

# Practical Nursing

## Application & Information Packet

Application Deadline  
**September 1, 2019**  
**DAY PROGRAM**



**Mount Wachusett**  
*Community College*  
Application for Entrance  
January 2020

Thank you for considering the Practical Nursing Certificate at Mount Wachusett Community College.

Admission to this program is competitive and seats are limited. Therefore, everyone who applies may not be admitted to the program. Students who complete the Practical Nursing Certificate become eligible to take the NCLEX-PN Exam for licensure as a Practical Nurse. Students may not co-enroll in more than one selective program at any given time.

### Important Application Information:

- Applicants must submit a completed application, including this signature page and checklist along with all required documentation by the application deadline.
- Incomplete applications will be returned to the applicant and are not eligible for review by the Admissions Committee.
- Letters of Recommendation are not accepted.
- Education completed outside of the U.S. must be evaluated for equivalency. Evaluating agencies can be found at [www.naces.org](http://www.naces.org).
- Official transcripts must be received directly from the sending institution or may be hand delivered to the Office of Admissions in a sealed envelope.
- In the event that the application deadline falls on a non-business day, the next business day will become the effective deadline.

Please place a ✓ next to items you are submitting along with selective application. Incomplete applications will be returned.

- Completed Practical Nursing application
- Have you attended a mandatory Information Session?  Yes  No If yes, what date? \_\_\_\_\_
- Test of Essential Academic Skills (TEAS) Test Scores:** TEAS scores may be no older than three years at the application deadline.  
**Required Minimum TEAS Scores:** Reading - 54.8 / Math - 50.0 / English - 53.3 / Science - 35.4
- Verification of Completion of high school or equivalency:** All applicants must provide proof of high school completion or equivalency by submission of high school or HISET (high school equivalency test) transcripts, copy of high school diploma or HISET certificate. Education completed outside of the U.S. must be officially translated/evaluated for high school equivalency.
- Official college transcripts (if applicable):** Transfer credits must be completed at an accredited college and official sealed transcripts should be submitted. Photocopies will not be reviewed or accepted. Education completed outside of the U.S. must be officially translated/evaluated for college course equivalency. Evaluating agencies can be found at [naces.org](http://naces.org).

*Date transcripts requested, if not submitted at time of application.*

- Documentation demonstrating that all minimum requirements for consideration have been met. **Note: Science and math courses cannot be older than 10 years.**
- Students whose native language is not English and those who have not completed Grades K-12 in the U.S. must demonstrate English proficiency by having completed ENG101 with a grade of C+ or higher, or have completed a Bachelor's degree from an accredited U.S. college or university, or score 213 on the computerized version or 550 on the paper version of the Test of English as a Foreign Language (TOEFL scores).

I hereby attest I have submitted all documentation required at time of submission for this selective application

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of MWCC Admissions personnel

\_\_\_\_\_  
Date



**Mount Wachusett**  
*Community College*



# Practical Nursing

## EDUCATION INFORMATION

January 2020

Which of the following have you been awarded:  High School Diploma  HiSET (GED) Certificate  Home School Diploma

Name of High School/Home School/Testing Center: \_\_\_\_\_ Location: \_\_\_\_\_  
City State

Date Awarded (month/yr): \_\_\_\_/\_\_\_\_/\_\_\_\_ (documents awarded outside of the U.S. must be evaluated to meet U.S. standards)

Are you a current MWCC student?  Yes  No MWCC Student ID Number (if applicable): \_\_\_\_\_

Have you completed courses at MWCC?  Yes  No If yes, approximately how many credits have you completed at MWCC? \_\_\_\_\_

Have you completed courses at a college other than MWCC? If so, what is your highest level of college completed?

Some college  Associate Degree  Bachelor Degree  Master Degree  Doctorate Degree  Certificate

Please list all colleges you have attended:

College City State/Country College City State/Country

College City State/Country College City State/Country

Will you be asking the Committee to review college transcripts from college(s) other than MWCC?  Yes  No

Have you ever been accepted to our Practical Nursing or other selective program at MWCC?  Yes  No

How have you met the math acceptance requirement?

Completed MAT126 or higher with a grade of 'C+' or greater at \_\_\_\_\_

College placement testing (Accuplacer)

I have read the Technical Standards and understand that it is my responsibility to discuss any accommodation that I may need with the appropriate College representative.

Yes  No

## HEALTHCARE WORK EXPERIENCE

List employment with the most recent positions first. Attached additional sheets if necessary.

Check if no previous healthcare work experience

Location	Position/Type of Work	Dates From/To
_____	_____	_____
_____	_____	_____
_____	_____	_____

## OTHER CERTIFICATIONS

List any current healthcare related certifications you hold. (i.e., PCA, CNA, HHA, etc.) CNA CERTIFICATION # \_\_\_\_\_

Does Not Apply

\_\_\_\_\_

\_\_\_\_\_

Mount Wachusett Community College seeks to provide equal educational and employment opportunities and does not discriminate on the basis of race, creed, color, religion, national origin, gender, age, sexual orientation, marital status, veteran status, or disability.

# Practical Nursing

January 2020

## PERSONAL INFORMATION

**Ethnic Background:** Do you identify yourself as:  Hispanic or Latino  Not Hispanic or Latino

**Race:** Select one or more races, as you identify yourself:

- American Indian or Alaskan Native  Asian  Black or African American  White  Cape Verdean  Native Hawaii or Pacific Islander

**Marital Status:**  Married  Single  Divorced  Separated  Widowed

**Have you, your spouse, or your parents ever** served in the U.S. Military?  Yes  No

**Emergency Contact Person:** Name: \_\_\_\_\_ Relationship to the Applicant: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Street & Apt. # City State Postal/Zip Code

## HAVE YOU APPLIED FOR FINANCIAL AID?

I have already applied  I plan on applying  I do not plan on applying

To apply for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA), available on the federal financial aid web site at [www.fafsa.gov](http://www.fafsa.gov). Financial aid can be used to pay for tuition, fees, books, transportation, and other educational expenses. MWCC strongly encourages you to complete the FAFSA. If you have questions about your financial aid application or college financial planning, please call the college Financial Aid Office at 978-630-9169 or online at [mwcc.edu/financial](http://mwcc.edu/financial).

## SIGNATURE

I hereby apply to MWCC. I agree to accept the regulations and requirements of the college and will cooperate with the students, faculty, and administration in the maintenance of high standards and appropriate conduct. I understand that concealment of facts or untruthful statements may result in my application being withdrawn or cause me to be dismissed from Mount Wachusett Community College. The information I have provided is true and correct to the best of my knowledge.

I understand and consent to the information provided on this completed form being used to contact me by (check all that apply):

- automated telephone  text messaging for matters related to my enrollment at Mount Wachusett Community College.

Applicant Signature

Date

Parent or Guardian Signature

Date

(Required if applicant is under the age of 18 at time of application)

Office use only:

Date Received: \_\_\_\_\_

# Practical Nursing

## Estimated Cost & Classroom/Clinical Schedule

January 2020

Outlined below are estimated expenses associated with the practical nursing program. This estimate is based upon 2019-2020 Massachusetts resident tuition and fee day rates of \$222/credit. Tuition and fees are subject to change and tuition/fee rates may vary based on course selection. College Semester Fee includes a registration fee, technology access fee, and student activity fee. LEM/ Laboratory, equipment and material fees may apply to some courses. The Fall 2019 fee for Practical Nursing is \$1,100/semester.

### PRACTICAL NURSING CERTIFICATE DAY PROGRAM ONLY

Courses must be taken according to progression listed on this sheet. Otherwise, the student is not able to progress to the next cycle.

	Cr.	Tuition/Fees
MAT126** Topics in Mathematics .....	4	\$888

**It is recommended that students undertaking this Practical Nursing coursework complete their 4-credit science(s), English 101 and Psychology 105 and 110 prior to entering the program.**

Semester I .....	Cr.	Tuition/Fees
BIO152 Essential of A&P (complete prior to Semester II)* .....	4	\$888
NUR 102 Fundamentals of Nursing Care.....	11	\$2,442
PSY 105 Introduction to Psychology.....	3	\$666
College Semester Fee .....		\$170
Practical Nursing Program Fee.....		\$1,100

Approximate Semester Cost.....18 credits **\$5,266**

Semester II .....	Cr.	Tuition/Fees
ENG 101 English Composition 101 .....	3	\$666
NUR 104 Maternal/Child Nursing.....	8	\$1,776
PSY 110 Human Growth and Development .....	3	\$666
College Semester Fee .....		\$170
Practical Nursing Program Fee.....		\$1,100

PLEASE NOTE: BIO152 or BIO203 (formerly BIO199) & BIO204 and MAT126 (excluding MAT140) OR HIGHER cannot be more than ten years old and require a grade of C+ or higher.

Approximate Semester Cost.....14 credits **\$4,376**

Semester III .....	Cr.	Tuition/Fees
NUR 106 Advanced Concepts in Practical Nursing .....	13	\$2,886
College Semester Fee .....		\$170
Practical Nursing Program Fee.....		\$1,100

\*May substitute: BIO203 (formerly BIO199), Anatomy and Physiology I AND BIO204, Anatomy and Physiology II

\*\*Math entry requirement may be met through placement.

Approximate Semester Cost.....13 Credits **\$4,156**

**Approximate Total Tuition/Fee Cost:.....\$14,686**

**College Health Insurance Plan (Sept.-August).....\$2,390**

In order to meet graduation requirements, a college level math course must be taken and passed with a grade of C+ or higher.

**Note:** If you already have health insurance, you will need to waive the college insurance.

**Miscellaneous Program Expenses:.....\$1,900**

Uniforms, Professional Equipment, Liability Insurance, CPR, Textbooks and Miscellaneous Materials

**Approximate Total Program Cost.....\$18,976**

# PRACTICAL NURSING CERTIFICATE

2020 Application | Day program only, classes begin in January

## All applicants must meet the following criteria at time of application:

- ✓ Complete the College Placement Testing within three years of the application deadline demonstrating the ability to perform college level work unless demonstrated through prior college coursework.
- ✓ Complete the Test of Essential Academic Skills (TEAS) exam with passing scores.

**Note:** All Practical Nursing classes will be held at the Gardner campus and clinicals will be held in the surrounding area. Laboratory coursework may be held at the Devens or Gardner campuses.

Each applicant must submit all required information listed on page 1 of this application by the deadline.

## TECHNICAL STANDARDS

Students entering the Practical Nursing Certificate program must be able to demonstrate the ability to:

- Comprehend textbook material at the 11th grade level.
- Communicate and disseminate information either in spoken, printed, signed or computer voice format.
- Gather, analyze, and draw conclusions from data.
- Stand for a minimum of two hours.
- Walk for a minimum of six hours, not necessarily consecutively.
- Stoop, bend, and twist for a minimum of 30 minutes at a time and be able to repeat this activity at frequent intervals.
- Lift a 40-pound person or assist with a larger person and transfer the person from one location to another.
- Determine by touch: hotness/coldness, wetness/dryness, hardness/softness.
- Use the small muscle dexterity necessary to do such tasks as gloving, gowning, and operating controls on machinery.
- Respond to spoken words, monitor signals, call bells, and vital sign assessment equipment.
- Identify behaviors that would endanger a person's life or safety and intervene quickly in a crisis situation with an appropriate solution.
- Remain calm, rational, decisive, and in control at all times, especially during emergency situations.
- Exhibit social skills appropriate to professional interactions.
- Maintain cleanliness and personal grooming consistent with close personal contact.
- Function without causing harm to self or others if under the influence of prescription or over-the-counter medications.
- Read measurement units with or without corrective lenses.

Students are expected to meet the technical standards for enrollment in college programs. In some cases, assessment and developmental courses may help students meet these standards. Technical standards must be met with or without accommodations. The college complies with the requirements of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act of 1990. Therefore, the College will make a reasonable accommodation for an applicant with a disability who is otherwise qualified.

## SPECIAL PROGRAM REQUIREMENTS FOR NU, NUE AND PN

### Please note that the following information must be received before courses begin:

- Students accepted to Health Programs must be in compliance with the current immunization requirements specified by the Massachusetts Department of Public Health for Health Care Personnel (HCP) and in accordance with state law, MGL, Chapter 76, Section 15C and its regulations at 105 CMR 220.700 in order to participate in an externship placement or clinical experience.
- Health examination conducted within the past two years by a licensed healthcare provider.
- Immunization Requirements for Health Science Students: Two (2) doses Varicella (chicken pox) vaccine; two (2) doses MMR (measles, mumps, rubella) vaccine; three (3) doses Hepatitis B vaccine AND Hepatitis B titer showing immunity to the disease; one (1) TDAP (tetanus, diphtheria and pertussis) vaccine within 10 years; one (1) dose Meningococcal vaccine (ages 16-21); annual Influenza vaccine; initial "2 step" PPD or Quantiferon Gold TB blood test and then annual TB testing (negative chest x-ray within 5 years AND annual TB Questionnaire also accepted); a complete physical exam within two years. Contact the Health Services Office at 978-630-9136 for more information.
- Liability Insurance of \$1,000,000/\$3,000,000 coverage is required. Students will be covered under the college's liability insurance policy, which will be billed through student fees.
- CPR Certification (Healthcare Provider) is required by the American Health Association. A certificate of completion must be presented to the nursing department prior to entry into nursing courses.
- All nursing students must participate in the Massachusetts Community College Health Insurance Plan or provide accurate information regarding comparable coverage.
- Clinical sites may require the student obtain certain background checks (state/federal criminal or sexual offender), finger printing and/or drug testing before participating in the clinical experience. Costs for these reviews will be the responsibility of the student.



## STUDENT LEARNING OUTCOMES FOR NU, NUE AND NUP

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Upon completion of the Practical Nursing Certificate (PN) Program, students shall have demonstrated the ability to meet these Program Competencies that guide the nursing curricula and practice:

- Patient-Centered Care - Provide holistic care that recognizes an individual's preference, values and needs and respects the client or designee as a full partner in providing compassionate, coordinated, age and culturally appropriate, safe and effective care.
- Professionalism - Demonstrate accountability for the delivery of standards-based nursing care that is consistent with moral, altruistic, legal, ethical regulatory and humanistic principles.
- Leadership - Influence the behavior of individuals or groups of individuals in a way that will facilitate the achievement of shared goals.
- Systems-Based Practice - Demonstrate an awareness of and responsiveness to the larger context of the health care system and the ability to effectively call on microsystems resources to provide care that is of optimal quality and value.
- Informatics and Technology - Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.
- Communication - Interact effectively with clients and colleagues, fostering mutual respect and shared decision making, to enhance client satisfaction and health outcomes.
- Teamwork and Collaboration - Function effectively within nursing and interdisciplinary teams, fostering open communication, mutual respect, shared decision making, team learning and development.
- Safety - Minimize risk of harm to patients and providers through both system effectiveness and individual performance.
- Quality Improvement - Use data to monitor the outcomes of care processes to continuously improve the quality and safety of health care systems.
- Evidence-Based Practice - Use the best current evidence coupled with clinical expertise and consideration of patients' preferences, experience and values to make practice decisions.

## BACKGROUND CHECKS, DRUG TESTING AND LICENSURE REQUIREMENTS

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A Criminal Offender Records Information (CORI) review procedure has been implemented for students whose academic programs includes the potential for unsupervised contact with persons from vulnerable populations (i.e., children, the elderly and the disabled).

As part of the coursework in the Practical Nursing program, students are required to complete practical hours in clinical facilities working with patients under the supervision of licensed providers. Clinical sites may require the student obtain certain background checks (state/federal criminal or sexual offender), finger printing and/or drug testing before participating in the clinical experience. Costs for these reviews will be the responsibility of the student.

Refusing to participate in these background checks or drug testing will result in the inability to progress in the program. A positive background check or drug test may also result in the inability to progress in the program.

The prospective student is encouraged to discuss any concerns with the program director prior to acceptance into the Practical Nursing program. All screenings and background checks are completed AFTER admission/acceptance into the program.

Applicants for initial Massachusetts nurse licensure (RN & PN) must report felonies and misdemeanors, convictions and disciplinary action to the Board of Registration in Practical Nursing program for its evaluation of the applicant's compliance with the Good Moral Character requirement at FL, c.112, ss.74 and 74A. For details, refer to the Good Moral Character Information Sheet at [mass.gov/dpl/boards/rn/forms/gmcreg.pdf](http://mass.gov/dpl/boards/rn/forms/gmcreg.pdf).

By signing this application, the prospective student understands his/her responsibility to participate in and pay for these background checks/drug tests, if required by the clinical site. By signing this application, the prospective student also understands the consequences of refusing to test, or refusing to undergo the background checks.

## ACCREDITATION

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The Practical Nursing Certificate (PN) Program is approved by the Massachusetts Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing (ACEN); Peachtree Lane, Atlanta GA; 800-669-1656, ext. 153 [nlnac.org](http://nlnac.org). Upon completion of the Practical Nursing Certificate, graduates take the National Council Licensure Exam for Practical Nurse (NCLEX-PN).

## INFORMATION SESSIONS

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The Office of Admissions offers monthly information sessions that will include program information and the admission process. Transcript evaluations are not conducted at these sessions. All students are required to attend a session before applying to the program. See listing of sessions by visiting our website at [mwcc.edu/admissions](http://mwcc.edu/admissions) or call us at (978) 630-9110.

## QUESTIONS & ANSWERS

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### **How do I make an appointment to complete my placement testing?**

If you have not yet completed college level English and Math, your next step is to take the placement exam. Students may take the placement exam on any of our 3 campuses and options at each of those campuses vary. For more information, please check [mwcc.edu/testing](http://mwcc.edu/testing) or contact Testing Services at 978-630-9244. If you completed placement testing in the past three years, these scores can be used if they meet the program requirements. An additional fee of \$10.00 will be charged for those individuals who request to retest.

### **I haven't completed the coursework needed to apply to the practical nursing program yet. Can I still come to MWCC?**

YES! Students are encouraged to enter the college as a "Interdisciplinary Studies Allied Health Concentration (IDSH)" student. In this major, you will be identified as a potential practical nursing applicant and will be assigned to an advisor who will assist you in establishing an educational plan. As a student in this major, you may complete any of your non-nursing courses.

### **When I complete the Practical Nursing Certificate, can I bridge to the A.S. Nursing program?**

Once you have completed the certificate you will be eligible to sit for the NCLEX-PN exam. Once licensed and after one (1) year of employment, you would be eligible to apply to the LPN to RN Bridge program waiving the need for you to complete NUR111. You would have to complete all first semester courses prior to bridging to semester two. At the completion of the PN program, you may be eligible to enter the AS Nursing program as an Advanced Placement Student and waive the need for you to complete NUR111.

### **How is my file evaluated?**

Our practical nursing class is selected from a pool of applicants who have displayed the minimum academic requirements for admission to the program. Space is limited and not all applicants are accepted. Applications will be reviewed and candidates will be notified of the admissions decision by mail. The process is competitive and your file will be ranked using the following:

1. GPA for those courses applicable to the practical nursing curriculum (ie. English, Psychology, Essentials of Anatomy & Physiology, etc.)
2. Work experience in healthcare
3. College placement scores
4. CLEP Test Scores & AP Scores
5. Education background (prior AS, BS or MS degree)
6. Complete test of Essential Academic Skills (TEAS) (see testing website for scores) [mwcc.edu/testing](http://mwcc.edu/testing)

### **Can I work and attend classes full-time?**

Practical Nursing coursework is complex and requires a personal commitment. Part-time employment may be appropriate, but hours will need to be flexible in order to accommodate school requirements. Students are encouraged to balance their employment and school responsibilities.

### **Where do I attend a clinical setting or placement, and how do I get there?**

Practical Nursing students are responsible for their own transportation to clinical sites. Clinical sites are generally located within 75 minutes of the college.

### **Can I apply for Financial Aid?**

Yes. Inquire at the Financial Aid Office by calling 978-630-9169.

### **I still have more questions, how do I get them answered?**

Applicants are encouraged to attend one of the Practical Nursing Information Sessions. For a listing of dates, visit our website at [mwcc.edu](http://mwcc.edu).

How do I complete the TEAS (Test of Essential Academic Skills) exam?

For information regarding the TEAS see the following website [mwcc.edu/services/testing/TEAS.html](http://mwcc.edu/services/testing/TEAS.html)

You may register for the exam on-line at [www.atitesting.com/](http://www.atitesting.com/)

### **Additionally, what must I know?**

- It is up to the applicant to read the Technical Standards and understand that it is his/her responsibility to discuss any accommodation that he/she may need by contacting the Counselor for Students with Disabilities at 978-630-9330.
- The applicant is responsible for ensuring that his/her application file is complete and that all items are received by the deadline.
- The applicant must read the statement on the nursing application packet regarding the CORI/SORI Policies. Practical Nursing students are required to complete this form at the PN Welcome Session in November. A court conviction may prevent a student from successfully completing the nursing program due to clinical site requirements and/or may prohibit them from taking the NCLEX-PN.

### **Transferring of Credits to MWCC**

Note: All transfer courses must have been taken at an accredited college and must be approved for transfer credit through the Records Office 978-630-9106 prior to enrollment into the semester in which they are required.



# Practical Nursing

## Application & Information Packet

**Application for Entrance:** January, 2020

**Application Deadline:** September 1, 2019

## Contact & Campuses

### Office of Admissions

Tel: 978-630-9110  
Fax: 978-630-9554  
Email: [admissions@mwcc.edu](mailto:admissions@mwcc.edu)  
Web: [mwcc.edu/admissions](http://mwcc.edu/admissions)

### Financial Aid Office

Tel: 978-630-9169  
Fax: 978-630-9459  
Email: [financialaid@mwcc.mass.edu](mailto:financialaid@mwcc.mass.edu)  
Web: [mwcc.edu/financial](http://mwcc.edu/financial)

### Student Accounts Office

Tel: 978-630-9386  
Fax: 978-630-9459  
Email: [bursar@mwcc.mass.edu](mailto:bursar@mwcc.mass.edu)  
Web: [mwcc.edu/student-accounts](http://mwcc.edu/student-accounts)

### Records Office

Tel: 978-630-9106  
Fax: 978-630-9554  
Web: [mwcc.edu/records](http://mwcc.edu/records)

### Gardner

444 Green Street  
Gardner, MA 01440  
978-630-9110

### Devens

One Jackson Place  
27 Jackson Rd.  
Devens, MA 01434  
978-630-9569

### Leominster

100 Erdman Way  
Leominster, MA 01453  
978-630-9810



**Mount Wachusett**  
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