

# PRACTICAL NURSING PROGRAM APPLICATION



Dear Student,

Welcome to the 2023 Practical Nursing Selection Process! Please carefully review the instructions prior to filling in your application. Applications will be accepted between June 15, 2023 and July 15, 2023 only.

The application deadline is **Saturday, July 15, 2023**. There are no exceptions. Please note the college is closed on Fridays for the Summer, in addition the college will also be closed Monday, June 19, Tuesday, July 4, and Saturday, July 15, 2023.

Only submit the two application pages and rubric along with requested documents. All other documents will be discarded.

## **Application Instructions for the Practical Nursing**

### **Program Demographic Information:**

1. Atlantic Cape Community College considers the address on your driver's license (or NJ non-driver's ID) to be your legal residence. If you are the spouse of a Coast Guard member stationed locally, please provide proof of your housing assignment or lease as proof of address for eligibility.
2. Your Atlantic Cape email address is required for the application. Your personal email will not be accepted. If you have difficulty accessing your account, please contact the office of Enrollment Services at [register@atlantic.edu](mailto:register@atlantic.edu).

### **Section I:**

1. If you are transferring in your prerequisite courses, it is recommended to do that as soon as possible.
2. If you have not kept a personal copy of your transcript and you do not know the grade of your prerequisite course, please write "TR" on the line. Your prerequisite course grade will be entered and your prerequisite GPA will be verified once the official transcript is reviewed.
3. Do not round your GPA. Drop off any number after the hundredths place.
4. Your overall GPA is a calculation of any courses you have completed at Atlantic Cape only and can be found in your Self-service account. If you have not completed any courses at Atlantic Cape, please leave this blank.

### **Section II:**

1. We do **not** require an official TEAS score report/transcript. The score sheet that you submit must have your name, the date of the exam and the score.
2. Proof of high school completion can be a copy of your diploma or a transcript showing your graduation date. An official transcript is not required. If you have to order it, please make sure that you keep a copy for yourself.
  - For foreign credentials, a certified translation will be accepted for the purposes of applying. However; an official evaluation will be required if offered conditional acceptance to the Practical Nursing Program. A student in need of foreign evaluation services can visit [www.naces.org/members.html](http://www.naces.org/members.html) to find and select an agency approved by NACES to perform their foreign credential evaluation. Please carefully follow the directions provide by the vendor that you select.
3. We will require a copy of your driver's license or NJ Non-driver's ID. The address on your license must match the address you have provided in the demographic section. If you have moved, please also provide proof of your address change. You can change your address or receive this confirmation at no charge on the MVC website. (<https://www.state.nj.us/mvc/online-services.html>)

**PRACTICAL NURSING PROGRAM  
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\$25 Non-Refundable Processing Fee required  
*Incomplete applications will not be considered for review until complete. All documents must be received by **Saturday, July 15, 2023.***

**PLEASE PRINT CLEARLY**

Student ID#: \_\_\_\_\_ Gender:\* \_\_\_\_\_ Ethnicity:\* \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, ST Zip \_\_\_\_\_

County of Residence\*\* \_\_\_\_\_ Date of Birth \_\_\_\_\_

Email: \_\_\_\_\_@buccaneer.atlantic.edu Phone: \_\_\_\_\_

*\*For reporting purposes only, optional.*

*\*\*Atlantic and Cape May County residents are awarded 2 points. Residents of other counties are encouraged to apply.*

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**SECTION I - ALL APPLICANTS**  
**(Check each box when complete)**

- ☐ I have applied and been accepted to Atlantic Cape Community College.
- ☐ Confirm that all documents necessary to transfer any credits that are required for the program application have been received by the Office of Admissions. ***Allow two weeks for processing.***
- ☐ Enter final letter grades for prerequisite courses (C or better required):  
\_\_\_\_\_ **HUMAN A&P I**    \_\_\_\_\_ **ENGL101**    \_\_\_\_\_ **PSYC101**
- ☐ Enter overall prerequisite points (see rubric) \_\_\_\_\_
- ☐ Enter overall Atlantic Cape cumulative GPA \_\_\_\_\_ (2.0 or higher) (***available in Self-service***)
- ☐ Enter composite score on the TEAS \_\_\_\_\_ (**58.7 or higher** on the TEAS exam, taken after July 1, 2020)
- ☐ Enter initials to indicate that you have read and understand that if notified of conditional acceptance into Atlantic Cape's Practical Nursing program, you are subject to a Criminal History Background Check and additional screenings prior to permission to register for practical nursing classes. \_\_\_\_ (Instructions will follow.)

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**SECTION II – ALL APPLICANTS  
PLEASE ATTACH THE FOLLOWING DOCUMENTS:**

- ☐ **Attach** a copy of your TEAS score. The score sheet must contain your name and date of exam. It does not have to be an official sealed score transcript.
- ☐ **Attach** a copy of your high school diploma, GED, or a copy of your final high school transcript showing proof of high school graduation. International education requires additional evaluation.
- ☐ **Attach** a copy of NJ Driver's License or State of NJ Non-Driver photo ID as proof of residence.
- ☐ **If applicable**, attach proof of employment in Health Care (letter from Human Resources Dept.)

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**APPLICANT ACKNOWLEDGEMENT**

I understand that the information I have provided is complete and accurate. I further understand that this application is not considered for review until all documents and information requested within are received by the Atlantic Cape Admissions Office.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Atlantic Cape Rep. (Initials)

\_\_\_\_\_  
Campus Location

\_\_\_\_\_  
Date

**Atlantic and Cape May County residents are awarded 2 points. Residents of other counties are encouraged to apply.**

*Atlantic Cape does not discriminate in admission or access to its programs and activities on the basis of race/color, national origin, religion/creed, disability, age, marital status, gender or sexual orientation.*

# PRACTICAL NURSING PROGRAM APPLICATION



## **PLEASE RETAIN FOR YOUR INFORMATION**

### **Selection Process for the Practical Nursing Program**

- Admission to the Practical Nursing program is on a competitive basis due to the limited number of spaces available in courses that require clinical practice in hospitals and other healthcare settings.
- The number of seats can vary from year to year. Selection of students is made once a year after the JULY 15<sup>th</sup> application deadline. All students who meet the admission criteria and apply to the program are ranked according to the total number of points. The highest-ranking students are offered the available program seats on a conditional basis.
- **PLEASE NOTE: Atlantic and Cape May County residents are awarded 2 points by providing a valid drivers license or government ID.**
- Conditional acceptance by the Practical Nursing program, should they meet the post-acceptance requirements, permits the student to enter the program in September of the year in which they applied. Students who are not accepted into the fall class will need to reapply to the Practical Nursing program the following year and may retake the TEAS test or any prerequisite courses to improve the likelihood of success in the competition for admission.

### **Conditional Acceptance Process**

Students admitted to the Practical Nursing program will receive a conditional acceptance. Students are not considered accepted to the Practical Nursing Program until the following requirements are met:

- Students must begin the program in the fall of the year they receive the conditional acceptance. Those who are unable to do so must contact the Admissions Office in writing to decline their seat and reapply to the program to be considered for a future class.
- Students conditionally admitted must complete the entire Practical Nursing Program within the 18 month period.
- Students must meet the health requirements of the State of New Jersey and the clinical agencies that are used for clinical practice.
- **Students' Health Requirements include:**
  - Physical Examination
  - Immunization Requirements: (proof of injections and titers) MMR, Varicella, and Hepatitis B
  - Tuberculin Skin Test (TST) or equivalent (PPD) must be updated annually
  - Influenza Vaccination (Flu Shot) required annually
  - Health Insurance – Required upon conditional acceptance and for duration of Practical Nursing program
- Completion of an Assumption of Risk and Release Form, which indicates an understanding of hazards inherent to the healthcare field.
- Completion of a Criminal History Background Check (CHBC).
- Completion of Urine for Drug Screening (UDS).
- Completion of the CPR certification is required before entering the Practical Nursing Program. The only acceptable CPR certification program permitted for admission to the Practical Nursing Program is Basic Life Support for the Healthcare Provider offered by the American Heart Association.

# PRACTICAL NURSING PROGRAM APPLICATION



## Atlantic Cape Practical Nursing (PN) Program Admission Rubric

Name \_\_\_\_\_ ID# \_\_\_\_\_

Admission to the Atlantic Cape Practical Nursing (PN) Program is awarded based on academic performance utilizing the below scoring rubric. An overall GPA of 2.0 and three college level prerequisite courses are required for admission and include BIOL220

- Anatomy & Physiology 1, ENGL101 - English Composition 1, and PSYC101 - Psychology 101. The scoring rubric requires all courses to be completed with a "C" grade or better and be listed on an Atlantic Cape transcript.

Course Grade - Point Value			
Grade	Point value	Grade	Point value
A	7	B-	3
A-	6	C+	2
B+	5	C	1
B	4	D or below	0

Course	Code (Alpha)	Grade	Points
Anatomy & Physiology 1	BIOL220 course - less than 10-years old		
English Composition 1	ENGL101		
Psychology 101	PSYC101		

**Coursework**                      **Maximum of 21 points**                      **Total Points** \_\_\_\_\_

<b>ATI Score (Minimum Score of 58.7 is required) The Exam Score must be less than 3-years old.</b>	<b>Score</b>
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**ATI TEAS**                      **Maximum of 100 points**                      **Total Points** \_\_\_\_\_

**County Residents**                      **2 points**                      **Total Points** \_\_\_\_\_

Residents of Atlantic or Cape May Counties can earn two (2) points. A copy of a valid driver license or government ID must accompany the practical nursing application and rubric.

**Healthcare Worker**                      **2 points**                      **Total Points** \_\_\_\_\_

Students currently employed in **Healthcare** can earn two (2) points. Proof of employment in healthcare, in the form of a letter from your Human Resources department, must accompany the practical nursing application and rubric.

**Total**                      **Maximum number of points is 125 points**                      **Total Points** \_\_\_\_\_

**PRACTICAL NURSING PROGRAM  
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**Atlantic Cape Community College  
Practical Nursing (PN) Program  
Student Advising Sheet**

**Requirements:**

- High School Diploma
- At least 18 years of age
- ATI TEAS exam – score of 58.7 or greater ([www.atitesting.com](http://www.atitesting.com))
- Prerequisite Courses (listed below) completed with a C grade or better.
- Science courses completed within 10 years or less.
- GPA – overall – 2.0 or better
- Application – due July 15

**The program has a competitive academic admission with the highest-ranking students selected.**

**PREREQUISITE COURSES**

Course	Semester/Year Completed	Grade
English 101		
Psychology 101		
Biology 220 (A & P 1) Requires either BIOL109 or CHEM100 as a prerequisite. Note, CHEM100 is the preferred course for practical nursing students.		

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	Requirements	Semester/Year Completed
NUPN 101	Admission to Practical Nursing program	
NUPN 102	Requires NUPN 101 to be completed with a “C” grade or better	
NUPN 103	Requires NUPN 102 to be completed with a “C” grade or better	

For more information, contact Recruiter, Carol Fraone at [cfraone@atlanticcape.edu](mailto:cfraone@atlanticcape.edu)

**PAYING YOUR \$25 PROCESSING FEE**

There are two options to pay your processing fee:

1. In person, at any campus location
  2. In your Self-service account (preferred)
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1. To pay at the Bursar (cashier) office, visit the Atlantic Cape Community College campus that is most convenient for you. Sign into the QLess system to see the Bursar. Please make sure you have photo identification. This is required to perform any transactions on your account.
  2. To pay in your Self-service account, you must first email [bursar@atlanticcape.edu](mailto:bursar@atlanticcape.edu)
    - a. The subject of your email should be: Practical Nursing Application Fee.
    - b. The body of your email should state your name and student ID number along with the following message: “I am applying to the Practical Nursing program. Please add the \$25 processing fee to my record.”
    - c. You will receive a response from the bursar’s office when this is complete.
    - d. \*Note: This must be done during business hours.