



CHECKLIST FOR ADVANCED PLACEMENT LPN-to- RN APPLICANTS TO THE ASSOCIATE DEGREE IN NURSING (ADN) OPTION For September 2011 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 highly competitive. There are far more qualified applicants applying to the Advanced Placement (LPN-to-RN) program than there are seats available. The Nursing Program Admissions Committee reviews **completed applicant files** beginning Feb. 7th, 2011. When the Program and the Waitlist have been filled, no further applications will be accepted. Notification 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 summer or Fall 2010. For Information Session dates, go to www.necc.mass.edu/programs/health
- Hold a current LPN license** in good standing.
- 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.

- Completion of the **NLN ACE I (NLN ACCELERATION CHALLENGE EXAMINATION)**
See attached ACE I 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 to become an applicant for LPN-to-RN for Fall 2011. You may need to bring documentation of specific criteria to the advisor. You will be required to sign the Change of Major/Action Form and you will be given a copy for your records. **All checklist items, including completion of the ACE I, must be completed to finish your final step.**

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 evaluated against the entire qualified applicant pool and the actual process of selecting applicants for admission to the program becomes competitive.

No single criterion is used to make the admission decision; rather, each applicant is evaluated based upon the entire file of information provided to the College as part of the admission process. Academic grades and the ACE-I score are important criteria and factor strongly in the admission decision.

Wait List Status

The Associate of Science Degree in Nursing Program Review Committee establishes a Wait List for qualified advanced placed applicants who are not initially accepted into the program. The Wait List is up to 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/programs/health/criteria.php> 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 may be 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
NLN ACCELERATION CHALLENGE EXAMINATION (ACE) I
FACT SHEET FOR LPN-RN APPLICANTS**

- 1. What is the Nursing Program LPN-RN Admission Test?**
The NLN Acceleration Challenge Examination (ACE) I is a national 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?**
ACE I (Book I): Foundations of Nursing assesses fundamental skills needed to meet physiological and psychological needs of clients who are in stable condition.

ACE I questions are written in the framework of the nursing process.
- 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 ACE will take approximately three and a half hours. The test must be completed within the specified time.
- 5. Is there anyway that I can prepare for this test?**
There is no special Study Manual to prepare for this exam. You may find it helpful to review the identified content areas in your LPN textbooks and/or use of an NCLEX Review book.
- 6. When will I take the ACE I and how do I sign up for it?**
*The ACE I is administered on an established date in January, 2011. You may schedule your testing date after August. 1, 2010, by sending an email to: ACE1@necc.mass.edu. You will need to provide your name, address, telephone and student ID number or social security number. Following this, you will receive through email, instructions regarding registration and payment to take the ACE I. **No applicant will be allowed to take the ACE 1 without completing the ACE 1 registration process prior to the test date.***
- 7. How often can I take the admission test?**
An applicant may take the admission test one time during an admission cycle.
- 8. Is there a fee to take the test?**
*Yes. A fee of \$80.00 must be paid to NECC **prior** to taking this test to reserve a seat for you. The fee must be paid using a **cashier's check or money order. No personal checks or cash will be accepted. No form of payment will be accepted on the testing date. Your Student ID number or your Social Security number must be written on the check or money order and returned with your confirmation sheet.***
- 9. What should I do if an unforeseen event occurs and I cannot attend the testing session?**
*You should **immediately** notify the Testing Coordinator at 978-556-3026. There will be one opportunity for you to reschedule the test within a specified time period.*

10. Will I receive a refund of the testing fee if I decide not to take the test?

If you decide not to take the test and notify the Testing Coordinator at 978-556-3026 at least 48 hours before the scheduled test, you will receive a refund of \$50.00. The remaining \$30.00 will be retained by NECC to cover the administrative costs. No refunds are given if you cancel less than 48 hours before the scheduled test, and if you simply change your mind and do not appear for your scheduled test.

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

*You must **bring two forms of identification including a picture ID and two #2 pencils.** Bottled water may be brought to the testing area. No food, calculators, beepers or cell phones are allowed. As room temperature varies, it is suggested that you dress in layers to accommodate the environment.*

12. How will I know how I performed on this test?

Once you complete the test, it will be sent to NLN for scoring. Results will be mailed to you within approximately three weeks of the test date.



**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: _____