



**\*\*CHANGE IN START DATE\*\***

**ADVANCED PLACEMENT LPN -to- ADN PROGRAM  
APPLICANT INFORMATION AND CHECKLIST  
For January 2020 Admission**

Dear Student.

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

**Admission Information:**

The Northern Essex Community College Nursing Program currently accepts up to nine (9) students into the LPN to Associate Degree Nursing Program Option. **All advanced placement students will enter the second semester (Spring) of the first year of the ADN Program.**

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 Director of Nursing Education) for science, students will need to meet with an advisor in order to complete the application process. **Beginning the 4<sup>th</sup> Monday of February, 2019 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 primary waitlist have been filled we will continue to accept applications to maintain an extended waitlist. Students on the extended waitlist should meet with an academic advisor to explore other program options.

**Academic Advising:**

Individuals interested in applying to the Advanced Placement LPN-ADN Nursing Program are required to meet with an advisor when starting the admission process to assist with questions and clarify the process. You can walk into 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 Advanced Placement LPN-to-ADN.
- Official transcript 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. Any course transferred must have a grade of "C" or higher. (see exception below regarding sciences)
- Submit Official Transcripts from your PN Program.
- Must attend a Mandatory Nursing Information Session within the 2019 application cycle. For Information Session dates, go to - the Health Information Sessions webpage on the NECC website.
- Proof of current Massachusetts 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 at the Haverhill Campus.
- Completion of the Test of Essential Academic Skills (TEAS) within the last 5 years with a minimum score of 58% on the individual score and the following scores on the sub-scales:  
See attached **TEAS FAQ's**.

<b>TEAS Reading</b>	<b><u>69%</u></b>
<b>TEAS Mathematics</b>	<b><u>63%</u></b>
<b>TEAS Science</b>	<b><u>45%</u></b>
<b>TEAS English</b>	<b><u>60%</u></b>

An applicant may take the TEAS test a maximum of three times during an admission cycle. Should a retest be required, the TEAS test may not be retaken sooner than three months from the previous test for a total of three times. **The most recent test results will be used for that admission cycle only.**

**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 of the ATI Fundamentals Assessment Test with a minimum score of Level Two proficiency. This test must be repeated each admission cycle or once per year.**
- 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, Reading Writing or Reasoning, Writing Fusion or Foundations of Algebra.  
**Science Repetition Requirement:**
  - All sciences regardless of where the sciences are taken that are being used to meet the Criteria for Advanced Placement LPN to ADN can only be taken a total of **two times each** in order to make the required “B” or higher grade. For example, if a student made “C’s in the Sciences for their Practical Nursing Program, the student only has one more try for each science course required for Criteria when applying to the Advanced Placement LPN to ADN
- 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
  - High school Chemistry, Intro to Chemistry or Physiological Chemistry with a grade of “B” or higher (to meet criteria only, does not count in the program).
  - Anatomy & Physiology I (BIO121) with a grade of “B” or higher
  - Anatomy & Physiology II (BIO122) with a grade of “B” or higher
  - Microbiology (BIO220) with a grade of “B” or higher

**NOTE: Anatomy and Physiology I and II and Microbiology with a “B” 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 sciences are more than 5 years from anticipated start date- the 5-year Science Waiver must be approved before applying to the program.
  
- HES 102 automatically waived with presentation of current LPN license from the State of Massachusetts.
  
- CHANGE OF MAJOR 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.

**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.**

## **ADDITIONAL PROGRAM INFORMATION**

**Good Academic Standing:** All Students applying to the nursing program must be in Good Academic Standing per the NECC Academic Standing Policy

### **Program Capacity**

The Associate Degree 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.

### **Waitlist Status:**

A primary wait list is created for qualified advanced placement applicants who are not initially accepted into the program. The Wait List is 50% of the option capacity. Once the primary wait list 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 wait list. Students are admitted to the program from the primary waitlist on a space available basis. Students who are placed on the primary 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. Those students not moved from the extended waitlist to the primary wait list 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.**

### **Affirmative Action**

For further information please go to the [Affirmative Action Policy](#) website.

### **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©, 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©. 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 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. If you have any questions pertaining to this policy, please contact the Office of the Dean of Health Professions.

### **Health Requirements**

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

### **Technical Standards Form**

Describes the physical and behavioral characteristics required to successfully complete the program are available the health forms at our website, which can be found at our website. We encourage you to review these as soon as possible.

### **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 of Registration in Nursing website at:

<http://www.mass.gov/eohhs/docs/dph/quality/boards/nursing/nursing-good-moral-policy.pdf>

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 he/she plans to work for guidelines in determining "good moral character," before entering the nursing program. This will allow him/her individual to make an informed decision about choosing to pursue nursing education at this time.

### **Nursing Transition LPN-ADN Course**

This course is required after acceptance to the program and must be successfully completed in the Winter Intersession prior to the start of classes in January for students accepted into the second semester of the ADN option.

**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:

<b>TEAS Reading:</b>	<b><u>69%</u></b>
<b>TEAS Mathematics:</b>	<b><u>63%</u></b>
<b>TEAS Science</b>	<b><u>45%</u></b>
<b>TEAS English</b>	<b><u>60%</u></b>

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

Yes. There is a Pre-Test Study Manual that 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 NECC Student Success Center also has a resource available for students interested in applying for admission into the NECC Health Programs that require applicants to take the TEAS. We have available at our center the PLATO TEAS test preparation courseware. The PLATO courses were developed to align with the strands and topics that are assessed on the high-stakes exams like the TEAS. The electronic courses include the four major content areas: Math, English, Reading and Science. PLATO TEAS program is available free of charge to NECC students, contact Denise Trinidad by email: [dtrinidad@necc.mass.edu](mailto:dtrinidad@necc.mass.edu) or telephone 978-738-7452. Students can schedule as many visits as they need to, at designated times and dates. For more information or information on how to register, 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](#).

**\*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 TEAS test a maximum of three times during an admission cycle. Should a retest be required, the TEAS test may not be retaken sooner than three months from the previous test for a total of three times. 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.

## FUNDAMENTALS ASSESSMENT TEST FACT SHEET FOR LPN-ADN APPLICANTS

### 1. What is the FUNDAMENTALS ASSESSMENT TEST?

The Fundamentals Assessment Test is a validation test designed to evaluate previous nursing learning and knowledge of LPNs seeking to enter the Associate Degree Nursing Option.

### 2. What areas of nursing will I be tested on?

There are eight clinical topics that will be tested:

- Basic care and comfort
- Health promotion and maintenance
- Coordinated care
- Pharmacological therapies
- Physiological adaption
- Psychosocial integrity
- Reduction of risk potential
- Safety and infection control

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

No. This test consists of multiple choice questions, and alternate item questions, such as: Multiple response, fill in the blank, hot spot, drag and drop, ordered response.

### 4. How long will it take for me to complete this test?

The Fundamentals Assessment Test will take approximately 70 minutes. The test must be completed within the specified time.

### 5. Is there any way that I can prepare for this test?

Review your fundamentals of nursing material from your Practical Nursing Program. There are additional preparation materials for purchase on the ATI online store; there is a Fundamentals practice test and also a review module.

### 6. When will I take the Fundamentals Assessment Test and how do I sign up for it?

The Fundamentals Assessment Test is administered on regular basis. For more information, go to [our Health Professions Testing website](#).

### 7. Is there a fee to take the Fundamentals Assessment Test \*?

Yes, there are two non-refundable fees: \$31.00 ATI fee and \$35.00 NECC registration fee. Registration and payment for the test are done online. For more information, go to [our Health Professions Testing website](#).

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

### 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 Fundamentals Assessment Test?**

Results will be available immediately. Students can access their score reports by logging onto NOTE: The TEAS Test used to meet the criteria for review can only be taken at Northern Essex Community College at the Academic Placement and Testing Center on either the Haverhill or Lawrence Campus.

**10. How often can I take the Fundamentals Assessment 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. The Fundamentals Assessment test is only good for one admission cycle, or one year.

**11. Is there a score I must achieve on the Fundamentals Assessment Test?**

Yes, you must score at Proficiency Level 2

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

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

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## Score Explanation and Interpretation Group Performance Profile

### ATI PROFICIENCY LEVELS

Proficiency Level	Proficiency Level Definition	Score Range
Below Level 1	Scores below the Proficiency Level 1 standard can be considered below minimum expectations and can be indicative of significant risk in this content area. ATI strongly advises these students to develop and complete an intensive plan for focused review and remediation, including the use of ATI materials, textbooks, class notes, reference materials, and assistance from nurse educators.	0.0% to 46.7%
Level 1	Scores meeting the Proficiency Level 1 standard can be considered to meet the absolute minimum expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as likely to just meet NCLEX-PN® standards in this content area. ATI advises these students to develop and complete a rigorous plan of focused review in order to achieve a firmer grasp of this content.	48.3% to 65.0%
Level 2	Scores meeting the Proficiency Level 2 standard can be considered to exceed minimum expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as fairly certain to meet NCLEX-PN standards in this content area. ATI advises these students to engage in continuous focused review in order to improve their knowledge of this content.	66.7% to 83.3%
Level 3	Scores meeting the Proficiency Level 3 standard can be considered to exceed most expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as likely to exceed NCLEX-PN standards in this content area. ATI advises these students to engage in continuous focused review to maintain and improve their knowledge of this content.	85.0% to 100.0%

### ADJUSTED GROUP SCORE

The adjusted group score is the average of the adjusted individual total scores for this group of students. It is on a scale of 0% to 100%.

### ADJUSTED INDIVIDUAL TOTAL SCORE

To adjust for possible differences in difficulty among the forms of this assessment, the raw score (the total number of items correct) is converted to the adjusted individual total score through a process known as equating. The adjusted individual total score is on a scale of 0% to 100%.

### NATIONAL GROUP MEAN

This is the average score of all groups.

### NATIONAL GROUP PERCENTILE RANK

This is the percentage of groups who scored at or below your group score.

### TOPICS TO REVIEW

Based on the questions missed on this assessment, a listing of content areas and topics to review is provided. A variety of learning resources can be used in the review process, including content, images, animations and videos in ATI's Content Mastery Series® Review Modules, online practice assessments, and a focused review that is individualized to the questions missed.

### % OF GROUP MEETING INSTITUTION BENCHMARK

This is the percentage of students in this group who scored at or above your institution benchmark for this assessment. If your institution has not set a benchmark for this assessment, this field will be reported as "N/A."

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LPN-ADN Advanced Placement Option  
LPN Employment Information

Directions: Please return this form to:

Student Records  
Northern Essex Community College  
100 Elliott St  
Haverhill, MA 01830

Student Section

Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_

MA LPN License # \_\_\_\_\_ Exp. Date \_\_\_\_\_

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: \_\_\_\_\_