

PRACTICAL NURSING (LPN) ON MECC CAMPUS APPLICATION PROCESS FALL 2016 – SPRING 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. 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. State accredited high school diploma, home school diploma, or GED.
- b. 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 (Spring Semester - accepted August 1 – October 1; Fall Semester - accepted March 1 – June 1. Applicants will be notified of status for admission during the month following application deadline.
 - A copy of 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.
 - 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 101 or BIO 102, BIO 141 or BIO 142, BIO 145, 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 V entrance testing
 - a. Applicants must complete the Test of Essential Academic Skills version V (TEAS V). Testing can be completed in Student Services a maximum of twice a year—once for Fall and once for Spring placement. Tests will be administered during the month of July/August and November/December (or as timing allows). Applicants must complete all sections on the TEAS V. The individualized adjusted score will be calculated at 35% into the overall scoring rubric.
 - b. Testing fee: \$55.00. (price for testing subject to change).
 - c. Paying for TEAS V testing: Fees for TEAS V testing must be paid by credit card, debit card, or prepaid card in the business office. Please bring one of these methods of payment with you on the day of your test. Pay in the business office. Take the yellow receipt to student services as proof of payment. Student services will help you get your test started.
- Study guides for the TEAS V test can be found at online retailers, www.atitesting.com, and libraries. Complete a google search of TEAS V study materials for more information. MECC Library will soon have TEAS V study guides for reference and check out. Keep checking with the library for these resources.
- On the day of the TEAS V 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:
 - 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 nursing offices in Robb Hall (1st floor) ATTN: Lena Whisenhunt or mail to ATTN: Lena Whisenhunt MECC 3441 Mountain Empire Road Big Stone Gap, VA 24219

Other possible admission point's for scoring:

- General Education Course Requirements. These are the required general education program courses that will be used to give extra points 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

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	25%	Grade Points Earned _____/up to 14 X 25
TEAS V testing (adjusted individual score)	35%	IAS TEAS V score _____ X 0.35
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 December 21 for Spring admission and 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 an Admission Committee decision must be made in writing to the program faculty.
- Applicants must have minimum 53 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. Applicants moving out of the locality or state between April 1 or September 1 and the first day of classes will lose their preferred status and any offer of admission to the program may be withdrawn. In addition, residents of localities with which the college has clinical-site affiliation (Sullivan 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. See the schedule for date, time, and location for orientation.
- 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.
- A criminal background check and a drug test are required as a condition of clinical facilities and will be conducted through Certified Background and will require an additional fee estimated at \$150. Students are responsible for the fee. 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 must also be certified in CPR.
- Physical examinations, proof of immunizations, background checks, copies of CPR certification and proof of liability insurance 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 the next year's class, he/she **MUST** complete a new Practical Nursing Program Application form and submit it to Enrollment Services/Admission prior to established deadlines for the next year.
- b. Students dismissed for academic reasons can reapply to the Practical Nursing program one time only. These students must complete the nurse aid 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 colleges' nursing programs will be given consideration by the program on an individual basis.
- b. Students requesting to use TEAS V 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 V 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. All students will be required to complete ATI proctor exams in PNE 161, PNE 164, PNE 158, PNE 173, PNE 194, and PNE 195, and PNE 145. Regardless of letter grade, a level 1 proficiency score is required to successfully complete the above listed coursework. Students who do not achieve a level 1 proficiency score will be given a grade of “F” and be required to repeat the coursework. Students who are unsuccessful (grade D or F) within coursework will not be allowed to take the ATI proctor exams and will be given the grade earned for that course. Students are given two (2) attempts to achieve the level 1 proficiency score on proctored exams.
- g. In the third semester (PNE 145), students will be given an ATI predictor exam. Students are required to score a minimum of 90% probability of passing boards on first attempt. Students will have two (2) attempts to earn the minimum score of 90% probability. Students who do not score the minimum of 90% probability on the exit exam will be given a grade of “F” for the course. Students will be required to repeat the PNE 145 coursework and take PNE 199-supervised study (graded as: satisfactory/unsatisfactory). Upon satisfactory completion of PNE 145 and PNE 199 coursework, students will be required to retake the predictor exams. Students will be given two (2) attempts to score 90% or greater probability of passing on first attempt. If 90% probability is not achieved, students will be given a grade of “F” in PNE 145 and will not earn the certificate of practical nursing and will be ineligible to retake the practical nursing certificate coursework.

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 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 \$7500.00 (subject to change as prices 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. 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.

A new Practical Nursing Application Packet must be submitted for each year that you wish to be considered for admission to the Practical Nursing Program.

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).

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, Director 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).

(Practical Nursing App Process updated 12/2015)