



**ADVANCED PLACEMENT LPN -to- ADN PROGRAM
APPLICANT INFORMATION AND CHECKLIST
For May 2024 Admission**

DEADLINE FOR APPLICATIONS – MAY 6, 2024

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:

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, students will need to meet with an advisor in order to complete the application process. **Beginning January 8, 2024, students will meet with a Center for Health Professions advisor to complete their change of Major/Action Forms. The deadline to apply is the first Monday in May.**

Students on the extended waitlist should meet with an academic advisor to explore other program options.

Academic Advising:

You can meet with an advisor in the Student Success Hub or Center for Health Professions to verify admission criteria requirements are complete for application to the Advanced Placement: LPN to ADN program.

- ☐ 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 LPN Program.
- ☐ Must attend a **Mandatory Nursing Information Session** prior to the application deadline, *earlier attendance is strongly encouraged*. For Information Session dates, go to - the Health Information Sessions webpage on the NECC website.
- ☐ Proof of **current Massachusetts LPN license** in good standing (other state licensed individuals must apply and receive reciprocity from the Massachusetts Board of Registration in Nursing)
- ☐ Complete the attached Employment Verification Form to demonstrate that they have been professionally employed as an LPN within the last year. Applicant does **NOT** need to be continuously employed to qualify. Employer will return form to Student Records at the Haverhill Campus.

- ☐ **Completion of the ATI Fundamentals Assessment Test.** Applicants are limited to two attempts within an application cycle, regardless of the testing site and program to which they are applying. Students must score at proficiency level 1 or higher.

- ☐ **Nursing 010 Transition LPN-ADN Course, 1 credit-Acceptance is conditional until completion of this course.** This course is required for Fall acceptance to the program. Students need to successfully complete the course in a Summer session prior to the start of classes in September. Students are accepted into the third semester of the ADN program. This course will meet the admission requirements to take the ATI exams in Critical Thinking (meet national mean (68%) within 5 points), and proficiency of level 1 or higher on Maternal Newborn and Nursing Care of Children exams. Applicants will have two attempts within the course to achieve the required score.

- ☐ **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 “C” or higher grade.

- ☐ **Required Courses at the College Level for consideration to the LPN to RN program you will need to provide details in your application on the successful completion (final grade of C or higher) of ALL of the following college level courses, which are required for admission to this program option:**
 - English Composition I (ENG 101)
 - English Composition II (ENG 102)
 - Introduction to Psychology (PSY 101)
 - Lifespan Psychology (PSY 110) **OR** Developmental Psychology I (PSY 201) and Developmental Psychology II (PSY 202)
 - Introduction to Sociology (SOC101)
 - Humanities Elective (seek advice of Center for Health Professions advisor)
 - Anatomy & Physiology I (BIO121)
 - Anatomy & Physiology II (BIO122)
 - Microbiology (BIO220)
 - **NOTE: Anatomy and Physiology I and II and Microbiology with a “C” or higher must be completed seven (7) or younger years prior to the anticipated start date of the Advanced Placement (LPN–ADN) to count as credits towards completing the program.**

- ☐ **If sciences are more than 7 years old, they must be retaken to meet nursing program admission standards AND to meet the program requirements for other coursework e.g. nursing pre-requisites.**

IMPORTANT FINAL STEP:

- ☐ **Change of Major/Action Form REQUIRED – Between the students will meet with advisors to complete their change of Major/Action Forms to be reviewed for admission.**

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 Associate Degree Nursing Program must be in Good Academic standing based on NECC Academic Standards and Progress Policy.

Program Capacity

The Associate Degree Nursing option has a limited number of seats. In general, the College accepts 30 students.

NOTE: Computer Requirements

All students are required to have a Windows compatible laptop (not a tablet) for test taking.

These 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

If program capacity is met, the applicant will be placed on a waitlist.

If there are significant changes in the admission criteria, students on the waitlist 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 that 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.

Advanced Placement (LPN-to-ADN)

Clinical Affiliate Random Drug & Alcohol 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.

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

Northern Essex Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, creed, religion, color, gender, gender identity, sexual orientation, age, disability, genetic information, maternity leave, military service and national origin and any other protected class in its education programs and activities as required by Title IX of the Educational Amendments of 1972, the American with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence.

The following people have been designated to handle inquiries regarding Affirmative Action and Title IX compliance/sexual harassment:

Liz Trelegan, Assistant Director of Human Resources
Affirmative Action Officer/Title IX Coordinator
Northern Essex Community College
100 Elliott Street, B219
Haverhill, MA 01830
Phone: 978-556-3928
Email: etrelegan@necc.mass.edu

Patricia Gauron, Executive Director of Human Resources
Deputy Title IX Coordinator
100 Elliott Street, B219
Haverhill, MA 01830

Advanced Placement (LPN-to-ADN)

Phone: 978-556-3937

Email: pgauron@necc.mass.edu

NECC Public Safety

(After normal business hours, i.e. after 5 p.m. Monday-Friday or on Saturday and Sunday)

Emergencies Only 978-556-3333 or dial ext 3333 from any campus phone

General Information 978-556-3689

Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the College's Affirmative Action Officer/Title IX Coordinator, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Learn more about [Center for Accessibility Resources and Services](#) at NECC and current ADA Regulations.

Click here to see the full [Commonwealth of Massachusetts Board of Higher Education Massachusetts Community Colleges Policy on Affirmative Action, Equal Opportunity and Diversity](#).

Updated: 2023-2024 Academic Catalog (Effective Fall 2023)

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.

START HERE
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. Is 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 are additional preparation materials for purchase on the ATI online store; there is a Fundamentals practice test and 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 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 1

12. What happens if I miss the test?

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





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."

Exp_Grp_PN_Fund_2014



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

Dates of Employment: From: _____ to _____
Mo/Year Mo/Year

Place of Employment: _____