



**CHECKLIST FOR ADVANCED PLACEMENT LPN-to- RN APPLICANTS TO
THE ASSOCIATE DEGREE IN NURSING (ADN) OPTION
For September 2012 Admission**

Dear Student:

This checklist will enable you to create a personal record of the documents/activities you have completed towards applying to the Advanced Placement LPN – RN ADN Program.

Admission Information:

Admission to the Nursing Program is competitive. There are more qualified applicants applying to the program than there are seats available. Applicants should meet with an advisor in order to complete their Change of Major/Action Form once they have met all of the criteria. Upon completion they will be given a “Packet” to be turned in on October 20, 2011, beginning at 12 Noon at the Lawrence Campus. 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 advisor when starting the admission process to assist with questions and clarify the process.

- Application for admission** (if you are a new student or have not been enrolled for the previous three years) Major Choice: **General Studies: Nursing (Advanced Placement)**.
- Official transcript showing evidence of high school graduation, or the equivalent with passing GED scores.**
- Official college transcript(s) if transfer credits are being requested. Submit Official Transcripts from your LPN Program.**
- Completion of the **Mandatory Nursing Information Session** during Spring or Summer 2011. For Information Session dates, go to <http://www.necc.mass.edu/academics/courses-programs/areas/health/information-sessions/>
- Proof of current Massachusetts LPN license** in good standing effective Fall 2012.
- Complete the attached Employment Verification Form** to demonstrate employment as an LPN within the past three (3) years. Employer will return form to Student records.
- NECC Assessment Placement Completed**
To obtain the assessment schedule call the Assessment Center (978-556-3428). Assessment results must indicate that the applicant does not need to take any of the following courses:
Basic Algebra II/ Applied Technical Math.
Mathematics Assessment completed on _____.
- Required courses:**
 - English Composition I (ENG 101) with a grade of “C” or higher
 - English Composition II (ENG 102) with a grade of “C” or higher
 - Introduction to Psychology (PSY 101) with a grade of “C” or higher
 - Lifespan Psychology (PSY 110) **OR** Developmental Psychology I (PSY 201) and Developmental Psychology II (PSY 202) with a grade of “C” or higher
 - Anatomy & Physiology I (BIO121) with a grade of “C” or higher

- Anatomy & Physiology II (BIO122) with a grade of “C” or higher
Please note that Anatomy and Physiology I and II with a “C” or higher must be completed within five (5) years prior to the anticipated start date of the Advanced Placement (LPN – ADN) to count as credits towards completing the program. There is a process to request an exemption from the five year limit on sciences. 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.
- If sciences are more than 5 years from anticipated start date- 5 year Science Waiver must be approved.

- Completion of the **LPN-STEP EXAMINATION**. See LPN STEP Fact Sheet.

IMPORTANT FINAL STEP:

- **Change of Major/ACTION FORM** –Upon completion of all of the above items from the checklist, meet with an advisor to determine if you are eligible to fill out a Change of Major/Action Form. **All checklist items, including proof of completion of the LPN STEP, MUST be presented as part of your second to last step in the process.** You will be given your packet to be turned in on October 20, 2011-see final step:
- **On October 20, 2011 turn in your “Packet” at the Lawrence campus beginning at 12noon. All packets will be time & date stamped and then reviewed for accuracy. Admission will be determined on a rolling basis.**

ADDITIONAL PROGRAM INFORMATION

Program Capacity

The Associate Degree in Nursing has a limited number of seats. The College is committed to providing opportunities for currently licensed LPNs to enter the second year of the Associate of Science Degree in Nursing Option with advanced standing. The college accepts up to eight (8) LPNs to enter the second year of the Nursing Program each September through the advanced placement process. These eight seats are available for the DAY SECTION.

The criteria describe the MINIMUM standards that must be met in order to be reviewed for admission to this program. 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 Wait List for at least qualified advanced placed applicants who are not initially accepted into the program. The Wait List is 50% of the program capacity. Students are called from the Wait List on a space available basis. Students who are placed on the Wait List, and for whom a seat does not open during the current admission cycle, are given first option on admission for the following year.

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, describing the physical and behavioral characteristics required to successfully complete the program, are available at our website, <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 Associate Degree in 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 Screening Analysis Notification To Students

Please be advised that students enrolled in the following Health Professions programs are required to undergo and pass a drug 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 analysis in order to remain at that clinical facility. Students who either fail to pass, or refuse to submit to, a drug 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: Dental Assisting, Paramedic Technology (EMT-P), Medical Assisting, Nursing – Associate Degree, Phlebotomy Technician, Sleep Technologist, Practical Nursing, Radiologic Technology, 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: <http://www.state.ma.us/reg/boards/rn>

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.

**NURSING PROGRAM
ATI-LPN STEP EXAMINATION
FACT SHEET FOR LPN-RN APPLICANTS**

1. ***What is the LPN STEP EXAMINATION?***
The LPN STEP Examination is a validation test designed to evaluate previous nursing learning and knowledge of LPNs seeking to become RNs.

2. ***What areas of nursing will I be tested on?***
There are eight clinical topics that will be tested:
 - *Adult medical-surgical*
 - *Nursing care of children*
 - *Management*
 - *Fundamentals*
 - *Pharmacology*
 - *Nutrition*
 - *Mental Health*
 - *Maternal newborn*

3. ***Are there essay questions on this test?***
No. This test consists of all multiple choice questions with one correct answer.

4. ***How long will it take for me to complete this test?***
The LPN STEP will take approximately three hours. The test must be completed within the specified time.

5. ***Is there anyway that I can prepare for this test?***
Once you sign up for the LPN STEP there is a practice exam available for you to complete.

6. ***When will I take the LPN STEP and how do I sign up for it?***
The LPN STEP is administered on regular basis. To view the schedule, go to www.atitesting.com select the “Register LPN STEP” link, and then select Massachusetts and Haverhill to see the dates and times available.

7. ***Is there a fee to take the LPN STEP test?***
Yes, there is a non-refundable fee of \$70.00. Registration and payment for the test are done online. To view dates, register and pay, please follow these steps:
 - *Go to www.atitesting.com*
 - *Click on “Register for LPN STEP”*
 - *Choose Massachusetts, then Haverhill to view scheduled dates for Northern Essex Community College*
 - *If you do not have an existing account, you must create an ATI account with a username and password. Once you have created an account, you may sign and to register and pay for the test.*
 - *You will receive an email confirmation of your test appointment. Bring this confirmation, your ATI username and your ATI password with you on the date of testing.*

If you need help registering for the LPN STEP, call ATI at 1-800-667-7531

8. 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.

9. How will I know how I performed on the LPN STEP?

Results will be available immediately. Students can access their score reports by logging onto www.atitesting.com.

10. How often can I take the LPN STEP test?


An applicant may take the admission test two times during an admission cycle. There must be at least six months between each test and the most recent test results will be used for that admission cycle only.

11. Is there a score I must achieve on the LPN STEP?

No, there is no passing score.

12. What happens if I miss the test?

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





**LPN-RN Advanced Placement Process
LPN Employment Information**

Directions: Please return this form to:
Student Records
Northern Essex Community College
100 Elliott St
Haverhill, MA 01830

Student Section

Name: _____

Social Security # or Student ID #: _____

Date: _____

Employment Information as an LPN within the last three (3) years
Please identify your most recent place of employment as an LPN within the last 3 years.

Place of Employment: _____

Address: _____

Street City State

Dates of Employment: From: _____ to _____
Mo/Year Mo/Year

Employer Section (To be completed by the employer and returned to the above address)

I certify that _____ is/was employed as an LPN from

_____ to _____.

Name: _____

Title: _____

Signature: _____

Place of Employment: _____