

Fall 2025 Nursing Program Application Packet 200 South 14th Street Parsons, KS 67357



Admission Criteria

Selection into the LCC Nursing Program is based on the following criteria:

- The GPA is calculated on <u>completed</u> prerequisites and general education courses by the end of the fall semester that are required by the LCC Nursing Program Curriculum only.
- Proficiency or higher level on the Test of Essential Academic Skills (TEAS) score.
- Three (3) confidential references, one of which should be a current or former employer.
- Completion or in process of prerequisite coursework.

All applications must be submitted to the Nursing Program by 4:30 p.m. on the deadline date. Deadlines are firm, except in the case where the college is closed. If that occurs, applications will be due on the next working day by 4:30 p.m. It is the applicant's responsibility to ensure the completeness of their application.

Generic Applicant File Checklist	Articulating LPN Applicant File Checklist
 Meet with a Nursing Program Advisor Prerequisites: English Composition I, Anatomy & Physiology, College Algebra, and General Psychology. Official transcripts for high school and All college(s) Except LCC One (1) of the following minimum reading competency scores: ACT Reading, (17), or Accuplacer Sentence, Structure, (75), or Accuplacer Next Gen Writing, (263), or TEAS Reading, (59%). Application and essay. (No Google Docs) Three (3) References. (Forms included) Proficient TEAS Exam Score. Background Check. ** Active Certified Nurse Aid Certificate (CNA) If applicable, demonstration of English language 	 Meet with a Nursing Program Advisor Completion of all Level I General Education Courses.** Official transcript from practical nurse program. Copy of current Kansas recognized LPN license without disciplinary actions.** Documentation of current IV Certification** LPN Assessment exam. Dosage Calculation exam. 3 credit Health Assessment Course**
proficiency	** or proof of being in process
Upon Acceptance and Before Enrollment (Not to be submitted with Satisfactory clinical clearance of up-to-date immunization records patient safety include: TB skin test results, MMR (2) or titer, Vario (3) or waiver, 10 Panel Drug Screen, and BLS/CPR certification for accepted), and medical insurance. Recommended vaccines: influ	the application) to comply with clinical affiliation agreements for ella (2) or titer, Tetanus (within 10 years), Hepatitis B or healthcare providers (No online CPR will be enza (flu) or and SARS-CoV-2 (COVID-19).
Clinical Clearance Placement Clinical affiliation agreements will not permit students in the clinical safety.	•
 Required: □ LCC Student Health Record for Healthcare Programs Physical Examination Form □ Essential Technical Standards Functional Abilities □ Acknowledgment Regarding Injury or Exposure □ Proof of Medical Insurance □ BLS/CPR Certification (Infant, Child, and Adult)-No Online Course or Red Cross. □ TB: 2-Step Skin Test, or TB Gold, or TSpot Blood Test 	 □ Varicella (2) or Titer showing Immunity □ MMR (2) or Titer Showing Immunity □ 10 Panel Drug Screen □ Hepatitis B (3) or Signed Decline Hep B Waiver Recommended:

 $Revised: \ 5:30:17; \ 7:24:17; \ 7:18:2018; \ 7:8:19:5:28:20; \ 5:17:21; \ 8:10:21; \ 10:26:21; \ 11:03:21; \ 12:1:21; \ 4:13:22; \ 6:28:22; \ 3:28:23; \ 10:19:23; \ 12:19:23; \ 2:5:24; \ 4:24:24; \ 10:26:21;$

Application Information

Please read the application and its contents carefully. Incomplete applications are not reviewed by the Nursing faculty Admissions Committee or considered for the application process.

Background Checks: Applicants who are under the age of 18 need to have parental signature forms signed and sent to PreCheck. Do not complete the last page of the application. Contact the Nursing Program Assistant, 620-820-1263 or email, nursing@labette.edu.

Background questions: "Have you ever been charged or convicted of a misdemeanor?" "Have you ever been charged or convicted with a felony?"

The profession of nursing is held to extremely high standards of trustworthiness. This question is promoting transparency, honesty and integrity of program applicants. Be advised that if you have had interactions with individuals of authority in relation to traffic violations, licensing, seat belt violations, or other such occurrences you as the applicant should check "yes" and explain your circumstances. Applicants who have had any of these violations will need to provide official documentation from the agency that issued the violation with your application. Applicants who check "No" on the application question, and the background check comes back anything but <u>clear</u>, the application will be withdrawn from the application pool. If you are unsure how to answer the question, please consult with your advisor or nurse faculty member.

For more information, please read the Program Information Packet, "Disciplinary Actions According to KSBN" for background check information.

to readability are accepted.

References: References must have the applicant's personal signature. Three (3) reference forms are included with the application. If more than three references are submitted by the applicant, the first three (3) that arrive in the Program Assistant's Office will be used. References submitted without names will be discarded. It's the applicant's responsibility to ensure that all required references have been received by the Nursing Program Assistant.

Both sections of the Articulating LPN Clinical Reference Forms are completed by a Practical Nurse Instructor, RN, APRN, or Physician who can confirm their skills. References can be scanned to a PDF file and emailed. No Jpegs, due

Prerequisites and General Education Courses: Prerequisites: Anatomy and Physiology (5 cr.), College Algebra, English Comp I, and General Psychology. Prerequisites need to be in process or complete by the spring semester of the application process. **General Education:** Pathophysiology, Developmental Psychology, English Comp II *or* Speech, and Microbiology (5 cr.). Recommended completion prior to admission to promote student success and can be in process during the application process. A minimum of 11 credits of completed prerequisites and general education courses at the end of the fall semester preceding the application deadline, are used for the application GPA. In process courses will not count towards a GPA.

TEAS Entrance Examination: Students applying to the Labette Community College Nursing Program are required to obtain a proficient score on the Test of Essential Academic Skills (TEAS) Exam. The TEAS Exam can be taken (3) three times during the application cycle. Study guides are available through ATI Testing (www.atitesting.com) or contact the Student Success Center for available copies to check out. TEAS Exam dates are available on the Nursing page on the LCC Website. The TEAS fee is non-refundable and needs to be paid at the time of scheduling. Missed exams will be rescheduled and paid again. To schedule the TEAS exam, contact the Health Science Assistant, 620-820-1157, Nursing Program Assistant, 620-820-1263, or email teas@labette.edu.

Deadlines: It is the applicant's responsibility to ensure that all of the application contents are in the Program Assistant's Office by the application deadline. Any documentation submitted after the deadline will not be included in the application. Students interested in the LCC Nursing Program are admitted to the college on the same basis as other students. Admission to the College does not ensure admission into the Nursing Program. Admission to the Nursing Program does not ensure graduation and graduation does not ensure licensure.

Transcripts: Official transcripts from high school and **all other** colleges/universities must be sent to the Admissions Office in order to be applied towards a degree or certificate. Transcripts will only be accepted officially from the college/university by mail or electronically.

Reading Competency: Applicants must present placement scores for one (1) of the following: ACT Reading (17), or Accuplacer Sentence Skills (75), or Accuplacer Next Generation English Writing (263) or TEAS Reading (59).

Please see the link below and locate Program Information Packet for more about the LCC Nursing Program https://www.labette.edu/nursing/index.html 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. Admission to the nursing program does not ensure graduation and graduation does not ensure licensure. Acceptance into the LCC Nursing Program is based on the criteria established by the Nurse Faculty Organization.



Nursing Program Application Fall 2025



Name:	Loot	First	Middle	Maiden	LCC Student ID#:
Aliases/AK	Last	First	ivildale	waiden	Home Phone:
Mailing Address:	Street/PO BOX	City	State	Zip ———	Cell Phone: Work Phone:
Physical Address:	Street (NO PO BOX)	City	State	Zip	
E-Mail Add	lress:				
EMERGEN CONTACT	i tairio.				Relationship:
CONTACT	Address:	Street	City	State	Phone:
	Employer:			Oldio	Dhono
	DNAL BACKGROUN		No	If no, do yo	ou have a high school equivalent (GED)? □Yes □ No
High School	ol:			Grad	luation Year:
College (s)	:				
Degree(s) Earned:					
Have you	ever attended or app	lied to any nursing	g program?	□ Yes I	□ No
Dates Atte	nded:				
Reason for	· leaving:				
IV Certifica	Certified: Yes	□ No a Kansas recogniz			_ Exp. Date: process of an IV Certification course

WORK EXPERIENC	E (within last three ye	ears)				
	Name of			Date Employed		Reason for
Type of Work	Employer	Location		From To		Leaving
Check "YES" on the		Dishonesty? Yes Have been cited and che Cacket for details on Aca				ed.
	parate sheet of papel ns with the application	r may be submitted with n.)	applic	ation. Subr	mit docum	entation of the
Have you ever been	charged or convicted	d of a misdemeanor $\ \square$	Yes	□ No		
		d of a felony? □ sults received states an	Yes /thing	□ No other than	"Clear" th	e applicant will not
	parate sheet of pape ns with the application	r may be submitted with n.)	applic	ation. Subr	mit docum	entation of the
practice nursing as a applicant or licensee 1. To have been unless the approximately notwithstand a licensed proconviction for	a licensed practical nue is found after a hear near guilty of a felony or oplicant or licensee es ing KSA 74-120, no licenseional nurse or licensee or crime against personal nurse or licensee or license against personal nurse against personal nurse against personal nurse or license against personal nurse agains agains agains agains agains agains agains ag	to have been guilty of a stablishes sufficient rehacense, certificate of quacensed practical nurse s	misder misder bilitation lification hall be	al nurse that meanor involved to warra on or authous granted to	at is issue olving ille ant public rization to a persor	d or applied for if the gal drug offense trust except practice nursing as with a felony
physical handicaps,	national origin, or and	ege not to discriminate concestry in its admission. A state and federal forms.	stater			eligion, color, sex,
conviction of crimes/		their social security num d information for state bo m.				
		s/infractions will be revie ne approval of the applic				
•	•	Kansas Nurse Practice abitual drug use, menta	•	•		•
information containe	d in this application is ound to have been fa	he LCC Nursing Prograr s true and correct to the Isified, this application w	best of	my knowl	edge. If a	ny information
Signature:				D	ate:	
·	TO COMPLY WITH THE FA	AMILY EDUCATION RIGHTS AN	- D PRIVA	CY ACT OF 1	974 (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.

Labette Community College Nursing Program Application Essay Questions Include this page with your application

Using the topics below, please write (black or blue pen) or type an essay, of a maximum of 500 words, describing your opinion on the following question:

Applicants	are encouraged to	o attach a separate	document for the e	essay with name in	cluded.
. Have you ev		asant experience w	orking with peop	le in an employee	e/employer
relationship	? Yes	No			
relationship	? Yes				
relationship	? Yes	No			
relationship	? Yes	No			
relationship	? Yes	No			
relationship	? Yes	No			
relationship	? Yes	No			
relationship	? Yes	No			
relationship	? Yes	No			
relationship	? Yes	No			
relationship	? Yes	No			

Labette Community College Nursing Program Prospective Student Nurse Reference Form

Fall 2025 Application

Applicant Printed Name			_		
Applicant: Please provide signature below individual familiar with your academic ability	•				
I	, waive my r	ight to view thi	is reference f	orm.	
(Program Applicant Signature)					
Referee: The student listed above is apply program are required to submit references honest appraisal of the applicant. This references	as part of the app	olication proces			
On a scale of one (1) to five (5), with one (please rate the applicant named above. If can name another reference.					
Prospective Student Reference Form can directly mailed in a sealed envelope to LC					
	Poor	_	Average		Excellent
PERSONAL QUALITIES	1	2 □	3	4	5
Professional Appearance					
Cooperation	П				
Dependability Response to Streedful Situations					
Response to Stressful Situations Honesty					
Judgment					
Punctuality					
Flexibility					
Initiative/Motivation					
Leadership					
Communication Skills					
Organizational Skills					
Your relationship to the Applicant: (Family members will not be accepted.)	Employer □	Co-Worker □	Teach □	er	Other
Would you endorse this applicant as a candi	date for a collabora	ative healthcare	e team?	□ Yes	□ No
Is this applicant an individual who would pro	mote a culture of sa	afety?		□ Yes	□ No
If you had the opportunity to employ this indi		•		□ Yes	□ No
Please provide additional comments about the	•				
Referee Printed			Date:		
Referee Signature:			Phone:		
Title/Occupational:					
Address:					
Street		City	St	ate	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.

Labette Community College Nursing Program Articulating LPN Clinical Reference Form

This form needs be completed <u>ONLY if Applicant is currently a LICENSED PRACTICAL NURSE (LPN)</u> and applying to the RN Level of the LCC Nursing Program. This reference form must be completed by Practical Nurse Faculty, LPN, RN, APRN, or Physician who can confirm the applicant's skills.

	Yes	No
Prepares and administers medication accurately.		
Administers treatment and nursing care with safety.		
Performs basic nursing skills and techniques accurately.		
Maintains patient confidentiality.		
Please explain "NO answers:		
Additional comments about this Articulating LPN applicant.		

Labette Community College Nursing Program Prospective Student Nurse Reference Form

Fall 2025 Application

Applicant Printed Name			_		
Applicant: Please provide signature below and individual familiar with your academic abilities to					er or
I	, waive my r	ight to view th	is reference fo	orm.	
(Program Applicant Signature)	<u> </u>				
Referee : The student listed above is applying the program are required to submit references as phonest appraisal of the applicant. This reference	oart of the app	olication proce			
On a scale of one (1) to five (5), with one (1) be please rate the applicant named above. If you can name another reference.					
Prospective Student Reference Form can be sidirectly mailed in a sealed envelope to LCC Nu					
	Poor		Average		Excellent
PERSONAL QUALITIES	1	2	3	4	5
Professional Appearance					
Cooperation					
Dependability					
Response to Stressful Situations					
Honesty					
Judgment					
Punctuality					
Flexibility					
Initiative/Motivation					
Leadership					
Communication Skills					
Organizational Skills					
Your relationship to the Applicant: (Family members will not be accepted.)	Employer □	Co-Worker □	Teach □	er	Other
Would you endorse this applicant as a candidate	for a collabora	ative healthcare	e team?	□ Yes	□ No
Is this applicant an individual who would promote	a culture of sa	afety?		□ Yes	□ No
If you had the opportunity to employ this individua	al, would you d	lo so?		□ Yes	□ No
Please provide additional comments about the ap	oplicant on a se	eparate paper.			
Referee Printed Name and Credentials:			Date:		
Referee Signature:			Phone:		
Title/Occupational:					
Address:					
Street		City	St	ate	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.

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	Yes	No
Prepares and administers medication accurately.		
Administers treatment and nursing care with safety.		
Performs basic nursing skills and techniques accurately.		
Maintains patient confidentiality.		
Please explain "NO answers:		
·		
Additional comments about this Articulating LPN applicant.		

Labette Community College Nursing Program Prospective Student Nurse Reference Form

Fall 2025 Application

Applicant Printed Name	The state of the s		_				
<u>Applicant</u> : Please provide signature below and give this reference form to a current/former employer or individual familiar with your academic abilities to complete and return to the LCC Nursing Program.							
I	, waive my r	ight to view thi	is reference fo	orm.			
(Program Applicant Signature)							
<u>Referee</u> : The student listed above is applying for admission to the LCC Nursing Program. Applicants to the program are required to submit references 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 (1) to five (5), with one (1) be please rate the applicant named above. If you can name another reference.							
Prospective Student Reference Form can be so directly mailed in a sealed envelope to LCC Nu							
	Poor	_	Average		Excellent		
PERSONAL QUALITIES	1	2	3	4	5		
Professional Appearance							
Cooperation							
Dependability							
Response to Stressful Situations							
Honesty	П						
Judgment							
Punctuality Flexibility							
Initiative/Motivation			П				
Leadership							
Communication Skills							
Organizational Skills							
•	Employer	Co-Worker	Teach	or	Other		
Your relationship to the Applicant: (Family members will not be accepted.)				Ci			
Would you endorse this applicant as a candidate				□ Yes	_ □ No		
			e team?				
Is this applicant an individual who would promote		•		☐ Yes	□ No		
If you had the opportunity to employ this individua	•			☐ Yes	□ No		
Please provide additional comments about the ap	pplicant on a se	eparate paper.					
Referee Printed Name and Credentials:			Date:				
Name and Credentials:			Date.				
Referee Signature:			Phone:				
Title/Occupational:							
Address:							
Street		City	St	ate	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.

Labette Community College Nursing Program Articulating LPN Clinical Reference Form

This form needs be completed <u>ONLY if Applicant is currently a LICENSED PRACTICAL NURSE (LPN)</u> and applying to the RN Level of the LCC Nursing Program. This reference form must be completed by Practical Nurse Faculty, LPN, RN, APRN, or Physician who can confirm the applicant's skills.

	Yes	No
Prepares and administers medication accurately.		
Administers treatment and nursing care with safety.		
Performs basic nursing skills and techniques accurately.		
Maintains patient confidentiality.		
Please explain "NO answers:		
Additional comments about this Articulating LPN applicant.		
Additional commonic about the Autodiating Li 14 applicant.		

Labette Community College (LCC) Procedure 3.20 Criminal Background Check Permission and Release Form 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 <u>Nursing</u> Program Director.
- 2. I understand that my criminal history may impact progression in the LCC <u>Nursing Program</u>, and/or ability to be licensed/certified in my field of study.
- 3. I agree to notify the <u>LCC Nursing Program_Director</u> if a change in my criminal history occurs while attending the LCC <u>Nursing Program</u>.

is required as part of the application process for the LCC <u>Nursing</u> 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 may 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 fail to notify the LCC <u>Nursing Program Director</u> if a change in my criminal history occurs while attending the LCC Program.

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 Health Science Program.

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

Revised: 5/13/19



LABETTE COMMUNITY COLLEGE NSG EDUCATION STUDENT INSTRUCTIONS

STOP:

Applicants who are under the age of 18 please email nursing@labette.edu for background check forms. Do not follow the online instructions.

Background checks are required to ensure the safety of patients treated by students in the clinical education program. The reports are typically completed within 3-5 business days; however, you must submit your order in sufficient time for the report to be reviewed by the program coordinator or associated clinical site prior to starting the rotation. The background check is conducted by PreCheck, Inc., a firm specializing in the healthcare industry.

GETTING STARTED

Follow this link to MyStudentCheck

If you are unable to access the link, you may type in the web address located at the bottom of this page.

- Confirm the school name matches: Labette Community College Nsg Education
- · Select your program from the drop down menu, and then select background check.
- · Log in with your username and password. If you do not have an existing profile, please create a new account.
- Enter the required information, provide authorization, and continue to enter payment information.
- If you need further assistance, please contact PreCheck at <u>StudentCheck@PreCheck.com</u>.
- You will be provided with a receipt and confirmation page when your order is placed.

PRICING

Background Check \$55.11

Applicable state sales tax will be collected based on your residential location.

FREQUENTLY ASKED QUESTIONS

1. What does PreCheck do with my information?

Your information will only be used for the services ordered. Your credit will not be investigated and your name will not be given out to any businesses.

2. I selected the wrong school, program or incorrect information.

Please email StudentCheck@PreCheck.com with the details.

3. Do I get a copy of the background report?

Yes, go to www.mystudentcheck.com, log in, and select Check Status.

4. I was denied entry into a program because of information on the report, who can I contact?

Call PreCheck's Adverse Action hotline at 800-203-1654.