



Emeline Kelly, DNP, MSN, ACNS-BC, RN  
 Director of Healthcare Education and Public Safety Service Programs  
 2227 Marion-Mt. Gilead Rd. Marion, OH 43302  
 Phone (740) 389-4682, ext. 5514 • Fax (740) 389-4683

Dear Prospective Student,

Thank you for expressing interest in our Practical Nursing program. We are pleased to see your enthusiasm and would like to provide you with the necessary information to guide you through the application process. While the application and admissions process involve several steps, we have worked to present the details in a clear and concise manner.

The first step in the process is to complete the enclosed application form and submit a \$95 non-refundable application fee, along with your letter of admission. Upon receipt of the application fee, you will be eligible to sit for the required WorkKeys® pre-entrance exams. Please ensure that checks or money orders for the application fee are made payable to Tri-Rivers Adult Education.

Additionally, an official high school transcript is required. We included a form you may use to request your transcript be sent directly to our institution.

Given the limited enrollment and the high demand for our program, we encourage you to complete all required steps of the application process promptly to secure your place.

Should you require any further information or assistance, please feel free to contact Mariann Wright at [mwright@tririvers.com](mailto:mwright@tririvers.com) or by phone at 740-389-4682 ext. 5526.

Sincerely,

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

Classroom & Skill Instruction	Clinical
<p><b>10-Month (Day) 8am-4pm Monday, Tuesday &amp; Wednesday and scheduled Fridays (2025-2026)</b>            Tri-Rivers Healthcare Bldg. •2227 Marion-Mt. Gilead Rd., Marion, OH</p>	<p>12-hour daytime clinical every Thursday.            Preparation required the day before clinical.</p>
<p><b>20-month (Evening) 4:00pm-8pm Tuesday, Wednesday, Thursday (2025-2027)</b>            Tri-Rivers Healthcare Bldg. •2227 Marion-Mt. Gilead Rd., Marion, OH</p>	<p>12-hour daytime clinical every other Saturday.            Preparation required the day before clinical.</p>

## LICENSED PRACTICAL NURSING

### Nature of the Work

Licensed practical nurses (LPNs) and licensed vocational nurses (LVNs) provide basic medical care to ill, injured, or convalescing patients or to persons with disabilities. Responsibilities for LPNs and LVNs are nearly identical; their title depends on the state in which they work.

Licensed practical and licensed vocational nurses typically do the following:

- Monitor patients' health by checking their blood pressure, body temperature, and other vital signs
- Provide basic patient care and comfort, including changing bandages and helping with bathing or dressing
- Discuss care with patients and listen to their concerns
- Report patients' status and concerns to registered nurses, advanced practice nurses, or physicians
- Document patient care and maintain health records

Responsibilities of LPNs and LVNs vary by work setting. For example, in private homes, they may reinforce registered nurses' instruction regarding how family members should care for a relative. In hospitals, they might collect samples for testing and do routine laboratory tests. In nursing and residential care facilities, they may feed patients who need help eating.

LPN and LVN duties also may depend on the state in which they work. LPNs and LVNs typically work under the supervision of registered nurses and doctors. States determine the extent to which LPNs and LVNs must be directly supervised. Some states allow experienced LPNs and LVNs to oversee other LPNs and LVNs or unlicensed medical staff.

### Working Conditions

Licensed practical nurses (LPNs) and licensed vocational nurses (LVNs) may spend a lot of time walking, bending, stretching, and standing. Because they often move or lift patients, LPNs and LVNs must use proper lifting techniques to guard against back injury. The work of LPNs and LVNs may put them in close contact with people who have infectious diseases, and they frequently encounter potentially harmful and hazardous drugs and other substances. Therefore, LPNs and LVNs must follow strict guidelines to guard against diseases and other dangers.

### Employment

Licensed practical and licensed vocational nurses held about 655,000 jobs in 2022. The largest employers of licensed practical and licensed vocational nurses were as follows:

Nursing and residential care facilities	35%
Hospitals; state, local, and private	15%
Home healthcare services	13%
Offices of physicians	12%
Government	6%

### Job Outlook

Employment of licensed practical and licensed vocational nurses is projected to grow 5 percent from 2022 to 2032, faster than the average for all occupations. About 54,400 openings for licensed practical and licensed vocational nurses are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

### Earnings

The median annual earning of licensed practical nurses is \$ 60,790 in 2023. The lowest 10 percent earned around \$45,670, and the highest 10 percent earned around \$77,870. Median annual earnings in the industries employing the largest numbers of licensed practical nurses in 2023 were as follows:

Nursing Care Facilities	\$63,730
Continuing Care Retirement Communities & Assisted Living for the Elderly	\$61,390
Home Health Care	\$61,050
General Medical & Surgical Hospitals	\$55,380
Office of Physicians	\$53,580



## PN PROGRAM EXPENSES

\*\*\*ALL FEES SUBJECT TO CHANGE\*\*\*

### COSTS DUE TO THE SCHOOL (\*Non-refundable fee)

*Application Fee	Includes initial pre-entrance WorkKeys® testing	\$95
*Pre-entrance WorkKeys® testing retakes	If applicable	\$15 per test
Admission Fee	Due upon acceptance into program	\$500
*Lab Fee	Due 1 <sup>st</sup> day of class	\$200
*General Fee	Divided into four quarters <span style="float: right;">\$250/quarter</span>	\$1000
*Technology Fee	\$195 per quarter (includes ATI, LMS, C/Wide Wi-Fi, Support)	\$780

### **Practical Nursing Tuition**

\$3,380.00 per quarter	x 4 quarters	\$13,520.00
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### **Total Tuition & Fees**

Includes Tuition x 4 quarters, Application Fee, Admission Fee, General Fee, Lab Fee & Technology Fee. (Each quarter's tuition is due <b>BEFORE</b> the first day of the quarter. Applicants are encouraged to begin saving for their education and financial planning before admission to the program.)	<b>\$16,095.00</b>
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### **Pre-Requisite Classes**

CPR	CPR Certification must be either American Red Cross Professional Rescuer or American Heart Association Healthcare Provider. No online courses will be accepted.	
Nurse Aide	CPR is part of our Tri-Rivers Nurse Aide curriculum. There is no discount given if you already have CPR. Does not include STNA testing fee.	\$685
Learning Strategies	Required course through Tri-Rivers Career Center.	\$240
Medical Terminology	Textbook included in cost of class	\$480
Math for Meds	You will receive a textbook for use while attending class	\$320

### **OTHER ESTIMATED PROGRAM COSTS PAID BY THE STUDENT**

Textbooks ( <b>estimated</b> ) based on 2024-25	\$1,287.00	State Board Application Fee	\$275.00
BCI/FBI Background Check	\$50.00	ATI Live Review (end of year)	\$350.00
Physical Exam (call nursing office for info)	\$441.00		
2 Uniforms/Lab Coat	\$140.00		

Unless a double payment has inadvertently been made, no refund will be issued to a student without the student first submitting a request in writing to the director explaining the extenuating circumstances and proof wherever possible. Any refunds that are ultimately issued may take two weeks to process.

**Note: These costs are subject to change. Please check with the school for updated cost information.**



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## Rules and Regulations Criteria for Admission Tri-Rivers School of Practical Nursing

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

1. **Academic Achievement** - Applicants must be **graduates of an accredited high school** or provide **evidence of established equivalency of high school through the General Education Development Test (G.E.D.)**.
  - \* A high school transcript or official report of G.E D. test results is required.
  - \* Applicants should have satisfactorily completed at least one course in science. Biology is recommended.
  - \* A satisfactory grade in Math is required. Algebra is recommended.
  - \* Previous college credits will be evaluated on an individual basis.
2. **General Ability**- Pass **WorkKeys® testing at a level 4** in each of the following tests: Workplace Documents, Applied Math and Graphic Literacy
3. **Personality and Interest** – **An interview with the Nursing Director or designee** is required.
  - The manager recommends admission based on the applicant's realistic knowledge of practical nursing, personal motivation, attitude, and maturity.
  - Another member of the faculty may be asked to conduct a second interview if the nursing education manager has identified a need.
4. **Admission Acceptance Regulation**
  - Applicants will be notified of the Admission Committee's decision.
  - To accept admission, a letter of acceptance and payment of the current admission fee must be submitted no later than orientation.

### **Admission Pre-requisites**

- 1) Successful completion of a **Nurse Aide** course within the last three years
- 2) A mandatory **Math for Meds** class
- 3) A mandatory **Learning Strategies for Health Care Professionals** class. (9/99)
- 4) A mandatory **Medical Terminology** class (2/01)
- 5) Current **CPR** card through American Red Cross Professional Rescuer or American Heart Association Healthcare Provider. (CPR training is included as part of Tri-Rivers Nurse Aide Course)
- 6) Orientation

*Applicants must receive a satisfactory (S) grade for all prerequisite classes before admission to the nursing class.*

### **Physical Examination**

Accepted applicants are required to have a **physical examination**. The School of Practical Nursing provides the examination form. Final admission into the program is contingent upon the physical exam. The individual must be able to meet all 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 is a list of 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.
  - 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-speak



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## **Practical Nursing Timeline – Checklist**

- 1) Submit application, \$95 application fee and Request for Admission Letter and 3 References
  - Admission 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 TRCC nursing program facilitate those goals?
    - What characteristics or strengths do you possess that will help you be successful in the program?
    - How will you maintain balance with school, work and home responsibilities?
    - Why should we consider you for admission to the nursing program?
- 2) Submit an official high school and college transcripts.
- 3) Contact Mariann Wright to sign up for and complete the WorkKeys® pre-entrance testing.
- 4) Complete the following pre-requisites:
  - a. **Proof of State Tested Nurse Aide, or proof of successful completion of Nurse Aide class within 3 years, or employer statement with proof of 12 months of full-time employment as a nurse aide or orderly within the last 3 years.**
  - b. CPR certification - Acceptable class titles include: American Red Cross “CPR for the Professional Rescuer” (good for 1 year) or American Heart Association: “CPR for the Healthcare Provider” (good for 2 years).
  - c. Math for Meds Class
  - d. Medical Terminology Class
  - e. Learning Strategies Class- Mandatory Class for all new students
- 5) Interview with Program Director – After submitting your application and application fee, you will be contacted to schedule an interview with the Director or faculty member. After your interview, a letter will be sent out to those individuals who have been accepted into the Practical Nursing Program.
- 6) Secure financial aid for tuition. Contact Nikki Hamilton at 740-389-4682 ext. 5524
- 7) Submit \$500 admission fee upon acceptance.
- 8) Attend the Program Orientation on **June 6, 2025**
- 9) Classes start **August 05, 2025**.

**\*\*\*You will receive additional information at the Program Orientation\*\*\***



## TRANSCRIPT REQUEST

### STUDENT INSTRUCTIONS:

- 1) Complete this form.
- 2) Take it or mail it to the **high school/college/university you are requesting** a transcript from. They will forward the transcript to Tri-Rivers Center for Adult Education.

Please check the program you are applying for:  Practical Nursing  LPN to RN Transition

Program Patient Care Technician

Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
First Last Maiden

Are any of your educational or employment records in another name? If so, identify:

\_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

High School or College Attended \_\_\_\_\_

\_\_\_\_\_

Address	City	State	Zip
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Date graduated	Will graduate	Withdrew
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I hereby authorize the above named school to release the appropriate records to:

**Tri-Rivers Center for Adult Education**  
**Attn: Mariann Wright, Nursing Dept**  
**2227 Marion-Mt. Gilead Road**  
**Marion, OH 43302**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## WORKKEYS® TEST INFORMATION

### **Graphic Literacy:**

**Using Tables, Forms, Graphs and Diagrams.** The *Graphic Literacy* assessment measures the examinee's skill in using information presented in workplace graphics such as diagrams, floor plans, tables, forms, graphs, charts, and instrument gauges. Examinees are asked to locate, insert, compare, and summarize information in one graphic or in a group of related graphics. At the highest level, examinees are asked to make decisions and draw conclusions based on information contained in one or more graphics.

The assessment contains graphics and questions at four levels of complexity, with Level 3 being the least complex and Level 7 the most complex. The levels build on each other, each incorporating the skills assessed at the preceding levels. Examinees are given 55 minutes to answer 38 multiple choice questions. A small number of questions are included for developmental purposes. Answers to these development questions do not count toward the examinee's score.

### **Applied Mathematics**

The *Applied Mathematics* assessment measures the examinee's skill in applying mathematical reasoning to work-related problems. The test questions require the examinee to set up and solve the types of problems and do the types of calculations that actually occur in the workplace. This test is designed to be taken with a calculator. As on the job, the calculator serves as a tool for problem solving. The formula sheet that includes all formulas required for the assessment is provided.

This assessment contains questions at the five levels of complexity, with Level 3 being the least complex and Level 7 being the most complex, the levels build on each other, each incorporating the skills assessed at the preceding levels. Examinees are given 55 minutes to solve 34 multiple choice problems. A small number of problems are included for developmental purposes. Answers to these development questions do not count toward the examinee's score.

### **Work Place Documents**

The *Work Place Documents* assessment measures an examinee's skills in reading and understanding work-related instructions and policies. The reading passages are questions in the assessment are based on the actual demands of the workplace. Passages take the form of memos, bulletins, notices, letters, policy manuals, and governmental regulations. Such materials differ from the expository and narrative texts used in most reading instruction, which are usually written to facilitate reading. Workplace communication is not necessarily well written or targeted to the appropriate audience. Because the *Reading for Information* assessment uses workplace texts, the assessment is more reflective of actual workplace conditions.

The reading materials and related multiple-choice questions comprise five levels of complexity, with Level 3 being the least complex and Level 7 the most complex. Although Level 3 is the least complex, the questions require a level of reading skill well above simple decoding. The levels build on each other, each incorporating the skills assessed at the preceding levels. Examinees are given up to 55 minutes to answer 35 multiple-choice questions.