

COLLEGE
APPLICANTS



**CHECKLIST FOR PRACTICAL
NURSING (PN) Certificate Applicants
For September 2019 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 Director of Nursing Education) 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 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 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. GPA 2.0 or higher.**
- 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.
- 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. 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.

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 (**including withdrawal grades**), as they are the most recent example of science skill.

If sciences are more than 5 years old they must be retaken to meet program requirements.

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, Reading Writing and Reasoning, Writing Fusion, or Foundations of Algebra.

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%**

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 and 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

Good Academic Standing: All students applying to the Nursing Program must be in Good Academic standing based on NECC Academic standing policy.

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 wait list is created for qualified practical nursing 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.**

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 at our website, 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, Healthcare Technician, Practical Nursing, Radiologic Technology. 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

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

**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 50% on the individual total score and the following scores on the sub-scales:

TEAS Reading:	<u>57%</u>
TEAS Mathematics:	<u>50%</u>
TEAS Science	<u>33%</u>
TEAS English	<u>46%</u>

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 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 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](#) which can be found at <http://www.necc.mass.edu/academics/testing/hptesting/>

***Note:** Fee subject to change on or after July 1st 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.**

12. What happens if I miss the test?

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