



**HALIFAX COMMUNITY COLLEGE  
PRACTICAL NURSING EDUCATION  
ADMISSIONS PROCEDURE FOR FALL 2012  
QUALIFICATION DEADLINE – FEBRUARY 1, 2012**

Students are admitted to the HCC Practical Nursing Program in accordance with policies approved by the HCC President and Board of Trustees. HCC does not guarantee admission to all students that apply to the nursing program. Completion of the nursing curriculum does not guarantee success in passing the licensure exam.

A nursing student must be admitted to the nursing program in order to take courses for credit in any nursing (NUR) course. Curriculum courses other than NUR courses may be taken before admission in the program or after admission in the sequence offered.

Admission to the Practical Nursing program is limited. The deadline to complete the application process (Steps I-IV below) is February 1, 2012. Each step of the admission procedure must be completed before moving to the next step. HCC may contact students by mail, telephone, and/or e-mail during any step of the application process and encourages students to update the admission's department if any of this information changes. **It is the responsibility of the applicant to ensure all requirements are met by the established deadline and to ensure accurate information is on file with the admissions office.** To be fair to all applicants, deadlines are firm, and exceptions will not be granted.

### **How Do I Enter the Practical Nursing Program at Halifax Community College?**

#### **Step I Application Process (Must be complete by February 1, 2012 at 5:00 pm)**

1. Submit an application for admission to the college indicating Practical Nursing Education.
2. Submit official records of high school graduation or equivalency and all post-secondary transcripts. (Currently enrolled high school students are to submit a partial transcript at time of application. A final transcript will be submitted at the time of graduation.)
3. Complete requirements for English 095/095A, Math 060 and Math 070 or the equivalent course with a C or better. Students who are enrolled in any of these courses during the Spring 2012 semester will not be considered for Fall 2012 admission to the nursing program.
4. Attend a Nursing Information Session at Halifax Community College and complete the Allied Health Admission Form. Students must be enrolled in the final developmental courses needed and attend an information session prior to completing the Allied Health Admission Form.
5. Maintain an overall GPA of 2.00 as of the end of Fall 2011 semester.

## **Step II Test of Essential Academic Skills (TEAS)**

Once Step I is completed, all students who have met the Application Process Deadline will be granted permission to take the Test of Essential Academic Skills (TEAS). The applicant will receive notification of eligibility to take the TEAS test, and must schedule the appointment by the given deadline to ensure adequate space is available. Beginning January 2011, all TEAS testing at HCC will be computerized.

1. Applicants must achieve an Adjusted Individual Score of 50% on the TEAS Version V to be eligible for ranking. Only the Version V scores will be accepted for admissions to HCC.
2. The student will be allowed to take the TEAS once per calendar year, whether at HCC or elsewhere. Only the results of the first test date (regardless of location) in a calendar year will be used to rank students.
3. If a student tests at a site other than HCC, the student is responsible having the TEAS results sent from ATI to Halifax Community College by March 31, 2012. ATI charges a fee for this service (currently \$35). Photocopied or e-mailed TEAS results from the student are no longer accepted.
4. TEAS scores are valid for two years, however, scores on earlier versions of the TEAS test will not be accepted (see #1 above).
5. The fee for testing is \$35.00, payable to the HCC Cashier's Office. A receipt confirming payment of this fee and a picture ID will be required at the time of the test.

## **Step III Ranking/Conditional Acceptance/Alternate List**

1. The HCC Practical Nursing Program accepts 18 students each Fall semester.

Following the TEAS test, should there be more qualified applicants than space available the following criteria will be used to determine those selected for admission:

- a. TEAS Composite Score
  - b. Quality Points for all General Education Courses in Nursing Curriculum
  - c. Current certification as NA I, NAII, or successful completion of allied health curriculum
2. A letter of conditional acceptance will be sent to the students who ranked highest in the process. Letters indicating placement on the alternate list will be sent to all other students who met the ranking qualifications, but were not offered seats in the program at that time.
  3. Students who do not enter the nursing program Fall 2012 for any reason will need to reapply to be considered for future admissions. HCC does not maintain a waiting list. Applicants not selected to enter the Practical Nursing Program must reapply each year by completing an Allied Health Program Application Form.

#### **Step IV Acceptance**

Following Conditional Acceptance, students must complete the following by the deadline provided to be eligible to enroll in the nursing courses for Fall 2012 semester:

1. Physical examination form – can be performed within a time frame of 12 months prior to enrollment for fall semester.
2. Current CPR – must be health provider CPR including adult, child, infant, choking, and AED training.
3. Evidence of current immunizations, which include but are not limited to: Tetanus, Measles, Mumps, Rubella, Varicella, and Hepatitis B.
  - a. Immunizations may not be declined except by a written statement from the student's health care provider for acceptable exemptions.
  - b. Students who do not have access to previous immunization records may provide titer results demonstrating immunity as applicable.
4. Evidence of 2-step TB test within the past year or of negative chest X-ray within 5 years if previously positive TB results.
5. Receipt for current Malpractice Insurance, payable to cashier's office at HCC
6. Completion of criminal background checks and/or drug screening exams as per clinical agency requirements (NOT required for HCC admission; see Criminal Background/Drug Screening Policy)
7. Maintain a 2.00 GPA following Spring 2012 semester.

Final acceptance will be complete once the above items have been submitted, and students will be eligible to enroll into the nursing major (NUR) courses.

**HALIFAX COMMUNITY COLLEGE  
PRACTICAL NURSING EDUCATION  
PREQUALIFICATION CHECKLIST**

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Name	Date
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This checklist is designed to keep you updated on the required admission criteria. As you complete each step of the process, place a check mark by the appropriate category. This checklist is for your records

Items to be completed by February 1, 2012:

- ( ) 1. Complete an application for admission to HCC indicating LPN (D45660).
- ( ) 2. Submit a copy of signed Social Security card.
- ( ) 3. Submit official high school transcript or GED scores.
- ( ) 4. Submit college and or/school of nursing transcripts for college transfer credits (if applicable).
- ( ) 5. Take the college placement test (ASSET) or have credit for MAT 060, MAT 070, and ENG 095 or higher level courses.

Writing/Reading: score 41      or take ENG095/95A

Math: score 41                      or take MAT060

Algebra: score 41                  or take MAT070

Date taken \_\_\_\_\_      Date to retest \_\_\_\_\_

- ( ) 6. Maintain a 2.00 GPA following Fall 2011 semester.
- ( ) 7. Attend a mandatory information session.
- ( ) 8. Complete an application for admission indicating LPN (D45660) 2012.

## Nursing Information Sessions Schedule for Fall 2012 Applicants

Attendance at one session is required by all applicants. The session is located in room B208 of the Allied Health Sciences Building.

All sessions will last approximately 1 ½ to 2 hours.

All sessions will begin on time. Please do not arrive late.

If necessary, remember to make childcare arrangements. While adult family members are welcomed, please do not bring children.

No appointment is necessary.

Date	Time	Place
Monday, July 11, 2011	3:00 pm	B-208
Monday, September 12, 2011	3:00 pm	B-208
Monday, October 10, 2011	3:00 pm	B-208
Monday, November 14, 2011	3:00 pm	B-208
Monday, December 12, 2011	3:00 pm	B-208
Monday, January 9, 2012	3:00 pm	B-208
Monday, January 23, 2012	3:00 pm	B-208
Monday, January 30, 2012	3:00 pm	B-208
*Wednesday, February 1, 2012	3:00 pm	B-208

There will be no make-up information sessions. Students who fail to attend an information session by the February 1, 2012 deadline will not be eligible for admission to the nursing program for Fall 2012.

\*The February 1, 2012 Information Session is restricted to students who have met ALL application requirements for Fall 2012 (see Step I) EXCEPT the information session.