



## 2024-2025 Admissions Packet

Dear Prospective Nursing Student,

Congratulations on your decision to pursue the Practical Nursing Program at Washburn University Institute of Technology. This packet will help guide you through the application process.

The Washburn Tech Practical Nursing program is available in both a full-time, daytime program or as a part-time, evening program. Our full-time program is offered with either August or January start dates. Our part-time, evening program is offered every three academic semesters. Individuals entering this 35-credit hour program will complete academic and clinical courses to earn a certificate in Practical Nursing. The Practical Nursing graduate is then eligible to take the NCLEX-PN licensing exam. Successful completion enables the graduate to practice as a Licensed Practical Nurse (LPN).

Please review the content of this packet to get an overview of the admissions process. This information is critical for a successful application. Please read the entire packet carefully. Additionally, please make sure that your contact information is up to date with Washburn Tech Student Services as we frequently communicate with prospective students via phone, mail and email.

All requirements on the enclosed checklist must be completed prior to being considered for selection into the program. To check the status of your file, call the Admissions Office at 785-670-2200. Thank you for considering Washburn University Institute of Technology for your educational needs.

Sincerely,

A handwritten signature in black ink that reads "Pamela J. Masters". The signature is written in a cursive style.

Pamela J. Masters, MSN RN CNL  
Assistant Dean, Health Occupations  
Washburn University Institute of Technology

## Pre-Admission Checklist

The following pre-admission requirements must be completed for a student's application to be considered.

**PRIORITY DEADLINES: June 1<sup>st</sup> for August classes, October 1<sup>st</sup> for January classes (subject to change)**

*It is the applicant's responsibility to provide the required documentation by the deadline and verify that it has been received. To ensure an equitable process, a scoring rubric based upon academic performance in prerequisites, assessment scores, prior education, and healthcare experience are used during selection.*

\_\_\_\_\_ Submit the online application to Washburn Tech at [applytech.washburn.edu](http://applytech.washburn.edu).

\_\_\_\_\_ Complete necessary pre-enrollment assessment(s). The assessment requirement may be satisfied by one of the following:

- Qualifying ACCUPLACER scores.
- Qualifying COMPASS, SAT or ACT scores within the last 5 years.
- Completion of a college-level English or Math class can possibly use their grades in lieu of testing depending on the letter grade (see Admissions for more information).

\_\_\_\_\_ Provide proof of active healthcare certification or licensure (e.g., CNA/HHA, EMT, RPT, CMA/RMA).

\_\_\_\_\_ Submit all **official** transcripts.

Send **an official** final high school transcript or GED Certificate. Send **official** transcripts from ALL current and previously attended colleges/universities. If you attended Washburn University, Washburn Tech has access to your transcripts.

*Transcripts must be official—sent directly from the school(s) you attended to the Registrar at Washburn Tech. If the Institution has the capability, official transcripts can be sent via email, to [tech-transcripts@washburn.edu](mailto:tech-transcripts@washburn.edu). Please submit your online application before sending transcripts.*

\_\_\_\_\_ Complete prerequisite coursework (with a "C" or better)

- Anatomy and Physiology - must be at least 6 credit hours, with a lab, and within last 5 years
- Nutrition - must be 3 credit hours
- Human Development - must be 3 credit hours

\_\_\_\_\_ Take the **ATI TEAS Assessment**. Students must earn a **composite score of 55 or higher** within the past two years to be considered. We recommend students complete pre-requisites prior to taking the TEAS. See Admissions for information about registering for the test at Washburn Tech.

\_\_\_\_\_ Submit Practical Nursing Program application (the last two pages of this packet) to Washburn Tech. Applications can be emailed to [tech-info@washburn.edu](mailto:tech-info@washburn.edu) or your admissions counselor, or dropped off in person at Washburn Tech Student Services Office at 5724 SW Huntoon Street, Topeka, KS 66604.

## PN Program Information

Program and prerequisite courses require students to have knowledge of and access to computers and reliable internet access. Students will be required to submit homework online, download documents, and use e-mail.

Prerequisite courses are available to take at Washburn Tech. Contact Admissions for more information.

### Full-time day program

- A new Level 1 cohort begins twice per year (August and January)
- Instructional hours: Monday-Friday 8:00am-2:55pm
- Clinical hours vary-could be as early at 5am; occasional weekends may be required
- Times for all programs are subject to change
- Some courses are taught as a hybrid course, meaning a mixture of in-person and online delivery modality.

### Practical Nursing Course Requirements

Course Number	Course Name	Credit Hours
<b>Prerequisites</b>		
HCT 136 & 137	Anatomy and Physiology with Lab	6
HCT 141	Nutrition	3
HCT 134	Human Growth & Development	3
<b>Prerequisite Total</b>		<b>12</b>
<b>Level 1</b>		
PNS 121	Strategies for Success	2
PNS 101	KSPN Foundations of Nursing	4
PNS 115	KSPN Foundations of Nursing Clinical	2
PNS 145	KSPN Fund of Pharm & Safe Med	2
PNS 152	KSPN Nursing Care of Adults I	5
PNS 155	KSPN Nursing Care of Adults I Clinical	2
<b>Level 1 Total</b>		<b>17</b>
<b>Level 2</b>		
PNS 212	KSPN Nursing Care of Adults II	5
PNS 215	KSPN Nursing Care of Adults II Clinical	3
PNS 232	KSPN Care of Aging Adults	2
PNS 235	KSPN Mental Health Nursing	2
PNS 221	KSPN Material Child Nursing	2
PNS 226	KSPN Material Child Nursing Clinical	1
PNS 242	KSPN Leadership, Roles & Issues	2
PNS 245	NCLEX-PN	1
<b>Level 2 Total</b>		<b>18</b>
<b>Program Total</b>		<b>35</b>

**Part-time evening program**

- A new Level 1 cohort begins every three semesters (January 2025, August 2026)
- Instructional hours: Monday-Thursday 5:00pm-9:00pm
- Clinical hours vary-could be Friday, Saturday, and Sundays
- Times for all programs are subject to change
- Some courses are taught as a hybrid course, meaning a mixture of in-person and online delivery modality.

**Practical Nursing Course Requirements**

<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hours</b>
<b>Prerequisites</b>		
HCT 136 & 137	Anatomy and Physiology with Lab	6
HCT 141	Nutrition	3
HCT 134	Human Growth & Development	3
<b>Prerequisite Total</b>		<b>12</b>
<b>Semester 1</b>		
PNS 121	Strategies for Success	2
PNS 101	KSPN Foundations of Nursing	4
PNS 115	KSPN Foundations of Nursing Clinical	2
PNS 145	KSPN Fund of Pharm & Safe Med	2
<b>Semester 1 Total</b>		<b>10</b>
<b>Summer Session</b>		
PNS 232	KSPN Care of Aging Adults	2
PNS 235	KSPN Mental Health Nursing	2
<b>Summer Total</b>		<b>4</b>
<b>Semester 2</b>		
PNS 152	KSPN Nursing Care of Adults I	5
PNS 155	KSPN Nursing Care of Adults I Clinical	2
PNS 221	KSPN Material Child Nursing	2
PNS 226	KSPN Material Child Nursing Clinical	1
<b>Semester 2 Total</b>		<b>10</b>
<b>Semester 3</b>		
PNS 212	KSPN Nursing Care of Adults II	5
PNS 215	KSPN Nursing Care of Adults II Clinical	3
PNS 242	KSPN Leadership, Roles & Issues	2
PNS 245	NCLEX-PN	1
<b>Semester 3 Total</b>		<b>11</b>
<b>Program Total</b>		<b>35</b>

Note: English as Second Language applicants will be considered for the program when they pass the TOFEL exam and the entrance exams in Reading for Information and applied Math at the required levels for entrance into the program. College level English is encouraged for ESL students, although not required.

## Acceptance Process

First-time applicants will be notified in writing of their acceptance or placement on the reserve list. Applicants must respond in writing, indicating their plan to accept or decline enrollment in the nursing program by the date designated in the notification letter. If there has been a gap in enrollment at Washburn Tech, an enrollment fee of \$50 must be paid when accepting a seat. Failure to respond by the established deadline will result in forfeiture of a seat in the Practical Nursing program.

Applicants not selected for admission will receive a denial letter and are eligible to apply for the next cohort by the application deadline. Applicants will need to submit a new application to the Practical Nursing program.

## Readmission Process

Students previously enrolled in the Practical Nursing clinical core who did not complete the program and are reapplying for selection will be considered following selection of first-time applicants. Students applying for readmission to the program are not guaranteed a seat in the program. Students applying for readmission must complete the reapplication process. See Admissions for details.

## Student Responsibilities upon Entrance of Program

Washburn Tech has partnered with *Verified Credentials* to track student health clearance records and conduct pre-entrance background checks and drug screens. Students will be assessed a fee upon signing up on the *Verified Credentials* website and will be responsible for paying the fee. The list of documents and immunization records that should be uploaded into Verified Credentials prior to the start of the semester includes:

- Background Check—Washburn Tech requires a background check prior to starting classes. *Verified Credentials* will conduct the background check. If your background check provides adverse information that may prohibit your ability to attend clinicals or take the Practical Nurse Licensure Exam, become employed or licensed, you may not be able to start and/or complete the Practical Nursing program.
- Drug Screen— *Verified Credentials* will provide a list of available and nearby resources where students can obtain the drug screen.
- Physical exam—A physical examination must be completed before entering the program and must have been obtained within three months prior to starting the program. Students accepted into the program will receive a physical examination worksheet for their doctor to complete.
- Current immunizations required:
  - MMR—Documentation of two vaccines *or* titer demonstrating positive immunity.
  - Tdap—Documentation of a tetanus/diphtheria vaccination (Tdap) given within the past 10 years.
  - Hepatitis B—Documentation of a three-series vaccination *or* titer demonstrating positive immunity.
  - Varicella (chicken pox)—Documentation of two vaccines *or* titer demonstrating positive immunity —**WE WILL NOT ACCEPT HISTORY OF CHICKENPOX.**
  - Flu Vaccine—Documentation of vaccination appropriate for the influenza season (October through May) occurring during the student’s enrollment in the program.
  - Covid-19 Vaccine/Series- Our clinical partners require students to have the Covid-19 vaccine in order to complete clinical hours. Due to accrediting body and program clinical requirements, Washburn Tech cannot guarantee that requirements for program completion can be met when a student is not vaccinated.

- TB skin test (or chest X-ray)—Documentation of a one-step tuberculosis skin test result within one month prior to the start of the semester (must remain current through the length of program).
- Current healthcare and CPR certifications (must maintain throughout the PN program):
  - Acceptable CPR certification must be American Heart Association Basic Life Support for Healthcare Providers or American Red Cross CPR/AED for Professional Rescuers and Healthcare Providers.
  - Unacceptable CPR certification includes HeartSaver or any lay person CPR
- Proof of medical insurance coverage (Washburn University has plans available for students. Please contact Washburn University Student Health Services for more information)

### **Disability**

The Assistant Director for Student Accommodations is responsible for assisting in arranging accommodations and identifying resources at Washburn Tech for individuals with disabilities. Qualified students with disabilities MUST register and provide medical documentation from a qualified licensed professional with the office to be eligible for services. New requests for accommodations should be submitted prior to the date services should begin ideally at the beginning of the semester; however, contact the Assistant Director for Student Accommodations as soon as a need may arise. The Assistant Director for Student Accommodations coordinates and assists in arranging services it deems appropriate for eligible students on a case- by-case basis related to accommodations within Washburn Tech.

If you are a student with a disability that may substantially limit your ability to participate in this class and believe you will need accommodations, it is your responsibility to contact:

**Washburn Student Accessibility  
Services Mk Hunt, Assistant  
Director**

Location: Building A, Student Services North  
Phone: 785-670-3364  
E-Mail: [mk.hunt@washburn.edu](mailto:mk.hunt@washburn.edu)

### **Non-Discrimination**

Washburn University [prohibits discrimination](#) on the basis of race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, veteran status, or marital or parental status. The following person has been designated to handle inquiries regarding the non-discrimination policies: Michelle Godinet, Equal Opportunity Director/Title IX Coordinator, Washburn University, 1700 SW College Ave, Topeka, Kansas 66621, 785.670.1509, [eodirector@washburn.edu](mailto:eodirector@washburn.edu).



# Washburn Tech Practical Nursing Program Application

Note: You **MUST** submit an online application prior to submitting this application: [applytech.washburn.edu](http://applytech.washburn.edu).

**Fall Cohort (August Start):** Applications are accepted March 1 through June 1  
**Spring Cohort: (January Start):** Applications are accepted August 1 through October 1  
Completed applications are to be submitted to Washburn Tech’s Admissions Office.

## Applicant Information

### Name

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(First) (Middle) (Last)

### Current Mailing Address

Decision letter will be mailed to this address

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Street City State, ZIP Phone

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Email Washburn ID Number (WIN)

Indicate the start date you are requesting. Please note that your request date does not guarantee your acceptance into that specific date.

- Fall 2024 Full-Time Day       Spring 2025 Part-Time Evening       Spring 2025 Full-Time Day

### Prerequisite Coursework

Prerequisite	Institution	Semester and Year	Grade Received
Anatomy & Physiology <small>Completed within the past 5 years</small>			
Nutrition			
Human Development			

### TEAS Assessment

Completed within the past two years

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Date: Score:

### Education

Please list any degrees received, if any (i.e., associate degree, bachelor’s degree)

Institution	Degree Received

### Healthcare Credentials

Credential	Certification/Licensure Number	Institution/Organization Granting Certification/Licensure	Expiration Date

#### **PN Program Questionnaire**

Have you ever been accepted into the Washburn Tech PN nursing program?

Yes, Date: (MM/YY): \_\_\_\_/\_\_\_\_

No

Have you ever been accepted into a nursing program?

Yes, Program: \_\_\_\_\_

No

If yes, do you plan to transfer any nursing credits to Washburn Tech and request advanced standing in our nursing program?

Yes

No

Please list the nursing courses that you plan to transfer to Washburn Tech:

*By signing below, I certify that the information listed above is truthful and accurate.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please Note:** Applicants to the nursing program should be aware that certain criminal convictions would deny or restrict access to a Kansas nursing license. Specific information about these convictions is identified in Kansas Law (KSA-65-1120). Please check with the Kansas State Board of Nursing (785-296-4929) if you have questions.

#### For Office Use Only (Please leave blank)

	Test Score	College Course	Comments
Accuplacer Reading			
Accuplacer Arithmetic			
SOAHOLD	<input type="checkbox"/> Has Holds	<input type="checkbox"/> No Holds	
EFEE Needed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Readmit to core	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Need New Online Application	<input type="checkbox"/> Yes	<input type="checkbox"/> No	