Thank you for considering a career in practical nursing at Mount Wachusett Community College.

This information packet explains the admissions process, as well as the entrance requirements for the Practical Nursing Certificate program. Please read this information carefully. Those who complete the Practical Nursing Certificate program become eligible to take the NCLEX-PN Exam for licensure as an LPN. Admission to this program is competitive and seats are limited. Therefore, everyone who applies may not be admitted to the program. Files must be complete in order to be eligible for review by the Admission Committee.

If, after reading this information packet, you still have questions concerning admission, we encourage you to attend one of our Nursing Information Sessions. Please call the Admissions office at 978-630-9284 for a listing of available dates or visit our website.

INFORMATION SESSIONS
The Nursing Department offers monthly information sessions that will include program information, the admission process, and financial aid information. Transcript evaluations are not conducted at these sessions. All students are encouraged to attend a session before applying to the program.

HOW TO APPLY:

Applicants must submit the following information to the Admissions Office:

- A completed college application accompanied by the $10.00 application fee.
- Test of Essential Academic Skills (TEAS): Beginning with the 2009 academic year MWCC has made the TEAS test a requirement for admission to the Associate Degree in Nursing and Practical Nursing Certificate programs. MWCC strongly recommends that applicants complete program pre- and co-requisite courses especially English Composition I, Math and a four-credit lab science before taking the TEAS Test to enhance their knowledge base.
- An official transcript from your high school or official copy of GED scores and/or GED certificate. (Documents must be received directly from high school or testing facility. Education completed outside of the US must be officially translated/evaluated for high school equivalency)
- Official transcripts of all college-level courses completed from each college attended if you intend to transfer credits. (Education completed outside of the US must be officially translated/evaluated for equivalency).
- Complete and return the Practical Nursing Application and the enclosed forms:
  - Practical Nursing Program Admission Form
  - Work Experience Form
- Submit a copy of College Placement Testing (CPT) scores taken at MWCC or another college meeting criteria requirements.
- Students whose native language is not English and those who have not completed Grades K-12 or a baccalaureate degree in the U.S. must take the Test of English as a Foreign Language (TOEFL). A minimum of 550 on the paper/pencil version or 213 on the computer based test is required.
- Professional Resume of Healthcare Experience.

APPLICATION DEADLINE:

Practical Nursing Certificate
Gardner Campus
Sept. 1, 2011

(revised 07/07/11)
2012 Application

PRACTICAL NURSING CERTIFICATE*

Day Program Only. Classes begin each January.

All applicants must meet the following criteria at time of application.

1. College Placement Testing completed within 3 years of the application deadline demonstrating the following placement.

   - Sentence Skills: 68 or greater
   - Writing Sample: 5 or greater
   - Reading Placement: 69 or greater

Students entering the Practical Nursing Certificate program must be able to demonstrate the ability to:

- Comprehend textbook material at the 11th grade level.
- Communicate and disseminate information either in spoken, printed, signed, or computer voice format.
- Gather, analyze, and draw conclusions from data.
- Stand for a minimum of two hours.
- Walk for a minimum of six hours, not necessarily consecutively.
- Stoop, bend, and twist for a minimum of 30 minutes at a time and be able to repeat this activity at frequent intervals.
- Lift a 40-pound person or assist with a larger person and transfer the person from one location to another.
- Determine by touch: hotness/coldness, wetness/dryness, hardness/softness.
- Use the small muscle dexterity necessary to do such tasks as gloving, gowning, and operating controls on machinery.
- Respond to spoken words, monitor signals, call bells, and vital sign assessment equipment.
- Identify behaviors that would endanger a person’s life or safety and intervene quickly in a crisis situation with an appropriate solution.
- Remain calm, rational, decisive, and in control at all times, especially during emergency situations.
- Exhibit social skills appropriate to professional interactions.
- Maintain cleanliness and personal grooming consistent with close personal contact.
- Function without causing harm to self or others if under the influence of prescription or over-the-counter medications.

Students are expected to meet the technical standards for enrollment in college programs. In some cases, assessment and developmental courses may help students meet these standards. The college complies with the requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990. Therefore, the College will make a reasonable accommodation for an applicant with a disability who is otherwise qualified.

SPECIAL PROGRAM REQUIREMENTS

- Health examination conducted within the past two years by a licensed health care provider.
- Proof of current immunizations (Tdap2, MMR, Mantoux, Varicella, Hepatitis B series with follow-up TITRE and TB screening) must be provided to the Health Office. Contact the health office, ext. 136 for more information.
- Liability Insurance. Proof of $1,000,000/$3,000,000 coverage is required. Students will be covered under the college’s liability insurance policy, which will be billed through student fees.
- (CPR) Certification (Professional Rescuer, Health Provider) is required. A certificate of completion must be presented to the Nursing Department and certification must be maintained during enrollment in nursing courses.
- Health Insurance: All nursing students must participate in the Massachusetts Community College Health Insurance (unless they can provide accurate information regarding comparable coverage).
- Completion of CORI/SORI form

Please note the above information must be received before registering for practical nursing classes.

NOTE:

All PN classes will be held at the Gardner campus and clinicals will be held in the surrounding area. Human Biology (BIO 115) is offered only at the Gardner or Devens campuses.

* Notice to all applicants a 9-hour math workshop is mandatory for all students accepted into the PN program. This workshop is offered prior to the beginning of the PN program at an additional cost.

* Each applicant must submit all required information listed on page 1 of this application by the deadline.
Upon graduation from the Practical Nursing Certificate Program students shall have demonstrated the ability to:

- Practice within legal and ethical framework of Practical Nursing.
- Advocate for the rights of clients.
- Use the nursing process to meet clients' health care needs.
- Provide individualized nursing care to a diverse population.
- Communicate effectively and accurately by oral, written, and/or electronic means.
- Implement health education plans based on the learning needs of the client and/or significant others.
- Identify opportunities for life-long learning and continued professional growth.
- Demonstrate accountability for personal and professional conduct.
- Collaborate with other health care team members to facilitate effective client care.

Criminal Offender Records Information (CORI) check procedure has been implemented for students whose services entails the potential for unsupervised contact with persons from vulnerable population (i.e., children, the elderly, the disabled).

The Criminal History Systems Board has authorized MWCC to receive criminal record information regarding present or prospective employees working with the vulnerable populations, and for trainees/student who will need a CORI clearance to work in education work sites (i.e., day care centers, hospitals, and health care facilities, schools, etc.).

Compliance with licensure laws in the state of Massachusetts require all NCLEX-RN and NCLEX-PN applicants to furnish satisfactory proof of “good moral character” (M.G.L. Chapter 112, Sections 74 and 74A). Nursing students will be required to complete a CORI (Criminal Offender Record Information) check. It must be understood that a conviction in a court of law may prevent them from being placed in a clinical agency.

Beginning September 1, 2002 individuals requiring CORI/SORI checks completed as well, consistent with current Commonwealth of Massachusetts law MGLC 178C-178P. Record storage and usage will be in compliance with...Depending upon the result of a CORI or SORI check, a person's eligibility to participate in the nursing programs may be affected.

Applicants for initial Massachusetts nurse licensure must report both felonies and misdemeanors convictions, and disciplinary action to the Board of Registration in Nursing for its evaluation of the applicant's compliance with the Good Moral Character requirement at GL, c.112, ss.74 and 74A. For details, refer to the Good Moral Character Information Sheet at http://www.mass.gov/dpl/boards/rn/forms/gmcreg.pdf.

How do I make an appointment to complete my placement testing?
Once you have submitted a college application with your $10.00 application fee, you may contact Testing Services to schedule a time to complete your placement testing by calling (978) 630-9244. Placement testing is available both day and evening. If you completed placement testing in the past two years, these scores can be used if they meet the program requirements. An additional fee of $10.00 will be charged for those individuals who request to retest.

I haven't completed the coursework needed to apply to the practical nursing program yet. Can I still come to MWCC?
YES! Students are encouraged to enter the college as a “General Studies- Allied Health (GSAH)” student. In this major, you will be identified as a potential practical nursing applicant and will be assigned to an advisor that will assist you in establishing an educational plan. As a student in this major, you may complete any of your non-nursing courses (i.e. English, Mathematics, Human Biology, etc.) then apply to the program when these courses are completed and before the specified deadline.

(continued on next page)
When I complete the Practical Nursing Certificate, can I bridge to the A.S. Nursing program?

Once you have completed the certificate you will be eligible to sit for the NCLEX-PN exam. Once licensed and after (1) year of employment, you would be eligible to apply to the nursing program, waiving the need for you to complete NUR111. You would have to complete all first semester courses prior to bridging to semester two. Those courses include ENG101, PSY105 and BIO203.

How is my file evaluated?

Our practical nursing class is selected from a pool of applicants who have displayed the minimum academic requirements for admission to the program. Space is limited and not all applicants are accepted. Applications will be reviewed and candidates will be notified of the admissions decision by mail. The process is competitive and your file will be ranked using the following:

1. GPA for those courses applicable to the practical nursing curriculum (ie. English, Psychology, Human Biology, etc.)
2. Work experience in healthcare or direct patient care
3. Number of credits completed in residency at MWCC applicable to the practical nursing curriculum
4. Applicant Status
   - Current MWCC student/MWCC graduate
   - College graduate
5. College placement scores
6. CLEP Test Scores & AP Scores
7. Education background (prior AS, BS or MS degree)
8. Complete test of Essential Academic Skills (TEAS) (see testing website for scores)

www.mwcc.edu/services/testing/default.html

Can I work and attend classes full-time?

Practical Nursing and science coursework is complex and requires a personal commitment. Part-time employment may be appropriate, but hours will need to be flexible in order to accommodate school requirements. Students are encouraged to balance their employment and school responsibilities.

Where do I attend a clinical setting or placement, and how do I get there?

Practical Nursing students are responsible for their own transportation to clinical sites.

Is there an interview for admission?

An interview is not required for admission.

If I am not accepted into the Practical Nursing program, will my application automatically be considered for the A.S. Nursing program?

No. If you would like your application considered for the A.S. Nursing program, you must complete the application packet for the next available semester.

Can I apply for Financial Aid?

Yes. Inquire at the Financial Aid Office, 978-630-9169.

I still have more questions, how do I get them answered?

Applicants are encouraged to attend one of the Practical Nursing Information Sessions held monthly. For a listing of dates contact the admissions office at 978-630-9284 or visit our website.

Additionally, what must I know?

- It is up to the applicant to read the Technical Standards and understand that it is his/her responsibility to discuss any accommodation that he/she may need by contacting the Counselor for Students with Disabilities at 978-630-9120.
- The applicant is responsible for ensuring that his/her application file is complete and that all items are received by the deadlines.
- The applicant must read the statement on the inside cover of the nursing application packet regarding the CORI/SORI Policies. Practical Nursing students are required to complete this form. A court conviction may prevent a student from successfully completing the nursing program due to clinical site requirements and/or may prohibit them from taking the NCLEX-PN.

* Transferring of Credits to MWCC

Please note: All transfer courses must have been taken at an accredited college and must be approved for transfer credit through the Office of Enrollment Services (978-630-9284) prior to enrollment into the semester in which they are required.

Family Education Rights and Privacy Act of 1974

As in any healthcare environment, students in the Health Care Program may have risks of exposure to infectious diseases. The Health Care Program adheres to all state and federal regulations to reduce the risk of health care associated infections. Also the student may be prone to the disability associated with repetitive motion.

Individuals who disclose the presence of bloodborne infectious diseases will be shown the same consideration as non-infected individuals and will be offered reasonable accommodation. Information regarding health status of an individual is considered confidential, and protected by the Family Education Rights and Privacy Act of 1974.

In compliance with the Clery Act (20 U.S.C. 1092(a) and (f)), all prospective students are entitled to review the MWCC Annual Security Report. This report may be accessed online at www.mwcc.mass.edu or by request through the Office of Admissions.

Mount Wachusett Community College seeks to provide equal educational and employment opportunities and does not discriminate on the basis of race, color, religious creed, age, physical or mental disability, sex, national origin or ancestry, marital status, sexual orientation, genetic information or veteran status.
Outlined below are estimated expenses associated with the practical nursing program. This estimate is based upon Fall 2010 Massachusetts resident tuition and fee day rates an estimated $185/credit for general courses and an estimated $235/credit for NUR day courses. Not included in these cost are per semester fees that include a registration fee, technology access fee, and student activity fee (if applicable)

Tuition and fees are subject to change and tuition/fee rates may vary based on course selection.

**PRACTICAL NURSING CERTIFICATE**

**Day Only Program**

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Cr.</th>
<th>Tuition/Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring (Jan-May)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 105  Introduction to Psychology</td>
<td>3</td>
<td>$550</td>
</tr>
<tr>
<td>BIO 115  Human Biology</td>
<td>4</td>
<td>$740</td>
</tr>
<tr>
<td>NUR 102  Fundamentals of Practical Nursing</td>
<td>11</td>
<td>$2,585</td>
</tr>
<tr>
<td>Approximates Cycle Cost</td>
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<td>$3,875</td>
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<table>
<thead>
<tr>
<th>Semester II</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Summer (June-August)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English 101  English Composition 101</td>
<td>3</td>
<td>$550</td>
</tr>
<tr>
<td>Psy 110  Human Growth and Development</td>
<td>3</td>
<td>$550</td>
</tr>
<tr>
<td>NUR 104 –Maternal/Child Nursing</td>
<td>8</td>
<td>$1880</td>
</tr>
<tr>
<td>Approximate Cycle Cost</td>
<td>14 credits</td>
<td>$2,980</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Semester III</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall (Sept – Dec)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 106  Advanced Concepts in Practical Nursing</td>
<td>13</td>
<td>$3,055</td>
</tr>
<tr>
<td>Approximate Cycle Cost</td>
<td>13 Credits</td>
<td>$3,055</td>
</tr>
</tbody>
</table>

**Approximate Total Tuition/Fee Cost:** $9,910

College Health Insurance Plan  
**SEPT-AUG** $928

**Note:** If you already have health insurance, you will not need to purchase college insurance.

Miscellaneous Program Expenses: $1,898
- Uniforms, Professional Equipment, Liability Insurance, CPR, Textbooks and Miscellaneous Materials

**APPROXIMATE TOTAL PROGRAM COST** $12,736

Students are required to complete all courses required in each cycle, and must keep pace with their class before they are allowed to proceed to the next year.

**Biology Requirement:**

BIO115 must be completed with a C+ or higher within the last five years. (BIO203 and BIO204 with a C+ or better may be substituted for BIO115).

**Application Deadline**  
Sept 1

**Classes Begin**  
January 2012
MWCC Student ID (if known)  Social Security Number:_______ - _________ - _________

Name:  _________________________________________________________________________________________________________

Mailing Address: _________________________________________________________________________________________________

Telephone Numbers:       Home  (         ) ________________________     Work (          )  _______________________________

Gender:  M       F  Ethnicity/Race ________________________ (optional)

I understand that the practical nursing program is a day only program.    ___________

Are you a current MWCC student?  □Yes  □No

What is your highest level of academic achievement?  □Some College  □Associates  □Bachelors  □Masters  □Not Applicable

Have you completed courses at MWCC?  □Yes  □No   If Yes, approximately how many credits have you completed at MWCC? ________

Have either of your parents attended college?  □Yes  □No  □Don’t know

Will you be asking the Committee to review college transcripts from college(s) other than MWCC?  □Yes  □No

If Yes, from which college(s)? ______________________________________________________________________________________

Have you ever applied to MWCC’s practical nursing program?  □Yes  □No

Have you ever been accepted to our practical nursing program?  □Yes  □No

Have you completed NUR 099?  □Yes  □No

Is English your native language?  □Yes  □No

If No, did you attend school from K-12 or completed a baccalaureate in the U.S.?  □Yes  □No

How have you met the math requirement?
□ Completed Math126 with a grade of ‘C+’ or greater at________________________________
□ College placement testing.  ____________________________________________________________

How have you met the English requirement?
□ Completed an English 101 course with a grade ‘C+’ or greater at________________________________
□ College placement testing.  ____________________________________________________________

Have you scheduled or taken your TEAS test?  □ Yes  □ No   Date of test __________    Location of test _________________________

I have read the Technical Standards and understand that it is my responsibility to discuss any accommodation that I may need with the appropriate College representative.  □Yes  □No

I certify that the all information stated on this application form is accurate and complete. Concealment of facts or false statements may result in dismissal.

• By signing, I certify that I am responsible for ensuring that my application file is complete and that all items are received by the deadlines.

Applicant Signature   Date              Parent or Guardian Signature   (if applicant is under 18)   Date

Mount Wachusett Community College seeks to provide equal educational and employment opportunities and does not discriminate on the basis of race, color, religious creed, age, physical or mental disability, sex, national origin or ancestry, marital status, sexual orientation, genetic information or veteran status.
Application for Entrance
Gardner Jan 2012

Mount Wachusett Community College seeks to provide equal educational and employment opportunities and does not discriminate on the basis of race, creed, color, religion, national origin, gender, age, sexual orientation, marital status, veteran status, or disability.
**Personal and Professional Appraisal**
Please rate the applicant in the following categories, using a scale of 1 to 5 with five being superior and one being poor. If you have no basis for evaluation in any category, please check “No Basis.”

<table>
<thead>
<tr>
<th>Characteristics</th>
<th>Superior</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic potential</td>
<td>❑ 5</td>
<td>❑ 4</td>
</tr>
<tr>
<td>Leadership</td>
<td>❑ 3</td>
<td>❑ 2</td>
</tr>
<tr>
<td>Technical laboratory skills</td>
<td>❑ 1</td>
<td>❑ No Basis</td>
</tr>
<tr>
<td>Sense of responsibility</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>Ability to work with people</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>Motivation for a career in this field of study</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>Ability to adapt to new situations</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>Ability to work independently</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>Reliability</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>Oral communication skills</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>Written communication skills</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>Problem solving ability</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>Works with attention to detail</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>Able to multi-task</td>
<td>❑</td>
<td>❑</td>
</tr>
<tr>
<td>Integrity (honesty, transparency, etc.)</td>
<td>❑</td>
<td>❑</td>
</tr>
</tbody>
</table>

**Recommendation**

❑ Strongly Recommend ❑ Recommend ❑ Recommend with Reservations ❑ Do Not Recommend

If “with Reservations”, please explain.

Name (type or print) _______________________________________  Organization ____________________________

Signature ________________________________________________  Address _______________________________

Position or Title ____________________________________________

Email ____________________________________________________  Telephone ______________________________

Mount Wachusett Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, religious creed, age, physical or mental disability, national origin or ancestry, marital status, sexual orientation, genetic information or veteran status.