

# Division of Nursing Education Practical Nursing Program Information Pack



**Disclaimer:**

All information is subject to change. For additional information, visit [www.tri-c.edu/nursing](http://www.tri-c.edu/nursing). If you have any questions, please contact the Department of Nursing at 216-987-4067.

Revised: October 2006



June 2006

Dear Applicant:

Thank you for your interest in the Cuyahoga Community College Practical Nurse Program. This information packet is designed to provide you with information regarding admission requirements, the application procedure and the admission process. We are happy to help you any way we can. Our office number is (216) 987-4067.

Nursing, as a program of study, is among the most demanding and rigorous. As you plan to enroll, recognize that in order for you to succeed, you will have to dedicate a lot of time and energy to studying and fulfilling the requirements of the program, but in the end the reward is worth the effort and sacrifices.

Nurses have an important and influential role in health care delivery. As a practical nurse you will derive satisfaction from knowing that you are able to provide care for people across the life span.

We are a proud profession comprised of individuals who make a difference. We wish you every success!

Sincerely,

Elizabeth Berrey, Ph.D., APRN, BC  
Dean of Nursing

Irene Meyer, M.S.N., RN  
Assistant Dean of Nursing

**CUYAHOGA COMMUNITY COLLEGE  
DEPARTMENT OF NURSING EDUCATION  
PRACTICAL NURSE PROGRAM**

**GENERAL DESCRIPTION**

The Practical Nurse Program at Cuyahoga Community College provides the opportunity for students to apply to the Ohio State Board of Nursing to take the National Council Licensure Examination for Practical Nurses. The course of study is designed to be completed in one year.

The aim of the Practical Nurse Program is to provide a broad education. Approximately half of the total credit hours are nursing courses, with the remaining course work divided among science courses and general studies. Students attend practical nursing classes at the Metropolitan campus and will care for patients at clinical sites throughout the Cleveland area. Please refer to page 9 for the required courses of study for the Practical Nurse Program.

The nursing courses consist of classroom study, practice in the college laboratory using mannequins and simulation equipment. In addition, students will participate in planned clinical instruction caring for patients and residents at hospitals and nursing homes. Each week, depending upon the clinical nursing course, students will devote approximately 4-5 hours in the classroom, 8-12 hours in the clinical setting and a minimum of 2-4 hours in the College practice laboratory. Laboratory time is a combination of scheduled practice, testing sessions, and open lab time. It is an expectation that students will spend approximately two hours per week viewing videos, utilizing software, and practicing and mastering nursing skills.

Lectures and College Labs are offered during the day. Clinical experiences may be held during the day and/or evening.

**ADMISSION REQUIREMENTS**

The admission requirements for the Practical Nurse Program consist of two parts: General Admission Requirements and the Practical Nurse Program Requirements.

**PART I: GENERAL COLLEGE ADMISSION REQUIREMENTS**

The applicant must meet the requirements for general admission to the College as listed in the Catalog under the heading, **ADMISSION, FEES, FINANCIAL AID**.

**PART II: PRACTICAL NURSE PROGRAM ADMISSION REQUIREMENTS**

1. Students must possess a GED or High School diploma.
2. A cumulative college grade point average (GPA) 2.0.
3. Eligible to register for ENG 1010 and Math 1141.
4. Pass the Nurse Entrance Test (NET). Achieve a grade of 50% or higher in Essential Math Skills and a grade of 50% or higher in Reading Comprehension.

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**PROGRESSION POLICY**

A grade of “C” or higher is required for ENG 1010, MATH 1141, PSY 1010, and PSY 2020. A grade of “C” or higher is required for BIO 1100 and BIO 2330. **ONLY ONE BIOLOGY COURSE MAY BE REPEATED ONCE** to improve a grade of less than “C”. A grade of less than “C” received over 7 years prior to admission into the Practical Nurse Program is excused from the science course repeat policy.

Science courses completed over 7 years prior to the date of application to the Practical Nursing Program cannot be used to fulfill progression requirements and must be repeated.

**GPA (Grade Point Average) Policy**

Students enrolled at Cuyahoga Community College (CCC) who do not possess an established CCC GPA seeking to enter the Practical Nurse Program with transfer credit\* for support courses from another accredited institution\*\* may use the cumulative GPA if it is 2.0 or greater **ONLY** for the purpose of the Nurse Entrance Test (NET). Students with a cumulative GPA from CCC below 2.0 must complete a minimum of 9 credit hours at CCC and achieve a minimum cumulative GPA of 2.0. The 9 credit hours must come from courses in English, Math or the Sciences that are at the 1000 level or above (no developmental courses). An official transcript must be submitted to CCC's Admissions and Records Office (Metropolitan, Eastern or Western Campus) and to the Department of Nursing Education, Practical Nurse Program office at the Metropolitan Campus.

\*Completion date for science courses may not exceed 7 years

\*\*Schools accepted by Cuyahoga Community College

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**APPLICATION PROCESS**

Effective May 1, 2006, all students enrolled in Health Career and Nursing programs will be required to complete a background check that includes fingerprinting and a court search. Reports from the background checks will be sent to the Associate Deans of Health Careers at the campus of their program or the Assistant Dean of Nursing. Please be assured that this information will be kept confidential.

Students with a citation will have their record reviewed on an individual basis. In some instances, a citation may preclude a student from being placed in a clinical setting. If this is the case, the student will not be accepted in to a health care program.

1. Students must be a high school graduate or have a GED Equivalency.
2. Students must possess or attain a cumulative college grade point average (GPA) of 2.0 or higher.
3. Students must complete the College's English and mathematics placement tests **unless equivalent courses have been transferred from another college. If the student is transferring credit(s) from another college, the transcript(s) must be sent to the Admissions and Records office for evaluation. Transfer credits will not be considered until the credits have been evaluated by the Admissions and Records office and entered into the student's official Tri-C college record. Students who have not attended college should make an appointment to meet with a College Counselor after taking the College's English and mathematics placement tests.** In order to take the Practical Nurse Program Pre-Admission Test (NET), the student must be **eligible** to register for ENG 1010 and MATH 1141.
4. Once a cumulative college GPA of 2.0 or higher has been achieved, call the Division of Nursing at (216) 987-4067. Your records will be reviewed and you will receive a letter which will address your application status.
5. Pass the Nurse Entrance Test (NET). Achieve a grade of 50% or higher in Essential Math Skills and a grade of 50% or higher in Reading Comprehension. Once you pass the NET test, an application for admission to the Practical Nurse Program will be mailed to you.
6. Submit the completed application and any required supporting documentation to the Division of Nursing at the Metropolitan Campus, S&T Building, room 337.
7. Once all of the admission requirements have been met, a letter of acceptance with available starting dates will be mailed to the applicant.

**NOTE:** Applicants are encouraged to submit an application as soon as admission requirements are completed in order to reserve a space. Support courses can be completed during the interim period while waiting to enter the Practical Nurse Program sequence. **Applicants must maintain a cumulative college GPA of 2.0** or higher for final enrollment into the practical nurse course sequence.

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**PRACTICAL NURSE COURSE SEQUENCE**

<b>FALL SEMESTER</b>		<b>CREDIT HOURS</b>
<b>BIO 1100</b>	<b>Introduction to Biological Chemistry*</b>	3
ENG 1010	College Composition I	3
<b>MATH 1141</b>	<b>Applied Algebra</b> or higher**	3
PNUR 1310	Fundamentals of Nursing	4
PNUR 1320	Nursing Management of Adults I	4
	<b>TOTAL</b>	<b>17</b>
 <b>SPRING SEMESTER</b>		
BIO 2330 (or BIO 1430)	Anatomy & Physiology I	4
PSY 1010	General Psychology	3
PNUR 1330	Nursing Management of Adults II	8
	<b>TOTAL</b>	<b>17</b>
 <b>SUMMER SEMESTER</b>		
PNUR 1340	Nursing Care of Families	4
PSY 2020	Lifespan Development	4
	<b>TOTAL</b>	<b>8</b>
	<b>PROGRAM TOTAL</b>	<b>40</b>

Courses used as pre-requisites or core courses for the Health Career and Nursing programs must have a traditional letter grade. The P/NP grading option for pre-requisites and core courses will not be accepted by the Health Career and Nursing programs. Students are responsible for consulting with their program manager or counselor to determine Pass/No Pass grading options.

- \* CHEM 1010 and CHEM 1020 replace BIO 1100 for students planning to transfer credit.
- \*\* MATH 1160, MATH 1800/2800 and MATH 1820/2820 may NOT be used to meet this requirement.

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**APPROXIMATE COST FOR COMPLETION OF THE  
PRACTICAL NURSE PROGRAM**

**Tuition/Fees:**

**In-County Residents**

Instructional Fee	= \$72.87 per semester hour of credit
General Fee	= 6.20 per semester hour of credit
Technology Fee	= <u>1.47</u> per semester hour of credit
	\$ 80.54 per semester hour of credit
	<u>X 40 credit hours</u>
	= \$3,221.60

**Out-of-County Residents**

Instructional Fee	= \$94.10 per semester hour of credit
Out-of-County Surcharge	= 25.94 per semester hour of credit
General Fee	= 5.60 per semester hour of credit
Technology Fee	= <u>1.35</u> per semester hour of credit
	\$101.40 per semester hour of credit
	<u>X 40 credit hours</u>
	= \$4,056.00

**FEES SUBJECT TO CHANGE**

NET Pre-Admission Test	\$ 28.50
Books – Nursing Texts (only)	\$ 600.00
Syllabi	\$ 40.00
Pocket Nurse Tote	\$ 50.61
Uniforms – Nursing (only)	\$ 150.00
Laboratory Fees – Nursing (only)	\$ 80.00
Liability Insurance	\$ 12.50
Medical Insurance is <b><u>Required:</u></b>	
1. Your present coverage	-0-
2. Arranged through the College	Variable

**Miscellaneous Expenses**

Stethoscope, Scissors, Hemostat	\$ 50.00
Health Examination	Variable
Updated Immunizations	Variable
Hepatitis Vaccine (Series)	Variable
2-Step Mantoux Test	Variable
CCC/PN Uniform Patches	Variable
LPN Assessment Test	\$ 30.00

Ohio Board of Nursing Application Fee	\$ 75.00
NCLEX-PN (National Council Licensure Examination – Practical Nurse) Licensure Fee	\$ 200.00

**Financial Aid Offices available on each Campus.**

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**Nurse Entrance Test (NET)  
2006 – 2007**

Test dates and locations to be announced.

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## Ohio Board of Nursing

ATTACHMENT A  
www.state.oh.us/nur

77 South High Street, 17th Floor • Columbus, Ohio 43266-0316 • (614) 466-3947

### REQUIREMENTS FOR SECTION 4 OF THE APPLICATION FOR LICENSURE AS A NURSE

It is the responsibility of each applicant for licensure as a Licensed Practical Nurse or a Registered Nurse to accurately fill out all areas of the application form for licensure. It is the responsibility of the Board of Nursing (Board), under Section 4723.28 of the Ohio Revised Code (ORC) to consider certain matters prior to granting licensure.

Each applicant for licensure will be required to answer questions on the application related to certain past behaviors or legal history. Among areas applicants must report to the Board are whether the individual seeking licensure has been convicted of, found guilty of, pled guilty to, pled no contest to, or received treatment in lieu of conviction for the following:

1. A misdemeanor committed in the course of practice in Ohio, another state or US territory;
2. Any felony in Ohio, another state or US territory;
3. A crime involving gross immorality or moral turpitude in Ohio, another state or US territory;
4. A violation of any municipal, county, state, or federal drug law.

If the applicant for a licensure examination must answer any of the above questions "yes", the applicant is asked to submit explanatory documents with the application, address the envelope to "Manager, Compliance Unit", Ohio Board of Nursing, and mark the envelope "Confidential". The explanatory documents may include a statement of the problem related to the above area(s), the dates the behavior(s) occurred, a copy of a conviction record (if applicable), and a statement of what has happened since the occurrence of the conviction or behavior in question. Based upon the documentation submitted and further investigation, the Board will determine whether the candidate will be permitted to take the licensure examination or will be licensed.

It is critical that all questions on the application for licensure be answered honestly, since misrepresentation may constitute fraud or deception. Students needing more information are encouraged to request a copy of Chapter 4723. of the Ohio Revised Code from the Board, or consult with the Administrator of their nursing education program (or designee).

Substance abuse is always a serious concern of the Board. In order to promote and protect the health and well-being of future nurses, the Board encourages student nurses with a substance abuse problem to seek entry into appropriate treatment as soon as the need is recognized. Impairment of the ability to practice nursing according to acceptable and prevailing standards of safe nursing care because of habitual or excessive use of drugs, alcohol, or other chemical substances can result in disciplinary action by the Board.

The Board frequently receives calls from prospective students, school officials, and the Bureau of Vocational Rehabilitation Services regarding whether the Board will permit a person who has a prior record of misdemeanors and/or felonies to sit for the licensure examination or become licensed. *The Board of Nursing has no statutory authority to advise as to whether an individual will be permitted to take the licensure examination or be able to become licensed until the individual actually applies to the Board for licensure by examination.*

9/23/98

MM/Nsg ed/form misc/exam unit/req

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**OHIO House Bill 327 – Felony Preclusion Bill**

The Felony Preclusion Bill is an initiative to identify applications for licensure with felony convictions. The Ohio Board of Nursing has the authority, in this law, to refuse to grant licensure to applicants with any of the felony convictions specified in the law. The law requires a criminal records check for new applicants for licensure and for individuals from another state endorsing as an LPN into Ohio.

The egregious felonies listed in the bill include: aggravated murder; murder; voluntary manslaughter; felonious assault; kidnapping; rape, sexual battery; gross sexual imposition; aggravated arson; aggravated robbery; and aggravated burglary.

Candidates who wish to sit for the National Council Licensure Examination for Practical Nurses (NCLEX-PN) will be required to submit their fingerprints to the Bureau of Criminal Identification and Investigation (BCI&I) to process the BCI&I Civilian fingerprint card and the FBI Applicant fingerprint card for identification and criminal background verification. This requirement will become effective for all students entering a pre-licensure nursing education program after June 1, 2003. Students enrolled in a pre-licensure nursing education program prior to June 1, 2003, will not be required to submit fingerprints.

The BCI&I takes approximately 30 days to mail results to the Ohio Board of Nursing (OBN), and the FBI takes approximately four (4) to six (6) months. Therefore, it is recommended that students submit their fingerprints at least nine (9) months prior to completing their nursing education program. This will ensure that their application to test can be processed in a timely manner and that delays in making a candidate eligible to test will be minimized. Applicants will not be eligible to test (NCLEX-PN) without the required criminal records check being completed and in their file.

Passed: 4/9/02  
Effective: 6/1/03

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**CHEMICAL SUBSTANCE POLICY**

The practical nursing faculty believes that chemical dependency is an illness that is preventable and treatable; it further believes that the issue of chemical use in the classroom, lab and clinical area must be addressed. In addition, it recognizes that use and dependency may interfere with the practice of nursing and nursing education, and may threaten personal welfare, as well as that of other students and patients.

The Chemical Substance Policy was developed to assist practical nursing students to recognize personal impairment and to seek appropriate treatment and rehabilitation with the intention that impaired students, who are provided such treatment, can be returned to their course of studies in the Practical Nurse Program.

If at any time a faculty member observes signs and/or symptoms of the effects of mood-altering drugs in a practical nursing student in the classroom, lab, or clinical setting, a drug screen may be required of the student at that time. These signs and symptoms include, but are not limited to the following: euphoria, altered judgment, impaired motor coordination, inability to concentrate, memory loss, tremors, confusion, anxiety, delusions, agitation, disorientation, profuse diaphoresis, convulsions, slurred speech, emotional instability, delirium, hallucinations, depression, paranoia, hostility, hyperreflexia, and lethargy. Students must sign a release of medical information form.

Any violation of this policy will result in one or more of the following actions:

1. Suspension from the Practical Nurse Program.
2. Immediate blood alcohol level testing and/or urine drug screen testing
3. The Regional Peer Assistance Liaison Person from the Ohio Nurses Association (ONA) Peer Assistance Program for Nurses (PAPN) will be called in to assist in an assessment of the student.
4. The student will be required to complete the treatment and rehabilitation program as recommended by the ONA/PAPN as a condition for continuance in the Practical Nurse Program.
5. The student will provide copies of the aftercare plans and the contracts to the appropriate nursing faculty, who will review them and make a recommendation (in writing), with rationale, to the Program Manager and Dean of Nursing for their acceptance or rejection of the recommendation.
6. After the student has completed the treatment plan and met the terms of the contract, and the recommendation of the ONA/PAPN Regional Liaison Person has been obtained, the student will be considered for return to full student status. It should be noted that the student must follow the readmission policy of the Department of Nursing Education.
7. Upon **one repeat** violation of this policy, the student will be permanently dismissed.
8. Any refusal, on the part of the student, to participate in the recommended treatment and rehabilitation program will result in dismissal from the Practical Nurse Program.

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**Definition of Terms**

Student: A person who has been admitted to the Practical Nurse Program.

Impairment: Any condition, regardless of cause, that interferes with an individual's ability to function as expected.

Chemical Substance: One or a combination of substances, including alcohol, over-the-counter drugs, prescribed drugs, or illegal drugs.

Chemical Dependency: A medically treatable illness, with certain recognizable signs and symptoms, which is characterized by physical and/or psychological dependence on mood-altering drugs and alcohol.

Chemical Substance Abuse: Personal use of any chemical substance that is regulated by law; this includes the personal use of any normally legal chemical substance (such as alcohol) in a manner that produces impairment or may lead to the development of impairment. See the Cuyahoga Community College Student Handbook, page 51, Drug-Free Schools and Campuses Policy (Ohio Revised Code, Chapter 3354).

Regional Liaison Person (from the Peer Assistance Program): A representative from the Ohio Nurses Association who works with hospitals and other agencies that have nurses or students who are suspected of chemical substance use or abuse.

Approved 6/9/97