

COLLEGE  
APPLICANTS



**CHECKLIST FOR PRACTICAL  
NURSING (PN) Certificate Applicants  
For September 2018 Admission**

Dear Student:

This checklist will enable you to create a personal record of the documents/activities you have completed towards applying to the Practical Nursing Program.

**Admission Information:**

Admission to the Nursing Program is competitive. There are more qualified applicants applying to the program than there are seats available. Those interested in the nursing program should meet with an advisor early to review the criteria and clarify the process. Upon completion of all listed criteria, including any approved waivers (by the nursing Director) for Science or HES102, students will need to meet with an advisor in order to complete the application process. Beginning the 4th Monday of September students will meet with advisors to complete their change of Major/Action Forms to be reviewed for admission. All decisions will be made on an ongoing basis (rolling admissions); the program may fill very quickly. When the program and waitlist have been filled, no further applications will be accepted. Notifications that applications are no longer being accepted will appear on the Nursing Program NECC web page.

**Academic Advising:**

Individuals interested in applying to the Nursing Program are required to meet with an academic advisor when starting the admission process to assist with questions and clarify the process. You can walk-in to the Advising Center on either the Haverhill or Lawrence campus and ask to meet with an advisor.

- Application for admission** (if you are a new student or have not been enrolled for the previous three years) Major Choice: **General Studies: Health Specialization, Interest in Practical Nursing.**
- Official **high school transcript(s)** showing evidence of high school graduation, or the equivalent with passing GED or HiSET scores.
- Official **college transcript(s) if transfer credits are being requested.** Official college transcript(s) if transfer credits are being requested. Any course transferred must have a grade of "C" or higher (see below regarding sciences)  
Must attend a Mandatory Nursing Information Session within the 2018 application cycle. For Information Session dates, go to - the [Health Information Sessions](#) webpage on the NECC website.
- All sciences, regardless of where taken that are being used to meet the Criteria for the PN Program can only be taken a total of **two times each** in order to make the required "C" or higher grade. For example, if a student made a "D" in Chemistry and a C- in the appropriate Biology course that could be used for the Criteria, the student only has one more try for each of those sciences courses when applying to the PN Program.
- Two science courses**, one of which must be either High School Chemistry, Intro to Chemistry or Physiological Chemistry. The second science course must be one of the following: Human Biology with Lab, Anatomy and Physiology with Lab, completed at either the high school or college level, with a grade of "C" or higher. All sciences that are required as part of the program must be completed within five (5) years prior to the anticipated start date of the nursing program to count as credits towards completing the program. Specific science courses listed above completed beyond the five-year limit with a grade of "C" or higher **may serve to meet the admissions criteria only.** There

is a process to request an exemption from the five-year limit on sciences that are required in the program. See an advisor for information.

**Note:** If you have taken the science courses in both high school and college, the courses used to determine eligibility for review will be the college courses as they are the most recent example of your science skill.

**NECC Assessment Placement Completed**

To obtain the assessment schedule call the Academic Placement & Testing Center (978-556-3428) or visit the website to check the [Accuplacer Test Dates](#) . Assessment results must indicate that the applicant does not need to take any of the following courses:

College Reading, Basic Writing, or Basic Algebra II.

Reading Assessment completed on \_\_\_\_\_.

Writing Assessment completed on \_\_\_\_\_.

Mathematics Assessment completed on \_\_\_\_\_.

**Completion of the Test of Essential Academic Skills (TEAS) within the last 5 years with a minimum score of 50% on the individual score and the following scores on the sub-scales: See attached TEAS FACT SHEET.**

**TEAS Reading**            **57%**

**TEAS Mathematics**   **50%**

**TEAS Science**         **33%**

**TEAS English**         **46%**

**NOTE: The TEAS Test used to meet the criteria for review can only be taken at Northern Essex Community College at the Academic Placement & Testing Center on either the Haverhill or Lawrence campus.**

- Completion or enrollment/registered in the HES 102 Learning Strategies for Success in Health Care Careers course. Students must attain a “C” or higher for admission to the program. There is a process to request an exemption from the course. See an advisor for information.**

**IMPORTANT FINAL STEPS FOR ALL APPLICANTS:**

- Change of Major/ACTION FORM** –Upon completion of all of the above items from the checklist, meet with an advisor to complete the change of major form. The advisor will forward the “Completed Packet” to the Processing Center.

**The Nursing Program and the Division of Health Professions are committed to educating a workforce that mirror the rich socio-ethnic culture of the communities we serve. Therefore, we endeavor to attract and recruit a diverse group of students for each incoming class.**

**ADDITIONAL PROGRAM INFORMATION**

**Program Capacity**

The Licensed Practical Nursing option has a limited number of seats. In general, the College accepts 30 students.

The criteria describe the MINIMUM standards that must be met in order to be reviewed for admission to this option. Currently, the number of qualified applicants exceeds the number of available seats. Consequently,

once it has been determined that the applicant meets the MINIMUM criteria, he/she is admitted on a rolling admission process.

### **Wait List Status**

A primary waitlist is created for qualified Associate Degree applicants who are not initially accepted into the program. The waitlist is 50% of the program capacity. Once the primary waitlist is full an extended waitlist will be created. If there is an opening on the primary waitlist a student from the extended waitlist will be moved to the primary waitlist. Students are admitted to the program from the primary waitlist on a space available basis. Students who are placed on the primary waitlist, and for whom a seat does not open during the current admission cycle, are given first option on admission for the following year. Those students not moved from the extended waitlist to the primary waitlist will need to reapply. Students can only be deferred one time before being required to reapply. **Students who are either accepted or are on the primary waitlist are also required to attend Orientation, no exceptions.**

**If there are significant changes in the admission criteria, students on the Wait List may be required to comply with the new criteria. This decision is at the sole discretion of the academic program faculty.**

### **Health Requirements**

Information regarding the College's health requirements will be sent to you upon your acceptance to the program.

Information about the Program's Technical Standards which describe the physical and behavioral characteristic required to successfully complete the program are available the [health forms at our website](http://www.necc.mass.edu/academics/courses-programs/areas/health/required-form/), which can be found at <http://www.necc.mass.edu/academics/courses-programs/areas/health/required-form/> and we encourage you to review these as soon as possible.

### **CPR Certification**

All students in the Nursing Program are required to hold CPR certification at the Health Care Provider or Professional Rescuer level. Evidence of current certification is required before a student is allowed to participate in clinical education courses, and certification must be maintained throughout the program.

**Criminal Offender Record Information (CORI) and Sex Offender Record Information (SORI)**  
Students interested in participation in an academic program that involves working with children, the disabled, or the elderly, or a cooperative education experience or a program that includes a clinical affiliation with a private or public health care provider, may be required to undergo a Criminal Offender Record Information (CORI) check, a Sex Offender Registry Information (SORI) check, and/or a Criminal History Record Information (CHRI) check. Students will need to provide a government issued photo identification and sign a release form allowing the college to view the student's CORI or SORI reports. Depending on the contents of a student's CORI or SORI reports, participation in an academic program or a cooperative education experience or a clinical or practicum affiliation related thereto, may be denied. CORI checks may be performed pursuant to Mass. General Laws, Chapter 6, Sections 172(C), and consistent with guidelines promulgated by the Executive Office for Health and Human Services, and/or the Commonwealth's Department of Public Health. SORI checks may be performed pursuant to Mass. General Laws, Chapter 6, Section 172(C). CHRI checks may be performed based on the NH Code of Administrative Rules and state statutes to include RSA 106-B:14 and RSA 106-B:7,1(b). For more information, contact the Registrar at 978-556-3700.

### **Clinical Affiliate Random Drug & Alcohol Screening Analysis Notification to Students**

Please be advised that students enrolled in the following Health Professions programs will be required to undergo and pass a drug screening or a drug & alcohol screening analysis in order to be eligible for

placement in a clinical facility. Students who are assigned to clinical education experiences at the clinical facilities may be required to undergo and pass random drug screening or random drug & alcohol screening analysis in order to remain at that clinical facility. Students who either fail to pass, or refuse to submit to, or fail to report within the required time frame for a drug screening or a drug & alcohol screening analysis will be deemed ineligible for clinical placement, which may affect their status in the program. Health Programs in which Students are Subject to Drug Screening Analysis only: Dental Assisting, Paramedic Technology (EMT-P), Medical Assisting, Nursing Associate Degree, Phlebotomy Technician, Practical Nursing, Radiologic Technology, Computed Tomography, Community Health Worker, Public Health and Clinical Research Coordinator Advanced Certificate. Health Programs in which Students are Subject to Drug & Alcohol Screening Analysis: Sleep Technologist, Respiratory Care. If you have any questions pertaining to this policy, please contact the Office of the Dean of Health Professions.

### **Information about Licensure**

The Massachusetts Board of Registration in Nursing (Board), as a regulatory agency of state government, protects the health, safety and welfare of citizens of the Commonwealth by licensing qualified Registered Nurses and Practical Nurses in accordance with Massachusetts General Laws Chapter 112, sections 74, 74A and 76, and Board Regulations at 244 CMR 8.03 and 8.04. The initial applicant with one or more criminal conviction(s), and/or with past pending disciplinary action against a professional/trade license/certificate must be evaluated for compliance with the "Good Moral Character" licensing regulation.

Applicants are directed to further information regarding determination of Good Moral Character by accessing the Board [website](#).

**Individuals with a court record or a criminal conviction may wish to contact the Board(s) of Registration in Nursing in any state in which they plan to work for guidelines in determining "good moral character," before entering the nursing program. This will allow the individual to make an informed decision about choosing to pursue nursing education at this time.**

### **Affirmative Action**

Northern Essex Community College is an affirmative action/equal opportunity employer and does not discriminate on basis of race, creed, religion, color, gender, sexual orientation, gender identity and expression, age, disability, genetic information, maternity leave, and national origin in its education programs or employment pursuant to Massachusetts General Laws, Chapter 151B and 151C, Title VI, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Section 504, Rehabilitation Act of 1973; Americans with Disabilities Act, and regulations promulgated thereunder, 34 C.F.R. Part 100 (Title VI), Part 106 (Title IX) and Part 104 Section 504). All inquiries concerning application of the above should be directed to the College's Affirmative Action / Section 504 Compliance Officer: **Justine Caron, Associate Director of Human Resources**. Section 504/ADA Compliance; Title IX; Affirmative Action, Northern Essex Community College, 100 Elliott Street, B-207, Haverhill, MA 01830, 978-556-3956 / [jcaron@necc.mass.edu](mailto:jcaron@necc.mass.edu)

**NURSING PROGRAM  
TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS)  
FACT SHEET**

### **1. What is the Nursing Program Admission Test?**

This test is an assessment of an applicant's scholastic aptitude. It is designed to predict academic readiness of an applicant prior to admission into the Nursing Program. The specific test used by NECC is the Test of Essential Academic Skills (TEAS).

### **2. Where can I take the test?**

The TEAS Test used to meet the criteria can **only be taken** at Northern Essex Community College at the Academic Placement & Testing Center on either the Haverhill or Lawrence campus.

### **3. What academic content areas will I be tested on?**

The TEAS consists of four content areas: **Math, Reading, English and Science.**

The **Math** subtest covers whole numbers, metric conversion, fractions and decimals, algebraic equations, percentages and ratio/proportion.

The **Reading** subtest covers paragraph comprehension, passage comprehension, and inferences/conclusions.

The **English** subtest measures knowledge of punctuation, grammar, sentence structure, words and spelling.

The **Science** portion of the test covers scientific reasoning science knowledge, biology, chemistry, anatomy and physiology, basic physical principles and general science.

### **4. Are there essay questions on this test?**

No. This is an on-line test, consisting of all multiple choice questions.

### **5. How long will it take for me to complete the TEAS?**

This test will take approximately four hours. Each of the four content area tests must be completed within a specified time.

### **6. Is there a particular score I must achieve on the TEAS?**

You must achieve a minimum score of 58% on the individual total score and the following scores on the sub-scales:

**TEAS Reading: 69%**

**TEAS Mathematics: 63%**

**TEAS Science 45%**

**TEAS English 60%**

### **7. Is there any way that I can prepare for the TEAS?**

Yes. There is a Pre-Test Study Manual which you may purchase to assist you in preparing for this test. The study manual provides sample questions and general information in the areas of Reading, Math, Science and

English. You may purchase this manual at the NECC Bookstore or online at [the ATI testing site](#). You may also purchase and take an Online TEAS Practice Assessment by going to [the ATI testing site](#).

The Academic Coaching Center has a resource available free of charge to NECC students interested in applying for admission into a NECC Health Program that requires applicants to take the TEAS. The center has available the PLATO TEAS preparation courseware. The PLATO courseware was developed to align with the strands and topics that are assessed on the high-stakes exams like the TEAS. It includes the four content areas of the TEAS: English, Reading, Science and Math. The preparation program is web-based and self-directed. Students can work on the program in the Academic Coaching Center or at home. *The program does not have TEAS practice tests.*

Students, who are interested in enrolling in the program, can schedule an appointment for an orientation by contacting Denise Trinidad by email: [dtrinidad@necc.mass.edu](mailto:dtrinidad@necc.mass.edu) or telephone 978-738-7452. For more information on how to enroll in the program, please go to the [Academic Placement and Testing Center webpage](#).

## 8. When will I take the TEAS?

The TEAS is administered on a regular basis. For more information, go to [the ATI registration page](#).

## 9. Is there a fee to take the TEAS?

Yes. **There is a non-refundable fee of \$94.00\***. Registration and payment for the test are done on-line. For more information, go to [our Health Profession Testing site](#) which can be found at <http://www.necc.mass.edu/academics/testing/hptesting/>

**\*Note:** Fee subject to change on or after July 1<sup>st</sup> each year

## 10. What should I bring with me on the testing date?

- 2 forms of identification including a picture ID.
- Your ATI confirmation e-mail
- Your ATI username and password.

No water, food, calculators, beepers or cell phones are allowed. As room temperature varies, it is suggested that you dress in layers to accommodate the environment.

## 11. How will I know how I performed on the TEAS?

Results will be available immediately. Students can access their score reports by logging onto [the ATI website](#).

## 12. How often can I take the TEAS?

An applicant may take the admission test two times during an admission cycle. The most recent test results will be used for that admission cycle only.

## 13. What happens if I miss the test?

If the testing session is missed, you will not be refunded.