



APPLICATION for ADMISSION
to the Jackson College Nursing Program for

PRACTICAL NURSE
CERTIFICATE (PN-C)

I wish to be considered for acceptance into the Jackson College Practical Nurse Certificate Program for the following year:

MARCH 20____ MED ASST. CERT.

Program Application Fee: \$50.00

Once a year

Fee Collected Receipt Attached

NAME _____
First Name MI Last Name

PREVIOUS LAST NAME(S) _____

ADDRESS _____

CITY _____ ZIP _____ BIRTH DATE _____

STUDENT # _____ HOME/CELL PHONE(s) _____

EMAIL ADDRESS _____
(Only student's Jackson College e-mail address will be used)

COMPLETED OR BE ENROLLED IN BY THE APPLICATION DEADLINE: December 20

- ◆ BIO 132 or BIO 253 & 254 - 2.5 required - (See Pg. 3, #5 for Details),
- ◆ Take the Kaplan (Kaplan Admission Assessment): (See Pg. 3, # 4 for Details) See the JC Web Site Nursing Department for sign up instructions.

For each criterion listed below, please fill in an appropriate response:

If completed-indicate grade, if currently enrolled, or expected enrollment-indicate completion date. BIO 132 or BIO 253 must be completed prior to the application deadline. BIO 254 must be completed prior to beginning the program.

Kaplan _____ BIO 132 _____
or
BIO 253 _____ & BIO 254 _____

ALL TRANSCRIPTS MUST BE RECEIVED BY THE APPLICATION DEADLINE

I UNDERSTAND ADMISSION INTO THIS PROGRAM IS NOT GUARANTEED

Students MUST consult with a Student Success Navigator. The Navigator's signature indicates that the Application Procedure Requirements have been explained to the applicant. The student's signature verifies that all the admission requirements have been met.

Student Signature Date Student Success Navigator Signature Date

**Applicant must be 18 years of age by program start date and awarded their High School diploma prior to graduation from any Jackson College nursing program.*

Application and transcript receipt deadlines: December 20th: **ADMISSION IS NOT GUARANTEED**



Permission to Contact Student with Jackson College Messages

Jackson College is committed to providing the best customer service possible while protecting our students' privacy. Exemplary customer service can include friendly reminders and messages.

By providing this phone number, I consent to Jackson College leaving messages (voicemail, text messages and/or verbal messages with any person or automated device who answers at this number) with specific information related to Jackson College (course enrollment, appointments, advising, financial aid, payments, admission, etc.).

Phone Number _____

Signature _____

Name _____

Date _____

PRACTICAL NURSE – CERTIFICATE (PN-C) PROGRAM

GENERAL INFORMATION:

The Practical Nursing - Certificate (PN-C) program begins in March of every year and concludes in May of the following year. The program consists of integrated lectures, labs, clinicals and simulations conducted in approved clinical education affiliates. The program prepares students to demonstrate competency in providing nursing care in a variety of health care settings and for employment in the field of licensed practical nursing. Candidates who successfully complete the PN-C program are eligible to take the National Council Licensing Exam (NCLEX-PN). Passing the NCLEX-PN is required in order to become licensed as a professional licensed practical nurse (LPN).

PN-CERTIFICATE CURRICULUM OVERVIEW:

Minimum credits:	33		
Minimum cumulative GPA:	2.0	Minimum Jackson College credits:	29
Minimum grades:	2.0 in PNC courses.	MACRAO agreement:	No

PN-CERTIFICATE RELATED REQUIREMENTS: (4 credits)

BIO 132	Human Biology (4 credits)
or	
BIO 253	Human Anatomy & Physiology I (4 credits)
and	
BIO 254	Human Anatomy & Physiology II (4 credits)

PNC NURSING COURSE REQUIREMENTS: (29 credits)

PNC 110	Foundations of Practical Nursing (5 credits)	PNC 130	Medical-Surgical Nursing II (5.5 credits)
PNC 111	Foundations Skills Lab (1 credits)	PNC 140	Medical-Surgical Nursing III (3 credits)
PNC 112	Practical Nurse Pharmacology I (2 credits)	PNC 150	Maternal/Newborn Concepts (2 credits)
PNC 113	Practical Nurse Pharmacology II (1 credit)	PNC 160	Pediatric Concepts (2 credits)
PNC 120	Medical-Surgical Nursing I (5.5 credits)	PNC 170	Entry into Practice (2 credits)

- ◆ Students are encouraged to work closely with their Student Success Navigator when developing a plan of study.
- ◆ All Science classes must be taken within 8 years of application with a minimum grade of 2.5. Withdrawals and repeats also have an 8-year limit. **BIO 132 or BIO 253 must be completed prior to the application deadline.**
- ◆ Nursing courses **MUST** be taken in sequence.
- ◆ 1st Semester PN-C classes are on a different academic calendar than other classes. It is referred to as a “late start-Spring Semester” with the 1st semester courses starting in March. There is a short break from mid-July until late-August between the 1st and 2nd semesters. The 2nd and 3rd semesters align with the College academic calendar.
- ◆ Students are required to complete an ATI Review as part of the curriculum in order to graduate. The ATI preparation program is part of the 3rd semester course work, and the cost is included in the course fees of the 3rd semester courses.

The Nursing Department reserves the right to change admission requirements, the curriculum, program requirements and policies at any point in time. Students who remain in good standing will complete requirements in their catalog of entry.

APPLICATION INFORMATION

Students must apply for admission to the PN-C program and must do so by the application deadline.

Admission is Competitive. There Is No Guarantee of Admission Regardless of Completion of Minimum Course Requirements or Point Rubric Total. It is the student's responsibility to understand and adhere to the specific admission criteria. Admission is based on a point system which factors in the GPA of required courses, past educational achievements or certifications, and academic history. In addition, the Kaplan assessment must be taken, and decision scores achieved. Students with the highest points will be admitted based on space availability. The selection process is subject to change.

A Student Success Navigator's signature is required on the application form. The navigator's signature and student's signature on the application indicates that the point system has been explained by the navigator and the student understands the application process. Navigators are available in Student Services and at all Extension Centers. Students may contact Jackson College Advising at 796-8425 or JCA Advising@jccmi.edu for an appointment. Students are required to meet with a navigator prior to beginning required courses and each semester thereafter.

Most of Jackson College's clinical sites are subject to Act 303 of the Public Acts of 2002, amended April 1, 2006, of the State of Michigan which restricts persons with certain criminal convictions from having access to vulnerable populations. Therefore, the agreements that Jackson College has with these organizations require that as a condition of admission, all students will be subject to a fingerprint-based Criminal Background Check, including an FBI check. Some criminal convictions may cause for a student to **NOT** be admitted into any nursing program at Jackson College. The same stipulation also applies after admission. Conviction of an exclusionary crime would result in dismissal from the program. Following graduation, application for licensure may be denied by the State for some convictions. Exclusion periods are based on the nature of the conviction and range from 1 year to permanent. Visit the Michigan Long Term Care Partnership web site for more information.

www.miltcpartnership.com/MainSite/W1.aspx

If you have questions about this requirement Jackson College Safety and Security at 517-796-8620 or email SECURITY@jccmi.edu.

In addition, all nursing students must pass a drug screen as a condition of admission into the PN-C program. Students will register and pay for the initial drug screen, fingerprinting, and background check through Viewpoint Screening, an outside vendor. Some clinical settings require periodic or random drug testing. While enrolled in the program, a student may be asked to submit to a drug test if there is reason to believe the student is under the influence of alcohol or other drugs.

If there is evidence that a student is under the influence of alcohol or other drugs while in the classroom or during clinical assignment, the nursing student will be:

- ◆ *Removed from the classroom or clinical area immediately.*
- ◆ *Subject to drug & alcohol testing.*
- ◆ *Experience disciplinary action - up to and including dismissal from the program.*

Following graduation, applicants for nursing licensure will be subjected to another criminal background check and will be asked about substance use.

- ◆ ***Students bear the cost of any Drug Screen***

APPLICATION PROCEDURE - BE SURE TO COMPLETE ALL THE STEPS

- 1) Meet with a Student Success Navigator. Submit your completed Jackson College admission application either online, fax or mail and indicate 'Practical Nursing-Certificate' (PN-C) as the Jackson College program of study. It is important the program major is coded properly in the college computer system. Applicants must be a high school graduate or have high school equivalency such as a G.E.D.
- 2) As directed by the navigator, complete Jackson College course placement assessments in writing, reading and math. Utilize the results to register for the appropriate classes. Discuss with the navigator the sequence of courses to select. Students with limited or no prior science studies may need to take additional courses to prepare for the required science pre-requisite courses. Be advised, students without withdrawals, repeats or course failures are more likely to be selected for entry into the nursing program. **Students must complete BIO 132 or BIO 253 prior to the application deadline.** Points will be calculated for either BIO 132 or BIO 253 and BIO 254.
- 3) Send official transcripts from ALL colleges previously attended to Student Services Office.
 - ◆ *Applicants: Transcripts are due by December 20th*

To better serve students, Jackson College utilizes the National Student Clearinghouse for transcript requests. Complete the entire process online and track the status of your order. You need an email account and a valid major credit or debit card for the fee. Click below to get started.

https://tsorder.studentclearinghouse.org/school/select?_afrRedirect=2199293552451914

It is the student's responsibility to confirm that transcripts have arrived.

IF TRANSCRIPTS ARE NOT ON FILE BY THE APPLICATION DUE DATE THE APPLICATION WILL BE INVALID

- 4) After successfully completing all foundational course work, take the standardized Kaplan Admissions Assessment Test. Students must achieve a minimum 52.00% or higher composite score to be eligible for an additional 30 points in their overall cumulative admissions score. Applicants scoring under 52% may still be eligible to apply. The Kaplan must be completed by December 20 for Spring Application. *Only two attempts will be allowed to obtain the decision scores, with a mandated 30-day remediation period between attempts. (See complete Kaplan policy on the Jackson College Nursing website)*
- 5) Satisfactorily complete the remaining prerequisite courses:
BIO 254 (2.5 or higher)
- 6) After your Student Success Navigator has signed the secondary PN-C Application, (top sheet of this information packet), he/she will electronically submit it to the Nursing Coordinators Office. The student and the navigator will receive an email (Jackson College email only) acknowledging receipt of the application. ***Attach the \$50.00 Program Application Fee receipt to the application.***
- 7) **Application Deadline:** December 20 for late-start Spring Semester.
- 8) Meet Technical Standards for Admission to the Nursing Program. *(See pages 8 & 9)*

Guaranteed Seats for PN-C Programs

Jackson College Medical Assistant Certificate Program Graduates:

- 1) Jackson College PN-C Program will hold 10 seats per admission cycle for students who have completed the Jackson College Medical Assistant Certificate Program for those students who meet the following criteria:
 - a) Complete the following within one year of graduation from the MA Program.
 - b) Students will need to indicate on the application and tell the navigator who will confirm they have completed the Jackson College MA Program.
 - c) Meet minimum pre-requisite course requirements PN-C Program – must earn a minimum of a 2.5 in either BIO 132 or BIO 253 and BIO 254
 - d) Achieve a 52% or higher on the Kaplan Entrance Exam is required for PN-C Program.
 - e) If all 10 seats fill and there are more than 10 qualified applicants' acceptance into the PN-C program will be based on the following criteria:
 - a) Highest Kaplan score on the first attempt
 - b) Highest general education GPA from Area I on the application
 - c) No withdrawals, repeats or grades less than 2.0 in required program courses
 - f) Those not offered a seat will be placed in the general application pool with points for the admission cycle.

ACCEPTANCE PROCESS

- 1) The order of acceptance of qualified applicants will be based on submitting a secondary application to the PN-C Nursing Program. Priority is given to applicants who have completed their prerequisites and have submitted their application and paperwork within the published timelines.
- 2) If there are fewer spaces available than the number of qualified applicants, or tie for the last remaining seat in the program, acceptance into the PN-C program will be based on the following criteria:
 - a) Highest Kaplan score or the first attempt
 - b) Highest general education GPA from Area I on the point scale
- 3) If an applicant is not offered a seat and wants to be considered in the next application cycle, the student must submit a new Secondary Application. However, the application fee will be waived for 1 year.
- 4) Applicants will be notified of acceptance or denial. If a student who has been accepted into the program does not achieve the required grades in pre-requisite courses in the semester prior to admission, the student will be denied admission and will need to re-apply following successful completion of the courses.
- 5) Once admitted, if a student chooses not to accept a seat in the program for that semester, he/she will need to re-apply for the next application cycle and compete with the candidates for that admission cohort.

- 6) Upon acceptance into the PN-C program, an applicant must register with Viewpoint Screening to ensure compliance with immunizations, fingerprinting, drug screen, background check and CPR certification.
- Upload to Viewpoint Screening your “**Professional Level**” CPR Certification. The course that meets this criterion is offered by the American Heart Association (CPR for the Health Care Provider). ***Only American Heart Association certification will be accepted.***
 - The JC Emergency Medical Services (EMS) Department offers CPR courses throughout the year. You may contact the Allied Health Office at **517-768-7007** to register or register online at:
<http://www.bookwhen.com/jcemsaha>

*Students may not attend clinical if their health data and CPR certification are not continuously up to date.
Failure to attend clinical may result in course failures and/or program dismissal.*

- 7) If a student has a change in any demographic information (name, address, telephone number) from the information submitted on their application, he/she **must inform the Nursing Coordinator’s Office and Student Services in writing.**
- 8) The Nursing Department sends all electronic correspondence to students via their Jackson College student e-mail accounts. No personal e-mail addresses will be used.
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POINT SELECTION – PN-C NURSING

The selection process will be based on the following point system. Only courses that have been completed and a grade awarded on the official transcript at the time of the application deadline will be considered in the point calculation.

Area I – Pre-Requisite Course Grades

1) Completion of BIO 132 (2.5 Required)

	<u>First Attempt</u>	<u>Second Attempt</u>
◆ With a grade of 3.5 or higher	5 points _____	2.5 points _____
◆ With a grade of 4.0 or higher	10 points _____	5 points _____

2) Completion of BIO 253 (2.5 Required) Human Anatomy and Physiology I:

	<u>First Attempt</u>	<u>Second Attempt</u>
◆ With a grade of 3.5 or higher	5 points _____	2.5 points _____
◆ With a grade of 4.0 or higher	10 points _____	5 points _____

3) Completion of BIO 254 (2.5 Required) Human Anatomy and Physiology II:

	<u>First Attempt</u>	<u>Second Attempt</u>
◆ With a grade of 3.5 or higher	5 points _____	2.5 points _____
◆ With a grade of 4.0 or higher	10 points _____	5 points _____

Section Total: _____

Note: Points will be awarded for only one option (either BIO 132 or BIO 253 and BIO 254 – not all three).
Grade point average of the specific prerequisite course required for the PN Program (BIO 132 or BIO 253/254).

	Grade	Credits	=	Points Earned	Credits Earned
BIO 253 (2.5 req.)	x	4	=		
BIO 254 (2.5 req.)	x	4	=		
BIO 132 (2.5 req.)	x	4	=		

$$\frac{\text{_____}}{\text{_____}} \div \frac{\text{_____}}{\text{_____}} = \text{_____}$$

- | | |
|------------------------|-------------------------|
| ◆ 2.50 – 2.74 0 points | ◆ 3.25 – 3.49 10 points |
| ◆ 2.75 – 2.99 1 point | ◆ 3.50 – 3.74 15 points |
| ◆ 3.00 – 3.24 5 points | ◆ 3.75 – 4.00 20 points |

Area I Total Points _____

Area II – Additional Educational Preparation or Certification
(NOTE: Maximum points allowed from Area II = 15)

4) Additional specific course work preparing for future AAS-N/BSN
 (BIO 220, NRS 145, CEM 131, COM 250, GEO #6, ENG 131, ENG 132, ENG 249, PSY 140,
 HIS 131 or HIS 132)

<u>Credits</u>		<u>Credit</u>	
BIO 220	4 =	ENG 131	3 =
NRS 145	3 =	ENG 132	3 =
CEM 131	4 =	ENG 249	3 =
COM 250	3 =	PSY 140	3 =
HIS 131	3 =	HIS 132	3 =
GEO 6	3 =		

- ◆ 1 – 5 credits 2 point
- ◆ 6 – 8 credits 5 points
- ◆ > 9 credits 10 points

Course work points _____

5) Current Certification or Licensure in a Health Occupation 5 points _____

Area III – Kaplan Admission Test

6) Scores are a direct percentage of the points available, i.e., if a student score 90.43% overall (cumulative) on the Kaplan Admission Test, they received 90.43% x 30 (available points) = 27.12 points. Points are not rounded and are cut off at the second decimal point (27.129 = 27.12).

- ◆ The overall (cumulative) test score is the only score considered. Scores under 52% receive zero points. Applicants scoring under 52% may still be eligible to apply.

Kaplan Admission Test Overall (cumulative) Score _____%

If 51.99% or lower: 0 points are received for the Kaplan Admission Test

If 52% or higher: _____% x 30 = Total Points _____ (30 points possible)

Area I points _____ + Area II points _____ + Area III points _____ = _____ Total points
Maximum Total Points = 85

Note: There Is No Guarantee of Admission Regardless of Completion of Minimum Course Requirements or Point Rubric Total. Admission is Competitive.

**TECHNICAL STANDARDS FOR ADMISSION
NURSING DEPARTMENT
JACKSON COLLEGE**

The Nursing Department faculty have specified the following non-academic criteria which applicants generally are expected to meet in order to participate in the Nursing Programs and professional practice. These technical standards are essential and have been developed to provide for the health and safety of the patients receiving care from the Nursing Department students.

1. **OBSERVATION** The applicant must be able to participate in all demonstrations, laboratory exercises and clinical experience and to assess and comprehend the condition of all assigned patients.
2. **COMMUNICATION** The applicant must be able to communicate with patients, health care staff, and faculty effectively.
3. **MOTOR** The applicant must have motor functions sufficient to elicit information from patients by appropriate diagnostic or therapeutic maneuvers; be able to perform basic tasks; possess all necessary skills to carry out diagnostic or therapeutic procedures; be able to interpret movements reasonably required to provide general care and emergent treatment/actions as necessary for patient safety and comfort.
4. **INTELLECTUAL/CONCEPTUAL INTEGRATIVE AND QUANTITATIVE ABILITIES** The applicant must be able to measure, calculate, reason, analyze, evaluate, and synthesize information and observations. Problem solving, the critical skill demanded of nurses requires all of these cognitive abilities.
5. **BEHAVIOR AND SOCIAL ATTRIBUTES** The applicant must possess the emotional health required for full utilization of intellectual abilities; execute appropriate medical judgement; the prompt completion of assigned or non-assigned responsibilities for care of the service to the patient; and the development of supportive and effective relationships with patients. Applicants must be able to tolerate taxing physical and mental workloads, function effectively under stress, adapt to changing environments and conditions, display flexibility and function in the face of uncertainties inherent in the clinical setting and with patients. Compassion, honesty, dependability, concern for others, interest and motivation are personal qualities which each applicant should possess.
6. **FREE OF CHEMICAL IMPAIRMENT** The applicant must be free of chemical impairment. This is defined as a person who is under the influence of or is abusing alcohol, over-the-counter medication, illegal drugs, prescribed medications, inhalants, or synthetic designer drugs. Abuse of the substances includes episodic misuse or chronic use that has produced psychological symptomology.
7. **SAFETY** The applicant must be groomed in a safe manner in the clinical area. Visible body art must be non-offensive. If it is offensive, it must be covered when in the clinical setting and lab simulation. This policy can be superseded according to Institutional Policy of the clinical facility. Body piercing jewelry, other than ear piercing must be removed. Very young children and patients with an altered mental status may be adversely affected by tattooing or body piercing.

**TECHNICAL STANDARDS AND FUNCTIONS THAT ARE REQUIRED
TO SUCCESSFULLY COMPLETE AN ASSOCIATE IN APPLIED SCIENCE NURSING DEGREE
OR CERTIFICATE IN PRACTICAL NURSING**

STANDARDS

Vision sufficient to see fine detail, and sufficient to be able to read and accurately complete reports in charts.

Speech sufficient to be understood by others; ability to understand the communication of others.

Hearing sufficient to understand the spoken word, hear variations in physical assessment findings.

Physical coordination including fine motor functions sufficient to perform nursing procedures accurately, efficiently and safely.

Sufficient muscle strength and lower back and knee stability to lift patients in a safe manner. Able to stoop when necessary.

Sufficient psychological stability and knowledge of techniques/resources to be able to respond appropriately and efficiently in-patient care situations.

Free of Chemical Impairment during participation in the nursing program including classroom, laboratory and clinical settings.

Sufficient endurance to walk for extended periods of time, up to twelve hours per day.

Ability to learn technical, medical, and pathophysiological information.

Physical appearances free of visible tattoos and body piercing jewelry in the clinical area.

FUNCTIONS

Observing patient's skin color, measuring exact amounts of parenteral medications. Reading and completing of charts and reports.

Communicating with patient and health care team.

Listening to patients and other health care staff including phone conversation. Auscultate lung sounds, hearts sounds, and bowel sounds.

Ability to perform nursing procedures such as insertion of catheters, suctioning, and applying dressings.

Lifting and transferring of patients, physically assisting patients, moving beds and equipment. Bending at the knees to empty Foley bags, lift objects off of the floor.

Recognizing and responding appropriately inpatient care situations including emergencies.

Displaying behavior that is free from signs of chemical impairment such as frequent mood swings, disappearing with as insufficient excuse, unexplained absences, and inappropriate behavior.

Nursing requires almost constant walking.

Completion of clinical and didactic components of program requires ability to learn.

Care for confused clients, children without causing harm to patient and to self.

**APPLICATION DEADLINE:
December 20 for Spring semester**