the alternate list will be admitted into the program through the last day of registration for spring/fall classes. If the College is unable to contact the next student on the alternate list by mail/phone, or if the student is unable to immediately commit to accept, the next student on the alternate list will be contacted with the offer.

- Priority will be given to all qualified applicants applying by the deadline for the respective semester who are domiciled residents of Lee, Wise, Scott, Dickenson Counties and the City of Norton, and to Virginia domiciled residents not having access to a given program at their local community college. A domiciled resident is one who has lived in the locality or state for the twelve months before application deadlines. In addition, residents of localities with which the college has clinical-site affiliation (Sullivan County, TN, Hawkins County, TN, Hancock County, TN, and the city of Kingsport) may receive equal consideration for admission as local residents. **Applicants who do not meet requirements for domicile should meet with a faculty advisor to discuss other educational opportunities.**
- Students must return acceptance letters to Enrollment Services by the deadline posted or forfeit their placement within the program.
- Students accepted into the program are **required to attend a mandatory orientation** to the program. During this orientation, requirements to begin training will be discussed. Students will receive orientation details within the acceptance letter.
- Individuals accepted into the program must pass a physical examination given by a licensed physician, nurse practitioner, or physician assistant and be free of any physical or mental condition, which would adversely affect performance as a member of the nursing profession. The physical examination form is included in the acceptance letter. Students are highly encouraged to complete the physical documentation and present it during orientation to the program.
- Immunizations required for clinical rotations:
 - a. A tuberculin test is required on admission and yearly while in the program, except for previous positive reactors who must have a chest x-ray. Immunizations must be current, including MMR, tetanus, varicella, and Hepatitis B series completion. Students must receive an annual flu vaccination or submit proof of documented allergy. Students are encouraged to receive at least one TDaP booster in a lifetime.
- A criminal background check and a drug test are required as a condition of clinical facilities and will be conducted through Castlebranch and will require an additional fee estimated at \$180. Students are responsible for the fee.
- Students must also be certified in CPR (American Heart Association Basic Life Support Course C, American Heart Association Healthcare Provider, or American Red Cross Basic Life Support for the Professional Provider).
- Physical examinations, proof of immunizations, background checks, copies of CPR certification and copies of any healthcare licenses or certificates held documents should be brought and will be discussed in detail on the day of program orientation.
- Students are NOT covered under any type of medical insurance through Mountain Empire Community College. Any and all expenses related to medical issues/injuries, whether personal or training related, is the sole responsibility of the student.

2) Reapplication to the Practical Nursing program

- a. If a student is not admitted to the program but wishes to reapply for another cohort, he/she **MUST** complete a Practical Nursing Program Application form for the specified semester and submit it to Enrollment Services/Admission.
- b. Students dismissed for academic reasons may reapply to the Practical Nursing program one time only. These students must complete the nurse aide program, obtain certification, and obtain at least 1,000 hours or 6 months work experience prior to submitting application for re-admission. Students must also repeat all PNE coursework regardless of previous letter grade.

3) Transfer into the Practical Nursing program

- a. Students wishing to transfer from other nursing programs will be given consideration by the program on an individual basis.
- b. Students requesting to use TEAS scores from another institution or nursing program must have completed the test within the previous two (2) years prior to admission into the Practical Nursing program. It is the student's responsibility to submit copies of the TEAS testing results to enrollment services with their application.
- c. Students who transfer from another State Board of Nursing approved program will have to complete the following to receive credit: a) apply and meet all program admission requirements, b) Skills lab final exam and performance exam/check off, c) Medical math test with 90% accuracy (3 attempts allowed), d) complete a final comprehensive exam on transfer materials with 80% or greater score, and e) Received a grade of "C" (80% or higher) on any course requested for transfer.

4) Evaluation during the Practical Nursing program

- a. Upon admission and during the course of the program, the LPN faculty will carefully observe and evaluate the student's suitability for nursing. Students are expected to complete all courses listed in each semester of the curriculum before being allowed to enter subsequent semesters.
- b. Any student who earns a grade **lower than "C" in any practical nursing curricular course must repeat the course and earn a final grade of "C" or better** before progressing to the next nursing course or graduating from the nursing program. Courses must be completed by semester in sequential order. **Once a student is accepted into the Practical Nursing program - Students may repeat one PNE prefix course, or acceptable substitute, once. Repeat is limited to the original enrollment and one additional enrollment in one course.** If a student fails a second time or subsequent course, the student will be dismissed from the practical nursing program. Any exception to the above policy must have the approval of the Director of the nursing program. Students who must repeat a nursing course will be enrolled in that course on a "space available" basis.
- c. Students will be allowed two withdrawals from PNE courses. Upon third withdrawal, the student will be dismissed from the program.
- d. A minimum GPA of 2.0 must be maintained throughout the program. Upon failure to maintain a GPA of 2.0, the student will be dismissed from the program.
- e. Students are highly encouraged to repeat PNE courses within the next available semester. If repeated coursework is not completed within one year, students must apply as new applicants to the program.

- f. **ATI Proctor Exams:** Content proctored exams will be required in the following courses: PNE 161, PNE 164, PNE 173, PNE 158, PNE 145, and PNE 195 and PNE 295. Prior to proctor exam dates, students are required to complete the two ATI online practice tests with 100% as preparation for the final ATI exams. These practice tests are timed at 48 hours between each attempt. Instead of a comprehensive final exam, the ATI proctor exam will be completed and grade calculated as the final exam. These proctor exams are calculated into the overall course grade average as follows:
- **Below level 1** – 0%
 - **Level 1** – 85%
 - **Level 2** – 92.5%
 - **Level 3** – 100%
- g. **ATI exit exam:** The final exit exam is ATI probability exam. This exam measures the readiness of students to pass NCLEX PN on the first attempt. An exit exam will be given to all students enrolled in PNE 145 and who are in their last semester of the PN program. Students will be given a practice probability exam (students are responsible for fee) and two (2) final attempts (purchased as part of the ATI review package) on the probability exam. This probability exam will calculate into the overall grade average for the PNE 145 – Trends in PN course. The probability exam is calculated into the overall course grade average as follows:
- **Actual probability exam grade earned will be weighted at 80% of overall course grade average**

5) Financial Requirements

Students are responsible for the following costs in addition to tuition, fees, and book costs: uniforms, CPR/First Aid certification, immunizations, physical exam, medical equipment (stethoscope, sphygmomanometer, pen light, watch with second hand, etc), and mandatory review and testing services (ATI) throughout the program. Upon completion of training, students will be eligible to sit for the NCLEX-PN examination. All fees related to licensure examination are the student's responsibility. Students are also responsible for their own transportation to the college and all clinical sites. Students who fail to meet these responsibilities will not be able to continue in the program. The anticipated cost of training is \$8500.00 (subject to change as prices and tuition fluctuate).

6) Licensure Requirements

- a. Qualifications for a Practical Nurse licensure have been established by the Virginia State Board of Nursing and can be found in [Nursing Law of Virginia](#) that may be seen in the Program Director's Office. Upon satisfactory completion of the Practical Nursing Program, the student should apply to graduate and will be awarded the Certificate in Practical Nursing. Upon Board of Nursing confirmation, graduates are eligible to sit for the NCLEX-PN examination and subsequent licensure. Students are responsible for all fees relating to the NCLEX-PN examination.
- b. Links for further NCLEX-PN and licensure information can be found at:
- <https://www.dhp.virginia.gov/nursing/>

- <https://www.ncsbn.org/index.htm>

If you have additional questions, please call 276-523-2400. You may speak to Program Director, Lena Whisenhunt, ext. 421 (lwhisenhunt@mecc.edu), Mitzi Jones, ext 686 (mjones@mecc.edu), Sabrina Cowden, ext 672 (scowden@mecc.edu) or Samantha Counts, ext 472 in Student Services. Students may also contact Kim Dorton, Assistant Dean of Health Sciences, ext 356 (kdorton@mecc.edu) or Jacquie Hall in Enrollment Services (jhall@mecc.edu)

Our Customer Service Promise

Our promise in Enrollment Services/Admission is to provide you with accurate, timely, and courteous processing of all your materials as you apply for admission to the Practical Nursing Program. This includes processing your application materials and responding to you no later than 21 working days after they are received. You can help us provide our best level of service by promptly responding to our requests for additional information needed to complete your file. If you encounter any service from us that you believe is not accurate, timely, or courteous, please bring it to my attention immediately while there is time to resolve any problems you have with our service:

Kristy Hall, Dean of Enrollment Services

Godwin Hall

khall@mecc.edu

276-523-7474

MECC does not discriminate on the basis of race, color, natural origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice-President of Academic Services, 3441 Mountain Empire Road, Big Stone Gap, VA 24219, 276-276-523-2400 (Virginia Relay users dial 711).