

April 23, 2018

Admission to Nursing Program for GENERIC OPTION August 2018

**Please Read the Complete Document Carefully before completing
and submitting your application!**

Dear Potential Applicant:

Thank you for your interest in the nursing program at Polk State College. This packet contains vital information and instructions that you must implement completely in order to be eligible for consideration for the Polk State College Nursing Program, Generic Option. Failure to complete the requirements will make you ineligible for consideration.

Enclosed is the Application for Admission. The application must be completed in its entirety and returned to an Academic Advisor at any of the Polk campuses/centers by the close of business (5:00 pm) on **Wednesday, May 30, 2018**. THERE WILL BE NO EXCEPTIONS TO THIS DEADLINE. **NOTE: The advisors will not be available when the College is closed May 25-28 for Memorial Day Holiday.** It is the student's responsibility to ensure that all documents are provided by the deadline in order to have a complete application. Incomplete applications will not be processed. Your completed application must be given to an Academic Advisor for his/her review and completion of an application checklist. You will get a receipt noting submission of your application. Be sure to save this receipt until you receive written notice of your status for acceptance. If you send your application by someone else to turn in for you, it will be accepted "as is" with no opportunity to correct any errors or missing information. All applications will be considered equally regardless of when submitted during the application window so there is no rush to try to do everything on the first day.

Official transcripts from all schools attended since completing high school must be received by the Registrar's Office by this same deadline. This includes any trade schools you may have attended, even if you are not transferring credit from that school. Grades from one institution which show on the transcript of another institution are not acceptable for transfer without an official transcript from the institution where you earned the credit. You should go into your Passport account and check your Polk transcript to verify that all coursework completed is showing, including transfer credits. It can take several weeks for transcripts to be evaluated and if you have not yet requested transcripts to be sent to Polk, they potentially may not be received and evaluated in time to qualify for this admission cycle. Although you may have requested a transcript, it does not mean that we have received it so check your Passport account to verify that the transcript has been received and is under review.

If you have an official transcript from another school which has been received by Polk State but which has not been evaluated and posted, include an unofficial copy of that transcript with your application. If you have previously earned a college degree, it must show on your Polk transcript to get credit for the degree in the admission selection process. If you are taking required pre-requisite courses during this term at an institution other than Polk State, attach a copy of your record that shows enrollment in those classes. If you have sufficient points in the selection process to be accepted for admission but do not satisfactorily complete required pre-requisite classes with at least a C and a GPA of 2.5, your acceptance will be voided.

Minimum requirements which must be met at the time of application to be eligible for admission include a score of at least 70 on the ATITEAS, a grade of at least a C on program required courses completed, and at least a 2.5 overall cumulative GPA. If you have not met the minimum requirements at the time of application, your application will not be accepted. TEAS scores received after the application is submitted cannot be considered. Likewise grades in courses completed after the application is submitted cannot be considered. **NOTE: You must have taken the TEAS test after August 31, 2016 in order to have taken the current ATITEAS version. Scores from a TEAS-V or earlier version of the TEAS are not acceptable.**

Applicants need to be aware that due to specific contract requirements of the clinical agencies used by the nursing program, students are required to submit national background checks, fingerprinting, and drug screening done by the

college-approved vendor, a physical exam, and designated immunizations as part of the admission and retention process. **These are not required until you receive notice of acceptance; therefore, do not include any documents related to these requirements with the application.** Failure to complete all of these requirements by the published deadline in the acceptance packet will void an acceptance for admission even if you have started the nursing classes. Applicants with specific conviction histories or positive drug screenings may be denied admission. If you have any charges on your record, you must meet with the Director of Nursing to finalize your acceptance. Specific convictions or positive drug screens occurring *after* full admission and matriculation in the program will be addressed per department policy and may result in dismissal.

The selection process uses a points system based on the results of the TEAS test and GPA in both program courses and GPA overall at the time of application. Additional points are awarded for a previous college degree. To receive the maximum possible points you can earn, it is essential that you submit a complete application and that you have official transcripts on file showing all course work completed. The formula used to rank applicants is: TEAS Score+ 5X Overall Cumulative GPA as noted on the Polk transcript + 5x GPA of any program-required courses completed at time of application and posted to Polk transcript + prior degree points if applicable (2 for AA/AS; 4 for baccalaureate; 6 for master's or above; points based on highest degree posted to Polk transcript).

The next communication you should expect will be from the Department of Nursing in the form of a letter notifying you of your status regarding acceptance into the program. Information regarding the status of your application will **not** be available from the Nursing Department or from the Registrar's Office during the selection process. It is anticipated that notices of acceptance or denial for admission will likely be mailed no later than June 22, 2018. These notices will be mailed to the address of record in your College files, not the address you show on the application, so it is important that you keep your records updated with current information. If you have not heard from the Department of Nursing regarding your application by the 22nd of June, contact the department administrative assistant Denise at 863-297-1039.

We wish you the best in the application process.

Please contact the Director of Nursing at ahutcherson@polk.edu if you have questions.

PLEASE REMOVE THESE PAGES BEFORE SUBMITTING APPLICATION.

CLASS MEETINGS

Please mark your calendar that there will be a mandatory class meeting on Friday, July 13, 2018 for students accepted for admission **AND** for those notified of being an alternate. The meeting is scheduled for 9:00 am to 4:00 p.m. in WLR 108 on the Winter Haven campus. Acceptance for admission may be voided if a student does not attend this meeting. Students are not to cut class to attend the meeting so if you are enrolled in a Friday class, notify the program director Dr. Hutcherson prior to the meeting and alternative arrangements will be made.

At the meeting, we will go over the documents needed to verify your compliance with clinical requirements and to finalize your acceptance. Be aware that the items needed for compliance will cost you approximately \$200. You do not pay this money to us but you will need a credit card to process the orders to obtain the necessary documents. There will be information in the acceptance packet on how to order the documents and we will go over those instructions at the class meeting. This does not include the additional expenses of a physical exam and the immunizations that you need to finalize compliance with the requirements.

Also mark your calendar that there will be another class meeting on Friday, August 17, 2018 from 8:00 to 4:00 in WST 126 only for those accepted for admission.

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CLASS SCHEDULE AND GENERAL INFORMATION

Before you apply, you want to consider if you are ready for the program at this time. Do you have family and work obligations arranged so as to allow you the time needed for class and study? The class time is not the issue as much as the time outside of class for study and practice in the lab. Nursing classes are going to be more demanding than any of the classes you have had to this point. If you have not completed A&P II, you are strongly encouraged to wait before applying. Otherwise you will be taking Nursing 1, Pharmacology, and A&P II at the same time, which is 17 credits, and you must remain in all three to remain enrolled in the program. That is more than most students can handle and do well. Students who have attempted this in the past have commonly suffered in all three.

You will have Nursing 1 class all day 8:00 to 4:00 on Tuesday and half-day on Thursday, which may be morning or afternoon, depending on what section you register for. You will also have Pharmacology on Thursday morning or afternoon, opposite of your nursing class. Between Nursing 1 and Pharmacology, you will be in class on Thursday all day 8:00 to 5:00. You will also have an 8 ½ hour clinical day which may be day shift (usually 6:30 am to 3:00pm) or an afternoon/evening shift (generally 1:30 or 2:00 pm start and ending around 10:00 or 10:30 pm).

The clinical day may be any day other than Tuesday or Thursday, including weekends, as scheduled. There are five hospitals in Polk County and we may use all five of them as well as out-of-county hospitals in Sebring and Wauchula so you will need reliable transportation. There is no guarantee for a specific clinical day or location. In addition you must spend a minimum of two hours each week in the skills lab practicing skills. The more you practice, the better you will do. You can do these hours any time other than a class day, thus Monday, Wednesday, Friday, or Saturday.

The classes will require access to a computer with a reliable Internet connection. If you do not have a computer at home or a reliable Internet, you will need to plan additional hours on campus or public library or some other location to be able to complete required online activities. The first term will be expensive because you will be buying several textbooks which you will use throughout the program. In addition to tuition and fees of about \$1800, it will be about \$800 for texts plus the cost of uniforms, stethoscope, clinical shoes, etc. Do not assume you will get financial aid, even if you received aid for pre-requisite classes. Start early to look at financial options.

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APPLICATION FOR ADMISSION to NURSING PROGRAM

GENERIC OPTION

PLEASE PRINT CLEARLY AND PROVIDE THE INFORMATION REQUESTED IN ALL SECTIONS. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

Name: _____
(Last) (First) (Middle)

Polk Student ID #: _____

Home Mailing Address: ** _____

City: _____ County: _____ State: _____ ZIP Code: _____

Home Telephone Number: () _____ Work or Cell (specify): () _____

Polk email _____ Personal E-mail: _____

****Note: If mailing address is PO Box, you must also provide a physical address.** _____

If the above address is not the address of record with Polk State College, you must do an address change with the College. Communication regarding admission will be sent to the address on file with the College as noted in the student's record and not this application form.

Pursuant to Section 456.0635, Florida Statutes, the Florida Board of Nursing shall refuse to issue a license and refuse to admit a candidate for examination for licensure if the applicant has been convicted, or pled guilty, or nolo contendere (no contest) to a felony violation regardless of adjudication, of chapters 409, 817, or 893 Florida Statutes; or 21 U.S.C. ss801-970 or 42 U.S.C. ss 1395-1396, unless the sentence and any probation or pleas ended more than 5 to 15 years prior to the application, dependent upon the specific charge. Furthermore, individuals terminated for cause from a state Medicaid program or the Medicare program may be denied licensure by the BON. Accordingly, the application for licensure in the State of Florida includes the following questions. Please answer these questions.

1. Have you ever been charged, convicted, or have you entered a no contest or guilty plea – regardless of adjudication – for any offense other than a minor traffic violation? ☐ Yes ☐ No
2. Have you ever been denied or is there now any proceeding to deny your application for a license/certificate to practice nursing or other health care practice in Florida or any other jurisdiction (state) (country)? ☐ Yes ☐ No
3. Have you ever had disciplinary action taken against your license/certificate to practice nursing or other health care practice by the licensing authority in Florida or in any other state or country? ☐ Yes ☐ No
4. Have you ever surrendered a license/certificate to practice nursing or other health care practice in Florida or any other jurisdiction (state) (country) while any such disciplinary charges were pending against you? ☐ Yes ☐ No

Regardless of the state regulations, the clinical facilities used by the Polk State nursing program may deny a student for clinical experience in their facility if there are felony charges of any nature and/or misdemeanor charges in certain areas. **If your answer to any of these questions is “yes” or if you have a history of any felony or misdemeanor charges and if you are accepted for admission, you must make an appointment with the Director of the Nursing Program** (call 297-1039 for appointment) prior to the Orientation Day regarding eligibility for enrollment in the nursing program. Please bring copies of court papers related to the charges when you come for this appointment. In order to determine eligibility for clinical placement all students accepted for admission must have a Level II background check, which includes fingerprinting, done by the college-approved vendor. Instructions regarding obtaining this information will be provided at the orientation meeting.

Rules 64B9 of Florida law also indicate that refusal of certification to the Department of Professional Regulation for an application for licensure by the Board may occur if an individual “is habitually intemperate, addicted or is found to be in illegal possession or sale or distribution of habit forming drugs” and/or “is unfit or incompetent by reasons of gross negligence, physical or mental condition or other like cause which could result in behavior that interferes in his practice of nursing” (Board of Nursing, Rules 64B9-8.005). Students will be drug tested prior to admission and subject to random testing throughout the program.

Are you currently employed or have you recently been employed (within 5 years) by a health care facility? ☐ Yes ☐ No

If YES, specify facility, location, and position:

Do you have a previous college degree? ☐ Yes ☐ No If YES, specify institution and degree. **Make sure your degree is posted on your Polk transcript.**

Have you previously been enrolled in the nursing program at Polk State College or any other nursing program that prepares graduates to sit for the RN Licensure Examination (NCLEX-RN)? ☐ Polk State ☐ Other ☐ No

If you answered YES to the previous question, please indicate where and when and explain your reasons for not completing the option, including academic dismissal.

Are you a veteran? ☐ Yes ☐ No

If YES, specify branch of service, length of service, and military job:

Attach a copy of your DD214 to this application.

I certify that I have read and understand the preceding standards regarding licensure as a registered nurse in the State of Florida and that the information I have provided in this application is current and accurate.

Applicant Signature

Date