

PRACTICAL NURSING PROGRAM APPLICATION



Dear Student,

Welcome to the 2024 Practical Nursing Selection Process! Please carefully review the instructions prior to filling in your application. Applications will only be accepted between June 10, 2024 and July 15, 2024.

The application deadline is **Monday, July 15, 2024**. There are no exceptions. Please note the college is closed on Fridays for the summer. In addition, the college will also be closed Wednesday, June 19th and Thursday, July 4th.

Only submit the two application pages and rubric along with requested documents. All other documents will be discarded.

Application Instructions for the Practical Nursing Program Demographic Information:

1. Atlantic Cape Community College considers the address on your driver's license (or NJ non-driver's ID) to be your legal residence. If you are the spouse of a Coast Guard member stationed locally, please provide proof of your housing assignment or lease as proof of address for eligibility.
2. Your Atlantic Cape email address is required for the application. Your personal email will not be accepted. If you have difficulty accessing your account, please contact the One-Stop Welcome Center at admissions@atlanticcape.edu.

Section I:

1. If you are transferring in your prerequisite courses, it is recommended to do so as soon as possible.
2. If you have not kept a personal copy of your transcript and you do not know the grade of your prerequisite course, please write "TR" on the line. Your prerequisite course grade will be entered and your prerequisite GPA will be verified once the official transcript is reviewed.
3. Do not round your GPA. Drop off any number after the hundredths place. (For example, 3.95)
4. Your overall GPA is a calculation of any courses you have completed at Atlantic Cape only and can be found in your Self Service account. If you have not completed any courses at Atlantic Cape, please leave this blank.

Section II:

1. We do **not** require an official TEAS score report/transcript. The score sheet that you submit must have your name, the date of the exam and the score.
2. Proof of high school completion can be a copy of your diploma or a transcript showing your graduation date. An official transcript is not required. If you have to order it, please make sure that you keep a copy for yourself.
 - For foreign credentials, a certified translation will be accepted for the purposes of applying. However, an official evaluation will be required if offered conditional acceptance to the Practical Nursing Program. A student in need of foreign evaluation services can visit www.naces.org/members.html to find and select an agency approved by NACES to perform their foreign credential evaluation. Please carefully follow the directions provide by the vendor that you select.
3. We will require a copy of your driver's license or NJ Non-driver's ID. The address on your license must match the address you have provided in the demographic section. If you have moved, please also provide proof of your address change. You can change your address or receive this confirmation at no charge on the MVC website. (<https://www.state.nj.us/mvc/online-services.html>)

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\$25 Non-Refundable Processing Fee required
*Incomplete applications will not be considered for review until complete. All documents must be received by **Monday, July 15, 2024.***

PLEASE PRINT CLEARLY

Student ID#: _____ Gender:* _____ Ethnicity:* _____

Name: _____

Address: _____

City, ST, Zip: _____

County of Residence:** _____ Date of Birth: _____

Email: _____@buccaneer.atlantic.edu Phone: _____

**For reporting purposes only, optional.*

***Atlantic and Cape May County residents are awarded 2 points. Residents of other counties are encouraged to apply.*

SECTION I - ALL APPLICANTS (Check each box when complete)

- I have applied and been accepted to Atlantic Cape Community College.
- Confirm that all documents necessary to transfer any credits that are required for the program application have been received by the Office of Admissions. ***Allow two weeks for processing.***
- Enter final letter grades for prerequisite courses (C or better required):
_____ **HUMAN A&P I** _____ **ENGL101** _____ **PSYC101**
- Enter overall prerequisite points (see rubric) _____
- Enter overall Atlantic Cape cumulative GPA _____ (2.0 or higher) (***available in Self Service***)
- Enter composite score on the TEAS _____ (**58.7 or higher** on the TEAS exam, taken after July 1, 2021)
- Enter initials to indicate that you have read and understand that if notified of conditional acceptance into Atlantic Cape's Practical Nursing Program, you are subject to a Criminal History Background Check and additional screenings prior to permission to register for practical nursing classes. ____ (Instructions will follow.)

**SECTION II – ALL APPLICANTS
PLEASE ATTACH THE FOLLOWING DOCUMENTS:**

- Attach** a copy of your TEAS score. The score sheet must contain your name and date of exam. It does not have to be an official sealed score transcript.
- Attach** a copy of your high school diploma, GED, or a copy of your final high school transcript showing proof of high school graduation. International education requires additional evaluation.
- Attach** a copy of NJ Driver’s License or State of NJ Non-Driver photo ID as proof of residence.
- If applicable**, attach proof of employment in Health Care (letter from Human Resources Department).
- Attach** a copy of your receipt for the \$25 processing fee. (Instruction found on last page).

APPLICANT ACKNOWLEDGEMENT

I understand that the information I have provided is complete and accurate. I further understand that this application is not considered for review until all documents and information requested within are received by the One-Stop Welcome Center.

Signature of Applicant

Date

Atlantic Cape Rep. (Initials)

Campus Location

Date

Acceptance to the program is on a competitive basis. Successful completion of all prerequisites does not guarantee acceptance into this program. Atlantic and Cape May County residents are awarded 2 points. Residents of other counties are encouraged to apply.

Atlantic Cape does not discriminate in admission or access to its programs and activities on the basis of race/color, national origin, religion/creed, disability, age, marital status, gender or sexual orientation.

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PLEASE RETAIN FOR YOUR INFORMATION

Selection Process for the Practical Nursing Program

- Admission to the Practical Nursing Program is on a competitive basis due to the limited number of spaces available in courses that require clinical practice in hospitals and other healthcare settings.
- The number of seats can vary from year to year. Selection of students is made once a year after the July 15th application deadline. All students who meet the admission criteria and apply to the program are ranked according to the total number of points. The highest-ranking students are offered the available program seats on a conditional basis.
- **PLEASE NOTE: Atlantic and Cape May County residents are awarded 2 points by providing a valid driver's license or government ID.**
- Conditional acceptance by the Practical Nursing Program, should they meet the post-acceptance requirements, permits the student to enter the program in September of the year in which they applied. Students who are not accepted into the fall class will need to reapply to the Practical Nursing Program the following year and may retake the TEAS test or any prerequisite courses to improve the likelihood of success in the competition for admission.

Conditional Acceptance Process

Students admitted to the Practical Nursing Program will receive a conditional acceptance. Students are not considered accepted to the Practical Nursing Program until the following requirements are met:

- Students must begin the program in the fall of the year they receive their conditional acceptance. Those who are unable to do so must contact the Admissions Office in writing to decline their seat and reapply to the program to be considered for a future class.
- Students conditionally admitted must complete the entire Practical Nursing Program within the 18 month period.
- Students must meet the health requirements of the State of New Jersey and the clinical agencies that are used for clinical practice.
- **Students' Health Requirements include:**
 - Physical Examination
 - Immunization Requirements: MMR, Varicella, and Hepatitis B (proof of injections and titers), evidence of the TDAP vaccine within the last 10 years, influenza vaccination (flu shot) required annually and COVID-19 vaccination.
 - *Students are highly encouraged to discuss these requirements with their provider. Waivers are available to be completed, which must be approved by the program's clinical partners. If a student is rejected by any clinical site and no replacement site is available, they will need to withdraw from the Practical Nursing Program.*
 - Tuberculin Skin Test (TST) or equivalent (PPD) must be updated annually
 - Health Insurance – Required upon conditional acceptance and for duration of Practical Nursing program.
- Completion of an Assumption of Risk and Release Form, which indicates an understanding of hazards inherent to the healthcare field.
- Completion of a Criminal History Background Check (CHBC).
- Completion of Urine for Drug Screening (UDS).
- Completion of the CPR certification is required before entering the Practical Nursing Program. The only acceptable CPR certification program permitted for admission to the Practical Nursing Program is Basic Life Support for the Healthcare Provider offered by the American Heart Association.

PRACTICAL NURSING PROGRAM APPLICATION



Atlantic Cape Practical Nursing (PN) Program Admission Rubric

Name _____ ID# _____

Admission to the Atlantic Cape Practical Nursing (PN) Program is awarded based on academic performance utilizing the below scoring rubric. An overall GPA of 2.0 and three college level prerequisite courses are required for admission and include BIOL220 - Anatomy & Physiology 1, ENGL101 - English Composition 1, and PSYC101 - Psychology 101. The scoring rubric requires all courses to be completed with a "C" grade or better and be listed on an Atlantic Cape transcript.

Course Grade - Point Value			
Grade	Point value	Grade	Point value
A	7	B-	3
A-	6	C+	2
B+	5	C	1
B	4	D or below	0

Course	Code (Alpha)	Grade	Points
Anatomy & Physiology 1	BIOL220 course - less than 10-years old		
English Composition 1	ENGL101		
Psychology 101	PSYC101		

Coursework **Maximum of 21 points** **Total Points _____**

ATI Score (Minimum Score of 58.7 is required) The Exam Score must be less than 3-years old.	Score
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ATI TEAS **Maximum of 100 points** **Total Points _____**

County Residents **2 points** **Total Points _____**

Residents of Atlantic or Cape May Counties can earn two (2) points. A copy of a valid driver license or government ID must accompany the practical nursing application and rubric.

Healthcare Worker **2 points** **Total Points _____**

Students currently employed in **Healthcare** can earn two (2) points. Proof of employment in healthcare, in the form of a letter from your Human Resources department, must accompany the practical nursing application and rubric.

Total **Maximum number of points is 125 points** **Total Points _____**

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PAYING YOUR \$25 PROCESSING FEE

There are two options to pay your processing fee:

1. In person, at any campus location
 2. In your Self Service account (preferred)
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1. To pay at the Bursar (cashier) office, visit the Atlantic Cape Community College campus that is most convenient for you. Sign into the QLess system to see the Bursar. Please make sure you have photo identification. This is required to perform any transactions on your account.

 2. To pay in your Self Service account, you must first email bursar@atlanticcape.edu
 - a. The subject of your email should be: "Practical Nursing Application Fee."
 - b. The body of your email should state your name and student ID number along with the following message: "I am applying to the Practical Nursing program. Please add the \$25 processing fee to my record."
 - c. You will receive a response from the Bursar's office when this is complete.
 - d. *Note: This must be done during business hours.