



**ADVANCED PLACEMENT LPN -to- ADN PROGRAM
APPLICANT INFORMATION AND CHECKLIST
For January 2022 Admission**

DEADLINE FOR APPLICATIONS – NOVEMBER 25, 2021

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 three (3) students into the LPN to Associate Degree Nursing Program track and three (3) students on the waitlist. If more seats open due to attrition, candidates will be moved from the waitlist. **All advanced placement students will integrate into the second semester (Spring) 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 contact an advisor early to review the criteria and clarify the process. See Academic Advising below.

Upon completion of all listed criteria, students will need to meet with an advisor in order to complete the application process. **Beginning the 4th Monday of February 2021, students will meet with advisors to complete their change of Major/Action Forms to be reviewed for admission.**

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 encouraged to talk with an advisor to answer questions at: 978-556-3440 or advising@necc.mass.edu.

- APPLICATION FOR ADMISSION TO NECC** (applies to all new students or unenrolled at NECC during the prior three (3) years. **Major Choice: General Studies: Health Specialization, Interest in Advanced Placement LPN – ADN.**
- 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. Any course transferred must have a grade of "C" or higher. (see exception below regarding sciences)
- Official practical nursing program transcript(s)** showing evidence of graduation.
- Proof of **current Massachusetts LPN license** in good standing (other state licensed **individuals must apply and receive reciprocity license** from the Massachusetts Board of Registration in Nursing)
- Must attend a **Mandatory Nursing Information Session** prior to the application deadline. For Information Session dates, go to - Health Information Sessions webpage on the NECC website, please note that these may be held online and/or live, on campus. Please note accordingly, no registration required.

- Submit the attached **Employment Verification Form** demonstrating your employment as an LPN during the three (3) years prior to admission. You do not have to be continuously employed for that time period to apply.

Completion of the Test of Essential Academic Skills (TEAS) within the last 5 years (MUST BE TAKEN AT NECC – see website: <https://www.necc.mass.edu/engage/aptc/>)

Minimum score of 58% on the individual score and the following scores on the sub-scales:

See attached **TEAS FACT SHEET**.

TEAS Reading	69%
TEAS Mathematics	63%
TEAS Science	45%
TEAS English	60%

Only 3 attempts to obtain above scores allowed per each admission period and three (3) months required between tests. The most recent results will be considered.

- 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.
- Completion of the ATI Fundamentals Assessment Test with a minimum score of Level Two proficiency. This test is required annually, if you are on the waitlist, you will need to repeat for the next admission cycle.
- Completion of required NECC Placement Assessments.** Contact 978-556-3872 or testing@necc.mass.edu for scheduling
- Assessments must provide evidence of your proficiency in College Reading, Reading Writing and Reasoning, Writing Fusion, or Foundations of Algebra. NOTE: High School GPA for Math, Reading, and Writing WILL NOT meet the criteria for acceptance in the program.**

Note assessment dates below

Reading Assessment _____
 Writing Assessment _____
 Mathematics Assessment _____

SCIENCE REQUIREMENTS

Science coursework and grades are reviewed prior to admission for **two (2) different purposes: for admission to NECC as a General Studies student and for acceptance into the Nursing major.**

- Official Transcripts must show evidence of meeting the Science requirement or repeating the coursework**
REQUIREMENT:
 - **All sciences used to meet admission criteria to the LPN – ADN program, must reflect a grade of “B” or higher, regardless of where the sciences were taken.**
 - **These may only be taken twice (2) in order to achieve the required grade of “B” or higher.**
 Example, if you obtained a “C” in Anatomy and Physiology in your PN program, you must retake it and achieve a “B” or higher.

NOTE: Anatomy and Physiology I and II with lab and Microbiology with lab must be completed within (5) years of your anticipated entry into the LPN - ADN track to meet nursing program admission standards AND to meet the pre-requisites for other required coursework. A grade of "B" or higher is required to count as credits towards completing the program.

- Official transcripts must show evidence of meeting College Level Coursework requirements or repeating the coursework**

REQUIREMENTS:

- 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
- College Chemistry with Lab or Physiological Chemistry or higher with Lab with a grade of "B" or higher
- 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
- HES 102 will be waived upon presentation of Massachusetts LPN license.

IMPORTANT FINAL STEP:

- Change of Major/Action Form REQUIRED – Between the 4th Monday of February, 2021 and ending the 3rd Friday in September, 2021 the students will review with advisor to complete their change of Major/Action Forms to be reviewed for admission.**

ADDITIONAL PROGRAM INFORMATION**NOTE: Computer Requirements**

All students are required to have a Windows compatible laptop (not a tablet) for examinations and other course requirements.

Waitlist Status

A primary waitlist is created for qualified applicants who are not initially accepted into the program. The waitlist is 50% of the program capacity. Once the primary waitlist is full, an alternate 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 waitlist. Students are admitted to the program from the primary waitlist on a space available basis. Students, who are placed on the primary waitlist, and for whom a seat does not open during the current admission cycle, are given first option on admission for the following year. Students can only be deferred one time before being required to reapply. **Students who are accepted or are on the primary waitlist are also required to attend college orientation, Division of Health orientation (One-Stop), and program orientation – all occurring prior to start of classes. Dates will be published and there are no exceptions to this requirement.**

If you are placed on the waitlist, you may need to complete any new program admission requirements including grade requirements, TEAS score requirements, etc. This decision is made by the Nursing program Administrator only.

Good Academic Standing: All Students applying to the nursing program must be in Good Academic Standing per the NECC Academic Standards and Progress Policy.

Health Requirements (College and Program Requirements may differ)

Information regarding the College's health requirements will be sent to you upon your acceptance to the college. These requirements **MAY DIFFER** from the NECC Nursing program requirements and are based upon our clinical affiliates' requirements. Information about the program's **Technical Standards** which describe the physical and behavioral characteristics required to successfully complete the program are available [at our website](#). **Please note this will require a visit to your healthcare provider for completion.**

CPR Certification

All nursing students must be CPR certified at the Health Care Provider or Professional Rescuer level and a copy must be on file prior to entering any clinical agency. 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, 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 at the state or national level. There may be an additional fee for this process. You will need to provide a government issued photo ID and sign a release form allowing the college to view your report(s). The contents of your report(s), will determine if you may participate in an academic program or be placed in an affiliated cooperative education/clinical or practicum experience. This decision is based upon the standards set by the affiliate. 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 or Department of Mental 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 registrar@necc.mass.edu or 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 certain clinical facilities will be required to undergo and pass an additional random drug 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 analysis will be ineligible for clinical placement which in turn will affect their status in the program.** Health Profession programs that require drug screening analysis include: Dental Assisting, Paramedic Technology, Medical Assisting, Associate Degree Nursing, Healthcare Technician, Practical Nursing, Radiologic Technology, Sleep Technology, Respiratory Care, Public Health, Community Health Worker, Medical Coding, Medical Billing, and Medical Office Assistant.

Program Capacity

The LPN to ADN track has a limited number of seats. 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.

Affirmative Action

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

Information about Licensure

MASSACHUSETTS

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) in any state or federal entity, 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. Access further information at [Board of Registration in Nursing website: http://tiny.cc/11afmz](http://tiny.cc/11afmz)

OTHER STATES

Other states have differing character/criminal background standards. Contact the Board of Nursing in the state you may wish to license in for additional information PRIOR to entering the nursing program to determine if you are eligible.

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. This course may be offered on campus or online. Information and how to register will be provided.

Affirmative Action

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

CORE Academic Skill

Starting in the fall of 2014, any student enrolled in an associate degree program who is new to NECC and has no academic history at the college, must take at least one course designated as intensive in each of NECC's six core academic skills to graduate. In most cases, the program's core required courses include these intensive courses. Plan to see an advisor for more complete information about this graduation requirement.

**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 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:

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

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 Academic Coaching Center has a resource available free of charge to NECC students interested in applying for admission into a NECC Health Program that requires applicants to take the TEAS. The center has available the PLATO TEAS preparation courseware. The PLATO courseware was developed to align with the strands and topics that are assessed on the high-stakes exams like the TEAS. It includes the four content areas of the TEAS: English, Reading, Science, and Math. The preparation program is web-based and self-directed. Students can work on the program in the Academic Coaching Center or at home. *The program does not have TEAS practice tests.*

Students, who are interested in enrolling in the program, can schedule an appointment for an orientation by contacting Denise Trinidad by email: dtrinidad@necc.mass.edu or telephone 978-738-7452. For more information on how to enroll in the program, 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 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 (3) times during an admission cycle. Should a retest be required, the TEAS test may not be retaken sooner than three (3) 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.

**LPN – ADN NURSING PROGRAM TRACK ONLY
FUNDAMENTALS ASSESSMENT TEST
FACT SHEET**

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 LPN – ADN track of the Associate Degree program.

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 adaptation
- 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 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 is a Fundamentals practice test, a review module and additional preparatory materials at the ATI Store website at https://atitesting.com/ati_store/

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. Please contact testing@necc.edu or 978-556-3872 For more information.

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. Please contact testing@necc.edu or 978-556-3872 For more information.

***Note: Fee subject to change on July 1 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 beverages, 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.

Other information and understanding your TEAS scores is available at the [ATI Testing website: https://www.atitesting.com/teas/register](https://www.atitesting.com/teas/register)



LPN-ADN Advanced Placement Track Employment Information

Directions: Please return this original, signed form to:

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

(Student Section)

Name: _____

Student ID #: _____

MA LPN License # _____ Exp. Date _____

Most recent employment information as an LPN within the last three (3) years.

Place of Employment: _____

Address: _____
Street City State

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 _____

Place of Employment

Name of Individual Signing Form: _____ Title: _____

Signature: _____