

Cuyahoga Community College
Division of Nursing
Practical Nursing Certificate

Program
Information Packet



2018-2019

Disclaimer:

All information is subject to change. For additional information, visit www.tri-c.edu/nursing.
If you have any questions, please contact the Department of Nursing at 216-987-4067 or send an email to nursing@tri-c.edu.

Revised: July 2018



Dear Applicant:

Thank you for your interest in the Cuyahoga Community College Practical Nurse Program. This packet is designed to provide you with information pertaining to the admission process. It is imperative that you follow the admission process outlined within this packet in order to ensure that your application is processed within a timely manner. Additionally, please make sure to check our website at <http://www.tri-c.edu/programs/nursing/practical-nursing-certificate.html> as requirements are subject to change.

The nursing curriculum at Cuyahoga Community College is challenging and rewarding, but requires significant outside time commitments in order to be successful. We understand that many students must continue to work as they seek to advance themselves academically, but it is critical that you take time to make the appropriate lifestyle adjustments prior to beginning the program in order to ensure your success.

We are dedicated to helping you meet your educational and professional nursing goals, so please contact the Division of Nursing via email at nursing@tri-c.edu should you need additional assistance after you have read this packet.

We wish you much success in your pursuit of a career in nursing!

Sincerely,

Vivian Yates PhD, MSN, RN
Dean, Division of Nursing

Ebony Drummer MSN, RN
Associate Dean, Division of Nursing

Joy Caldwell MSN, RN
Program Director, Division of Nursing

Aprille Haynie MSN, RN
Program Director, Division of Nursing

Meredith Walker MSN, RN
Program Director, Division of Nursing

Wendy Batch-Wilson DNP, RN
Director Nursing Skills Lab, Division of Nursing

CONTENTS

Program Information.....	4
General Description	4
Admission Requirements	4
Part I: General College Admission Requirements.....	4
Part II: Nursing Program Admission Requirements.....	4
Transfer Procedures.....	5
Transfer Procedure from Outside University/College/Program for Advanced Standing.....	6
Military Credit.....	6
Program Sequence.....	7
Application Process.....	8
Part III: Background Check.....	8
Part IV: Health Care and BLS/CPR Requirement.....	11
Student Responsibility Statement.....	12
Student E-Mail Communication Policy.....	12
Student Resources and Links.....	12

CERTIFICATE OF PRACTICAL NURSING PROGRAM

PROGRAM INFORMATION

General Description

The Practical Nursing Program is a one-year certificate program that admits students annually each fall semester, and has a day and evening/weekend cohort on the Metropolitan Campus. Entry requirements must be met prior to admission to the program.

The program consists of three semesters (Fall, Spring, and Summer). Corresponding day and evening lectures/labs are held at the Metropolitan Campus. Annually, up to 40 students are accepted into the day track and up to 40 students in the evening/weekend track. Students' progress through a curriculum designed to increase knowledge based upon concepts of self-care for individuals, families, groups and society. Opportunities for student learning are diverse and enriched by exposure to various clinical agencies throughout Northeast Ohio. Students also have the opportunity to care for individuals of all ages in medical, surgical, pediatric, obstetric and geriatric settings.

Upon completion of the program, graduates are eligible to sit for the National Council Licensure Examination for Practical Nurses (NCLEX-PN). The program prepares graduates to be able to provide nursing care to patients or groups of patients at home or in institutions, at the direction of a licensed physician, advanced practice nurse, registered nurse, dentist, optometrist or podiatrist.

ADMISSION REQUIREMENTS

The admission requirements for the Practical Nurse Program consist of four parts: General College Admission Requirements, Certificate of Practical Nurse Program Requirements, Background Check, and Health Care/CPR Requirements.

PART I: GENERAL COLLEGE ADMISSION REQUIREMENTS

The applicant must meet the requirements for general admission to the College as outlined in the College Catalog.

PART II: CERTIFICATE OF PRACTICAL NURSE PROGRAM ADMISSION REQUIREMENTS

1. A high school diploma or GED equivalence, or a higher degree transcript must be on file in the Office of the Registrar.
2. A cumulative college grade point average (GPA) 2.5 or greater. Students enrolled at Cuyahoga Community College (CCC) who do not possess a CCC GPA and are seeking to enter the Practical Nursing Program with transfer credit for support courses from another accredited institution** may use that institution's cumulative GPA if it is 2.5 or greater.
**Schools accepted by Cuyahoga Community College.
3. Eligible to register for ENG 1010 and MATH 1240.

***Math 1200 or higher will be accepted to meet the math requirements for admission.**

- All applicants are required to take The Health Education Systems Inc. Admission Assessment Exam-A2 (HESI A2) as part of the application process for entry into the Associate Degree Nursing Program. Students can complete the A2 at any time during the application process, and must achieve a minimum score of 75% on the Math and English sections for consideration for the program. One attempt can be made per month. If a 2nd attempt is needed only the section(s) below 75% needs to be completed. There is a limit of 2 attempts in a 12-month period.

Three separate tests compose the English Language portion of the exam. The three tests are: Reading Comprehension, Vocabulary, and Grammar.

Please visit <http://www.tri-c.edu/programs/nursing/hesi-a2-entrance-exam.html> for detailed information on the HESI examination as well as how to register for the exam.

- Complete and pass a background check that includes finger printing and BCI check.

TRANSFER PROCEDURES

TRANSFER PROCEDURE FROM CUYAHOGA COMMUNITY COLLEGE ASSOCIATE DEGREE NURSING PROGRAM

Students wishing to transfer from the Cuyahoga Community College Associate Degree Nursing (ADN) Program must do the following:

- Withdraw from the ADN program as outlined within the ADN and College Student Handbooks.
- Obtain a **Program Change** form from the Division of Nursing Education Office, complete and return to the Nursing Education Office.
- Meet PN admission requirements.

Students who have successfully completed courses within the ADN program may be eligible for advance standing. See table below.

Successful completion of NURS 1300 - for admission into PNUR 1210 (credit granted for PNUR 1200)
Successful completion of NURS 1451 - for admission into PNUR 1322 (credit granted for PNUR 1210)
Successful completion of NURS 1601 or Higher - for admission into PNUR 1330

Admission of transfer students who meet the requirements will be placed on a space available basis.

TRANSFER PROCEDURE FROM OUTSIDE UNIVERSITY/COLLEGE/PROGRAM

Applicants who were enrolled in nursing courses at another college or school of nursing and now wish to transfer into the Cuyahoga Community College Practical Nursing Program must first apply for general college admission. Only students who are currently in academic good standing at their current/previous nursing school are eligible for transfer status consideration.

Nursing transfer credits will not be accepted from students who have been absent for two or more years from their nursing program. Only credits from the most current attended educational institution will be considered.

Once the applicant has met the minimum program admission requirements, the student must submit to the Division of Nursing Education the following information at least eight weeks prior to the desired semester:

1. A letter indicating academic good standing from the Director/Dean of the current/previous nursing program sent directly to Division of Nursing.
2. A letter requesting admission as a transfer student.
3. A complete syllabus for each nursing course completed at the previous school(s).
4. An official transcript from the previous school(s).

These documents will be reviewed by the Nursing Admission & Progression Committee which will then make recommendations regarding the student's transfer status.

MILITARY CREDIT

Transfer credit may be awarded for courses earned through the college-level United States Armed Forces Institute (USAFI). For individuals with experience in the armed forces of the United States, or in the National Guard, or in a reserve component:

- Military education skills and training will be reviewed in accordance with the College's transfer policy.
- The individual will be awarded credit for any military education or skills training that is substantially equivalent to the curriculum established in Chapter 4723-5 of the Administrative Code.

PROGRAM SEQUENCE

PRACTICAL NURSING PROGRAM SEQUENCE		
Fall Semester		Credit Hours
*BIO 1050 and BIO 105L (lab)	Human Biology	4
PNUR 1200	Physical Assessment for the PN (16 weeks)	2
PNUR 1210	Fundamentals of Practical Nursing (1 st 8 weeks)	3
PNUR 1322	Nursing Management of Adults (2 nd 8 weeks)	3
TOTAL:		12
Spring Semester		Credit Hours
ENG 1010 or ENG 101H	College Composition I Honors College Composition I	3 (3)
PSY 1010 or PSY 101H	General Psychology Honors General Psychology	3 (3)
PNUR 1330	Nursing Management of Adults II (16 weeks)	8
TOTAL:		14
Summer Semester		Credit Hours
PNUR 1341	Lifespan & Nursing for Practical Nurse (10 weeks)	4
PSY 2020 or PSY 202H	Lifespan Development Honors Lifespan Development	4 (4)
TOTAL		8
PROGRAM TOTAL		34

Additional Standards:

- Nursing courses and support courses must be completed in a specified sequence.
- If a student has taken Biology 2331 and will compete Biology 2341 prior to or during their first semester in the program, the courses can be substituted for Biology 1050/105L.
- Core science courses may be repeated once to improve a grade of less than “C.” A grade of less than “C” received over 7 years ago will not count toward the “one core course” repeat rule.
- Courses used as pre-requisites or general education courses for health career and nursing programs must have a traditional letter grade. The Pass/No Pass grading option for pre-requisites and General Education courses will not be accepted by the Health Career and Nursing Programs.

APPLICATION PROCESS

1. Submit a Tri-C College application
2. Submit an official high school diploma transcript, GED Equivalency or higher degree transcript to the Office of the Registrar, P.O. Box 5966, Cleveland, OH 44101-0966.
3. Once the prerequisite courses have been successfully completed and/or preadmission requirements have been met, submit a request for review. The request can be submitted online at <http://www.tri-c.edu/programs/nursing/>
4. If all admission criteria has been met from the review, then the applicant will be permitted to sit for the Elsevier Admission Test (A2).
5. Following successful completion of the Elsevier Admission Test (A2) an application to the program will be emailed to the applicant via their Tri-C email account along with a list of available start dates.
6. Submit the completed application and any required supporting documentation by e-mail to the Division of Nursing within the specified dates.
7. A background check (finger printing and court search) must be completed no sooner than 6 months prior to the start of your program and no later than 8 weeks prior to the start of your program.
8. Applicants must maintain a cumulative 2.5 GPA for final enrollment into the nursing course sequence.

NOTE: Applicants are encouraged to submit an application as soon as admission requirements are completed in order to reserve a space in the program. Support courses can be completed during the interim period while waiting to enter the Practical Nurse Program sequence.

*For placement deadlines, please refer to <http://www.tri-c.edu/programs/nursing/currently-placing.html>

Students who accept a slot in the PN program (with a specific starting date for nursing courses) and do not attend orientation, decline a slot after orientation, do not attend the first day of class, do not meet all medical record, health insurance, CPR, and/or background check requirements will be required to re-start the application process. Students admitted for a fall semester may reapply after Sept. 1st. Students must meet all current admission requirements at the time of application.

PART III: BACKGROUND CHECK

The completion of a criminal background check (BCI) is one of the admission requirements to the nursing program. The background check is required to ascertain (I) the ability of students to eventually become licensed in the profession and (II) the ability of students to attend mandatory clinical rotations at external facilities in accordance with the requirements of the program.

Because a criminal history can have different effects at the educational, licensure, and employment levels, when a person is considering pursuing a nursing career, it is best to have as much information as possible prior to deciding to enroll in a nursing program. The Board encourages individuals who have criminal histories and who are interested in pursuing a nursing career to: (1) Contact approved nursing education programs and ask about the programs' enrollment criteria with respect to criminal convictions; (2) Review the criminal history information available on the Board's website

<http://www.nursing.ohio.gov/Discipline.htm>; and (3) Contact healthcare facilities and inquire about hiring criteria with respect to criminal convictions.

Effective January 12, 2013, the BCI process may begin no sooner than six months prior to entry into the program. (Program entry is defined as the first day of class in which the student begins the nursing program).

The BCI must be completed, reviewed and cleared prior to full acceptance into the program. The BCI will be valid as long as the student is continually enrolled in the nursing program. Students who leave and return to the program may be required to complete another BCI check.

Background checks completed by another vendor, employer, or while enrolled at another school/institution will not be accepted.

For general information on student BCIs please see:

<http://www.tri-c.edu/programs/healthcareers/Pages/BackgroundCheckInformation.aspx>



CRIMINAL HISTORY FACT SHEET

Currently, there are eleven offenses that are *automatic bars* to obtaining a nursing license for applicants who entered a prelicensure nursing education program after June 1, 2003. This means that the Board of Nursing (Board) is prohibited from issuing a license to a person who has pled guilty to, been convicted of, or has a judicial finding of guilt for one of the offenses listed below.

•Aggravated Murder • Murder • Voluntary Manslaughter • Felonious Assault •Kidnapping • Rape • Aggravated Robbery • Aggravated Burglary • Sexual Battery • Gross Sexual Imposition • Aggravated Arson • or a substantially similar law of another state.

In addition, the Board may propose to deny an application, or place restrictions on a license granted, for a conviction of, a plea of guilty to, a judicial finding of guilt of, a judicial finding of guilt resulting from a plea of no contest to, or a judicial finding of eligibility for intervention in lieu of conviction for the following: (1) any felony (that is not an absolute bar); (2) a crime involving gross immorality or moral turpitude; (3) a misdemeanor drug law violation; or (4) a misdemeanor in the course of practice. **In regard to these four types of offenses, the Board is unable to advise or give a definitive answer about the effect a criminal history will have on the ability to obtain a nursing license in the State of Ohio.**

The Board does not have the authority to make a determination or adjudication until an application has been filed. If an applicant has a criminal history, the Board conducts a thorough investigation and considers a number of factors, including but not limited to: whether the applicant has made restitution, completed probation and/or otherwise been rehabilitated; the age of the offense; the facts and circumstances underlying the offense; and the total number and pattern of offenses.

Please also be advised that although the Board may grant a license to an applicant who has a criminal offense history, an individual may be restricted from working in certain settings based on his or her criminal history due to federal and state laws, which require criminal records checks prior to employment in certain settings, and which may impose absolute or discretionary bars to employment in certain patient care settings, for example, in facilities or settings involving care provided to older adults, disabled adults, or children. *See, e.g., Ohio Administrative Code Chapters 3701-60-07; 173-9-07; 5101:3-45-11; 5123:2-2-02; 5101:3-45-11.*

Similarly, the Board cannot answer questions regarding one's eligibility to attend nursing school or participate in clinical instruction. Nursing programs vary in regard to enrollment criteria, so it is recommended that you contact the nursing program to determine whether you are eligible to enroll.

PART IV: HEALTH CARE/CPR REQUIREMENTS

Prospective students must complete and submit certain requirements for consideration and/or placement in the nursing program. Once accepted into the program, nursing students must maintain these requirements or they will not be permitted into any clinical setting. The maintenance of accurate and up-to-date information of all requirements are the sole responsibility of the student.

IMMUNIZATIONS

For the most current immunization requirements please visit:

<http://www.tri-c.edu/programs/nursing/documents/student-health-requirements-form.pdf>

You are encouraged to review and begin obtaining the required documentation as soon as possible.

Please note that the requirements can change depending on the hospital/health care facility agreements.

BLS/CPR CERTIFICATION

A course in cardiopulmonary resuscitation must be completed prior to the scheduled orientation date. Students are required to provide documentation of the current professional level CPR course. The required CPR course must be a BLS for Healthcare Providers course earned through the American Heart Association (AHA). No other course will be accepted. When submitting documentation of AHA certification a copy of the card, certified letter, certificate, electronic verification, eCard, or other form of validation deemed acceptable by the program may be used. When submitting a CPR card for documentation of certification, the copy of the card must be front and back of the card. The card, letter, or certificate must be signed. If submitting the eCard certificate of completion, it must show the unique ID and QR code for verification purposes. Students who fail to complete the approved course in cardiopulmonary resuscitation will be administratively dropped from the program. Students must maintain current CPR certification throughout the Nursing Program.

STUDENT RESPONSIBILITY STATEMENT

Students are also responsible for having their current address and telephone number reported to the Enrollment Center at any campus. This information can also be updated through My Tri-C space.

STUDENT E-MAIL COMMUNICATIONS POLICY

Cuyahoga Community College (CCC) has established email as an official and primary means of communication with students. An official Cuyahoga Community email address is required for all students.

The college expects that every student will receive email at his or her CCC email address and will read email on a frequent and consistent basis. A student's failure to receive and read college communications in a timely manner does not absolve that student from knowing and complying with the content of such communications.

Students may elect to redirect (auto-forward) email sent to their CCC email address. Students who redirect email from their official CCC email address to another address do so at their own risk. If email is lost as a result of forwarding, it does not absolve the student from the responsibilities associated with communications sent to their official CCC email address.

STUDENT RESOURCES & LINKS

College-Wide Resources

Additional college-wide resources are available to nursing students at each campus. For a full range of services please go to the Cuyahoga Community College website.
www.tri-c.edu/Pages/default.aspx

Cuyahoga Community College Student Handbook: www.tri-c.edu/student-resources/student-handbook.html

Counseling

A fully staffed counseling and academic advising department is available on all three campuses. Services offered are academic, career, psychological, personal, and social adjustment counseling.

An academic counselor should be consulted upon entry in the program for assistance in choosing course offerings. Students should seek counseling services on the campus where their records are located.

OFFICES ARE OPEN DAYS AND EVENINGS MONDAY THROUGH THURSDAY, DAYS ON FRIDAY, AND ON SATURDAY MORNINGS. APPOINTMENTS ARE ENCOURAGED. A COUNSELING BROCHURE AND A WELCOME BOOK ARE AVAILABLE IN THE COUNSELING OFFICE ON EACH CAMPUS.

Also see additional student resources provided by the Tri-C Counseling Center: www.tri-c.edu/counseling-center/index.html

Cuyahoga Community College Division of Nursing: <http://www.tri-c.edu/programs/nursing/>

Disability Services – ACCESS Program

The Access Program provides classroom accommodations and support for students with disabilities who are enrolled at Tri-C. To receive services, students must make an appointment to meet with an Access Student Advisor and present documentation of disability. The Access Office recommends scheduling the appointment at least eight weeks prior to the start of classes; some services may require additional time. Services are individualized and may include advising, test proctoring, support groups, books in alternate format, assistive technology, and sign language interpreting. The Access Program is funded by the U.S. Department of Education, the state of Ohio and Tri-C. Please visit our website under Student Services at <http://www.tri-c.edu/access/> or call for additional information or to schedule an appointment.

<u>Campus</u>	<u>Voice</u>	<u>TTY</u>
East	216-987-2052	216-987-2230
Metro	216-987-4344	216-987-4048
Westshore	216-987-5079	216-987-5117

Financial Aid

Students can meet with a Student Financial Aid Advisor to obtain information about various financial aid options, including grants, scholarships, student loans, and public benefits. www.tri-c.edu/paying-for-college/financial-aid-and-scholarships/apply-for-financial-assistance.html

Tuition Fee Schedule

Click on the link below to access the current “Tuition and Payment Schedule”: <http://www.tri-c.edu/paying-for-college/tuition-and-fees/index.html>

Additional Nursing Program Expenses *All prices subject to change

Entrance & Exit Exams \$200 (Variable)

Books & Supplies \$2200 (Variable)

Uniforms \$250 (Variable)

Laboratory Fees \$250 (Variable)

Liability Insurance (\$6.25 per semester) \$25

Background Check \$85 (Variable based on Residencies and/or Previous history)

Medical Insurance is required and must be obtained at your own expense

Miscellaneous Expenses

Stethoscope, scissors, hemostat (Variable)

Health examination (Variable)

Immunizations (Variable)

Drug Screening required for some clinical sites \$30

Nursing and Allied Health Careers Student Success Center

The Nursing and Allied Health Careers Student Success Center is located on Metro Campus MHCS #332, phone 987-4308. Resource materials and tutoring for Nursing and the Health Sciences is available in the Success Center.

Project Go!

Cuyahoga Community College is partnering with the Ohio Department of Job and Family Services (ODJFS), the Ohio Benefit Bank (OBB) and the Cleveland Food Bank to break down barriers to college completion. This program provides support and assistance to students who may face financial challenges while working toward their educational goals.

www.tri-c.edu/paying-for-college/financial-aid-and-scholarships/benefits-accessproject-go.html

Ohio Board of Nursing

For questions regarding approved programs, NCLEX-PN licensure, etc. in the state of Ohio visit the Ohio Board of Nursing Website.