May 6, 2015

Admission to Nursing Program, GENERIC OPTION August 2015

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 for Admission must be completed in its entirety, notarized and returned to an Academic Advisor at any of the Polk campuses/centers by the close of business (7:00 pm) on Monday, June 1, 2015. THERE WILL BE NO EXCEPTIONS TO THIS DEADLINE. 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. PLEASE NOTE: ALL ADVISORS WILL BE INVOLVED IN EMPLOYEE TRAINING ON FRIDAY MAY 29 AND THERE WILL BE NO ONE TO ACCEPT YOUR APPLICATION ON THAT 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 pre-requisite courses during the summer term, attach a copy of your record that shows enrollment in those classes. This is especially important if you are taking classes somewhere other than Polk State. If you have sufficient points in the selection process to be accepted for admission but do not satisfactorily complete required summer 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 65 on the TEAS-V test, 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.

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, signing of affidavits attesting to the non-comittance of specific criminal acts, 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 sign-off on your application. 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 point system based primarily 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 other factors such as 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 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. We wish you the best in the application process.

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

Please mark your calendar that there will be a mandatory class meeting on Friday, July 10, 2015 for students accepted for admission and for those notified of being an alternate. The meeting is scheduled for 9:00 am to 3:00 p.m. in WST 126 (Student Center) 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.

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 these documents will cost you approximately $200 and you will need a credit card to process the orders for these documents. Everything will not be needed all at once but plan that you will have this expense shortly after the class meeting. This does not include the additional expenses of physical exam and immunizations that you need to be prepared for.

Also mark your calendar that there will be an additional meeting 8:30 to 4:00 on August 21st just before the start of classes for more course-specific orientation information.

PLEASE REMOVE THIS PAGE BEFORE SUBMITTING APPLICATION.
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&PII, you are strongly encouraged to wait before applying. Otherwise you will be taking Nursing 1, Pharmacology, and A&PI 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 class all day 8:00 to 4:00 on Tuesday and a half-day on Thursday, which may be morning or afternoon, depending on what you register for. In addition, you will have an 8-hour clinical day which may be day shift (usually 6:30 am to 3:00 pm) 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 use all five of them so you will need reliable transportation. You will have Pharmacology on Wednesday evenings, 5:00 pm to 9:00 pm. 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.

The classes will require access to a computer with a reliable Internet connection. 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 $1600, it will be about $1000 for texts plus the cost of uniforms, clinical shoes, etc.

PLEASE REMOVE THIS PAGE BEFORE SUBMITTING APPLICATION.
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)

Social Security Number: ____________________________

Polk Student ID #: ____________________________

Home Mailing Address: ** ____________________________

City: ____________________________ County: ____________________________ State: ____________________________ ZIP Code: ____________________________

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

E-mail: ____________________________

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

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. In addition, 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. Accordingly, the application for licensure in the State of Florida includes the following 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

If your answer to any of these questions is “yes”, you must make an appointment with the Director of the Nursing Program (call 297-1039 for appt) prior to the close of the application period for your date of desired admission regarding eligibility for enrollment in the nursing program. Please bring copies of court papers related to the charges when you come for this appointment. All students applying 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 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.

I certify that I have read and understand the above standards regarding licensure as a registered nurse in the State of Florida.

__________________________
Applicant Signature

__________________________
Date
I have counseled the above identified applicant regarding the licensing process in the State of Florida in relation to previous criminal convictions.

Director of Nursing Program

Date

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 option at Polk State College or any other nursing option 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.
_____________________________________________________________________________________

CERTIFICATION AND AUTHORIZATION TO INVESTIGATE

I hereby certify that the facts set forth in the above application are true and complete to the best of my knowledge and I understand that discovery of the falsification of this information will result in my being denied admission and/or my prompt dismissal from the Nursing Program. The Polk State College Department of Nursing is hereby authorized to make any investigation concerning information that is deemed necessary by the Department to determine my suitability to practice as a registered nurse during the selection process and/or during my tenure as a student, if admitted to the Nursing Program.

________________________________________________________
Applicant Signature

Date

Sworn to and subscribed before me at Polk County, Florida this ___________ day of ____________, 20__________

________________________________________________________
Notary Public or other officer authorized to take acknowledgement

Personally known OR Produced Identification

Type of Identification Produced

Polk State College is committed to and encourages equal opportunity/equity/access for its programs, services and activities.