

COLLEGE  
APPLICANTS



CHECKLIST FOR PRACTICAL  
NURSING (PN) Certificate Applicants  
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 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. 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 academic 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: Practical Nursing.**
- Official **high school transcript(s)** showing evidence of high school graduation, or the equivalent with passing GED scores.
- Official **college transcript(s) if transfer credits are being requested.**
- Completion of the Mandatory Nursing Information Session during the Spring or Summer 2011.** For Information Session dates, go to <http://www.necc.mass.edu/academics/courses-programs/areas/health/information-sessions/>.
- 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. Program sciences 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. See an advisor for information. All science courses listed above as being eligible to meet the criteria required for review **MUST** be completed with a grade of "C" or higher.

**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 Assessment Center (978-556-3428). 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/ Applied Technical Math.

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

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

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

**Completion of the Test of Essential Academic Skills (TEAS) 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%**

**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 determine if you are eligible to fill out a Change of Major/Action Form to be considered for acceptance to the Nursing Program for Fall 2012. **All checklist items, including proof of completion of the TEAS, 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.**

*The Nursing Program and the Division of Health Professions are committed to educating a workforce that mirror the rich socioethnic culture of the communities we serve. Therefore, we endeavor to attract and recruit a diverse group of students for each incoming class. We also reserve the right to invoke a geographical preference for applicants from the college’s primary service area.*

**ADDITIONAL PROGRAM INFORMATION**

**Program Capacity**

The Practical Nursing Certificate Option has a limited number of seats. In general, the College accepts 32 students to begin this day option each September.

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 qualified applicants who are not initially accepted into the program. The Wait List is approximately 30% of the option 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 Practical Nursing Certificate Option are required to hold CPR certification at the Health Care Provider level 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 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  
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. 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.*

**3. Are there essay questions on this test?**

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

**4. 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.*

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

*You must achieve a minimum score of 50% on the individual total score and the following scores on the sub-scales:*

**TEAS Reading:**        57%

**TEAS Mathematics:** 50%

**TEAS Science**        33%

**TEAS English**        46%

## **6. 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 [www.atitesting.com](http://www.atitesting.com).*

*You may also purchase and take an Online TEAS Practice Assessment by going to [www.atitesting.com](http://www.atitesting.com).*

## **7. When will I take the TEAS?**

*The TEAS is administered on a regular basis. To view the schedule, go to [www.atitesting.com](http://www.atitesting.com). Select 'Register for the Teas' then select Massachusetts and Haverhill to see the dates and times available.*

## **8. Is there a fee to take the TEAS?**

*Yes. There is a non-refundable fee of \$70.00. Registration and payment for the test are done on-line. To view dates, register and pay, please follow these steps:*

- *Go to [www.atitesting.com](http://www.atitesting.com)*
- *Click on 'Register for TEAS'*
- *Choose Massachusetts, then Haverhill to view scheduled testing 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 e-mail 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 TEAS, call ATI at 1-800-667-7531.*

## **9. 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.*

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

*Results will be available immediately. Students can access their score reports by logging onto [www.atitesting.com](http://www.atitesting.com).*

**11. How often can I take the TEAS?**

*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.*

**12. What happens if I miss the test?**

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