Admission Criteria
Read and Follow All Instructions Carefully

Students interested in the LCC Nursing Program are admitted to the college on the same basis as other students, but admission to the college does not ensure admission into the nursing program. Selection into the LCC Nursing Program is based on the following factors:

1. The GPA is calculated on prerequisites and general education courses required by the LCC Nursing Program Curriculum.
2. Test of Essential Academic Skills (TEAS).
3. Three (3) confidential references, one of which should be a current or former employer.
4. Completion of required General Education Coursework.

Application Deadline:
Fall Admission: February 15th

Return the completed application and ensure your applicant file is complete by the deadline date. It is the applicant’s responsibility to ensure its completeness.

Generic Applicant File Checklist
- Prerequisites of College Algebra, Anatomy & Physiology, General Psychology, and English Composition I
- Official transcripts from ALL college(s) attended mailed to LCC Nursing Program
- Compass Reading score of 75 or above or ACT Reading score of 17 or above
- Application and Essay
- Three (3) references
- TEAS exam results
- Background check (Complete or in process)
- Copy of active Certified Nurse Aide (CNA) or proof that class is in process

Articulating LPN Applicant File Checklist
- In addition to the Generic Applicant File the following are also required:
  - Completion or in process of all prerequisites and Level I general education courses
  - Official transcript from Practical Nurse Program
  - Copy of current Kansas LPN license
  - Documentation of current IV Certification
  - Dosage Calculation Exam results
  - LPN Step Test Assessment

TEAS V
Scheduling a test date is only available upon the registration for the TEAS Assessment online at www.atitesting.com.

1. Before your test date, please go to the ATI website to create an account using the Labette ADN program tab.
2. Register for your TEAS exam on the website. You can choose the date you would like to take your test. The TEAS exam will be given in the LCC Sonny Zetmeir Building, unless otherwise specified. You need to bring your log in information with you on the test day.
3. Pay the TEAS fee of $61.00, (non-refundable) by using the accepted credit or debit card online at the ATI website.
4. The TEAS V Study Guide is available for purchase at www.atitesting.com or the LCC Bookstore.

**Additional instructions are on the LCC Website for registering.**

Upon Acceptance and Before Entrance into the LCC Nursing Program
The student must provide:

- Physician Examination
- Functional Abilities Required of All Nursing Students signature
- Statement of Understanding signature
- Copy of CNA (if not already provided)
- CPR Certification (infant thru adult)
- Liability Insurance $16.00 payable to LCC Nursing
- Clinical Badge $5.00 payable to LCC Nursing
- Membership for NSNA/KANS $65.00 payable to LCC Nursing
- Immunizations: Students are not permitted in the clinical area without current immunizations
  - 2-Step TB or a Negative Chest X-Ray
  - MMR (documentation of 2 or booster/titer)
  - Hepatitis B (series completed or signed waiver)
  - Varicella (Chicken pox-screened for immunity or titer)
  - Tetanus (must be within 10 years)
  - 10 Panel Drug Screen
  - Proof of Medical Insurance Required by Clinical Sites.

TO COMPLY WITH THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)
No copies from the student file will be released once received in the Nursing Program office. Students are encouraged to keep copies of all materials submitted to the program for their personal records.

Nursing Program Application

Name: ___________________________ ___________________________ ___________________________ ___________________________
   Last                   First                   Middle                   Maiden

Any other last names used __________________________________________________________________________________________

Mailing Address: __________________________________________ City ___________________________ State ___________________________ Zip

Physical Address: __________________________________________ City ___________________________ State ___________________________ Zip

E-Mail Address: __________________________________________

U.S. Citizen □ Yes    □ No*

*If "NO" is answered, TOFEL Scores are required.

County of Residence: __________________________________________

ETHNIC BACKGROUND

□ American Indian or Alaskan Native □ Black/Non-Hispanic □ Asian or Pacific Islander

□ Hispanic □ White/Non-Hispanic □ Other/Unknown □

EMERGENCY CONTACT

Name: __________________________________________ Relationship: ___________________________

Address: __________________________________________ Street ___________________________ City ___________________________ State ___________________________ Zip

Employed by: __________________________________________ Phone: ___________________________

EDUCATIONAL BACKGROUND

Are you a high school graduate? □ Yes □ No

If no, do you have a high school equivalent (GED)? □ Yes □ No

Have you ever attended or applied to any nursing program? □ Yes □ No

If yes, give name and location of school: __________________________________________

Dates Attended: __________________________________________ Reason for leaving: __________________________________________

EDUCATIONAL RECORD

High School: __________________________________________

College: __________________________________________

Degree(s) Earned: __________________________________________

ARTICULATING LPN STUDENT:

□ Yes □ No      LPN license #: ___________________________ Exp. ___________________________ Date: ___________________________ State: ___________________________

IV Therapy Certified: □ Yes □ No
WORK EXPERIENCE (within last ten years)

<table>
<thead>
<tr>
<th>Type of Work</th>
<th>Name of Employer</th>
<th>Location</th>
<th>Date Employed</th>
<th>Reason for Leaving</th>
</tr>
</thead>
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<tr>
<td></td>
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</tbody>
</table>

Have you ever been cited for Academic Dishonesty?  ☐ Yes  ☐ No  If yes, explain:

Have you ever had a history or conviction of a misdemeanor or felony?  ☐ Yes  ☐ No  If yes, explain:

Submit copies of documentation of the disposition of the charges.

It is the policy of Labette Community College not to discriminate on the basis of age, race, religion, color, sex, physical handicaps, national origin, or ancestry in its admission. A statement of race and financial status is used only for statistical information required on state and federal forms.

Applicants are advised that disclosure of their social security number, date of birth, and information regarding conviction of crimes/infractions is required information for state board applications but is not used to determine a student’s eligibility into the nursing program.

The applications of students listing crimes/infractions will be reviewed by the Kansas State Board of Nursing’s Investigative Committee and may affect the approval of the application by the Board of Nursing.

I verify that I understand that according to Kansas Nurse Practice Act (65-1120), individuals may not be permitted to be licensed if found guilty of a felony, habitual drug use, mental incompetence or unprofessional conduct.

I certify that I have read and understand the LCC Nursing Program Information Packet, and that all the information contained in this application is true and correct to the best of my knowledge.

Signature: ___________________________  Date: __________________

IF ANY INFORMATION CONTAINED HEREIN IS FOUND TO HAVE BEEN FALSIFIED, THIS APPLICATION WILL BE WITHDRAWN AND APPLICANT WILL BE ASKED TO WITHDRAW FROM THE APPLICATION PROCESS.
Please type an essay, a maximum of 500 words, describing your opinion on the following essay question.

What do you see as the responsibilities of the Professional Nurse in today’s work force and why have you chosen this as an academic degree and/or career path?

Essay may be attached to your application on separate sheet.
Labette Community College  
Nursing Program  
Prospective Student Nurse Reference Form

Applicant: Please complete the first part of the form, and then give it to a current/former employer or individual familiar with your academic abilities to complete the remainder of the form.

I _______________________________ , waive my right to view this reference form.

(Program Applicant Name)

Reference: The student listed above is applying for admission to the LCC Nursing Program. Applicants to the program are required to submit reference forms as part of the application process. You are asked to make an honest appraisal of the applicant.

This reference is confidential. On a scale of one to five, with one (1) being the lowest possible rating and five (5) being the highest, please rate the applicant named above. If you cannot rate the applicant in all areas, please notify them so they can name another reference. Please mail the Prospective Student Reference Form directly to LCC Nursing Program, 200 South 14th Street, Parsons, KS 67357.

<table>
<thead>
<tr>
<th>PERSONAL QUALITIES</th>
<th>Poor</th>
<th>Average</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Appearance</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Cooperation</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Dependability</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Response to Stressful Situations</td>
<td></td>
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<tr>
<td>Honesty</td>
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<td>Judgment</td>
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<tr>
<td>Punctuality</td>
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<td>Flexibility</td>
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<td></td>
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<tr>
<td>Initiative/Motivation</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Leadership</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication Skills</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Organizational Skills</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Your relationship to the Applicant: Employer Co-Worker Teacher Other

(Family member references will not be accepted.)

Would you endorse this applicant as a candidate for a healthcare team? Yes No

If you had the opportunity to employ this individual, would you do so? Yes No

Additional comments about the Applicant: (additional paper may be used if needed)

Please Print Name: ____________________________  Date: ____________

Signature: ____________________________  Phone: __________________

Title/Occupational: ____________________________

Address: __________________________________________

Street  City  State  Zip Code

Note: If the applicant is a Licensed Practical Nurse (LPN) who is applying for admission to the program, please also complete the Articulating LPN Clinical Reference Form.
This form needs be completed **ONLY if Applicant is currently a LICENSED PRACTICAL NURSE (LPN)** and applying to the RN Level of the LCC Nursing Program.

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepares and administers medication accurately.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administers treatment and nursing care with safety.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Performs basic nursing skills and techniques accurately.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintains patient confidentiality.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please explain "NO answers:

Additional comments about this Articulating LPN applicant?
Criminal Background Check Procedure 3.20
Permission and Release Form for Health Science Students

Health Science Program applicants are expected to truthfully and accurately share any information related to their criminal history—*information collected by criminal justice agencies concerning individuals, and arising from the initiation of a criminal proceeding, consisting of identifiable descriptions, dates and notations of arrests, indictments, information or other formal criminal charges and any dispositions arising therefrom*—as part of the application and enrollment process. Current students are expected to notify their respective program director if any change in their criminal history occurs while enrolled in an LCC Health Science Program.

Please review the disclosure statement included in the program application packet and sign below indicating the following:

1. I have truthfully and accurately reported my criminal history and pending charges (if any) to the LCC ________________ Program Director.
2. I understand that my criminal history may impact progression in the LCC ________________ Program, and/or ability to be licensed/certified in my field of study.
3. I agree to notify the LCC ________________ Program Director if a change in my criminal history occurs while attending the LCC ________________ Program.
4. The LCC ________________ Program for which I am applying has informed me of the state licensure/certification requirements for that program.

I, ____________________________________, have read and understand that completing a criminal background check is required as part the application process for the LCC ________________ Program, and to participate in education courses that include clinical placement.

I authorize Labette Community College to release the results of any criminal background check to any site where I will be placed for any legitimate educational purpose and I waive my privacy rights under the Family Educational Rights and Privacy Act (FERPA) and consent to a background check for this limited purpose.

*I hereby release Labette Community College from any liability in the event:*

- I am not cleared for placement by the clinical sites and therefore, cannot continue in the program.
- I am unable to obtain the necessary credits to continue in the program due to a criminal charge or conviction that occurred after being accepted into the program.
- I am unable to obtain licensure/certification in my field of study due to adverse results on a criminal background check.

I understand that I cannot be guaranteed placement at a clinical site and if I cannot complete the clinical requirements, I will not be able to graduate from the program.

Print Name: _______________________________________
Signature: ________________________________________ Date: ______________

Please submit this signed form as part of your application to the LCC ________________ Program.

Contact the Health Science Program Director for information and direction to the appropriate agency for questions regarding criminal history and licensure/certification.

03/01/2014
Background Check

Instructions for obtaining your background check for the Labette Community College Nursing Education Program.

Background checks are required on incoming students to insure the safety of the patients treated by students in the clinical education program. You will be required to order your background check in sufficient time for it to be reviewed by the program faculty and staff prior to starting the nursing program. A background check typically takes 3-5 normal business days to complete. The background checks are conducted by PreCheck, Inc., a firm specializing in background checks for healthcare workers. Your order must be placed online through StudentCheck and the cost is $50.00. (non-refundable)

Go to www.mystudentcheck.com and select your school and program from the dropdown menus for school and program. It is important that you select your school worded as Labette Community College Nsg Education.

Complete all required fields as prompted and hit continue to enter your payment information. The payment can be made securely online with a credit or debit card. You can also pay by money order, but that will delay processing your background check until the money order is received by mail at the PreCheck office. For your records, you will be provided a receipt and confirmation page of the background check performed through PreCheck, Inc.

PreCheck will not use your information for any other purposes other than the services ordered. Your credit will not be investigated, and your name will not be given out to any businesses.

FREQUENTLY ASKED QUESTIONS:

- Does PreCheck need every street address where I have lived over the past 7 years? No. Just the city and state.
- I selected the wrong school, program, or need to correct some other information entered, what do I do? Please email StudentCheck@PreCheck.com, with the details.
- How long does the background check take to complete? Most reports are completed within 3-5 business weekdays.
- Do I get a copy of the background report? Yes. Log into www.mystudentcheck.com and click on “Check Status”, and enter your SSN and DOB. If your report is complete, you may click on the application number to download and print a copy. This feature is good for 90 days after submittal. After 90 days, you will be charged $14.95 for a copy of your report, and will need to contact PreCheck directly to request this.

If you need further assistance, please contact PreCheck at StudentCheck@PreCheck.com.
LABETTE COMMUNITY COLLEGE (LCC) PROGRAM

The Labette Community College Nursing Program is a Bi-Level program, and is approved by the Kansas State Board of Nursing (KSBN) and accredited by ACEN (Formally known as the National League for Nursing Accrediting Commission.)

Kansas State Board of Nursing
Landon State Office Building
900 SW Jackson, Ste. 1051
Topeka, KS 66612-1230
(785) 296-4929
www.ksbn.org

Accreditation Commission for Education in Nursing, INC
3343 Peachtree Rd. NE, Ste. 850
Atlanta, GA 30326
(404) 975-5000
www.nlnac.org

A Bi-Level (step-out-program) has one application process, with faculty teaching PN and RN content from day one. The student can opt out of the RN program and take the National Council of State Boards of Nursing-Practical Nursing exam (NCLEX-PN®) and become licensed as a PN; or the student can matriculate through the entire program, take the National Council of State Boards of Nursing-Registered Nursing exam (NCLEX-RN®) and become a licensed as an RN. This program is designed for career mobility for the Licensed Practical Nurse (LPN) to transition into the role of the Registered Nurse (RN). Graduates are prepared to take both the Practical Nurse Licensure Exam and the Registered Nurse Licensure Exam. Under the Kansas Statewide Nursing Articulation Plan, LCC Nursing graduates may also continue studies at colleges or universities in Kansas that offer bachelor’s degrees in nursing. The LCC Nursing Program is distinguished for graduating competent, caring and quality nurses.

Students interested in the Nursing Program can be admitted to the College on the same basis as other students, but admission to the College does not ensure admission into the Nursing Program. Acceptance into the Nursing Program is based on the criteria established by the department.
ENROLLMENT PROCEDURE

1. Pick up course schedule from Admissions or go online www.labette.edu to view course schedule.
2. Go to the Admissions Office or online www.labette.edu/stusvcs/checklist.htm and print off your own enrollment form to take to your advisor. This requires your Cardinal Student ID Card.
3. Make an appointment with your advisor. Horus should be posted on your advisor’s door.
4. Pick out the courses you would like to enroll in and take them to your advisor for advisement. Your advisor must sign your enrollment form.
5. Take your completed, signed enrollment form to the Admissions to be processed. This will require your Cardinal Card.
6. Pick up your enrollment confirmation from the Business Office and check with the Financial Aid Office to see that your financial aid is in order.
7. Go to the LCC Bookstore to get your books.
8. For information and/or a nursing application packet, please contact the Nursing Program Assistant’s Office or by going to the LCC Nursing website at www.labette.edu/dept/nursing/nursing.htm.

Labette Community College
200 South 14th St.
Parsons, KS 67357
Office: (620) 421-1263
Fax: (620) 421-6295
Email: delynab@labette.edu
Website: www.labette.edu
NURSING PROGRAM CURRICULUM

Program of Study

PREREQUISITES

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 115</td>
<td>College Algebra</td>
<td>3 Credits</td>
</tr>
<tr>
<td>BIOL 130 &amp; BIOL 131</td>
<td>Anatomy &amp; Physiology with lab</td>
<td>5 Credits (3 lecture, 2 lab)</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>General Psychology</td>
<td>3 Credits</td>
</tr>
<tr>
<td>ENGL 101</td>
<td>English Composition I</td>
<td>3 Credits</td>
</tr>
</tbody>
</table>

LEVEL I

General Education Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 207</td>
<td>Pathophysiology (Prerequisite – A&amp;P)</td>
<td>3 Credits</td>
</tr>
<tr>
<td>COMM 101</td>
<td>Fundamentals of Speech</td>
<td>3 Credits</td>
</tr>
<tr>
<td>PSYC 201</td>
<td>Developmental Psychology</td>
<td>3 Credits</td>
</tr>
</tbody>
</table>

Nursing Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 120</td>
<td>Fundamentals of Nursing</td>
<td>10 Credits (8 theory, 2 clinical)</td>
</tr>
<tr>
<td>NURS 122</td>
<td>Medical-Surgical Nursing</td>
<td>9 Credits (6 theory, 3 clinical)</td>
</tr>
<tr>
<td>NURS 124</td>
<td>Family Nursing I</td>
<td>3 Credits (2 theory, 1 clinical)</td>
</tr>
</tbody>
</table>

Practical Nurse Certificate awarded after successfully completing Level I
Optional: Eligible to take the NCLEX-PN®

Articulating LPNs ONLY

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 126</td>
<td>Bridge Course for LPNs</td>
<td>1 Credits</td>
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</tbody>
</table>

LEVEL II

General Education Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 201 &amp; BIOL 202</td>
<td>Microbiology with lab</td>
<td>5 Credits (3 lecture, 2 lab)</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>English Composition II</td>
<td>3 Credits</td>
</tr>
<tr>
<td>SIOL 101</td>
<td>Sociology</td>
<td>3 Credits</td>
</tr>
</tbody>
</table>

Nursing Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 201</td>
<td>Mental Health Nursing</td>
<td>4 Credits (2 theory, 2 clinical)</td>
</tr>
<tr>
<td>NURS 203</td>
<td>Family Nursing II</td>
<td>4 Credits (2 theory, 2 clinical)</td>
</tr>
<tr>
<td>NURS 205</td>
<td>Advanced Medical-Surgical Nursing</td>
<td>8 Credits (4 theory, 4 clinical)</td>
</tr>
</tbody>
</table>

Associate in Applied Science Degree in Nursing awarded after successfully completing Levels I and II
Eligible to take the NCLEX-RN®

Completion of the nursing education program does not guarantee eligibility to take the licensure examination.

Curriculum Rev. 01:24:11; 06:20:11; 07:17:12:6-11-13;
WEIGHTING OF SELECTION CRITERIA FOR APPLICANTS

<table>
<thead>
<tr>
<th>GPA</th>
<th>Selection Score</th>
<th>TEAS Score</th>
<th>Selection Score</th>
<th>References Scores</th>
<th>Selection Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.75-4.00</td>
<td>10</td>
<td>Exemplary</td>
<td>10</td>
<td>56-60</td>
<td>8</td>
</tr>
<tr>
<td>3.50-3.74</td>
<td>9</td>
<td>Advanced</td>
<td>9</td>
<td>51-55</td>
<td>7</td>
</tr>
<tr>
<td>3.25-3.49</td>
<td>8</td>
<td>Proficient</td>
<td>8</td>
<td>46-50</td>
<td>6</td>
</tr>
<tr>
<td>3.00-3.24</td>
<td>7</td>
<td>Below</td>
<td>0</td>
<td>41-45</td>
<td>5</td>
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<tr>
<td>Below 3.00</td>
<td>0</td>
<td>Below</td>
<td>0</td>
<td>38-40</td>
<td>4</td>
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<td></td>
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<td>35-37</td>
<td>3</td>
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<tr>
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<td></td>
<td></td>
<td></td>
<td>Below 35</td>
<td>0</td>
</tr>
</tbody>
</table>

- Total Points Possible: **30**

- The selection process for all nursing students was developed to ascertain that students are adequately prepared to enroll in the rigorous nursing curriculum. Each of the following numerical scores are added for a total score. Applicants with the top scores are admitted. Selection is based upon the following criteria:

  1. **Score assigned to the grade point average (GPA) of high school or college grades.**
     Grades as of the end of the semester preceding the application deadline will be used for selection. College grades will be used for selection if a student has completed eleven (11) general education credits in the nursing curriculum, otherwise high school GPA will be used for selection. If using a GED you must have completed eleven (11) general education credits in the nursing curriculum prior to the semester in which you are applying. A minimum of 3.0 is required to be considered for selection.

  2. **Score on the Test of Essential academic Skills (TEAS). A minimum of Proficient level is required to be considered for selection.**
     - **Exemplary:** Exemplary scores generally indicate a very high level of overall academic preparedness necessary to support learning of nursing-related content. Students at this level are not likely to require additional preparation for the objectives assessed on TEAS.
     - **Advanced:** Advanced scores general indicate a high level of overall academic preparedness necessary to support learning of nursing-related content. Students at this level are not likely to require additional preparation for the objectives assessed on TEAS.
     - **Proficient:** Proficient scores generally indicate a moderate level of overall academic preparedness necessary to support learning of nursing related content. Students at this level may require additional preparation for some objectives assessed on TEAS.

  3. **Average scores on the three (3) confidential references. First three references received will be accepted.**

  4. **One (1) point will be given to the selection score for a grade of “B” or above in all of the following science courses if completed at the time of application:** Microbiology, Pathophysiology, and Anatomy and Physiology.

  5. **One (1) point will be given to the selection score if all general education courses are completed at the time of application with a grade of “C” or above.**

- The same selection criteria will be used for transfer students and Articulating LPN applicants. For inclusion in the applicant pool, all questions on the Articulating LPN Clinical Reference Form must be answered “YES.”
PREREQUISITES
Prereq (Anatomy & Physiology, College Algebra, General Psychology, and English Composition I) must be completed or in the process during the semester the applicant is submitting the application. All Prerequisites and general education courses required for the LCC Nursing Program must be completed with a “C” grade or better before a Certificate (Level I) or Degree (Level II) can be granted.

Nursing Entrance Exam
The Test of Essential Academic Skills (TEAS) entrance exam is a timed exam used for admission placement into the nursing program. The applicant will be tested on the following: Reading, Mathematics, Science, English, and Language Usage. The exam takes approximately four (4) hours to complete and may be taken as many times as you feel necessary to improve your score. The highest score earned will be the one used for the selection process. If taking the TEAS exam more than once per application process your final score must be completed and turned into the Nursing Education Program Assistant’s Office by the application deadline posted. The TEAS fee is non-refundable. A study guide is available for purchase from Assessment Technologies Institute, LLC (ATI) at www.atitesting.com or the LCC Bookstore.

APPLICATION DEADLINE: Fall Admission: February 15th

COMPLETION OF FILE
Application files not completed by the deadline date will be considered incomplete and will not be included in the selection process. It is the applicant’s responsibility to contact the Nursing Program Assistant to ascertain your file is complete by either phone (620) 820-1263 or E-mail sherrys@labette.edu.

CERTIFICATION NURSES AIDE (CNA)
Upon acceptance into the program a current and active CNA certification must be submitted to the Nursing Program Assistant’s Office. Contact the Instructional Assistant for Workforce Education and Community Service for information on CNA classes at (620) 820-1273.

READING COMPETENCY POLICY FOR NURSING APPLICANTS
All applicants to the LCC Nursing Program will demonstrate reading competence to ensure their success in the nursing program and ability to provide safe nursing care. The NCLEX-PN® and NCLEX-RN® national nursing exams for licensure are both timed tests which require students to be able to read and accurately answer questions very rapidly. No special accommodations related to reading ability are required or available for students taking these national licensure exams. Therefore, the Nursing Program has identified reading competence as one of the requirements for admission into the nursing program.

Students for whom English is a first language will either present ACT Reading sub scores of a minimum of 17 or take the Compass Reading Test of 75. Students who do not achieve these scores will be required to complete Basic Reading courses and achieve a 75 on the Reading Compass to be eligible for inclusion in the applicant selection. Students for whom English is the second language, regardless of immigration status, or length of residency in the U.S., shall take the ESL Compass Reading and Listening placement tests. Students must place into Level 4 of the Reading and Listening ESL Compass and complete the Reading Compass with a score of 75 to be eligible for inclusion in the applicant selection.
ENGLISH PROFICIENCY FOR APPLICATION TO NURSING
All applicants who are born outside of the United States must show proficiency in oral and written English. If English is a second language, the applicant must complete the Test of English as a Foreign Language (TOEFL) exam. The Department of Nursing and the Kansas State Board of Nursing requires minimal scores on the computerized TOEFL iBT (internet based testing).

Minimum Scores:

<table>
<thead>
<tr>
<th></th>
<th>Writing</th>
<th>Speaking</th>
<th>Reading</th>
<th>Listening</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>20</td>
<td>20</td>
<td>19</td>
<td>20</td>
</tr>
</tbody>
</table>

Each area must meet the minimum requirements. Applicants who do not meet these requirements should consider their application incomplete. (Oral and written English proficiency in reference to K.A.R. 60-3-106. Kansas Nurse Practice Act.) Applicants needing to take the TOEFL exam can register at the official TOEFL Website (Tofel.org)

TRANSCRIPTS
Applicants must request official college transcript(s) from ALL colleges attended to be sent to the LCC Nursing Program Assistant’s Office. High school graduates must have eleven (11) college credits in the nursing curriculum completed in the semester prior to application or the high school transcript will be used for the GPA. GED graduates must have eleven (11) college credits in the nursing curriculum to be eligible for inclusion in the selection pool. If your college transcript is from out of state, a course description and syllabi will be required for a transfer consideration.

KANSAS STATE DEPARTMENT OF EDUCATION STATEMENT
Kansas State Department of Education states that any student who has graduated with an associate degree from a community college that has been accredited by the North Central Association or a bachelor’s degree from a four-year college or university that has been accredited by the North Central Association has the equivalent of a high school education as required by KSA 65-1115 (1). This will allow applicants for professional nursing who did not graduate from a high school accredited by the appropriate legal accrediting agency or obtained the equivalent of a high school education, as determined by the state department of education to meet the requirement.

ACADEMIC DISHONESTY
In the event a nursing major is cited with academic dishonesty, the student will be immediately removed from the instructional area until further judgments regarding progression in the class and/or program can be made. Any student found to have committed academic dishonesty in any course will not be admitted into the LCC Nursing Program. Any student in the Nursing Program who has committed academic dishonest shall be dismissed from the program with no opportunity of readmission. Rational: As a licensed professional, all nurses must adhere to the ANA Code of Ethics.

REFERENCES
The program policy and practice is to not accept applicants who have submitted poor reference. This includes either current or past application cycles.

FINANCIAL AID
LCC offers a comprehensive program of student financial aid to assist students in financial needs. For more information on eligibility and application procedures, contact the Financial Aid Office at (620) 820-1219 or visit the website http://www.labette.edu/stusvcs/finaid/finaid.htm.
SCHOLARSHIP INFORMATION

Scholarship Applications: Check with the Nursing Program Assistant or Financial Aid offices for availability of local scholarships.

Book Support: Help with textbook costs can be obtained through the Debbie Groff Scholarship. Applications can be found on the Labette Community College website under the Financial Aid link and Scholarships.

You may be eligible for assistance from Kansas Works. Contact the Chief GED examiner in the LCC Student Success Center at (620) 820-1182.

TRANSFER STUDENTS POLICY

1. A transfer student is defined as one who has completed one or more nursing courses at another college.
2. Credits for transferring nursing courses will be approved after evidence that the nursing courses are equivalent in the following areas. 1) course content, 2) credit hours, 3) grades. The grades received in the transferable nursing courses must be at least an 80%, regardless of the letter grade. All credentials will be individually evaluated. Transferring from one nursing program to another is extremely difficult considering the curricula vary in content and credits from school to school.
3. A transfer student is required to pass a math calculation exam and verify competence in nursing skills in preceding nursing courses. Contact the Program Assistant to schedule a time for the calculation exam.
4. A student must comply with the admission requirements of the LCC Nursing Program.
5. The number of transfers or readmitted students accepted depends on availability of positions in the program.
6. The student must complete each level of the program within two (2) years.
7. A minimum of 18 credit hours of an Associate Degree and at least half of the credit hours for a certificate must be completed at LCC.

ARTICULATING LPN POLICY

1. An “Articulating LPN” is any Kansas LPN who graduated from an accredited Practical Nurse Program and is currently licensed as an LPN without disciplinary action. Generic (LCC) students who are LPNs but have not been enrolled in the LCC Nursing Program during the previous year are also considered to be Articulating LPNs.
2. All prerequisites and Level I general education courses MUST be complete. It is advisable that all general education courses be completed prior to the beginning of Level II to facilitate success in passing the nursing courses in Level II.
3. Comply with the admission requirements of the LCC Nursing program. The same selection criteria will be used for LPN applicants. For inclusion in the applicant pool, all questions on the Articulating LPN Clinical Reference form must be answered “Yes.”
4. Comply with requirements of Kansas Statewide Nursing Articulation Plan, which includes verification of at least 1000 hours of nursing work experience in the 3 years preceding application.
5. Present verification of current IV Certification.
6. Pass the math calculation exam with minimum grade of 94%. Three (3) attempts to pass the exam will be allowed. Applicants who do not pass the exam are excluded from the selection pool for the current selection cycle. (Calculation test dates are set at the beginning of each semester. Calculation exam study guides are available in the Nursing Program Assistant’s office.)
7. Pass a LPN Assessment with an adjusted individual total score of 76%. Applicants may sit for the assessment twice during the application cycle with 4 weeks between each assessment. Applicants who do not pass the LPN Step Assessment with a 76% are excluded from the current selection pool.
8. Request an official transcript to be sent from the practical nursing program directly to the LCC Nursing
Program Assistant’s Office.
9. Present a copy of a current Kansas LPN license without disciplinary action and documentation of current IV Certification.
10. If selected for admission, all Articulating LPNs must take the Bridge Course for LPNs prior to, or during, the first semester of Level II.
11. Articulating LPNs are admitted based on available space and satisfactory completion of the applicant file.

KANSAS STATEWIDE NURSING ARTICULATION PLAN
Council for Articulation in Kansas (CNAK Plan)
For Progression to the Associate Degree in Nursing

<table>
<thead>
<tr>
<th>Kansas Nursing Articulation Model: Practical Nurse to Associate Degree Nurse</th>
</tr>
</thead>
<tbody>
<tr>
<td>Articulation Criteria:</td>
</tr>
<tr>
<td>• Must meet program admission requirements</td>
</tr>
<tr>
<td>• Must be a graduate of a Kansas program</td>
</tr>
<tr>
<td>• Must receive credit equivalent to a minimum of 40% of the admitting program’s nursing credit hours</td>
</tr>
<tr>
<td>• Must validate previous nursing information when required through NCLEX-PN, testing, escrow, or portfolio according to program policy (see below)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Variables</th>
<th>0-5 Years After Graduation</th>
<th>6-10 Years After Graduation</th>
<th>More Than 10 Years After Graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nursing Credits:</td>
<td>No validation required if holds current PN License. No work experience required.</td>
<td>No validation required if holds current PN License. College may require 1000 hours nursing work experience during last three years</td>
<td>Validation required. Current PN license required. College may require 1000 hours nursing work experience during last three years.</td>
</tr>
<tr>
<td>Non-Nursing Credits:</td>
<td>May be transferred from colleges (subject to individual college policies)</td>
<td>May be transferred from colleges (subject to individual college policies)</td>
<td>May be transferred from Colleges (subject to individual college policies)</td>
</tr>
</tbody>
</table>

Kansas Nursing Articulation Model: Practical Nurse to Bachelor of Science in Nursing Degree
Licensed Practical Nurses wishing to articulate directly to a Bachelor of Science in Nursing Program should contact the program for an individualized articulation plan.

<table>
<thead>
<tr>
<th>Out-of State Graduates (regardless of time since graduation):</th>
<th>Nursing credits will be evaluated individually by the admitting nursing program.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Non-nursing courses will be transferred according to individual college policy</td>
</tr>
</tbody>
</table>
### PROGRAM APPROXIMATE COST FOR LCC NURSING STUDENTS

Costs are subject to change.

<table>
<thead>
<tr>
<th>Expense</th>
<th>Level I Practical Nursing ONLY</th>
<th>Associate Degree Program</th>
<th>Articulating LPNs ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>45 credits: 20 general education credits plus 25 nursing credits.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uniforms, shoes, bandage, stethoscope, photo ID, watch, blood pressure cuff, liability insurance, pen light, NSNA/KANS, graduate pin &amp; picture (RN level only for pin &amp; picture)</td>
<td>$300</td>
<td>$400</td>
<td>$400</td>
</tr>
<tr>
<td>Tuition (in-state) and Fees (based on on-ground main campus courses)</td>
<td>$4,425</td>
<td>$7,200</td>
<td>$3,090</td>
</tr>
<tr>
<td>Books and Workbooks (Required texts for nursing and general education courses)</td>
<td>$2,000</td>
<td>$3,000</td>
<td>$1,000</td>
</tr>
<tr>
<td>Assessment Technologies Institute (ATI), a tool that is used to prepare students to succeed throughout the program</td>
<td>$366</td>
<td>$989</td>
<td>$623</td>
</tr>
<tr>
<td>Physical examination and required immunizations</td>
<td>Variable</td>
<td>Variable</td>
<td>Variable</td>
</tr>
<tr>
<td>Required Health Insurance</td>
<td>Variable</td>
<td>Variable</td>
<td>Variable</td>
</tr>
<tr>
<td>Transportation Cost</td>
<td>Variable</td>
<td>Variable</td>
<td>Variable</td>
</tr>
<tr>
<td>Cost of NCLEX-PN®</td>
<td>$50</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Cost of LPN License (Kansas)-optional</td>
<td>$200</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Cost of Fingerprinting (PN) (Kansas)</td>
<td>$50</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Cost of NCLEX-RN®</td>
<td>NA</td>
<td>$200</td>
<td>$200</td>
</tr>
<tr>
<td>Cost of RN License (Kansas)</td>
<td>NA</td>
<td>$75</td>
<td>$75</td>
</tr>
<tr>
<td>Cost of Fingerprinting (RN) (Kansas)</td>
<td>NA</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td><strong>TOTAL APPROXIMATE COST</strong></td>
<td><strong>$7,391</strong></td>
<td><strong>$11,914</strong></td>
<td><strong>$5,438</strong></td>
</tr>
</tbody>
</table>

**Articulating PN cost includes Pathophysiology and Level II General Education and Nursing Requirements**

### CRIMINAL BACKGROUND CHECK—LCC PROCEDURE 3.20

Labette Community College requires applicants to all Health Science Programs to submit to a criminal background check based on, but not limited to:

- **The need to enhance safety and well-being of patients, staff, visitors and the general public in the clinical environment;**
- **To ascertain the ability of health science students to eventually become licensed/certified or maintain current license/certification;**
- **Consideration of liability issues which may affect Labette Community College or our clinical facilities;**
- **To comply with mandates from clinical facilities utilized by Labette Community College.**

The LCC Permission and Release Form for the background check is included in the application packet for Health Science Programs and must be completed, signed, dated and returned with the program application. The completed form authorizes Labette Community College to forward background check results that show adverse findings that may prevent a student from gaining licensure/certification upon completion of program coursework to potential clinical sites for review prior to any educational clinical experience.
Students enrolling in any LCC Allied Health course that includes a clinical component, for example, Certified Nurse Aide or Certified Medication Aide must submit to a background check when required by the clinical facility. During the LCC orientation for the course, students must complete a release form approved by the facility administrator that gives the facility permission to conduct and review the background check.

The incurred cost of the background check is the responsibility of the applicant/student. Failure to submit to this requirement will disqualify the applicant from admission into an LCC Health Science Program or enrollment in an Allied Health course.

Any applicant with a criminal history (information collected by criminal justice agencies concerning individuals, and arising from the initiation of a criminal proceeding, consisting of identifiable descriptions, dates and notations of arrests, indictments, information or other formal criminal charges and any dispositions arising therefrom) who denies that history by answering "no" to the question regarding criminal background on the program application will be automatically and permanently disqualified from the selection process, based on fraudulently presenting her/himself as having a clear criminal record.*

Health Science Program students must notify their program director immediately if any change in their criminal history occurs while enrolled in a Health Science Program. Allied Health course students must notify the LCC Workforce Education Director immediately if any change in their criminal history occurs while enrolled in an Allied Health course that includes a clinical component. Failure to notify the director will result in immediate dismissal from the program or course with no opportunity for readmission. **

Health Science Program students who are unable to complete the clinical component of the program due to a criminal charge that occurred after being accepted into the program will be dismissed from the program.

Allied Health course students who are unable to complete the clinical component due to a criminal charge that occurred while enrolled in the course will be dropped from the course.

It is the responsibility of any individual with a criminal history in his/her lifetime who wishes to pursue a Health Science Profession to consult the laws governing licensure or certification in the state in which he/she intends to license/certify prior to application to any LCC Health Science Program or Allied Health course. Contact the Health Science Program Director for information and direction to the appropriate agency for questions regarding criminal history and licensure/certification.

*Background check companies typically accumulate criminal history for the past seven years; however, licensing body investigations cover lifetime activity. It is the responsibility of the applicant/potential student to investigate the affect criminal history beyond the seven year check might have on licensure/certification.

**Each LCC Health Science Program and Allied Health Course has specific policies/procedures regarding dismissal, completion of non-clinical coursework, financial responsibility of the student, and readmission. Contact the Program Director for information.

Reviewed 3/1/14

DRUG TESTING

PROCEDURE FOR DRUG TESTING HEALTH SCIENCE STUDENTS

Consent to Drug Testing
The student must provide written consent to provide specimens for the purpose of analysis. If the student is under eighteen (18) years of age, the student’s parent or legal guardian must sign the drug testing consent form in addition to the student. This signed document is considered written consent for the duration of the program or course.

Refusal to be Tested
The program director shall be notified of any refusal to be tested. In the case of a pre-clinical test or if there is reasonable suspicion of impairment in a clinical situation, refusal to submit to drug testing will result in ineligibility to complete the required clinical rotation and the student will receive a grade of “F” for that clinical rotation. Refusal to submit to any drug screening (classroom, pre-clinical or clinical) will result in disciplinary action up to and including termination from the program.

Rev: 03:01:14
FUNCTIONAL ABILITIES REQUIRED OF ALL NURSING STUDENTS

Labette Community College subscribes to all principles and requirements of the American with Disabilities Act of 1990 for qualified handicapped individuals. The Nursing Department, in collaboration with the Nursing Advisory Committee and Kansas Council of Associate Degree Nurse Educators (KCADNE), has developed a list of functional abilities, which are required for nursing students. These functional abilities are based upon recommendations of KCADNE and are consistent with the functional skills required of students and licensed nurses in the clinical facilities used in the program. Applicants are encouraged to self-identify their accommodation needs as part of the application process. After admission, the students’ health care provider will need to verify in writing that the student has the following functional abilities necessary for successful completion of the nursing program and employment as a licensed nurse:

- Critical thinking ability sufficient for clinical judgment; including sufficient intellectual functioning and emotional stability to plan and implement care for clients. (Analytical reasoning to solve problems and process information from multiple sources.)
- Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds. (Adapt to changing environment/stress.)
- Lift up to 50 pounds and carry up to 25 pounds frequently, but occasionally may exceed these limits.
- Stoop, stand, kneel, crouch and/or crawl at appropriate times as needed.
- Ability to sit for long periods of time in a classroom environment.
- Push or pull with hands and arms as needed.
- Stand and/or walk, as the job requires in the performance of duties.
- Manual dexterity with the ability to handle small objects and to perceive size, shape, temperature or texture.
- Visual acuity required assessing client’s condition, to evaluate test results, to discriminate between colors, and to maintain safe environment.
- Communicate both verbally and in writing, in order to respond to clients, families, and the members of health care team. Read, interpret, and record clinical data appropriately.
- Communicate, both verbally and in writing, as necessary to complete theory assignments such as, but not limited to, writing nursing care plans, test-taking, and giving oral reports.
- Reading and understand written documentation.
- Hear accurately to perform nursing skills and techniques needed to gather information relevant to the client’s care. (Hear faint voices and body sounds such as; blood pressure/breath sounds etc.)
- If at any time during the nursing program a student nurse is unable to perform the required functional abilities, the student may not be permitted to continue his/her nursing education. The individual will need to notify the Director of the Nursing Program in writing. Documentation by a medical professional may be requested regarding the individual’s ability or inability to perform the functional skills listed above.

(KCADNE Adopted 05:99, Rev. 06:03; 01:04 revised: 05:15:14)
KSBN Regulations

ABSOLUTE BARS TO LICENSURE AS A NURSE IN KANSAS

Kansas Nurse Practice Act 65-1120(a)(2) http://www.ksbn.org/npa/npa.pdf pg. 10 Crime against persons as specified in article 34 of chapter 21 of the Kansas Statutes Annotated http://kansasstatutes.lesterama.org/Chapter_21/Article_34

21-3401: Murder in the first degree. 21-3424: Criminal restraint.
21-3402: Murder in the second degree. 21-3425: Mistreatment of a confined person.
21-3403: Voluntary manslaughter. 21-3426: Robbery.
21-3405: Vehicular homicide. 21-3428: Blackmail.
21-3406: Assisting suicide. 21-3430: Income tax returns; disclosure or use for commercial purposes info obtained in preparing.
21-3408: Assault. 21-3431: Promoting or permitting hazing.
21-3409: Assault of a law enforcement officer. 21-3432: Exposing another to a life threatening communicable disease.
21-3410: Aggravated assault. 21-3433: Inherently dangerous felony; definition.
21-3411: Aggravated assault of a law enforcement officer. 21-3434: Mistreatment of a dependent adult.
21-3412: Battery. 21-3435: Stalking.
21-3412a: Domestic battery. 21-3436: Capital murder.
21-3413: Battery against a law enforcement officer. 21-3437: Involuntary manslaughter while driving under the influence of alcohol or drugs.
21-3414: Aggravated battery. 21-3438: Battery against a school employee.
21-3415: Aggravated battery against a law enforcement officer. 21-3439: Unlawful interference with an emergency medical services attendant.
21-3416: Unlawful interference with a firefighter. 21-3440: Unlawful administration of a substance.
21-3418: Permitting dangerous animal to be at large. 21-3441: Trafficking.
21-3419: Criminal threat. 21-3442: Aggravated trafficking.
21-3419a: Aggravated criminal threat. 21-3443: Battery against a mental health employee.
21-3420: Kidnapping. 21-3444: Terrorism.
21-3421: Aggravated kidnapping. 21-3445: Illegal use of weapons of mass destruction.
21-3422: Interference with parental custody. 21-3450: Furtherance of terrorism or illegal use of weapons of mass destruction.
21-3422a: Aggravated interference with parental custody. 21-3451: Application of certain crimes to an unborn child
21-3423: Interference with custody of a committed person.

If you have questions about a conviction please contact the Kansas State Board of Nursing’s Legal Department at 785-296-8401. Updated 10/2010

Disciplinary Action:
The question regarding disciplinary action is on ALL the KSBN’s nursing applications (initial, renewal, reinstatement and endorsement). This question includes, but, is not limited to disciplinary action against ALL licenses, certifications and/or registration as well as disciplinary action by a governmental agency. (Some examples are):
- Driver’s License
- Fishing License
- Hunting License
- Daycare License
- Nursing Home Administrator License
- Nursing Home License in Kansas or another state
• CNA/CMA/HHA Certification
• School teacher certification
• Dishonorable discharge and/or other honorable discharge from any branch of the military
• Disciplinary sanction from any branch of the military

If you have had a driver’s license suspension, restriction, revocation, denial and/or cancellation for any reason, it is reportable to the KSBN per this question on the nursing application:

• Many times, a driver’s license is suspended for a month when a DUI has occurred, regardless of whether the DUI results in a diversion or conviction.
• The driver’s license is then often restricted for the next 333 days (to/from work, home, school and for medical emergencies).
• A driver’s license can be restricted in association with a pattern of DUIs (i.e. ignition interlock).
• A driver’s license can be suspended for a short period of time when you are convicted of minor in possession/consumption of alcohol.
• A driver’s license can be suspended due to nonpayment of a traffic citation (example: failure to pay speeding and/or parking tickets).
• A driver’s license can be suspended due to no proof of vehicle insurance, expired tag and driving on an (already) suspended driver’s license.
• A driver’s license can be cancelled when you pay for your driver’s license renewal with a worthless check.
• When someone is determined to be a “habitual violator” due to excessive DMV “points” and/or type of offenses/convictions, their driver’s license is usually revoked for three (3) years.
• The Kansas Department of Revenue (who governs the DMV) is the “keeper” of your Kansas driving record. The Kansas driving record shows convictions, suspensions, restrictions, revocations, denials and cancellations (a legend is provided through the Kansas Department of Revenue web site that will enable the user to decipher the codes on the driving record).
• If disciplinary action has been taken against your (Kansas) driver’s license within the past three (3) years, you are required to provide a copy of your current Driving Record. A copy of your Driving Record can be obtained from the DMV for a small fee.
• If disciplinary action has been taken against your (Kansas) driver’s license more than three (3) years ago, you are required to provide a copy of your Driver’s License Folder, which can be obtained from the DMV for a small fee and is more complete than your driving record.
• If the disciplinary action on your driver’s license occurred in other states, the applicant should call the agency for that state which is responsible for maintaining the driving record and any/all written notices. The applicant should inquire how long driver’s license information stays on their record, then, the applicant can decide which document(s) would be appropriate for the KSBN application process.
• If disciplinary action has ever been taken against your driver’s license (for any reason), you are required to provide an explanatory letter regarding the disciplinary action(s) taken against your driver’s license. Your letter should include the following for each disciplinary action:
  o circumstances leading up to the disciplinary action;
  o date of the disciplinary action;
  o actual disciplinary action;
  o current status of the disciplinary action.
• If the applicant’s name has appeared on the Kansas Department of Health and Environment (KDHE) abuse/neglect/exploitation registry (for CNA/CMA/HHA certification), the applicant is required to report this to the KSBN. A certified/dated copy of the applicant’s actual KDHE disciplinary action document must
be provided to the KSBN (with an explanatory letter from the applicant).

- If the applicant has had disciplinary action taken against a day care license, the applicant is required to provide certified/dated copies of the disciplinary documents, usually obtained from KDHE and/or SRS (with an explanatory letter from the applicant).

- If the applicant has been disciplined by a Board of Education regarding a school teacher’s certificate, the applicant must provide certified/dated copies of the appropriate documents indicating that disciplinary action (with an explanatory letter from the applicant). The official documents can usually be obtained from the Board of Education where the disciplinary action occurred.

- If the applicant has been “dishonorably discharged”, received an “other than honorable discharge” and/or received a “disciplinary sanction” from any branch of the military, the applicant must provide certified/dated copies of the appropriate documents from that military branch regarding the disciplinary action (with an explanatory letter from the applicant). A person can be dishonorably discharged in association with misdemeanor and/or felony crimes.

FREQUENTLY ASKED QUESTIONS

1. What is a Bi-Level Program?
   A Bi-Level program offers two levels of nursing. During Level I, you will have three (3) semesters: fall, spring, and summer. After the third semester, you may apply for licensure as a practical nurse in the state of your choice, and get an appointment to take the NCLEX-PN®. If you choose, you may exit after Level I and practice as a PN, and then apply for readmission to Level II at a later date, though there is no guarantee that you will be readmitted, due to limitation of spaces available. If setting out for one year or more you will be required to complete an application as an Articulating LPN. Level II consists of two semesters, after which you may take the NCLEX-RN®.

2. What is the difference between an RN and an LPN?
   Licensed practical nurses provide nursing care in structured settings under the supervision of a registered nurse. LPN’s cannot administer IVs until they are Intravenous Certified. Registered nurses practice in a wide variety of settings.

3. What is the difference between Associate and Baccalaureate Nursing Degree?
   Graduates who have earned an Associate in Applied Science with a major in Nursing or a Bachelor of Science in Nursing will take the same national nursing licensure exam (NCLEX-RN®) and are registered nurses after passing the exam. A generic BSN degree takes 4 years to complete. This requires more general education courses. As well as credits in; nursing theory, research, leadership, management, and community nursing. Kansas has an Articulation Plan in place, which affords mobility in transferring nursing courses into higher degree programs. Many BSN completion programs are available. Most can be completed in 1.5-3 years part-time while you are working fulltime. However, frequently there is no additional pay for nurses with BSNs, having the degree may increase your marketability and chances of promotion into management and education positions. It is also required for specialization on a master’s degree level, for students desiring to become nurse practitioners, nurse educators, clinical nurse specialists, or nurse anesthetists.

4. How do I specialize in one area of nursing, such as OB, ER, or Pediatric Nursing?
   All you need to “specialize” is a license as an LPN or RN. After you have been hired into your position of choice, your employer typically pays for or provides specialized training for that position, such as EKG interpretation, working with ventilators, fetal monitor interpretation, etc.
5. **What is the job market for LPNs and RNs like, and how much money will I make?**

There is a projected nursing shortage within the next 10-15 years, as many nurses retire. In Southeast Kansas (SEK), LPN’s are paid $12-14 per hour. RNs in SEK earn $18-$20 per hour as a beginning wage. These wages are low compared to what can be earned in area cities such as Joplin, Tulsa, and Wichita. As the nationwide nursing shortage evolves; an increase in pay will accompany the trend. The average age of an RN in the U.S. is 46 and 50% will be retiring within the next 20 years. Even more critical is the current and projected shortage of nurse educators. This typically requires a master’s degree in nursing. One hundred percent (100%) of our PN and RN graduates seeking employment in nursing secure a position.

6. **What are your prerequisites, and how do I know what order to take the general education classes?**

Prerequisites (Anatomy & Physiology, College Algebra, General Psychology, and English Composition I) must be completed or in the process during the semester the applicant is submitting application with a “C” grade or better. The other general education courses can be taken in any order. Students must have completed all general education courses required by each level before moving to the next. (Example: all Level I general education courses must be completed before progressing to Level II.)

7. **Who must take the Compass Test?**

Any student wishing to enroll in an English or Math class at LCC must take a placement test. Students need to take the COMPASS test if their score is below 20 on the ACT Math. For the English/Verbal Sections, students need to take the COMPASS if their score is below an 18 on the ACT. All applicants must take the Reading COMPASS if their score is below 17 on the ACT, to comply with the Policy for Reading Competency in Nursing. The Reading COMPASS score must be a 75 or above.

8. **What grades are required to pass?**

To ensure a quality program and to maximize your chances of passing the national nursing licensure exams (NCLEX-PN® and NCLEX-RN®), a minimum “C” grade is required in all of the general education courses, and a minimum “B” grade is required in all of your nursing courses. A grade of “B” in a nursing course at LCC is a grade in the range of 80% to 89.99%.

9. **I am an LPN graduate from another school. Can I finish my RN at Labette?**

A Bi-Level program affords flexibility for students desiring to complete the approved PN program, work for a while, then return at a later date to finish the degree in an accredited RN program. It has been our experience that students who are LPN’s who have been working full-time in a hospital setting since graduation from PN school are most likely to be successful in articulating into the second level of the LCC program. Completion of the 1-credit Bridge Course is required upon acceptance into the LCC Nursing Program. Availability of spaces for admission is extremely limited. As an LPN applying to the program you must also be IV Certified and pass a calculation exam.

10. **How do I know if I will pass my boards if I go to LCC?**

Historically, 95-100% of LCC graduates pass the NCLEX-PN® on the first attempt. The NCLEX-RN® first attempt pass rate has varied from 75% to 96%. In fall 2005, LCC adopted the Comprehensive Review and Assessment Program of Assessment Technologies, Inc. This program provides standardized testing at the end of each course, plus a wealth of review and remediation materials that will facilitate NCLEX® success. In fall 2008 Virtual ATI, an NCLEX-RN® review course, was added to the curriculum. You will maximize your chances of passing the NCLEX-RN® if you maintain grades in your nursing courses at 80% or above, and put your utmost effort into participating in every learning opportunity presented to you. The fact that you can be employed part-time as an LPN during your sophomore year is a big plus in providing you with additional clinical experience. You will find that our nursing instructors are very willing to help you attain your goal of
being licensed as a PN or RN. However, the quality of your learning experience is dependent upon your study skills, management of family, personal stressors, and balancing the amount of study required with the amount of time you are employed.

11. Where are the clinical sites?
Clinical sites are contracted based upon availability of sufficient patients and qualified clinical faculty. All medical centers and hospitals in southeast Kansas, northeastern Oklahoma, and southwest Missouri may be used for clinical. Therefore, class days and times will vary according to classroom and clinical space. Weekend, evening, and sometimes night hours will occasionally be required for clinical, but you will know in advance to schedule childcare and work arrangements. Students are responsible for the cost of housing and food during clinical. We also utilize the campus nursing simulation and skills labs for teaching basic nursing skills. Completion of community experiences in area agencies, such as schools, healthcare clinics, home health, hospice, etc., is a requirement of most of the nursing courses. You are responsible for having a reliable personal vehicle. Reliance on carpooling is not permitted. You cannot be assured you will be assigned to the same clinical schedule as your carpool partner.

12. Can I work while I go to school?
Past history indicates that students who work more than 20-24 hours per week may be placing themselves at a severe disadvantage in terms of time available for study. If you have family obligations in addition to work, you may compromise your chances of success in the program. It is difficult for a student to work full-time, pass each nursing class with an 80% or better, and pass the NCLEX-RN® the first time. To maximize your chance of academic success, we strongly encourage you to contact the Financial Aid Office for advice regarding support available, so that you can plan your financial arrangements to relieve you from having to work full-time. Displaced workers can apply for assistance from Kansas Works. Information about this program is available in the Nursing Program Assistant’s office.