



**MT. HOOD**  
COMMUNITY COLLEGE

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**Practical Nursing Certificate  
Program Application  
for  
Spring 2012**

Dear Practical Nursing Applicant:

Thank you for your interest in the Practical Nursing (PN) program at Mt. Hood Community College. The PN program is both exciting and challenging; offering graduates the opportunities for employment in a variety of settings and for a lifelong career that is personally fulfilling. The program demands may pose unique personal as well as academic challenges. Most students have multiple responsibilities in addition to going to school (i.e., marriage, family, job). Success in the program takes a firm commitment, and the practical nursing faculty members are here to help you succeed.

The program focuses on the practical nursing role of providing care under the supervision of a registered nurse or physician in long term care, clinics and other health care settings. Curriculum includes coursework from the biological and applied sciences including anatomy and physiology, social sciences and humanities. Students study fundamental principles and procedures of practical nursing, medication administration, infection control, pharmacology and the practical nurse's contribution to the nursing process. Theory and lab course work includes concepts that address the practical nurse role in patient teaching and the delivery of nursing skills according to current standards of practice.

Practical nursing is a demanding field and admission to nursing schools is a very competitive process. We strongly suggest you prepare well by talking with nurses in various settings, talking with an advisor in order to help you with your career plans, and by reading through the application materials thoroughly.

Thanks again for your interest. If you have any questions about admission to this program, please call the Advising Office, 503-491-7315.

Sincerely,  
Linda Fleshman RN, MSN, MST  
Program Director

## PROGRAM OVERVIEW

### FACULTY ADVISER

Linda Fleshman RN., MSN, MST  
503-491-6727  
[fleshmal@mhcc.edu](mailto:fleshmal@mhcc.edu)

### CAREER DESCRIPTION

The Practical Nursing (PN) program curriculum will prepare students for the ever changing field of practical nursing within a variety of health care settings. The program focuses on the practical nursing role of providing care under the supervision of the registered nurse or physician in long term care, corrections, and clinic health care settings. The salary range annually is approximately \$35,976.00 - \$46,917.00.

### ON-LINE CURRICULUM

The majority of PN are on-line except labs and clinicals. The PN program office is located at the Bruning Center at 1484 NW Civic Dr. Gresham, OR 97030. The following is a web site link for directions <http://www.mhcc.edu/bruning> Students must have access to a personal computer with a web browser (Internet Explorer 4.0 or higher), Office 2007, modem and Internet connection (preferably high speed Internet).

**LENGTH OF PROGRAM:** 4 Quarters

**TERM PROGRAM BEGINS EACH YEAR:** Entrance is offered once a year starting Spring Term.

**ENROLLMENT PER YEAR:** 32

**CREDENTIAL AWARDED WITH COMPLETION OF REQUIRED COURSEWORK:** Certificate

### INFORMATION MEETINGS

PN information meetings are held once a month, generally on MHCC's main campus. At times, the meetings will be held at the Bruning Center. The meetings last about an hour and include time for individual questions. Program information meeting dates/times can be found at [www.mhcc.edu/nursing](http://www.mhcc.edu/nursing). All applicants are highly encouraged to attend one of the hour-long sessions before seeking academic advising or applying for the program. You may visit the Academic Advising and Transfer Center and meet with an advisor, on a walk-in basis during regular office hours, 503-491-7315. For students who wish to ask academic advising questions via email, the address is [advisque@mhcc.edu](mailto:advisque@mhcc.edu). Additional academic advising information can be found at [www.mhcc.edu/faqs](http://www.mhcc.edu/faqs).

### NON-DISCRIMINATION

In compliance with state and federal laws, Mt. Hood Community College (MHCC) does not discriminate on the basis of race, religion, color, national origin, age, gender, marital status, sexual preference, or disability in employment, or in any of its educational programs, or in the provision of benefits to students. For information about MHCC's policy of non-discrimination, contact the Student Development & Services Department at 503-491-7316.

### ACADEMIC AND/OR TESTING ACCOMMODATIONS

Any student who feels that she or he may need an academic accommodation for any disability should make an appointment with the Disability Services Office by calling 503-491-6923. Once the Disability Services office notifies the program director or faculty of a requested

accommodation, reasonable accommodations will be made. These accommodations will not substitute for the basic requirements for entrance or academic and technical standards (i.e. essential functions) required for successful completion of the Practical Nursing program.

### ESTIMATED PN PROGRAM COSTS – ONCE ADMITTED TO THE PROGRAM

Books (Nursing Only)	\$800.00
*College Service Fee (\$30 / term)	\$120.00
Computer Assisted Content Mastery testing (divided up over 4 terms)	\$408.00
Computer, Microsoft Office, Monthly Internet Access	\$1,500.00
Criminal Background Check (Approximately)	\$75.00
Distance Learning Course Fee (\$40 per course)	Variable
Equipment (watch w/ second hand, Scissors / hemostat, stethoscope, etc.)	\$50.00
Immunizations	\$300.00
Lab Fees	\$1,145.00
Lab Packs	\$140.00
Liability Insurance	\$40.00
Membership Association Fees	\$25.00
P.N. Licensure, NCLEX, and Criminal Background Check from the State Board of Nursing (Approximately)	\$402.00
Travel to clinical sites	Variable
Uniforms, School Patch, Name Tag, Shoes	\$127.30
<b>Total</b>	<b>\$5,132.30</b>
<i>Tuition (see tuition rate table at <a href="http://www.mhcc.edu/tuition">www.mhcc.edu/tuition</a>)</i>	<i>See tuition rate table</i>
Optional Books	\$48.45
<b>Total</b>	<b>\$5,180.75</b>

**\*College Service Fee:** This fee provides for processing and service costs for general admission applications, graduation processing, duplicate certificates/degrees, official transcripts, late registration, college placement testing and tutoring services. It is assessed each term to students registered for a minimum of one credit.

**These costs are subject to change without notice and they are tentative costs. They are listed to give you an idea of expenses and are in addition to tuition so you can plan for your financial needs.** The books and lab fees listed are for Practical Nursing classes only and do not include costs for general or related electives required for the Certificate. Students are responsible for transportation costs to clinical practicum sites. Costs are based on 4 quarters; books licensure fees and travel are not included in financial aid reimbursable expenses.

### ADDITIONAL COSTS - ADMISSION TO PROGRAM

Required TEAS Test for Reading and Writing Assessment	\$35
Optional TEAS Testing Study Guide	\$42 +
Optional TEAS Practice Test Books	\$35 each

## **PRACTICAL NURSING ADMISSIONS PROCESSING TIMELINE**

<b>Dates</b>	<b>Action</b>
June 2, 2011	<ul style="list-style-type: none"><li>• Application available &amp; may be submitted to the Admissions, Registration &amp; Records Office</li></ul>
December 22, 2011	<ul style="list-style-type: none"><li>• <b>Application deadline</b> – by 5:00 pm - no exceptions. Application materials postmarked December 22, 2011 will not be considered complete.</li></ul>
Early January 2012	<ul style="list-style-type: none"><li>• Invitations to interview mailed (top 75 candidates only)</li></ul>
Mid January 2012	<ul style="list-style-type: none"><li>• Interviews held</li></ul>
February 2012	<ul style="list-style-type: none"><li>• Notification of results of the interview mailed</li><li>• Top 32 candidates accepted into program</li><li>• Next 10 candidates placed on an alternate list. Alternates are offered a position in the class if any of the first 32 candidates decline a position in the program.</li><li>• Candidates not accepted for a position are welcome to apply again the following year.</li></ul>

### **PRACTICAL NURSING ADMISSION REQUIREMENTS**

Admission of all students is centralized in the Admissions, Registration and Records Office. Admission to the College does not guarantee admission to this program. The Admissions, Registration and Records Office is the final authority on what constitutes equivalency for all admission criteria and has the sole authority to inform students of their admission status. If you have applied to the PN or other limited or restricted allied health programs at MHCC in the same admission year, and you accept a position in the Practical Nurse Program, your application to other limited or restricted allied health programs will not be considered for that year. If you have questions regarding admission procedures, please contact the Admissions, Registration and Records Office at 503-491-7341.

#### **The Practical Nursing admission process consists of 2 phases:**

**Phase I** of the application process is based on a point system (*See Point Award System*). Points are awarded based on grades from the required prerequisite courses and optional documentation submitted with the application. Optional materials would include documentation of completion of pre-program courses (coursework required to be completed before starting the program), non-nursing coursework to be completed while in the program and work experience in the medical field.

**Phase II** is a proctored essay/group interview.

#### **ADMISSION REQUIREMENTS: PHASE I** - to be completed by the application deadline.

##### **1. Completion of Required Prerequisite Courses.**

The following prerequisite courses must be completed with a "C" or better and a minimum cumulative GPA of 2.50.

- BI121 Essentials of Human Anatomy and Physiology I or BI231 and BI232\*
- MTH65 Beginning Algebra II or higher completed within the last seven years
- WR121 English Composition

\*Note: For this program, the anatomy and physiology requirement is structured as a 2-term sequence (BI121 and BI122) or as a 3-term sequence (BI231, BI232, and BI233). Applicants choosing a 2-term sequence must complete BI121 by the application deadline. Applicants choosing a 3-term sequence must complete BI231 and BI232 by the application deadline.

By the start of this program, Spring term 2012, the entire sequence must be completed.

## 2. **Minimum Skills Proficiency Documentation** **Reading and Writing**

All applicants must take the Test of Essential Academic Skills (TEAS) for reading and writing assessment regardless of transcribed, completed courses in reading and writing. This is for the purpose of evaluating current skill level in reading and writing.

To Meet the minimum skills proficiency in reading and writing, an applicant must receive a passing score on the TEAS exam which is designed by Assessment Technologies Institute (ATI) and will be administered online through the nursing department at the Bruning Center 1484 Civic Drive Gresham, OR. To view testing dates/times please go to:  
<http://www.mhcc.edu/PracticalNurse.aspx?id=2748>

Applicants must schedule their exams with Paula Wilson, at (503) 491-6700. There is a \$35.00 fee that must be paid on the day of exam by credit or debit card. (Please allow a minimum of 2 hours to complete this exam.)

TEAS V: The exam is a multiple choice assessment of basic knowledge to include reading, writing, and math. The math portion will not be used for admission purposes but for assessment information once placed into the practical nursing program. The information assessed in the exam measures entry level skills and knowledge an entry level nursing applicant should have.

Applicants can prepare for this test by purchasing a study guide which comes with two practice tests. The study guide can be purchase at  
[http://www.atitesting.com/ati\\_store/product.aspx?zpid=1175](http://www.atitesting.com/ati_store/product.aspx?zpid=1175) through the online store. When purchasing, make sure you order the TEAS V study guide.

### **Scores**

Minimum scores must be earned in the following subject areas as follows:

Reading – 69%

English – 60%

Upon attaining the minimum score in each subject area the TEAS V total score is used for admission purposes.

The TEAS test cannot be used for purpose of proper course placement into MHCC courses.

### **Math**

Current skill level in math must be met by one of the following ways.

- A. Completion of MTH65 or higher with a grade of C or better, by winter term, 2005 or later.
- B. Placement into MTH95 on the MHCC College Placement Test (CPT).
  - The CPT is offered in Testing Services, Room AC2335 at the Mt. Hood Community College Gresham Campus. For hours of operation, please call (503) 491-7678 or visit the Testing Services website at [www.mhcc.edu/testing](http://www.mhcc.edu/testing). It is a non-timed skills assessment given on a walk-in basis.
  - There is no fee to take the CPT, and your scores will be available upon completion of the test. Additionally, the CPT is administered throughout the year.
  - Applicants who live more than two hours away may take the test by proctor. Please contact MHCC Testing Services for more information, 503-491-7591 (there are no other options other than coming on campus).

- If you are only taking portions of the CPT you'll need to obtain a "waiver" form by bringing appropriate transcripts to the Academic Advising and Transfer Center.
- CPT scores are valid for two years. For the Practical Nursing program, CPT scores that are older than April 1, 2009 are not valid and applicants will need to retest for placement.
- Students who do not place into the required minimum skill proficiency level for math may retest. Student choosing to retest will need to complete a Retest Self-Referral Form, which is available in Testing Services or the Academic Advising and Transfer Center. You are allowed one retest per calendar year.

If your TEAS or CPT scores indicate you are not ready for the Practical Nursing program, you will be advised to take a course or courses in preparation to apply to the program at a later date.

### 3. Signed Practical Nursing Application Checklist

### 4. MHCC Practical Nursing Admission Form

### 5. Program Application Fee

Submit the \$25.00 non-refundable PN application fee with the packet. Your application will not be considered without the fee.

### 6. Allied Health Division Application

### 7. Current Certified Nursing Assistant (CNA) Certificate issued by a State Board of Nursing

- To verify a certified nursing assistant certificate issued by the Oregon State Board of Nursing, go to: [www.osbn.state.or.us](http://www.osbn.state.or.us)
- Click License & Certificate Verification System
- Print your current CNA Certificate.

### 8. Signed PN Statement of Understanding

### 9. PN Course Completion Work Sheet

### 10. Academic Performance

All prerequisites/pre-program courses and program courses must be completed with a "C" or better and a minimum cumulative GPA of 2.5 on all required courses.

### 11. Transcripts Requirement

All college transcripts documenting required coursework listed above must be official. Transcripts are considered official if they are issued directly by the school or college, are mailed or delivered in an unopened envelope and are recently dated. If Mt. Hood Community College (MHCC) holds your official transcript from another college for a previous recent admission requirement, you may ask for that transcript to be placed in your packet. However, in some cases, it may be necessary to provide an updated transcript or verification of non-attendance from that college. MHCC transcripts will be ordered and placed in your application packet if it has been indicated as a college attended.

Transfer coursework from foreign institutions - must be evaluated by the application deadline by an outside credential evaluation service. The evaluation company must be either AACRAO Foreign Education Credential Service ([www.aacrao.org](http://www.aacrao.org)) or a member of the National Association of Credential Evaluation Services (NACES). For a list of NACES memberships, please refer to their web site at [www.naces.org](http://www.naces.org). The evaluation must be a course-by-course evaluation with an official copy submitted to the Admissions, Registration and Records Office. The coursework must be considered to be at a post-secondary level, have comparable MHCC accreditation status and be parallel in content to MHCC coursework. The outside evaluation

must also be completed for secondary level education for any evaluation of that coursework toward MHCC admission requirements.

## 12. OPTIONAL APPLICATION ADDITIONS

You may earn additional points toward the application process by completing any of the following courses listed below with a “C” or better and a minimum cumulative GPA of 2.5 by the application deadline date.

### A. Pre-Program Coursework

- BI122 Anatomy and Physiology II or BI233 (Anatomy and Physiology III)
- PSY201 General Psychology ± or a Social Science / Humanities elective
- CIS120L Computer Concepts Lab\*

### B. Practical Nursing Program Coursework

- AH110 Medical Language for Health Care Setting
- PSY237 Human Development ±

### C. Proof of Work Experience (see pages 10 & 11)

- CNA work experience
- Non-CNA work experience

\*Applicants, who have not completed CIS120L – Computer Concepts Lab, may take a challenge exam to fulfill this requirement. Please note – the challenge credit will be recorded as a “S” satisfactory and will not be included in the GPA calculation. To find more information regarding the challenge exam process and the challenge form and process, please go to [www.mhcc.edu](http://www.mhcc.edu).)

± At MHCC, PSY201 is a prerequisite for PSY237.

## **ADMISSION REQUIREMENT: PHASE II**

### **INTERVIEW AND PROCTORED ESSAY**

All application packets that are considered complete (submitted all required materials) by the application deadline will be evaluated and awarded points to determine the top 75 candidates to be interviewed. The top 75 applicants with the highest points will be invited to participate in the proctored essay/group interview. Points awarded in Phase I are not carried forward once the applicant is invited to the essay/interview. The points awarded in Phase II are the final determining factor for admission into the program. Each interviewee may be awarded up to a maximum of **40 points** for the interview/essay responses. **Examples** of possible areas to be assessed at the time of the interview include: diversity, personal values, communication, motivational fitness, tolerance for stress, and transferable skills.

**POINT AWARD SYSTEM**

**COLLEGE: CUMULATIVE GPA for required and optional prerequisite courses only**

8 points maximum		Section Total	_____
<u>GPA</u>	<u>Points</u>		
2.50-2.79	1		
2.80-3.00	2		
3.01-3.59	4		
3.60-4.00	8		

**PREREQUISITE AND GENERAL EDUCATION COURSEWORK COMPLETION**

24 points maximum (C = 1, B = 2, A = 3) Section Total \_\_\_\_\_

Course Number	Course Name	Points	
• AH110	Medical Language for Healthcare Settings	_____	
• CIS120L	Computer Concepts	_____	
<hr/>			
• BI121	Anatomy and Physiology I	_____	
• BI122	Anatomy and Physiology II	_____	
<b>OR</b>			
• BI231	Anatomy and Physiology I	_____	
• BI232	Anatomy and Physiology II	_____	
• BI233	Anatomy and Physiology III	_____	
<hr/>			
• MTH65	Beginning Algebra (or higher)	_____	
• PSY201	General Psychology	_____	
• OR	humanities /social science elective	_____	
• PSY237	Human Development	_____	
• WR121	Writing Composition	_____	

**3 EXTRA POINTS (MAX.) FOR COMPLETING BI121, BI231, MTH65, WR121 AT MHCC** Section Total \_\_\_\_\_

**3 EXTRA POINTS (MAX.) FOR COMPLETING A&P SEQUENCE, PSY237, AH110 AT MHCC** Section Total \_\_\_\_\_

**CNA CERTIFICATION VERIFICATION AND WORK EXPERIENCE** Points Section Total \_\_\_\_\_

20 points maximum		Section Total	_____
• CNA Certification w/510 hours to 1020 hours of CNA work experience within the last 5 years	15		
• CNA Certification w/1021 or more hours of CNA work experience within the last 5 years	20		
• Non-CNA Healthcare related work experience (510 to 1020 hours)	5		
• Non-CNA Healthcare related work experience (1021 or more hours)	10		

**GROUP INTERVIEW AND PROCTORED ESSAY** Points maximum 40 Section Total \_\_\_\_\_

**CNA WORK EXPERIENCE FORM**

**CERTIFIED NURSING ASSISTANT (CNA WORK EXPERIENCE FORM)**

\_\_\_\_\_  
Student Name Date:

Dear Human Resources Director:

The above individual is planning to apply to the MHCC Practical Nursing program for spring 2012 entry and **can earn points** in the selection process with proof of work experience as a CNA. In order to receive those points each applicant must provide official documentation. We are therefore asking you to assist this applicant with the process. Please do the following:

- Keep this form intact
- Fill in the requested information
- Seal the entire form in an envelope (preferably a company letterhead envelope)
- Sign your name across the seal.
- **The sealed envelope must be received no later than December 22, 2011 by 5 p.m. to earn points, no exceptions**

**Human Resources must verify amount of hours worked.**

**Please Mail to:**  
Mt. Hood Community College  
Office of Admission, Registration and Records  
Practical Nursing Program  
26000 SE Stark St.  
Gresham, OR 97030

If you have any questions you may call the Practical Nursing Admissions evaluator at 503-491-7341. Thank you for your help.

Sincerely,

Linda Fleshman, RN, MSN, MST  
Director of Practical Nursing Program

\_\_\_\_\_  
Student Name Date

Name of position held: \_\_\_\_\_

Please verify the amount of hours this applicant has worked in this position using the scale provided:

- 510 hours to 1020 within the last five years.
- 1020 or more hours within the last five years

Please note Employment Beginning Date: \_\_\_\_\_ and Employment End Date: \_\_\_\_\_.

\_\_\_\_\_  
Name/ Signature of Human Resources Director

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Human Resources Director's phone number

\_\_\_\_\_  
Facility

\_\_\_\_\_  
Position/Title

**NON-CNA HEALTH CARE RELATED WORK EXPERIENCE FORM**

Student Name \_\_\_\_\_ Date: \_\_\_\_\_

Dear Human Resources Director:

The above individual is planning to apply to the MHCC Practical Nursing program for Spring 2012 entry and **may earn points** in the selection process **with proof of Non-CNA healthcare related work experience**. In order to receive those points each applicant must provide official documentation. We are therefore asking you to assist this applicant with the process. Please do the following:

- Keep this form intact
- Fill in the requested information
- Seal the entire form in an envelope (preferably a company letterhead envelope)
- Sign your name across the seal.
- **The sealed envelope must be received no later than December 22, 2011 by 5 p.m. to earn points, no exceptions**

**Human Resources must verify amount of hours worked.**

**Please Mail to:**  
 Mt. Hood Community College  
 Office of Admission, Registration and Records  
 Practical Nursing Program  
 26000 SE Stark St.  
 Gresham, OR 97030

If you have any questions you may call the Practical Nursing Admissions evaluator at 503-491-7341.

Thank you for your help.  
Sincerely,

Linda Fleshman, RN, MSN, MST  
Director of Practical Nursing Program

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Name of position held: \_\_\_\_\_

Please verify the amount of hours this applicant has worked in this position using the scale provided:

- 510 hours to 1020 within the last five years.
- . 1020 or more hours within the last five years

Please note Employment Beginning Date: \_\_\_\_\_ and Employment End Date: \_\_\_\_\_.

\_\_\_\_\_  
Name/ Signature of Human Resources Director

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Human Resources Director's phone number

\_\_\_\_\_  
Facility

\_\_\_\_\_  
Position/Title

## PRACTICAL NURSING STATEMENT OF UNDERSTANDING

\_\_\_\_ I have read and understand the admission criteria for the Practical Nursing Program at Mt. Hood Community College. I understand it is my responsibility to meet all program and application criteria. I verify that all statements on this application are complete and true and I understand that falsification of any information may lead to disqualification or dismissal from the program.

\_\_\_\_ I understand that the required cumulative GPA for the Practical Nursing Program is 2.5.

\_\_\_\_ I understand if accepted to the PN program, that the required courses of: BI122 or BI233 (completion of anatomy and physiology series), Social Science / Humanities elective (3-4 qtr hrs), and CIS120L must be completed with the required grade of "C" or better and minimum cumulative gpa of 2.5, prior to the start of the Practical Nursing program coursework.

\_\_\_\_ I understand if I am accepted into the program I will be expected, with or without accommodation, to demonstrate the MHCC Practical Nursing Program academic and essential functions outlined in the program information (available from MHCC Practical Nursing website or practical nursing office) to successfully complete the program.

\_\_\_\_ **(Criminal background check information)** certain clinical facilities may require a criminal history check be completed while the student is enrolled in the practical nursing program. I understand that if I am accepted into the program, for the purposes of public safety and health, if I have or develop any type of psychological, medical, drug or alcohol problem that impairs my ability to provide safe client care, or if I have an arrest or conviction history that would disqualify me from patient care in a clinical facility or licensure by the Oregon State Board of Nursing (OSBN), the practical nursing faculty/selection committee may consult with legal counsel and/or the OSBN and reject or dismiss me from the program. (Upon application for licensure, applicants will be subject to a criminal background check performed by the Oregon State Board of Nursing (OSBN). Certain crimes may disqualify an applicant from licensure. Any individual who supplies false or incomplete information to the Board regarding the individual's criminal conviction record will be denied licensure. Specific questions regarding these issues should be directed to the OSBN at 17938 SW Upper Boones Ferry Road, Portland, OR 97224, (971) 673-0685, or [www.oregon.gov/osbn](http://www.oregon.gov/osbn)).

\_\_\_\_ I understand that the college uses a management learning system called Blackboard which is an integral part of all practical nursing courses and the student must have access to a computer with software that includes Microsoft Word 2007 and Power Point. Internet access will be required on a daily basis.

\_\_\_\_ I understand that a mandatory orientation will be held for admitted and alternate students on Thursday, March 15, 2012, 10:00 am – 4:00 pm, **(no exceptions)**. My attendance at the mandatory orientation is required, and I will attend this mandatory orientation or the next eligible alternate will be given my assigned place in the program.

\_\_\_\_ I understand that, as an accepted or alternate student, I must adhere to the dates listed for submitting proof of all requested immunizations and CPR **(no exceptions)**.

\_\_\_\_ I understand that, as an accepted or alternate student, I must provide a current Healthcare Provider CPR card approved by the American Heart Association. **This program will accept only Healthcare Provider CPR cards from American Heart Association**, and I will obtain the appropriate card type. The CPR course must have been completed (and submitted) by February 14, 2012 (no exceptions) and must be valid for the duration of program **(Cannot expire before 3/18/13)**.

\_\_\_\_ I understand that if I have applied to the Practical Nurse or other limited or restricted allied health programs at MHCC in the same admission year, and I accept a position in the Practical Nurse program, my application to other limited or restricted allied health programs will not be considered for that year.

Please indicate that you have read each paragraph by initialing each line.

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Student Signature

Date

## PN PROGRAM-RELATED COURSES WORKSHEET

This sheet **must** be filled out, signed, and submitted with the Application Packet. Official transcripts must be submitted with the application to support the courses listed below.

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

COURSE NUMBER	NAME	Required by application deadline Yes/No	GRADE	COLLEGE	CREDITS	DATE TAKEN (TERM/YEAR COMPLETED)
CIS120L	Computer Concepts	No				
BI121	Anatomy and Physiology I	Yes				
BI122	Anatomy and Physiology II	No				
<b>OR</b>						
BI231	Anatomy and Physiology I	Yes*				
BI232	Anatomy and Physiology II	Yes*				
BI233	Anatomy and Physiology III	No				
AH110	Medical Language for Healthcare Settings	No				
MTH65	Beginning Algebra (or higher) or CPT placement into MTH 95	Yes				
PSY 201 ± OR	General Psychology Humanities / soc sci elective	No				
PSY237	Human Development	No				
WR121	English Composition	Yes				

\*If the applicant enrolls in a 3-term sequence course, the first 2 terms (BI231 and BI232) must be completed by the application deadline. By the start of this program, Spring term 2012, the entire sequence must be completed.

± At MHCC, PSY201 is a prerequisite for PSY237. If PSY237 has been completed without PSY201, it is not required.



## APPLICATION PACKET CHECKLIST

Please initial in each box and sign this checklist to include with your application materials. Only completed applications including completed criteria and all required documentation received by the Admission, Registration and Records Office by Thursday, December 22, 2011, 5 p.m. will be evaluated for admission.

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

### GENERAL DOCUMENTS

- This Application Checklist: signed and dated.
- Mt Hood Practical Nursing Admission Form – You must submit this form even if you are a current or previous student at MHCC.
- Allied Health Division Application.
- \$25.00 Restricted Entry Program application processing fee.
- Signed Practical Nursing Statement of Understanding.
- PN Program-Related Courses Worksheet.
- CNA: Proof of State Board of Nursing CNA Certification.
- Work Experience (Optional): Work Experience form(s) complete and submitted per application instructions. My signature below indicates that I authorize communication between MHCC and my employer(s) for purposes of verifying work experience. This permission is only valid through December 22, 2011.

### SKILLS PROFICIENCY DOCUMENTATION

- Reading Proficiency as described in this application.
- Writing Proficiency as described in this application.
- Mathematics Proficiency as described in this application.
- College Coursework: current, official (unopened) transcripts documenting completion of the prerequisite/required preparatory courses. (check one box) Students who indicate they have coursework from MHCC will not need to provide an official MHCC transcript.
  - Included  Being Mailed  On file at MHCC

### EMAIL ACCOUNT

- You will need to obtain an email address if you do not already have one. Mt. Hood Community College's Admissions, Registration and Records office will send all application notification by email. If email is not an option for you please contact the Practical Nursing admissions evaluator at 503-491-7341.

**It is your responsibility to set your "spam filter" system to accept mail addresses containing @mhcc.edu. Do this even if you are currently receiving emails from MHCC. We cannot be responsible for notices which are not received due to spam or junk mail handling.**

Applications may be submitted beginning Thursday, June 2, 2011. **Due to the high volume of program applicants, candidates are not guaranteed notification of missing application items.** It is the applicant's responsibility to ensure all items are received by the application deadline. Only complete applications will be evaluated for admission.

**By signing below, I have read and completed all application material myself, and I understand and agree that my application is complete.**

Applicant's signature

Date

Send completed application materials to:

Mt. Hood Community College  
Admission, Registration and Records  
Practical Nursing Program  
26000 SE Stark Street  
Gresham, OR 97030