



Emeline S. Kelly, DNP, MSN, ACNS-BC, RN
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Dear Prospective Student,

Thank you for your interest in the LPN to RN Program at Tri-Rivers Career Center - Adult Education. Enclosed, you will find important information about the admission process for our upcoming class.

Please note that applications must be submitted by **March 1**. Detailed instructions can be found in the enclosed materials. To complete your application, kindly submit the following items along with the non-refundable \$95 application fee:

1. A completed Student Application
2. A letter of intent requesting admission and three references
3. Proof of current, valid licensure to practice as a Licensed Practical/Vocational Nurse (must state IV certification)
4. Official transcripts from all high schools and post-secondary institutions

Once applications are received, the admissions committee will review all materials after March 1. Qualified applicants will be invited for in-person interviews, and admission status notifications will be sent out in early May. Please refer to the enclosed materials for detailed information on admissions requirements, fees, and prerequisites.

Should you receive an Offer of Admission, you will need to return a signed Letter of Acceptance, along with a \$500 admission fee, by the deadline indicated in your acceptance letter. Additionally, a mandatory orientation session is scheduled for **June 6, 2025**, with further details to follow in your acceptance letter.

Please note that the LPN to RN Program is designed to be fast-paced, requiring a high level of performance and commitment. The program follows a hybrid model, combining classroom instruction with online learning components. As such, students must have access to a computer with internet connectivity and word processing capabilities.

We look forward to supporting you on your journey to becoming a Registered Nurse. If you have any questions, please feel free to contact Mariann Wright at 740.389.8543.

In order for you to begin preparing, please see the drafted schedule below:

Classroom & Skills Instruction	Clinical	Online Learning
Classes are from 8am–4pm Tri-Rivers Healthcare Bldg. 2227 Marion-Mt. Gilead Rd., Marion, OH	12-hour daytime clinical 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 90-week program – Tuesdays (2025-2027)	45-week program – Monday 90-week program – every other weekend	

Sincerely,

A handwritten signature in black ink that reads "Emeline S. Kelly".

Emeline S. Kelly, DNP, MSN, ACNS-BC, RN
Director Healthcare Education and Public Safety Service Programs



Tri-Rivers School of Nursing LPN to RN Diploma Program

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

OTHER FEES FOR EXAM RETAKES

Pre-entrance WorkKeys®	Retakes (maximum 3 attempts)	\$15.00 each test
PN Comprehensive	Retakes (maximum 3 attempts)	\$48.00 each test

TUITION AND FEES (PAYABLE TO TRCC)

Tuition	Divided into four quarters (\$3,600.00/quarter)	\$ 14,400.00
Lab Fee		\$ 200.00
Technology Fee	Divided into four quarters (\$195.00/quarter)	\$ 780.00
General Fee	Divided into four quarters (\$250.00/quarter)	\$ 1000.00
Admission Fee		\$ 500.00
Total Cost	Tuition & Fees and \$95.00 non-refundable application fee	\$ 16,975.00

OTHER STUDENT COSTS (estimated)

Physical Exam (call for information)	\$441.00		
3 Uniforms	\$140.00		
BCI/FBI Background @TRCC	\$ 50.00		
State Board Application Fee	\$275.00		
ATI Live Review (end of year)	\$350.00		

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

Anatomy and Physiology I & II	Human Growth & Development
Chemistry (High School Credit accepted with C or better)	Microbiology
Sociology	English Composition I & II*
General Psychology	Math for Meds – credit by exam accepted. Students must earn 90% or better in order to receive a credit.

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.



Tri-Rivers School of Nursing LPN to RN Diploma Program

Application and Admission Requirements

Applicants to the Tri-Rivers School of Nursing must ensure that all application materials are accurate and truthful. Any discrepancies discovered later may result in dismissal from the program. To apply for the LPN to RN Program, please submit the following documentation by the **March 1** deadline:

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

If submitting in person, please visit our Healthcare Building at: **2227 Marion-Mt. Gilead Rd., Marion, OH.**

Required Documentation:

1. **Valid Licensure:** Proof of current, valid licensure to practice as a Licensed Practical/Vocational Nurse in at least one U.S. state or territory, with eligibility for endorsement by the Ohio Board of Nursing.
2. **Intravenous Therapy Certification:** Current certification for performing limited intravenous therapy.
3. **Completed Application Form:** A fully completed LPN to RN Program Student Application.
4. **Official Transcripts:** Sealed official transcripts from all high schools and post-secondary institutions (colleges/universities) must be sent directly to the Program Administrator.
 - o Applicants must be graduates of an accredited high school or provide proof of equivalency via GED.
 - o A minimum cumulative GPA of 2.0 is required.
 - o Previous college credits, including Practical Nursing coursework, will be evaluated on an individual basis.
5. **Request for Admission Letter:** Submit a professionally presented, typed 1-2 page letter of intent that includes:
 - o An introduction of yourself, your professional background, and the program you are applying for.
 - o Why you want to be a nurse. Why you are interested in the Tri-Rivers nursing program.
 - o Your career goals and how the Tri-Rivers program will help achieve them.
 - o The personal characteristics or strengths that will support your success in the program.
 - o Your plan for balancing school, work, and home responsibilities.
 - o A timeline for completing any outstanding prerequisites by the start of the program.
 - o Why we should consider you for admission to the program.
6. **WorkKeys® Test:** Successful completion of the WorkKeys® assessment, with a minimum score of 5 in the following categories:
 - o Graphic Literacy
 - o Workplace Documents
 - o Applied Math
7. **Proof of Citizenship or Legal Residency:** Provide documentation that establishes both identity and residency.
8. **Prerequisite Courses:** Completion of all prerequisite support courses with a grade of "C" or better.
 - o Prerequisites must be completed by **August 1**.
 - o If courses are in progress at the time of application, include registration documentation and submit official transcripts upon completion.
9. **PN Comprehensive Test:** Applicants must achieve a score at or above the current national mean on the PN Comprehensive test. Additional information about this test is provided separately.



Tri-Rivers School of Nursing LPN to RN Diploma Program

Pre-Requisite Support Courses: Must be completed *no later than 8/1* with a grade of **C** or better

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. Sociology
9. Basic Chemistry (can be high school credit)
10. Math for Meds – credit by exam accepted; must earn 90% or better to receive credit.
 - **Math for Meds credit by exam must be completed by May 16, 2025.**

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

- Upon admission acceptance, the following documentation needs 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 6, 2025.**
- 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 (**please do not complete until mid-July**)
 3. Your first quarter tuition is due the first day of class in August (Please see Page 2).
 4. Lab fees paid in full the 1st day of class (Please see Page 2.)
 5. CPR certification with proof of certification. **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.

PN Comprehensive Testing: The purpose of this testing is to assess knowledge expected of a PN graduate nurse applying for the RN program at TRCC. The PN Comp 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. 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 and enter "PN Comprehensive" in the search box.



Tri-Rivers School of Nursing LPN to RN Diploma Program

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 740-389-8543 to schedule the PN Comprehensive test and the WorkKeys® testing in the following three areas: Applied Math, Workplace Documents and Graphic Literacy.
- Contact Mariann Wright 740.389.8543 to schedule your Math for Meds credit by exam. Students must earn 90% or better in order to receive a credit. **Math for Meds credit by exam must be completed by May 16, 2025. If a 90% is not achieved, you will be required to complete the Math for Meds pre-requisite. Credit by exam is a one time only exam.**
- You will be required to interview with a member of the Admissions Committee. **Interviews will begin after March 1** and you will be notified.
- Decisions for admissions will be made and a letter will be sent to notify you of your admission status after **April 1**.
- Secure finances and/or financial aid for tuition. If you have financial aid questions, please contact Nikki Hamilton at nhamilton@tririvers.com.
- 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 on **June 6, 2025**.
- 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, 2025**. (Subject to change)
- You will need to complete a background check (*mid-July*). This will be done at Tri-Rivers Healthcare Building and times and dates will be given at mandatory orientation.
- Your first quarter tuition is due by the first day of class in August along with your lab fee.

If you have any questions, please contact Mariann Wright mwright@tririvers.com or (740) 389-8543.