NorthWest Arkansas Community College
Associate of Applied Science Nursing Program
PLEASE READ PRIOR TO COMPLETING APPLICATION
The Nursing Program is approved by the Arkansas State Board of Nursing.

APPLICATION INSTRUCTIONS

1. APPLICATION DEADLINE	The application for the LPN to RN Transition via Track I Spring 2014 admission must be hand-delivered (preferably) to the NWACC Nursing Office CHP 2003, or mailed to: NWACC, Department of Nursing-11425 One College Drive Bentonville, AR 72712 **The deadline is 4:00pm, November 4, 2013. After November 4, 2013, applications will no longer be accepted.** **Late applications will NOT be considered! If you choose to mail the application it must be received in our office by 4PM, November 4, 2013.**
2. SELECTION PROCESS	Applicants who meet the minimum criteria and complete the testing and application process will accrue points and be placed in ranked order. Selection for admission will be made in descending order until the track is filled. **Note: LPN to RN Transition Course will not be offered unless a minimum number of 16 students are selected for admission.** Applicants must have an overall minimum GPA of 2.5. Grades earned in the required general education courses are used in the selection scoring system. General Education courses not yet taken will accumulate zero points. General education courses that are taken at NWACC will receive an additional 0.1 point for each course with a maximum of 1 additional point. Students have found it is quite advantageous to complete all or most of the general education prerequisite courses prior to entry into the NWACC Nursing Program. See LPN to RN Transition course information below. Grades of "A" will accrue more points than lower grades of "B" and "C". The scoring system will be adjusted to accommodate for CLEP courses and the CISQ Challenge Exam. Due to a curriculum change, the CISQ Challenge or Intro to Computer Information will only be accepted if completed by the end of the Spring 2010 semester. TEAS V Scores – The reading, math and overall comprehensive scores of the TEAS test will be used in the selection scoring process. For example, if you have a comprehensive score of 84 that will translate to 8.4 points, a math score of 88 that will translate to 8.8 points and you have a reading score of 91 that will translate to 9.1, your total TEAS V score would be 26.3. PCA+ Preference Score – One point will be given to students that have taken the NWACC PCA+ course and received a grade of a "C" or better. The sample score review sheet enclosed in this application packet will assist you in calculating your score based on your grades. **So that you may check for accuracy, the Nursing Department will mail you a completed score review sheet. It is your responsibility to notify the NWACC Nursing Department if you do not receive the score review sheet by November 29, 2013.** DO NOT CALL THE NURSING OFFICE REGARDING ADMISSION SELECTION.

3. LPN to RN TRANSITION via TRACK I	LPN to RN Transition begins January 13, 2014 with graduation slated for May 2015. Students selected for the LPN to RN Transition will be notified of the decision by December 20, 2013 via telephone and will begin class on January 13, 2014. Students will be sent an admissions packet via email containing activities to be completed prior to classes beginning in January. To be eligible for the LPN to RN Transition Track, the student must have the following general education courses completed by the end of the Fall 2013 semester with a "C" or better. English Composition I General Psychology Math for AAS General Education **or** a higher level math Anatomy & Physiology I Anatomy & Physiology II Microbiology **(Anatomy & Physiology credits must be no older than 5 years. If older than 5 years, applicant must retake the course or take the HAPS test at the Testing Center by December 17, 2013.)** **If you have not completed PSYC 2103 Human Growth & Development and the 3 hour college elective, you must have them completed by the end of the summer 2014 semester.** The Nursing Program strongly recommends that all students in the LPN to RN course limit outside employment to 20 hours per week or less.
4. REQUIRED GENERAL EDUCATION COURSES	It is the applicant's responsibility to ensure that all eligibility requirements have been met. For a complete list of required general education courses please refer to the appropriate track section of these instructions or go to our website at: https://www.nwacc.edu/web/academics_nursing/index.php
5. NWACC ENROLLMENT	Applicants must either be currently enrolled at NWACC or have completed the college application process before applying to the Nursing Program. Contact the Student Records Office or the Learner Development Center (LDC) for assistance with the college application process.
6. COLLEGE TRANSCRIPTS	Official transcripts from other institutions are to be submitted to NWACC Student Records Office **prior to November 4, 2013**. The applicant must request official transcripts from each institution of higher education, other than NWACC, that has been attended; they must be mailed to: NorthWest Arkansas Community College Student Records Office One College Drive Bentonville, AR 72712 **DO NOT:** • Have transcripts mailed to the Nursing Office • *Attach official transcripts to your application* **Applications lacking official college transcripts on file with the NWACC Student Records Office are considered incomplete and cannot be reviewed!** **Attention**: If you are enrolled at another college/university for Fall of 2013, updated transcripts from that institution must be received in the NWACC Student Records Office no later than December 19, 2013. To ensure proper application credit for these classes, please provide a copy of your transcript to the Nursing Department. Any Transcripts received after December 19, 2013 will not be considered for the selection process.

7. DEGREE AUDITS	A degree audit identifies the progress a student has made toward an NWACC degree plan and determines the specific credits that NWACC has awarded to a student from another institution. Students may generate their own degree audit. Go the Student Records home page at http://www.nwacc.edu/web/lss_records/degree-audit. Click on the help link for full instructions. The Student Records Office is located on the second floor of the Student Center. Hours are Monday through Thursday 8:00 a.m. to 6:00 p.m. and on Friday from 8:00 a.m. to 4:30p.m. Exceptions to these hours are made during holidays. **It is always the applicant's responsibility to review the degree audit for accuracy!**
8. NURSING ESSENTIAL FUNCTIONS & SPECIFIC TASKS*	A. Essential functions required of a nurse / nursing student: • Lift and transfer heavy objects • Bend, squat and raise arms above head • Read small print • Walk and stand on feet for long periods of time • Hear soft sounds • Work 8-12 hour shifts • Tolerate strong smells • Speak, hear and use tactile and visual skills to assess clients • Think critically and problem solve • Perform effectively and professionally in a stressful environment / situation • Work well with others B. Specific tasks required of a nurse / nursing student: • Bathing clients • Assisting clients with toileting • Assessing client needs • Communicating accurately and effectively • Changing surgical dressings • Administering medications accurately, including computation of math calculations • Starting IVs, administering IV fluids / medications • Cleaning up incontinence / emesis • Taking vital signs and interpreting data • Analyzing assessment data *This list may not be all inclusive. If you have questions or concerns, please contact the Nursing Department at 479-619-4151.

9. TEAS TESTING	This year we will be using the TEAS V (version 5.0). You may only take the TEAS V test once per application period. You may learn more about the TEAS V, including how to order the TEAS V study guide, and/or purchase practice tests, and/or check your previous score at this website: https://www.atitesting.com/Home.aspx There are TEAS V study guides in the NWACC library. **YOU MUST REGISTER FOR THE TEAS V TEST BY November 4, 2013 and HAVE YOUR TEAS V TEST COMPLETED BY November 20, 2013.** It is your responsibility to log onto https://www.atitesting.com/Home.aspx to create an account, register, pay the $50 fee (non-refundable) for the TEAS V test, and then go to the NWACC testing center to take the test. **DO NOT WAIT** to register for your TEAS V test. Space is limited and no additional time slots will be added. **CREATE AN ACCOUNT**: Go to https://www.atitesting.com/Home.aspx and click on CREATE AN ACCOUNT. • Fill out the form – and click on REGISTER • USER ID and PASSWORD - You will need to bring your ATI USER ID and PASSWORD with you at your testing time. **REGISTER FOR THE TEAS V**: Log in under your USER ID and PASSWORD • Click on REGISTER FOR TEAS • Click on TEAS • Choose your state and city – Arkansas & Bentonville • Choose your location – NWACC testing center • Look at the table and select the date and time of your choice by clicking on the red REGISTER button. **There are 4 hours scheduled to take the TEAS V test. Please arrive 15 minutes prior to your start time. If you arrive past your scheduled start time, you will not be able to take the test.** • Review your registration and then click CHECKOUT **TAKE YOUR TEST:** Go to the NWACC Testing Center 15 minutes prior to your start time on the date and time you selected to take your test. You will need to bring your Photo ID, ATI USER ID, ATI PASSWORD, and PAYMENT RECEIPT to the Testing Center. YOU MAY ONLY USE A PENCIL AND PAPER DURING THE TEST – NO CALCULATORS WILL BE USED. For questions regarding Testing Center policies call 479-619-4354. **The testing component of the application process is essential to maintain eligibility. Failure to take the TEAS V test or provide previous TEAS V scores will disqualify the applicant.** **If you utilize testing accommodations, official NWACC documentation must be submitted to the NWACC Testing Center 3 days prior to your test date.**
10. APPLICANT UPDATES	It is vitally important that the Nursing Department has current contact information (phone number(s), email and residence addresses, etc.). **Please email any changes to asalinas2@nwacc.edu**
11. Non-Native Speakers of English (NNSs)	Non-Native Speakers of English, seeking admission into Health Professions programs are required to complete the **COMPASS ESL Listening Test**. The **ESL** listening test is a component of the COMPASS test which is a college placement and diagnostic test in mathematics, reading and writing skills in addition to the ESL placement component. Students can receive more information and/or schedule to take this test through the NWACC testing center. The ESL listening test is designed to assess a student's ability to understand Standard American English. **A score of 92 or higher is REQUIRED for NNSs students seeking entrance into Health Professions Programs at NWACC**. The score of 92 or higher indicates the ability to understand linguistically complex discussions, including academic lectures and factual reports. **NNSs students seeking career paths in Health Professions scoring below a 92 are required to meet with the Program Director in their specific Health Professions career track for advisement and assistance in finding resources to enhance this necessary skill.**

12. Arkansas State Board of Nursing (ASBN) background checks for National Council Licensure Exam (NCLEX)	**17-87-312. Criminal background checks.** (a) Each first-time applicant for a license issued by the Arkansas State Board of Nursing shall apply to the Identification Bureau of the Department of Arkansas State Police for a state and national criminal background check, to be conducted by the Federal Bureau of Investigation. (b) The check shall conform to the applicable federal standards and shall include the taking of fingerprints. (c) The applicant shall sign a release of information to the board and shall be responsible to the Department of Arkansas State Police for the payment of any fee associated with the criminal background check. (d) Upon completion of the criminal background check, the Identification Bureau of the Department of Arkansas State Police shall forward to the board all information obtained concerning the applicant in the commission of any offense listed in subsection (e) of this section. (e) Except as provided in subdivision (l)(1) of this section, no person shall be eligible to receive or hold a license issued by the board if that person has pleaded guilty or nolo contendere to, or been found guilty of any of the following offenses by any court in the State of Arkansas or of any similar offense by a court in another state or of any similar offense by a federal court: (1) Capital murder as prohibited in § 5-10-101; (2) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5- 10-103; (3) Manslaughter as prohibited in § 5-10-104; (4) Negligent homicide as prohibited in § 5-10-105; (5) Kidnapping as prohibited in § 5-11-102; (6) False imprisonment in the first degree as prohibited in § 5-11-103; (7) Permanent detention or restraint as prohibited in § 5-11-106; (8) Robbery as prohibited in § 5-12-102; (9) Aggravated robbery as prohibited in § 5-12-103; (10)Battery in the first degree as prohibited in § 5-13-201; (11) Aggravated assault as prohibited in § 5-13-204; (12) Introduction of controlled substance into the body of another person as prohibited in § 5-13-210; (13) Terroristic threatening in the first degree as prohibited in § 5-13-301; (14) Rape as prohibited in §§ 5-14-103; (15) Sexual indecency with a child as prohibited in § 5-14-110; (16) Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in §§ 5-14- 124 – 5-14-127; (17) Incest as prohibited in § 5-26-202; (18) Offenses against the family as prohibited in §§ 5-26-303 - 5-26-306; (19) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201; (20) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205; (21) Permitting abuse of a child as prohibited in § 5-27-221(a)(1) and (3); (22) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print medium depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child as prohibited in §§ 5-27-303 - 5-27-305, 5-27-402, and 5-27-403; (23) Felony adult abuse as prohibited in § 5-28-103; (24) Theft of property as prohibited in § 5-36-103; (25) Theft by receiving as prohibited in § 5-36-106; (26) Arson as prohibited in § 5-38-301; (27) Burglary as prohibited in § 5-39-201; (28) Felony violation of the Uniform Controlled Substances Act §§ 5-64-101 – 5-64-608 as prohibited in § 5-64- 401; (29) Promotion of prostitution in the first degree as prohibited in § 5-70-104; (30) Stalking as prohibited in § 5-71-229; (31) Criminal attempt, criminal complicity, criminal solicitation, or criminal conspiracy as prohibited in §§ 5-3- 201, 5-3-202, 5-3-301, and 5-3-401, to commit any of the offenses listed in this subsection;

	(32) Computer child pornography as prohibited in § 5-27-603; and (33) Computer exploitation of a child in the first degree as prohibited in § 5-27-605. (f)(1)(A) The board may issue a nonrenewable temporary permit for licensure to a first-time applicant pending the results of the criminal background check. (B) The permit shall be valid for no more than six (6) months. (2) Except as provided in subdivision (l)(1) of this section, upon receipt of information from the Identification Bureau of the Department of Arkansas State Police that the person holding the letter of provisional licensure has pleaded guilty or nolo contendere to, or has been found guilty of, any offense listed in subsection (e) of this section, the board shall immediately revoke the provisional license. (g)(1) The provisions of subsections (e) and subdivision (f)(2) of this section may be waived by the board upon the request of: (A) An affected applicant for licensure; or (B) The person holding a license subject to revocation. (2) Circumstances for which a waiver may be granted shall include, but not be limited to, the following: (A) The age at which the crime was committed; (B) The circumstances surrounding the crime; (C) The length of time since the crime; (D) Subsequent work history; (E) Employment references; (F) Character references; and (G) Other evidence demonstrating that the applicant does not pose a threat to the health or safety of the public. (h)(1) Any information received by the board from the Identification Bureau of the Department of Arkansas State Police pursuant to this section shall not be available for examination except by: (A) The affected applicant for licensure, or his authorized representative; or (B) The person whose license is subject to revocation or his or her authorized representative. (2) No record, file, or document shall be removed from the custody of the Department of Arkansas State Police. (i) Any information made available to the affected applicant for licensure or the person whose license is subject to revocation shall be information pertaining to that person only. (j) Rights of privilege and confidentiality established in this section shall not extend to any document created for purposes other than this background check. (k) The board shall adopt the necessary rules and regulations to fully implement the provisions of this section. (l)(1) For purposes of this section, an expunged record of a conviction or a plea of guilty or nolo contendere to an offense listed in subsection (e) of this section shall not be considered a conviction, guilty plea, or nolo contendere plea to the offense unless the offense is also listed in subdivision (l)(2) of this section. (2) Because of the serious nature of the offenses and the close relationship to the type of work that is to be performed, the following shall result in permanent disqualification: (A) Capital murder as prohibited in § 5-10-101; (B) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103; (C) Kidnapping as prohibited in § 5-11-102; (D) Rape as prohibited in § 5-14-103; (E) Sexual assault in the first degree as prohibited in § 5-14-124 and sexual assault in the second degree as prohibited in § 5-14-125; (F) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205 and endangering the welfare of a minor in the second degree as prohibited in § 5-27-206; (G) Incest as prohibited in § 5-26-202; NURSE PRACTICE ACT 15 *Arkansas State Board of Nursing* (H) Arson as prohibited in § 5-38-301; (I) Endangering the welfare of incompetent person in the first degree as prohibited in § 5-27-201; and (J) Adult abuse that constitutes a felony as prohibited in § 5-28-103.

Criminal Background checks for Clinicals/NCLEX-RN	Arkansas State Board of Nursing (ARSBN) website information regarding background checks: • Nurse Practice Act of the State of Arkansas, Sub Chapter 3 Licensing, Section 17-87-312 criminal background checks: http://www.arsbn.arkansas.gov/lawsRules/Pages/nursePracticeAct.aspx • ARSBN Rules, Chapter 2 Licensure, Section V Criminal Background Checks: http://www.arsbn.arkansas.gov/lawsRules/Pages/rules.aspx • Licensure by Examination publication, Frequently Asked Questions about NCLEX section: http://www.arsbn.arkansas.gov/publications/Pages/default.aspx • Criminal Background Check Information: http://www.arsbn.arkansas.gov/education/Pages/NCLEXExam.aspx *Be advised that if offenses are reported on your background check, you might be prevented from completing the clinical portion of nursing courses and/or ineligible to take the NCLEX-RN exam upon completion of the nursing program. Failure to fulfill clinical objectives could result in failure of the course(s), dismissal from the program and/or ineligibility to take the NCLEX-RN.*
13. IF ACCEPTED INTO THE NURSING PROGRAM – WHAT NEXT?	Upon acceptance, you will receive instructions with the admission packet with specific directions including deadline dates related to all of the below. All students must provide the documentation listed below. • Proof of Current Physical exam (within the last three months) • Proof of medical insurance coverage • Proof of current TB skin test • Proof of MMR immunization • Proof of Varicella (chicken pox) immunization OR documented proof that you've had the disease • Proof of current CPR certification – must be American Heart Association: Basic Life Support for Health Care Providers. Courses are offered at NWACC, check the below website for course information and availability. http://www.nwacc.edu/web/academics_healthProfessions/EMT.php • Urine drug screen (wait for instructions) • Criminal background check (wait for instructions) • Proof of flu vaccination (seasonal) • Proof of Tdap Please note: other requirements may be mandated by the clinical sites. Other required needs/expectations: • Access to a computer with internet and printing capabilities • Reliable transportation to all classes, labs, and clinical sites

HEALTH PROFESSIONS APPLICANT– Nursing

SCORE REVIEW SHEET

This is a SAMPLE only. DO NOT return with your application.

Name _____ ID#_____

General Education Science Courses	Hours	Grade	NWACC Preference	Points Possible	Points Earned
BIOL 2214 Anatomy & Physiology I	4			4.1	
BIOL 2224 Anatomy & Physiology II	4			4.1	
MBIO 2014 General Microbiology	4			4.1	
TOTAL	**(A=4 B=3 C=2)**			**12.3**	

General Education Courses	Hours	Grade	NWACC Preference	Points Possible	Points Earned
MATH 1003 Math for AAS Gen Ed **or** Higher Math (i.e. College Algebra, calculus, trigonometry, or finite math)	3-4			3.1	
ENGL 1013 Eng. Composition I	3			3.1	
ENGL 1023 Eng. Composition II	3			3.1	
PSYC 2003 General Psychology	3			3.1	
PSYC 2103 Human Growth and Development	3			3.1	
CISQ 1103 **Introduction to Computer Info. **or** **Passing of CISQ Challenge AHSC 1123 Electronic Health Records **(if completed by spring 2010)	3			3.1	
College Level Elective -	3			3.1	
TOTAL	**(A=3 B=2 C=1)**			**21.7**	

TEAS V Test	Score		Points Possible	Points Earned
Reading			10	
Math			10	
Comprehensive			10	
TOTAL			**30**	

	Score		Points Possible	Points Earned
NWACC PCA+ Course			1	

Summary		Points Possible	Points earned
Science Courses		12.3	
General Education Courses		21.7	
TEAS Test		30	
NWACC PCA+		1	
Total Points		**65**	

APPLICANT CHECKLIST

— Turn completed application into the Nursing Department

— Request official transcripts from other colleges (see section 6)

— Schedule and pay for your TEAS test (see section 9)

— Check your Degree Audit for accuracy! (see section 7)

Special Statement: Be advised that if offenses are reported on your background check, you might be prevented from completing the clinical portion of nursing courses and/or ineligible to take the NCLEX-RN exam upon completion of the nursing program. Failure to fulfill clinical objectives could result in failure of the course(s), dismissal from the program and/or ineligibility to take the NCLEX-RN.

NORTHWEST ARKANSAS COMMUNITY COLLEGE

Division of Health Professions
Department of Nursing
One College Drive, Bentonville, AR 72712
https://www.nwacc.edu/web/academics_nursing/index.php
(479) 619-4151

The Nursing Program is approved by the Arkansas State Board of Nursing.

Please read the instruction information prior to completing this application.

Applications are to be neatly printed in black ink. Applications for the Track III – Evening/Weekend program must be received in the Nursing Office by 4:00PM on November 4, 2013. If you choose to mail your completed application, it must be received in our office by 4:00PM on November 4, 2013. Late applications will NOT be accepted. Official transcripts from other institutions are to be submitted to the Student Records Office prior to November 4, 2013.

AVAILABLE TRACK:

___ LPN to RN Transition Track License Number_____

*** begins Spring 2014 – (LPN's must have a current, unencumbered Arkansas license). Print out a copy of your license information from NURSYS at https://www.nursys.com/ and attach it with your application.**

PERSONAL INFORMATION

_____ _____ _____
Last Name First Name Middle Name

NWACC Student ID# _____ Last 4 digits of Social Security # XXX-XX-_____

_____ HOME PHONE: _____
Mailing Address

_____ WORK PHONE: _____
City State Zip Code

_____ CELL PHONE: _____
Email Address

Are you a non-native speaker of English (NNSs)? YES _____ NO _____
(If YES, please see Section #11 in the instructions and attach a copy of your ESL test results to this application.)

Do you authorize the NWACC Nursing Program to communicate with you regarding your application and/or notify you at the email address listed above regarding acceptance or declination into the program?
Check one of the following: _____ YES _____ NO Student Signature _____

If your contact information changes during the application process period, please email: asalinas2@nwacc.edu*

Currently attending college this semester? ☐ **Yes** ☐ **No** **If yes, list all courses and name of college attending (including NWACC).**

College Attending	Courses

If you are enrolled at another college/university for Fall of 2013, updated transcripts from that institution must be received in the NWACC Student Records Office no later than December 19, 2013. To ensure proper application credit for these classes, please provide a copy of your transcript to the Nursing Department. Any Transcripts received after December 19, 2013 will not be considered for the selection process.

HIGHER EDUCATION BACKGROUND - List all colleges attended; list most recent first.

Name of Institution	Address	Date Attended	Degree Earned

Are you now or have you ever been in a Nursing or Allied Health program? ☐ Yes ☐ No

If yes, please list the program(s) and dates attended: _____

_____

Are you eligible to return to that program? ☐ Yes ☐ No

If No, please explain: _____

_____

What semester/year did you complete the following courses?

(If older than 5 years, applicant must retake the course or take the HAPS test at the Testing Center.)

Anatomy & Physiology I _____ Anatomy & Physiology II _____

Arkansas law requires an applicant for licensure by examination (NCLEX-RN) to submit to a criminal background check. If an applicant has pleaded guilty or nolo contendere to any offense listed in ACA §17-87-312, he/she is not eligible for Arkansas licensure. (ACA §17-87-312 provides opportunity to request a waiver of eligibility criteria related to a criminal background in certain circumstances). Also, be advised that if offenses are reported on your background check, you might be prevented from completing the clinical portion of nursing courses *and/or ineligible to take the NCLEX-RN exam upon completion of the nursing program.* ***Failure to fulfill clinical objectives could result in failure of the course(s), dismissal from the program and/or ineligibility to take the NCLEX-RN.***

Is there anything in your background that might cause you to be ineligible for Arkansas licensure, such as a conviction of a crime (including expunged cases) or suspension/revocation of a license or certification? Refer to ASBN info in Section #12 of the application instructions.

If yes, please explain (you may use additional paper if needed):

_____

_____

Person to notify in case of emergency:

_____

Name Relationship

_____

Address City State Zip Code

Phone numbers: (home) _____ (cell) _____ (work) _____

I have read and understand the application instructions and acknowledge that I am eligible to apply. **I attest that I have read and understand Section 12 of the application instructions – ASBN background check for NCLEX.** My signature verifies that the information I have provided is complete and correct. I understand that any false information will result in my being disqualified for admission or will be grounds for dismissal from the Nursing Program. I understand that my acceptance into the NWACC Nursing program is contingent upon a clear criminal background check.

Applicant's Signature _____ **Date** _____