

## RN Nursing Checklist – Fall 2016

### Please use this checklist to track your progress.

- Required Items for the January 29, 2016 nursing application deadline.
- Attend a Nursing Information Session.
- Fill out an application and submit it with a \$20 application fee.
- Applicants must be high school graduates or have earned a GED or HiSet. Request high school transcript and/or GED or HiSet be sent to:  
Nashua Community College  
505 Amherst Street  
Nashua, NH 03063  
Attn: Admissions
- Applicants must possess high school credits in the following courses  Biology,  Algebra,  English, and  Chemistry with a minimum grade of C or better.  
Please note: We will also consider college courses in each of these areas. The grade must be a C or better.  
There is a challenge exam available in Biology and Chemistry for those students who feel they have some knowledge of the subject. Please contact Admissions at 603-578-8908 or [nashua@ccsnh.edu](mailto:nashua@ccsnh.edu) for more information.
- ESOL applicants must attain a minimum score of 83 on the *Test of English as a Foreign Language* (TOEFL iBT) as advised by the National Council of State Boards of Nursing ([www.ncsbn.org](http://www.ncsbn.org)).
- Request College transcript(s) be sent to:  
Nashua Community College  
505 Amherst Street  
Nashua, NH 03063  
Attn: Admissions

### Please Note:

- Transcripts of previous college credits may be submitted to be evaluated for transferability.
- Nursing credits must be no more than five years old with a minimum grade of B-.
- Science credits must be no more than eight years old from the start of the first nursing course with a minimum grade of B-
- Pre-Admission Examination. Sign up and take the ATI-TEAS V. Applicants are expected to achieve the following scores; Reading – 73.8% or better, Math – 70.0% or better, Science 52.1% or better and English 63.3% or better. While these scores are the target cutoff scores, you MAY still be considered with high performance relative to the applicant pool. Scores are valid for two years. The test fee is \$100.00 which is due at time of registration. The test can be taken three times in a calendar year; but you must wait six weeks between each attempt. Registration is done online at [www.atitesting.com](http://www.atitesting.com). Seating is limited – register early. The practice test & test study guide are available at [www.atitesting.com/onlinestore](http://www.atitesting.com/onlinestore).
- Submit two recommendations on forms provided by the College from a person (preferably an employer or instructor) who you feel has known you for a length of time and can adequately evaluate your potential. In addition to the two recommendations, an applicant who has attended another nursing program within the past five years must also submit a letter of reference on school letterhead from the director of the nursing program at the previous school. References are good for two years from the date of signature.

### Licensed Practical Nurses

- Licensed Practical Nurses (LPN) with college credits in nursing taken in the past five years and current nursing practice may be able to challenge by exam up to seven credits in nursing.
- Other college courses may be evaluated for transferability.
- The LPN may earn 3 credits applicable to NURS130 by taking the ATI Fundamentals of Nursing exam and scoring a minimum of level 1. Satisfactory performance on a simulated patient practicum exam in the nursing laboratory may earn 4 credits applicable to NURS 120. The LPN applicant must request the ATI exam for advanced standing by May 1 in order to be exempt from NURS120 and 130.
- Graduates of practical nursing programs who meet criteria for admission to the Associate in Science in Nursing Program and have not yet taken NCLEX-PN may be considered.
- All general admission requirements of the College and admission requirements to the nursing program must be met, including scores from the Test of Essential Academic Skills V.

### Selection Criteria

Preference will be given to applicants who:

The College reserves the right to change fees, courses, policies, programs, services, personnel, and the admission criteria as required. 4.6.2015

- Are New Hampshire residents.
- Have taken the majority of non-nursing courses at NCC.
- Have completed a greater number of non-nursing courses relative to the applicant pool.
- Attain higher scores relative to the applicant pool on the TEAS V and TOEFL iBT (if required) using the admission scoring scale.
- Have a history of academic and/or work success.
- Have basic experience in health-related employment.

Applications must be completed by January 29 and will be reviewed in February for acceptance for the following fall semester. Upon completion of application review, if above requirements have been met, applicants will be ranked according to TEAS V scores and previous college grades. Applicants are notified of admissions decisions by the end of March.

Acceptance into the NCC Nursing Program is very competitive. Applicants are encouraged to explore other nursing programs within the Community College System along with other area colleges.

### **Upon Conditional Acceptance**

It is understood that acceptance is conditional upon submission of satisfactory evidence in the form of the following:

- ✓ If the applicant has not previously taken Introduction to Psychology, a transcript demonstrating completion with a minimum grade of C must be submitted to the Admissions Office by the end of the summer session. If the applicant has not previously taken Anatomy & Physiology I, a transcript demonstrating completion with a minimum grade of B- must be submitted to the Admission Office by the end of the summer session.
- ✓ The Background Check, which may include drug screening, is due within thirty days of receipt of conditional acceptance. Instructions will be provided. Random or pre-clinical drug/alcohol screening may occur at any point throughout the program. The cost of any drug/alcohol testing is borne by the student. Individuals with a court record or a criminal conviction may wish to contact the Board(s) of Registration in Nursing in any state in which they plan to work for guidelines. The NH Board of Nursing can be reached at 603-271-2323. This will allow the individual to make an informed decision about choosing to pursue nursing education at this time.

It is understood that acceptance is conditional upon submission of satisfactory evidence in the form of the following documents no later than four weeks prior to beginning the first class:

- ✓ Evidence of current health status (student health form).
- ✓ Immunity or immunization against measles, mumps, rubella (MMR), varicella, and hepatitis B and Tdap. Annual influenza immunization is required. Mantoux testing to assess for prior tuberculosis exposure.
- ✓ Two-year certification in cardiopulmonary resuscitation (CPR) at the healthcare provider level (American Heart Association, CPR for the Professional Rescuer). Certification cannot expire before completion of the nursing program.
- ✓ Personal medical insurance.

In addition:

- ✓ A fee for nursing liability insurance will be assessed in the second semester tuition bill. Additional fees may include but are not limited to: Assessment Technologies Institute® (ATI) testing package and DocuCare Electronic Medical Record (EMR) software.
- ✓ Additional requirements include uniform, stethoscope, watch with a second hand, textbooks, and a Nursing Skills Lab Kit. Occasional fees for field trips, as well as end-of-program activities. NCLEX preparation course and licensure costs.

### **Criteria for Progression in the Program**

The curriculum includes a general education component that supports courses in nursing. Students must earn a minimum grade of B- in Anatomy and Physiology I and II, Microbiology, and in all nursing courses in order to progress in the program. Courses in nursing are taken sequentially and most of them include a clinical component. Degree requirements must be completed within five years of entering the first nursing course. Students must anticipate a schedule of 3 - 5 days a week for the nursing courses with a possibility of evening clinical assignments. Employment of more than twenty hours per week is discouraged due to the commitment required for success in the program. Many students choose to take most or all of the non-nursing courses prior to beginning the first course in nursing. Students who do not meet criteria for progression may seek re-entry at the point of last success on a space-available basis. A student may be granted only one opportunity to re-enter the program.

#### **Please Note:**

You are responsible to read additional information about the nursing program. This information can be found on our website [www.nashuacc.edu](http://www.nashuacc.edu). Completion of the program does not guarantee RN licensure.

**LIBERAL ARTS**  
**Admissions Checklist for Acceptance\***  
**(Nursing Information Session Attendees Only)**

**Here's What You Need!**

- A completed college application.  
You can obtain an application in the Admissions Office or on our web site.
- \$20.00 application fee.  
Cash, Check made out to Nashua Community College, Money Order or Credit Cards accepted.
- High School Transcript with *date of graduation*.

**OR**

General Equivalency Diploma (GED) with scores.

**OR**

High School Equivalency Test (HiSET)

**OR**

Academic Transcript(s) of awarded Bachelor's Degree.

\*\*If you are looking for transfer credit from previous college experience(s), those transcripts must be sent or delivered to us in a sealed envelope to be considered official. .

- Permanent Resident Card – Required for Resident Aliens

Because of potentially heavy demand for health programs, students are advised that acceptance into the Liberal Arts Degree does not guarantee acceptance in or give preferential treatment to an applicant to a specific health program at a later date.

Students who do not enter a health field will be able to earn a Liberal Arts Degree upon completion of all required courses. See the NCC Catalog for degree requirements.

\*Excludes International Students – Please contact Jan Sullivan Curtis for more information – [jcurtis@ccsnh.edu](mailto:jcurtis@ccsnh.edu) or 603-578-8900 x1547.

**Assessment Technologies Institute, LLC (ATI)**  
**Test of Essential Academic Skills – TEAS V**  
**FAQs**

**How can I best prepare for taking the TEAS® V?**

The TEAS® V consists of four sections, Mathematics, Reading, Science, and English and Language Usage. A review of basic concepts and theories in each area is recommended. ATI has two products, the TEAS® V Pre-Test Study Manual and a TEAS® V Online Practice Assessment, available to guide your review and provide feedback about your study progress.

<http://www.atitesting.com/Solutions/PreNursingSchool.aspx>

**Where can I take the TEAS® V?**

Students usually take the TEAS® V at a location designated by the program to which they are applying.

**What is the format of the TEAS® V?**

Currently, the TEAS® V includes 170 scored multiple-choice questions divided into four subsections: Mathematics, Reading, Science, and English and Language Usage. Time limit is 209 minutes.

- **Reading** – paragraph comprehension, passage comprehension, and inferences/conclusions (48 questions, 58 minutes)
- **Math** – whole numbers, metric conversion, fractions, decimals, algebraic equations, percentages, and ratio/proportion (34 questions, 51 minutes)
- **Science** – science reasoning, science knowledge, biology, chemistry, anatomy, physiology, basic physical principles, and general science (54 questions, 66 minutes)
- **English and Language Usage** – punctuation, grammar, sentence structure, contextual words, and spelling (34 questions, 34 minutes)

**Can I use a calculator on the TEAS® V?**

Calculators are NOT allowed during the TEAS® V.

**How long will it take for me to receive my TEAS® V scores?**

If you have taken the computer-administered TEAS® V, your scores are available immediately after the examination, provided your school allows viewing of the results.

**How do I know if I passed the TEAS® V?**

Applicants must achieve the following scores; Reading – 73.8% or better, Math – 70.0% or better, Science 52.1% or better and English 63.3% or better. While these scores are the target cutoff scores, you MAY still be considered for acceptance if you score in the proficient range.

**How do I get an official TEAS® V transcript sent to another college?**

Your TEAS® V results can be sent to any nursing school. You can request that ATI electronically transmit your results to another school for a small fee.

See the ATI website for further information - <http://www.atitesting.com>



NURSING REFERENCE FORM

Name of Applicant: \_\_\_\_\_ (PLEASE PRINT NEATLY)

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

From the Applicant to the Reference Writer: I request a reference for an application to the Nashua Community College Nursing Program. In compliance with the Family Education Rights and Privacy Acts of 1974, this reference is:

- ( ) Confidential (I waive the right to review it.)
( ) Non-Confidential (I retain the right to review it.)

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Reference written by: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature of Reference Writer \_\_\_\_\_ Date \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

How well do you know the applicant? \_\_\_ by name or sight \_\_\_ casually \_\_\_ fairly well \_\_\_ very well

In what capacity were you when you knew the applicant?

\_\_\_ Faculty \_\_\_ Advisor \_\_\_ Employer \_\_\_ Supervisor

To the Reference Writer:

Nursing is a profession that is demanding and requires many skills and qualities. Nashua Community College would appreciate a candid evaluation of an applicant's qualifications, potential and motivation to pursue this career. A Likert scale is provided (with 1 being the lowest and 4 being the highest) as well as the following space for additional comments. Please put a check mark in the appropriate box.

Multiple horizontal lines for providing additional comments.

Would you recommend this applicant for a career in nursing?

\_\_\_ YES \_\_\_ NO \_\_\_ WITH RESERVATIONS

<p>To the RESPONDENT: <i>Professional nursing is an applied science, requiring intellectual discipline, psychomotor skills, personal integrity and accountability, and emotional maturity. The named applicant has applied for admission to the NCC nursing program, grounded in the sciences and liberal arts; we appreciate and value your answers and comments regarding this applicant's academic ability and personal characteristics, as detailed below.</i></p>	Unable to Rate	LOW 1	2	3	HIGH 4	Comments
<p>1. <b>Self-awareness:</b> The aspiring nurse must know him/herself reasonably well, and on the whole, should like him/herself. The knowledge of his/her own personal strengths and weaknesses should allow the helping person to focus on working effectively with others.</p>						
<p>2. <b>Ability to work with others:</b> A nurse must work well with colleagues, patients, and families.</p>						
<p>3. <b>Professional Commitment:</b> The professional nurse needs to have a strong commitment to the profession of nursing and the ethical standards of the profession. The nurse should work collaboratively with others to use professional knowledge, values, and skills to bring about the changes necessary for people to achieve life goals more easily.</p>						
<p>4. <b>Knowledge as a base for practice skills and the ability to apply to the practice setting:</b> The practice of the nurse must be grounded in relevant social, behavioral, psychological, and biological science knowledge. Nursing is a practice profession. It is essential that the student be able to demonstrate the ability to apply knowledge gained in course work to the practice setting.</p>						
<p>5. <b>Objectivity and acceptance of diversity:</b> The professional nurse must be able to recognize the worth and dignity of every human being and be willing to serve in an appropriate manner all persons in need of assistance regardless of race, religion (or lack thereof), gender, disability, sexual orientation, age, or value system.</p>						

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<p>6. <b>Empathy:</b> Empathy is the ability to comprehend another's subjective reality and feelings. Empathy and support are necessary to enable the patient to use both personal and outside resources and to develop and implement a solution to his/her problem.</p>						
<p>7. <b>Energy:</b> Nursing is an exhausting activity; not only does it require careful use of knowledge skills, but it is also a constant drain on feelings and emotions. The professional nurse must work on avoiding burnout by developing cooperative and facilitating interactions with users of services.</p>						
<p>8. <b>Freedom from chemical dependency or unresolved emotional issues:</b> Since nurses must serve as healthy role models, they must be mentally healthy and free from chemical dependency problems, i.e., violent or aggressive behavior.</p>						
<p>9. <b>Trustworthiness:</b> A nurse must protect patient's confidential information. Discretion must be used at all times re: when and where to share and discuss information with appropriate individuals.</p>						
<p>10. <b>Communication:</b> A nurse must possess excellent skills to relate to patients and other health care workers. This includes the ability to listen, follow instructions, and demonstrate professional courtesy when communicating.</p>						
<p>11. <b>Honesty:</b> A nurse must have integrity and be honest at all times. Accountability for actions is critical.</p>						



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