



MT. HOOD
COMMUNITY COLLEGE

Practical Nursing Certificate
Program Application
for
Spring 2010

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 ADVISOR

Linda Fleshman RN., MSN, MST
503-491-6727
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.

PREDOMINANTLY ON-LINE CURRICULUM

The PN **courses are predominantly on-line** except lab and clinical. 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/pages/427.asp>. 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 Spring Term.

ENROLLMENT PER YEAR: 24

CREDENTIAL AWARDED WITH COMPLETION OF REQUIRED COURSEWORK: Certificate

INFORMATION MEETINGS

PN information meetings are held the first Thursday of every month, on MHCC's main campus. The meetings generally last about an hour and include time for individual questions. Program information meeting dates/times can be found at <http://www.mhcc.edu/pages/1656.asp>. 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 questions via email, the address is advisque@mhcc.edu.

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 PROGRAM COSTS

Immunizations	\$300.00	
Liability Insurance	\$40.00	
Lab Fees	\$1,145.00	
Lab Packs	\$140.00	
Uniforms, School Patch, Name Tag, Shoes	\$127.30	
Equipment (watch w/ second hand, Scissors/hemostat, stethoscope, etc.)	\$50.00	
Travel to clinical sites	Variable	
Books (Nursing Only)	\$800.00	
Computer, Microsoft Office, Monthly Internet Access	\$1,500.00	
Computer Assisted Content Mastery testing (divided up over 4 terms)	\$408.00	
P.N. Licensure, NCLEX, and Criminal Background Check from the State Board of Nursing (Approximately)	\$395.00	
Graduation Fee	\$15.00	
Criminal Background Check (Approximately)	\$75.00	
Membership Association Fees	\$25.00	
	Total	\$5,460.30
	Optional Books	\$48.45
Total		\$5,508.75

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, graduation fees, licensure fees and travel are not included in financial aid reimbursable expenses.

APPLICATION DEADLINES

PROGRAM APPLICATION

Open Date: **June 1, 2009** - Applications may be submitted to the Admissions, Registration and Records Office located on the main campus of MHCC – 26000 SE Stark St., Gresham, OR 97030

Close Date: **January 8, 2010** – Completed applications must include all required documentation listed in the program application checklist on page 15. All documents must be received by the Admissions, Registration and Records Office on the main campus of MHCC 26000 SE Stark St., Gresham, OR 97030, no later than 5 p.m. on Friday, January 8, 2010.

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 both the LPN and RN programs at MHCC in the same admission year and accept a position in the Practical Nurse Program you will not be considered for the MHCC Registered Nursing Program for that year.** If you have questions regarding admission procedures, please contact the Admissions, Registration and Records Office at 503-491-7341.

PRACTICAL NURSING ADMISSION REQUIREMENTS

The admission process consists of 2 phases:

Phase I of the application process is based on a point system. Points are awarded based on grades from the prerequisites/preparatory courses required to apply for the program, 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) and non-nursing coursework to be completed while in the program and work experience in the medical field (see page 8). All required prerequisites and optional materials for Phase I must be completed by the application deadline of January 8, 2010.

Phase II is a proctored essay/group interview.

ADMISSION REQUIREMENTS: PHASE I

1. Completion of Prerequisite/Required Preparatory Courses.

A minimum of 11 college credits of the Prerequisite/Required Preparatory Courses must be completed with a "C" or better and a minimum cumulative GPA of 2.50 to apply for the program.

The required 11 credits must include:

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

* If MTH65 or higher has been completed more than seven years ago (prior to fall 2003), the math portion of the admission requirement must be satisfied by placement into MTH95 – Intermediate Algebra on the Mt. Hood Community College Placement Test (CPT) by the application deadline.

Please check the course description section of the Mt. Hood Community College catalog <http://www.mhcc.edu/pages/2175.asp> for prerequisite information.

2. College Placement Test - Minimum Skills Proficiency Documentation

All applicants must take the Mt. Hood Community College Placement Test (CPT) for reading and writing regardless of transcripted, completed courses in reading and writing. This is for the purpose of evaluating current competencies.

*The math portion must also be completed if MTH65 or higher has been completed more than seven years ago (prior to fall 2003). Results must be received no later than Friday, January 8, 2010, by 5 p.m., no exceptions. The minimum skill proficiencies required for admission to this program are equal to:

Subject:	Placement into:
Reading	RD117
Writing	WR121
Math* (see above)	MTH 95

- The CPT is a non-timed skills assessment test given on a walk-in basis. There is no fee to take the CPT. Your scores will be available upon completion of the test.
- CPT scores are valid for two years. CPT scores that are older than two years at the time of Practical Nursing program application are not valid and applicants will need to retest for placement.

- For purposes of admission to the Practical Nursing program, the CPT must be taken at Mt. Hood Community College. Applicants who live more than two hours away may take the test by proctor. Please call the MHCC Testing Services for more information, 503-491-7678.
- Students who do not place into the required minimum skill proficiency level for reading or math may retest the subject in which they scored below the required proficiency level. Student choosing to retest will need to complete a Retest Self-Referral Form, which is available in the Testing Center or Academic Advising and Transfer Center and pay a \$10 per subject re-test fee. If your 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

This form is required as part of the application process even if you were or are a student at MHCC. You will not be required to pay the \$25 fee as part of the PN application process. If you have not paid the fee in the past, it will automatically be added to your bill for tuition the first time you register for classes.

5. Program Application Fee

The \$25.00 program application fee is in addition to the general admission fee and is due by the application deadline. 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 Card (CNA)

- Issued by a State Board of Nursing
- A Photocopy (front and back) of current Certified Nursing Assistant (CNA) Card - must be received no later than **Friday, January 8, 2010 by 5 p.m., no exceptions.**

8. Signed Statement of Understanding

9. Course Completion Work Sheet

10. Academic Performance

- Grade Point Average (GPA) 2.5 or higher is required for application and program coursework.
- Cumulative GPA is calculated on the 11 credits of prerequisites /preparatory courses required to apply for the program. Any additional pre-program/ program coursework that is completed may be submitted by January 8, 2010, for additional points in the application process.
- Official transcripts must be submitted with the application for all coursework to be used in calculating of the GPA.

11. OPTIONAL APPLICATION ADDITIONS

You may earn additional points toward the application process by completing any of the following coursework. Official transcripts are required and must be submitted by January 8, 2010. **Note:** 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.

A. Pre-Program Coursework

- BI122 Anatomy and Physiology II or BI232 & BI 233
- PSY201 General Psychology
- CIS120L Computer Concepts Lab

B. Practical Nursing Program Coursework

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

C. Proof of Work Experience

- CNA work experience (see pp. 9 & 10)
- Non-CNA work experience (see pp. 9 & 10)

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) 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. 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.

ADMISSION REQUIREMENT: PHASE II

INTERVIEW AND PROCTORED ESSAY

The 50 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

8 points maximum

GPA	Points
2.50-2.79	1
2.80-3.00	2
3.01-3.59	4
3.60-4.00	8

Section Total _____

PREREQUISITE AND GENERAL EDUCATION COURSEWORK COMPLETION

24 points maximum (C = 1, B = 2, A = 3)

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

Section Total _____

CNA AND WORK EXPERIENCE

20 points maximum

	Points
• CNA Card w/510 hours to 1020 hours of CNA work experience	15
• CNA Card w/1021 or more hours of CNA work experience	20
• Non-CNA Healthcare related work experience (1021 or more hours)	10
• Non-CNA Healthcare related work experience (510 to 1020 hours)	5

Section Total _____

GROUP INTERVIEW AND PROCTORED ESSAY

Points maximum

40

Section Total _____

SAMPLE APPLICATION PACKET

CNA WORK EXPERIENCE FORM

Dear Human Resources Director:

The above individual is planning to apply to the MHCC Practical Nursing program for spring 2010 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 January 8, 2010 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:

- 1021 or more hours within the last five years.
- 510 hours to 1020 hours
- Less than 510 hours

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

Dear Human Resources Director:

The above individual is planning to apply to the MHCC Practical Nursing program for spring 2010 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 January 8, 2010 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:

- 1021 or more hours, within the last five years.
- 510 hours to 1020 hours
- Less than 510 hours

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

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 that the pre-program required courses of: BI122 or BI232/233, CIS120L, and PSY201 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 that 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).

____ 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.

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

Student Signature

Date

Name: _____

PN PROGRAM-RELATED **COURSEWORK WORK SHEET**– This sheet **must** be submitted with the Application Packet. Completion of MTH65, BI121 and WR 121 with a “C” or better will meet the minimum program admission requirements. Applicants must use this sheet to list required prerequisites course as well as courses completed that are beyond the minimum admission requirements. Points (which are part of the admission evaluation and selection) will be awarded for all courses completed.

Official transcripts must be submitted with the application to support the courses listed below

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				
OR						
BI231*	Anatomy and Physiology I	Yes*				
BI232	Anatomy and Physiology II	No				
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	General Psychology	No				
PSY237	Human Development	No				
WR121	English Composition	Yes				

NOTES:

*If taking the BI231 sequence in lieu of the BI121 sequence, only BI231 is required by the application deadline. Both BI232 and BI233 must be completed before starting the program.

UPON ACCEPTANCE

Upon notification of acceptance, admitted students must indicate in writing by the stated deadline their intention to enroll or their position will be given to the next eligible alternate.

1. **Mandatory Orientation**

A mandatory orientation will be held for admitted and alternate students. Attendance is required, or the next eligible alternate will be given your assigned place in the program. Students will be informed of the orientation date, time, and location in their acceptance letter.

2. **Proof of Immunizations Due Monday, March 8, 2010***

Accepted and alternate students must submit proof of the following immunizations (**this includes any titers with results**) by the stated deadline or their space will be given to the next eligible alternate:

- Immunity to measles, mumps, rubella, and varicella (chicken pox)
- Current Tuberculin Skin Test or a chest x-ray
- Tetanus-Diphtheria-Pertussis Toxoid within the last 10 years
- Hepatitis B-the series must be started by the stated deadline (**Monday, March 8, 2010**) and can be completed by the end of the first term of the program.

3. **Current CPR Card – Due Monday, March 8, 2010***

Each accepted and alternate student 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.** Please ensure you obtain the appropriate card type. The CPR course must have been completed (and submitted) by March 8, 2010 and must be valid for the duration of program (**Cannot expire before 3/2011**).

4. **Criminal Background Check Requirement***

If accepted into the Practical Nursing program, your acceptance will be provisional until you pass a national criminal background check through MyBackgroundCheck.com. (Please note: the accepted applicant pays for the background check and the background check process requires a social security number.)

5. **Transfer Credits**

Upon acceptance to the program, students who have prior college coursework applicable to this certificate program receive a transcript evaluation.

6. **Pre-Program Requirements**

(The following courses must be completed before starting PN courses spring term, 2010.)

- 4 credits - BI122 Essentials of Human Anatomy and Physiology II or BI232 and BI233
- 1 credit - CIS120L Computer Concepts Lab I
- 4 credits - PSY201 General Psychology

*Submit all documentation to Paula Wilson at the Bruning Center – 1484 NW Civic Dr., Gresham, OR 97030

Note: All certificate requirements must be completed with a grade of “C” or better and a minimum cumulative GPA of 2.5 is required.

ALLIED HEALTH DIVISION APPLICATION

Name of the program you are applying for: _____

APPLICATION PACKET CHECKLIST

Please sign and include this checklist with your application materials. Only completed applications including all required documentation received by the Admission, Registration and Records Office by Friday, January 8, 2010, 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

OTHER OFFICIAL DOCUMENTATION

- Signed Statement of Understanding
- Course Completion Work Sheet
- CNA: Proof of State Board of Nursing CNA Card
- 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 January 8, 2010.

SKILLS PROFICIENCY DOCUMENTATION

- Reading Proficiency Documented with MHCC CPT scores
- Writing Proficiency Documented with MHCC CPT scores
- Math Proficiency Documented with MHCC CPT scores if math is older than seven years.

COLLEGE COURSEWORK

- 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. The transcript will be printed and filed
 - Included
 - Being Mailed
 - On file at MHCC

Applications may be submitted beginning Monday, June 1, 2009. **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 of Friday, January 8, 2010, 5 p.m. Only complete applications will be evaluated for admission. By signing below, I understand and agree that my application is complete.

Applicant's signature

Date

Send completed application materials to:

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