

Chattahoochee Valley Community College

Licensed Practical Nursing Program Application (LPN)

Last Name: _____ First Name: _____ MI: _____ Date: _____

Please note the following list of items must be submitted in order for the application to be considered complete. If any of the following items are missing, your application will be incomplete and will not be considered for entry into the program.

Initial	Application Checklist ✓
	Good standing and unconditional admission to Chattahoochee Valley Community College
	Meet minimum admission requirements for application to the nursing program
	Complete application form for the specific program you are applying prior to the deadline. It is the responsibility of each student to ensure the Health Sciences office has received the completed application. <i>*If you are applying to more than one program, submit a separate application for EACH program.</i>
	Read and sign the Essential Functions form. Student must maintain ability to meet essential functions for nursing with or without reasonable accommodations.
	Transcripts from EVERY college attended must be requested and submitted to the Admissions Office prior to the application deadline (high school transcripts may be submitted if no prior college coursework exists). Transfer credit listed on CVCC transcripts or any other transcript is NOT acceptable. It is the responsibility of each student to ensure the Admissions Office has received all transcripts before the application deadline. FAXED TRANSCRIPTS ARE NOT CONSIDERED OFFICIAL. Transcripts may be mailed to the Admissions Office at: Chattahoochee Valley Community College, ATTN: Admissions, 2602 College Drive, Phenix City, AL 36869
	UNOFFICIAL TRANSCRIPTS from EVERY college attended must be submitted with the nursing application. Every unofficial transcript must be attached to this application, including CVCC transcripts. Transfer credit listed on the CVCC transcript or any other transcript is NOT acceptable. It is the responsibility of each student to ensure all unofficial transcripts are submitted with this application prior to the deadline.
	Official results of the ATI Test of Essential Academic Skills (TEAS-V) must be submitted with this application. This application will not be complete without an official copy of the test results. Please visit www.atitesting.com for testing details and how to register. <i>*If you have taken the TEAS-V at another institution, please visit www.atitesting.com and have an electronic copy sent to CVCC. Please note that paper copies will NOT BE ACCEPTED as your official score if the test was taken at another location.</i>

Read and sign: I have included all of the above items as required in my application packet. I understand if all items are not submitted before the published deadline, my application will not be considered. I further understand that meeting minimum admission requirements does not guarantee admission to the program.

Applicant's Signature: _____ Date: _____

Applicant's Printed Name: _____ Student # or SSN: _____

FOR OFFICE USE ONLY	
Received Date:	Reviewed By:

APPLICATION DEADLINE:
FRIDAY, APRIL 13, 2012, 12:00 p.m. EST

Licensed Practical Nursing Program Application

MINIMUM REQUIREMENTS

Minimum admission standards for the Licensed Practical Nursing Program include:

1. Unconditional admission to Chattahoochee Valley Community College
2. Completed application for the LPN program submitted by **Friday, April 13, 2012, 12:00 p.m. EST.**
3. A minimum of 2.50 GPA for the last 24 hours of college credit for students with previous college work
4. A minimum of 2.50 cumulative high school GPA for students without prior college work (GED acceptable in lieu of high school transcript).
5. Eligibility for English 101 and Math 100 as determined by college policy
6. Good standing with CVCC
7. Meeting the Essential Functions or technical standards required for nursing
8. Completion of the Test of Essential Academic Skills (TEAS - V). Must be taken prior to application deadline.

Admission to the Licensed Practical Nursing Program is competitive, and the number of students is limited by the number of faculty and clinical facilities available.

Meeting minimal requirements does not guarantee acceptance.

ELIGIBILITY FOR LICENSURE

Legal requirements for licensure in the State of Alabama are listed in the Alabama Board of Nursing Administrative Code. The Alabama Board of Nursing determines the eligibility for licensure based on the applicant's response to certain questions. **It is important that you understand that successful completion of the nursing program does not guarantee eligibility to take the NCLEX exam. The Board of Nursing may deny an individual permission to take the National Council Licensure Examination (NCLEX) based on an investigation.** Applicants do not need to respond to the questions for application to the program, but must be aware that when applying for licensure they must answer the questions honestly or risk denial of application for licensure. For more information, please contact the Alabama Board of Nursing.

NON-DISCRIMINATION POLICY

It is the official policy of the Alabama State Board of Education and Chattahoochee Valley Community College that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, marital status, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Persons requiring reasonable accommodations under the Americans with Disabilities Act (ADA) should contact the Chattahoochee Valley Community College ADA Coordinator at 334-214-4803.

APPLICANTS PLEASE READ AND SIGN BELOW:

I understand that completion of this application is a component of the student profile and does not in itself grant admission to the nursing program. I understand this application must be resubmitted if I am not selected for the indicated application period. All application materials become the property of Chattahoochee Valley Community College. It is the sole responsibility of the applicant to ensure that the Nursing Department has received all of the requested documentation.

I hereby certify that the information given in this application is true and correct. I understand that providing false information may be deemed sufficient reason for dismissal and/or refusal of admission.

Applicant's Signature

Date

PERSONAL DATA

Last Name: _____ First Name: _____ MI: _____ Maiden: _____

SSN: _____ Student ID (if known): _____ Date of Birth: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Home Telephone: _____ Cell Phone: _____

Email Address: _____

EDUCATION

High School: _____ Graduation Year: _____

GED (if applicable): _____ Date completed: _____

Have you attended any other colleges? **Yes:** _____ **No:** _____

If yes, please list all colleges attended with degrees/credentials earned as applicable (including CVCC).

Name of College	City, State	Name on Transcript	Degree

Have you ever been enrolled in another nursing program (including CVCC)? **Yes:** _____ **No:** _____
If yes, give the name of the institution, dates attended, and the reason for withdrawal.

TESTING

Have you taken the ATI TEAS - V examination? **Yes:** _____ **No:** _____

If yes, please list your name as documented at the time of testing, as well as the location and date.

Name: _____ Location: _____ Date: _____

FOR TRANSFER STUDENTS ONLY (Not required for courses completed at CVCC)

CVCC Course number and name	Title of course that you completed	College/University Granting Credit	Grade	Year
English 101				
Math 100 or higher				
Biology 201				
Biology 202				

****Completing this form does not ensure transfer of college credit. It is the applicant's responsibility to verify transferability with the Admissions Office.***

Send or deliver complete application to: **Chattahoochee Valley Community College
ATTN: Health Sciences Coordinator
2602 College Drive
Phenix City, AL 36869**

FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.

Licensed Practical Nursing Program Ranking Sheet

CALCULATION OF POINTS

After meeting all minimum requirements, applicants are rank-ordered using a point system based on:

- Results of the Test of Essential Academic Skills (TEAS-V).
- Points for selected college courses (i.e. ENG 101, MTH 100) **OR** selected high school courses (i.e. Algebra II or higher level math, highest level Biology).
- Students may be awarded up to 10 points as determined by individual college policy and procedures.

1. **ATI Test of Essential Academic Skills (TEAS-V):** This test must be taken within 3 years for consideration. Points awarded will be based on percentage score equivalent. If you have taken the TEAS-V at another location, an official copy of this test must be sent electronically to CVCC, please visit www.atitesting.com for more information. Applicants who fail to submit their official score will not be ranked for admission.

(TEAS Calculation: 150 x _____ (Adjusted Individual Total Score) = Total: _____
Max: 150 points

2. **Points Awarded for Selected College Courses:**

NOTE: Either college coursework **OR** high school coursework will be evaluated, NOT BOTH. High school coursework will **ONLY** be used if no college coursework has been attempted. A maximum of two grades can be used for points.

Please use the following scale: A = 30 points; B = 20 points; C = 10 points

COLLEGE COURSES				POINTS	OR	HIGH SCHOOL COURSES				POINTS
ENG 101	A	B	C			Highest Level Biology	A	B	C	
MTH 100 or Higher	A	B	C		Algebra II or Higher	A	B	C		

Total: _____
Max: 60 points

3. **Additional Points:** Ten (10) loyalty points will be awarded to students who have completed **ALL** general coursework at CVCC (ENG 101, MTH 100 or higher, BIO 201, and BIO 202). Five (5) loyalty points will be awarded to students who have completed their points-based classes (ENG 101, MTH 100 or higher) at CVCC.

Please use the following scale to determine your eligibility for loyalty points.

OPTION (Select only ONE)	POINTS
All college coursework taken at CVCC	10
All points based classes taken at CVCC	5

Total: _____
Max: 10 points

Final Total: _____
Max: 220 points

NO INFORMATION REGARDING ACCEPTANCE WILL BE GIVEN OVER THE PHONE OR IN PERSON. All applicants will receive a certified letter notifying them of their status. Please allow a minimum of 4-6 weeks for processing and notification after the deadline.

THE ALABAMA COLLEGE SYSTEM NURSING PROGRAM ESSENTIAL FUNCTIONS

The Alabama College System endorses the Americans' with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities. Physical, cognitive, psychomotor, affective and social abilities are required in unique combinations to provide safe and effective nursing care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression and graduation are contingent upon one's ability to demonstrate the essential functions delineated for the nursing programs with or without reasonable accommodations. The nursing programs and/or its affiliated clinical agencies may identify additional essential functions. The nursing programs reserve the right to amend the essential functions as deemed necessary.

In order to be admitted and to progress in the nursing program, one must possess a functional level of ability to perform the duties required of a nurse. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary by the Alabama College System nursing programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective nursing program and may vary from reasonable accommodations made by healthcare employers.

The essential functions delineated below are necessary for nursing program admission, progression and graduation and for the provision of safe and effective nursing care. The essential functions include but are not limited to the ability to:

1. Sensory Perception

- a. Visual
 - i. Observe and discern subtle changes in physical conditions and the environment
 - ii. Visualize different color spectrums and color changes
 - iii. Read fine print in varying levels of light
 - iv. Read for prolonged periods of time
 - v. Read cursive writing
 - vi. Read at varying distances
 - vii. Read data/information displayed on monitors/equipment
- b. Auditory
 - i. Interpret monitoring devices
 - ii. Distinguish muffled sounds heard through a stethoscope
 - iii. Hear and discriminate high and low frequency sounds produced by the body and the environment
 - iv. Effectively hear to communicate with others
- c. Tactile
 - i. Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics
- d. Olfactory
 - i. Detect body odors and odors in the environment

2. Communication/Interpersonal Relationships

- a. Verbally and in writing, engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural and intellectual backgrounds

- b. Work effectively in groups
- c. Work effectively independently
- d. Discern and interpret nonverbal communication
- e. Express one's ideas and feelings clearly
- f. Communicate with others accurately in a timely manner
- g. Obtain communications from a computer

3. Cognitive/Critical Thinking

- a. Effectively read, write and comprehend the English language
- b. Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings
- c. Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator
- d. Satisfactorily achieve the program objectives

4. Motor Function

- a. Handle small delicate equipment/objects without extraneous movement, contamination or destruction
- b. Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to clients, self or others
- c. Maintain balance from any position
- d. Stand on both legs
- e. Coordinate hand/eye movements
- f. Push/pull heavy objects without injury to client, self or others
- g. Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without

- jeopardizing the safety of the client, self or others
- h. Walk without a cane, walker or crutches
- i. Function with hands free for nursing care and transporting items
- j. Transport self and client without the use of electrical devices
- k. Flex, abduct and rotate all joints freely
- l. Respond rapidly to emergency situations
- m. Maneuver in small areas
- n. Perform daily care functions for the client
- o. Coordinate fine and gross motor hand movements to provide safe effective nursing care
- p. Calibrate/use equipment
- q. Execute movement required to provide nursing care in all health care settings
- r. Perform CPR and physical assessment
- s. Operate a computer

5. Professional Behavior

- a. Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others
- b. Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client
- c. Handle multiple tasks concurrently
- d. Perform safe, effective nursing care for clients in a caring context
- e. Understand and follow the policies and procedures of the College and clinical agencies

- f. Understand the consequences of violating the student code of conduct
- g. Understand that posing a direct threat to others is unacceptable and subjects one to discipline
- h. Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing
- i. Not to pose a threat to self or others
- j. Function effectively in situations of uncertainty and stress inherent in providing nursing care
- k. Adapt to changing environments and situations
- l. Remain free of chemical dependency
- m. Report promptly to clinical and remain for 6-12 hours on the clinical unit
- n. Provide nursing care in an appropriate time frame
- o. Accepts responsibility, accountability, and ownership of one's actions
- p. Seek supervision/consultation in a timely manner
- q. Examine and modify one's own behavior when it interferes with nursing care or learning

Upon admission, an individual who discloses a disability can request reasonable accommodations. Individuals will be asked to provide documentation of the disability in order to assist with the provision of appropriate reasonable accommodations. The respective college will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the respective college. In order to be admitted one must be able to perform all of the essential functions with or without reasonable accommodations. If an individual's health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, the student will be withdrawn from the nursing program. The nursing faculty reserves the right at any time to require an additional medical examination at the student's expense in order to assist with the evaluation of the student's ability to perform the essential functions.

Requests for reasonable accommodations should be directed to:

Vickie Williams
 Student Development & ADA Compliance Coordinator
 Phone: 334-214-4803, E-mail: vickie.williams@cv.edu

I have read and fully understand the requirements for meeting all of the nursing program's essential functions prior to acceptance and for the duration of the program.

Applicant's Printed Name

Date

Applicant's Signature