

**COLLEGE
APPLICANTS**



**CHECKLIST FOR PRACTICAL
NURSING (PN) Certificate Applicants
For September 2024 Admission**

DEADLINE FOR APPLICATIONS – JULY 19, 2024

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 Practical Nursing (PN) Program is competitive and seats are limited. Beginning the 4th Monday in September AND after having met with a Center for Health Professions academic advisor to verify completion of all admission requirements (criteria and any HES 102 waiver decisions), applicants may submit their online application to be considered for admission. Seats fill quickly for program admission and the primary waitlist. Further qualified applicants will be placed on an extended waitlist however we encourage you to explore other health program options. The information below reflects the MINIMUM standards and requirements to be considered for admission.

Academic Advising:

Individuals interested in applying to the Practical Nursing Program are encouraged to review with a Center for Health Professions advisor to answer questions.

- ☐ **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.**
- ☐ **Science courses required to apply:** College level Anatomy and Physiology I with lab, with a grade of 'C' or higher and college level Anatomy and Physiology II with lab, with a grade of 'C' or higher. Both A&PI and A&PII, regardless of where taken and used to meet the admission criteria for the PN Program, can only be taken a total of **two times each** to make the required "C" or higher grade.

All sciences that are required, as part of the program 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.

- ☐ **If sciences are more than 5 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. A 5yr. science waiver will not be granted.**
- ☐ Must attend a **Mandatory Nursing Information Session** prior to the application deadline. For Information Session dates, go to - the [Health Information Sessions](#) webpage on the NECC website. These may occur remotely or in person on campus.

Practical Nursing Certificate☐ **NECC Assessment Placement Completed**

To obtain the assessment schedule contact the Testing Center at testing@necc.mass.edu or 978-556-3872. 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. Students must be eligible to take MAT114 - Math for Careers in Health Science or higher.

Reading Assessment completed on _____.

Writing Assessment completed on _____.

Mathematics Assessment completed on _____.

NOTE: High School GPA for Math, Reading, and Writing WILL NOT meet the criteria for acceptance in the program.

- ☐ **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/> or transferred in from another institution only if remotely proctored) with a minimum score in each of the following content areas: See attached TEAS FACT SHEET.

TEAS Reading	58%
TEAS Mathematics	55%
TEAS Science	43%
TEAS English	54%

An applicant may take the TEAS test a maximum of two times during an admission cycle. Should a retest be required, there is a two week minimum for remediation between tests. 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 or remotely if proctored. Transfer of scores from another institution will be accepted if the exam was remotely proctored.

- ☐ 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.

Exceptions to the criteria may be made on a case by case basis by the Nursing Administrator.

IMPORTANT FINAL STEP:

- ☐ Change of Major/ACTION FORM –Upon completion of all of the above items from the checklist, meet with a Center for Health Professions advisor to determine if you are eligible to fill out a Change of Major/Action Form to be considered for acceptance to the Practical Nursing Program for fall 2023. You may need to bring documentation of specific criteria to the advisor. All checklist items must be verified as part of your final step.

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 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

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 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 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

Practical Nursing Certificate

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 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

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.

**PRACTICAL 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?

TEAS testing used to meet the criteria can be taken at Northern Essex Community College at the Academic Placement & Testing Center on either the Haverhill or Lawrence campus or remotely if proctored by Proctorio. If transferred in from another institution, TEAS scores are only accepted if proctored with Proctorio.

Only 2 attempts to obtain above scores allowed per each admission period and recommended a minimum of two weeks for remediation between tests. The most recent results will be considered.

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

TEAS Reading:	<u>58%</u>
TEAS Mathematics:	<u>55%</u>
TEAS Science	<u>43%</u>
TEAS English	<u>54%</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](#).

NECC students, **currently enrolled** and seeking application to an NECC health program with a TEAS requirement, may request to participate in PLATO. PLATO is a free online TEAS test prep resource.

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 online, at home. *The program does not have TEAS practice tests.*

Students, who are interested in enrolling in PLATO, may request access by contacting the Center for Health Professions at centerforhealthprofessions@necc.mass.edu.

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 \$106.00* for in-person and \$115.00* for remote proctor.** Registration and payment for the test are done on-line. For more information, go to [our Health Profession Testing site](#) that 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 two times during an admission cycle. Should a retest be required, the TEAS test may not be retaken sooner than two weeks from the previous test for a total of two 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.