



Tri-Rivers Career Center & Center for Adult Education Tri-Rivers School of Nursing

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Dear Prospective Applicant:

Thank you for your interest in the **LPN to RN Program** at Tri-Rivers Career Center- Adult Education. This packet provides information regarding the admissions process for the LPN to RN class.

Applications must be submitted by **March 1**. Please see specific instructions in the enclosed information. You will need to submit the following items and the \$95 application fee in order to process your application:

- 1.) Student Application
- 2.) Proof of current, valid licensure to practice as a Licensed Practical/Vocational Nurse,
- 3.) Current certificate to perform limited intravenous therapy,
- 4.) Official transcripts from all high schools and post-secondary institutions,
- 5.) A request for admission letter.

Completed applications will be reviewed by the admissions committee after **March 1** and in-person interviews will be scheduled with applicants. You will be notified of your admission status in **early May**. Again, please see the enclosed detailed information regarding admissions, fees, pre-requisites, and other requirements.

If you receive an Offer of Admission letter, you will need to sign and return the Letter of Acceptance of Admission along with the \$500 admission fee by **the due date on your acceptance letter**. A mandatory orientation session is scheduled for **June 8, 2018** and an further details will be provided in your letter.

The LPN to RN Program is fast-paced and students are expected to perform accordingly. The program is “hybrid” instruction, with portions of instruction in classroom and on-line. *You will be expected to have computer access with internet and word processing capabilities.* In order for you to begin preparing, please see the drafted schedule below:

Classroom & Skills Instruction	Clinical	Online Learning
Classes are from 8am–4pm at Tri-Rivers Health Care Bldg. 1563 Marion-Mt. Gilead Rd., Marion, OH	12-hour daytime clinicals with clinical preparation required the day before clinical	Learning and assignments are done throughout the week and submitted by the due date.
45-week program – Wednesdays & Thursdays	45-week program – Mondays	
90-week program – Mondays	90-week program – every other Saturday	

We are looking forward to helping you meet your career goals. If you have any questions, please feel free to contact the nursing office between the hours of 8:00 a.m. and 3:30 p.m., Monday through Thursday at 740-389-4682, ext.5526.

Sincerely,

Emeline S. Kelly, DNP, MSN, ACNS-BC, RN
 Director, Health Care Education and Public Safety Service Programs
 Enclosures (9)



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APPLICATION, ADMISSIONS AND FEES INFORMATION

ALL FEES SUBJECT TO CHANGE

No person is excluded on the grounds of race, color, creed, gender, national origin, marital status or disability.

FEES

Application Fee	(includes initial pre-entrance WorkKeys® testing & PN Comprehensive)	\$95.00
Test Fee for Math for Meds		\$30.00
Total		\$125.00

OTHER FEES FOR EXAM RETAKES

Pre-entrance WorkKeys®	Retakes	\$17.00 each test
PN Comprehensive	Retakes (maximum 3 attempts)	\$48.00 each test
WorkKeys® Study Guides	Optional available	\$17.00 each category

TUITION AND FEES (PAYABLE TO TRCC)

Tuition fee	Divided into four quarters (\$3,010.00/quarter)	\$12,280.00
Lab Fee		\$175.00
Technology Fee	Divided into four quarters (\$195.00/quarter)	\$780.00
General Fee	Divided into four quarters (\$200.00/quarter)	\$800.00
Admission Fee		\$500.00
Total Cost	Includes \$95.00 non-refundable application fee	\$14,630.00

OTHER STUDENT COSTS (estimated)

Physical Exam (call for information)	\$441.00	Paper Supplies	\$ 100.00
3 Uniforms/Lab Coat	\$140.00	Shoes/Hosiery	\$ 125.00
Watch	\$ 35.00	Stethoscope	\$ 35.00
Paper Supplies	\$100.00	Bandage Scissors	\$ 10.00
Meals	\$965.00	Mileage (average)	\$3,469.00

PRE-REQUISITE SUPPORT COURSES (please see information on Page 3)

Anatomy and Physiology I & II	Human Growth & Development
Chemistry	Microbiology
Com Tech (non-waivable) Offered at TRCC only	English Composition I & II*
Sociology	Math for Meds – credit by exam accepted. Students must earn 90% or better in order to receive a credit.
General Psychology	

*= Course offered at Franklin University - PF321 (Learning Strategies) is required if taking courses at Franklin University
For more information contact Franklin University at 1-877-341-6300 www.franklin.edu
Franklin University is accredited by the Higher Learning Commission of NCA.

Earn credit by Exam – CLEP (minimum test score of 47)

General Psychology Chemistry Sociology

Credit earned for pre-requisite courses, credit by exam and clinical training from Tri-Rivers Center for Adult Education applies toward your bachelor's degree at Franklin University.



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Application and Admission Requirements: If an applicant fails to complete the application truthfully for admission to the Tri-Rivers School of Nursing and the information is discovered at a later date, the student may be dismissed from the program. Students applying for the LPN to RN Program must have documentation of the following items and must be submitted by the application deadline of **March 1**:

If **mailing** your application, please send to: 2222 Marion-Mt. Gilead Rd., Marion, OH 43302

If submitting your application **in-person**, please go to our Health Care Building at 1563 Marion-Mt. Gilead Rd., Marion, OH located adjacent to the OSU-M and MTC campus.

1. Hold a current, valid licensure to practice as a Licensed Practical/Vocational Nurse in at least one U.S. state or territory and the ability to obtain endorsement by the Ohio Board of Nursing.
2. Hold a current certificate to perform limited intravenous therapy.
3. A completed LPN to RN Program Student Application form.
4. Official transcripts in a sealed envelope directly sent from all high schools and post-secondary institutions (colleges/universities) addressed to the Program Administrator.
 - Applicants must be graduates of an accredited high school or provide evidence of established equivalency of high school through the General Education Development (GED) test. A high school transcript or official report of GED **test results** is required.
 - Applicants should have a minimum of 2.0 cumulative grade point average.
 - Previous college credits and coursework, including Practical Nursing transcript, will be evaluated on an individual basis.
5. Each applicant must submit a *Request for Admission Letter*. The following are requirements of this letter:
 - A typed, 1-2 page letter of intent with professional presentation (dated, signed, appropriate formatting/grammar/punctuation)
 - The letter must include:
 - A brief introduction of yourself, your professional background, and for which program you are applying
 - Why do you want to be a nurse?
 - Why are you interested in the Tri-Rivers nursing program?
 - What are your career goals and how does the Tri-Rivers nursing program facilitate those goals?
 - What characteristics or strengths do you possess that will help you be successful in the Tri-Rivers nursing program?
 - How will you maintain balance with school, work and home responsibilities?
 - What is your plan and timeline for completion of any outstanding pre-requisites by the start of the program?
 - Why should we consider you for admission to the nursing program?
6. Completion of **all pre-requisite support courses** with a grade of C or better as documented by a(n) official transcript(s). Prerequisite support courses must be completed with a grade of C or better **by August 1**. **You may submit your course registration information for prerequisite courses, if they are not completed by March 1 with your application, then forward official transcripts once you complete the course(s).**
7. Successful completion of the *PN Comprehensive test* (see additional information below). For successful completion, the candidate's individual score must be at or above the current mean national score.
8. WorkKeys® with a score of 5 or greater in each of the three categories: Locating Information, Reading, and Math



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9. Proof of citizenship or legal residence that establish your identity and residency with one of the following documents from List A or one of the following documents from List B and List C:

List A	List B	List C
1. U.S. Passport or U.S. Passport Card 2. Permanent Registration Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	1. Driver's license or state issued ID card that contains a photograph with information such as name, date of birth, gender, height, eye color, and address. 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. Voter's registration card 4. U.S. Military card or draft record	1. Social Security card 2. Certification of Birth Abroad issued by the Department of State (Form FS-545) 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) 4. Original or certified copy of birth certificate 5. Native American tribal document 6. U.S. Citizen ID card (Form I-197)

Pre-Requisite Support Courses: Must be completed *no later than August 1* with a grade of C or better as documented by an official transcript(s).

1. General Psychology
2. Anatomy and Physiology I
3. Anatomy and Physiology II
4. Human Growth and Development
5. Microbiology
6. English Composition I
7. English Composition II
8. Com Tech offered exclusively by TRCC for prospective TRCC students
9. Sociology
10. Basic Chemistry (can be high school credit)
11. Math for Meds – credit by exam accepted; students must earn 90% or better to receive credit.

TRCC Practical Nursing graduates will earn credits in Human Growth and Development, Anatomy and Physiology I, Anatomy and Physiology II, and Maternity Nursing.

Final Admission Requirements: Please note that you will forfeit your admission to the program if the following requirements are not met:

- Upon admission to the program, the following documentation will need to be submitted by **the due date on your acceptance letter:**
 1. Signed Letter of Acceptance form (will be included with your Offer of Admission Letter)
 2. Admission fee of \$500 to hold your place in the program (please see Page 2)
- Attendance at the mandatory LPN to RN Program Orientation **June 8, 2018**.
- The following documentation will need to be submitted **no later than August 1:**
 1. Background check** (please do not complete until mid-July)
 2. Drug testing**
 3. First quarter tuition fees paid in full (Please see Page 2)
 4. Lab fees paid in full (Please see Page 2)



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5. Current cardiopulmonary resuscitation (CPR) certification with proof of certification (copy of card) – Acceptable courses include the American Heart Association “Basic Life Support” and the American Red Cross “BLS/CPR for Healthcare”.
6. Prior to final acceptance, admitted applicants are required to have a **physical examination that includes lab studies, titers, and vaccinations**. The School of Nursing provides the required examination form. Final admission into the program is contingent upon the physical exam. The individual must be able to meet all of the program's requirements, despite any handicaps. The Rehabilitation Act of 1973 prohibits all programs and activities receiving federal funding from discriminating against any "otherwise qualified disabled individual." In order to be in compliance with the American Disability Act, the following information lists the essential functions for prospective students who wish to pursue a nursing education. Students need to be aware that the nursing profession requires physical requirements necessary to safely and accurately carry out nursing duties including: Manual dexterity required for preparing and administering medications, physical ability to transfer patients, ability to read medication labels and patient records, hear blood pressure and breath sounds through a stethoscope (specific types are available), speak English clearly enough for most patients to understand, and understand the verbal communication of English speaking clients.

**Requirement for Licensure: Background checks and drug testing will be completed on all pre-licensure students admitted after June 2007 (to be completed the first week of August prior to the first quarter of enrollment).

PN Comprehensive Testing: The purpose of this testing is to assess knowledge expected of a PN graduate nurse applying to begin an RN completion program at Tri-Rivers Career Center. The PN Comprehensive Proctored Assessment is a pre-admissions tool that consists of an eight topic screening assessment:

- Adult Medical-Surgical
- Nursing Care of Children
- Management
- Fundamentals
- Pharmacology
- Nutrition
- Mental Health and
- Maternal Newborn

All items are tied directly to the NCLEX-PN® Test Plan. The online practice assessment has 100 items and the proctored assessment consists of 150 items plus 30 pre-test items.

Individual and total score reports are available in all eight topic areas. National means and percentile ranks are provided as well.

The student has 180 minutes (3 hours) to complete the proctored assessment.

Applicants may wish to purchase access to the PN Comprehensive Online Practice Assessment questions.

Go to www.atitesting.com and click on “online store” at the top of the webpage and enter “PN Comprehensive” in the search box.



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LPN to RN ADMISSIONS CHECKLIST

Please refer to the enclosed admissions information for detailed instructions.

- Submit the completed application, letter requesting admission and \$95.00 application fee accompanied by your official high school and college transcripts by **March 1**.
- Contact the Tri-Rivers Adult Education office at 740-389-4682 X5500 to schedule and complete the PN Comprehensive test and the WorkKeys® testing in the following three areas: Math, Reading and Locating Information.
- You will be required to interview with a member of the Admissions Committee.
- Decisions for admissions will be made and a letter will be sent to notify you of your admission status in **early May**.
- Secure finances and/or financial aid for tuition.
- Submit the signed Letter of Acceptance form (will be sent with your Offer of Admission Letter) and \$500 Admission Fee by **the due date noted in your acceptance letter** in order to secure your admission in the program.
- Attend the mandatory LPN to RN Program Orientation in May (TBA).
- Submit proof of successful completion (official transcripts) of all pre-requisite support courses as outlined in the enclosed "Admission Requirements" by **August 1**.
- Physical examination requirements and CPR are due by **August 1**.
- You will need to submit proof of your background check (please do not complete until mid-July), drug testing, and pay your first quarter tuition by the first day of class in August.

If you have any questions, please contact Suzy Wall at (740) 389-4682, Ext. 5526.