Dear Prospective Nursing Student,

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

The Washburn Tech Practical Nursing program is available in both a full-time, day time format or as a part-time, evening program. Our full-time program is offered with August and January start dates. Our part-time, evening program is offered every three academic semesters. Individuals entering this 48 credit hour program will complete academic and clinical courses to earn a certificate in Practical Nursing. The PN 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 as we frequently communicate with prospective students via phone, mail and e-mail.

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 Tech for your educational needs.

Sincerely,

Belinda Eckert, MSN, APRN

NOTICE: 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.

Washburn Institute of Technology (Washburn Tech) prohibits discrimination on the basis of race, color, sex, religion, age, national origin, ancestry, disability, marital or parental status, sexual orientation/gender identity, genetic information or other non-merit reasons, in programs and activities, admissions, educational programs or activities and employment, as required by applicable laws and regulations. The follow person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Pamela Foster, Equal Opportunity Director, Washburn University, 1700 SW College Ave., Topeka, Kansas 66621, 785.670.1509, eodirector@washburn.edu.
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Pre-Admission Checklist
The following pre-admission requirements must be completed for a student to be considered for the selection process.

DEADLINES: June 1st for August classes, November 1st 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. In order to ensure an equitable process, a scoring rubric based upon academic performance in prerequisites, assessment scores and references are used during selection.

____ Apply to Washburn Tech. Applications are submitted online at www.washburntech.edu.

____ Take necessary pre-enrollment assessment(s)* (Students who have qualifying COMPASS, SAT or ACT scores within the last 5 years, may use those. Students who have completed a college level English or Math class can possibly use their grades in lieu of testing depending on the letter grade. See an Admissions Counselor for details.)

____ Complete Kansas Certified Nurse Aid course. Provide proof of your active Kansas Certified Nurses Aid license (available to print on the KSDHE website).

____ Submit official high school or GED transcripts

____ Complete prerequisite coursework (with a “C” or better)
   Anatomy and Physiology-must be at least 6 credit hours and within last 5 years with lab
   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 to be considered. We suggest students complete pre-requisites prior to scheduling the TEAS.

____ Submit all official college transcripts to Washburn Tech
   Prerequisite coursework taken at another institution must be accepted by the Washburn Tech Student Records Administrator.

____ Apply to the Washburn Tech nursing program (Application is in this packet.)

Revised 5.3.18
Program Information

Program and prerequisite courses require students to have knowledge of and access to computers. Students will be required to submit homework online using Microsoft Word, download information and use e-mail. Laptops are not required in the classroom unless specified by the instructors.

Prerequisite courses are available to take at Washburn Tech, including Certified Nurses Aide classes. In order to enroll in prerequisites, you must have an application on file and meet with a Recruiter or Advisor. CNA courses run through our continuing education program and offered on a regular basis. For more information about CNA class availability, contact Teresa Vasquez at 785-670-3353.

Full-time program
- Students are accepted twice a year (August and January)
- Instructional hours--Monday-Friday 8:00am-2:55pm
- Clinical hours vary—could be as early at 6am; occasional weekends may be required
- Times for all programs are subject to change

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>HCT 132 &amp; 133</td>
<td>Anatomy and Physiology</td>
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<tr>
<td>HCT 141</td>
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<td>PNS 101</td>
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<td><strong>Level 2 Total</strong></td>
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Part-time program

- Students are accepted every three semesters (January 2019, August 2020)
- 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

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<thead>
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<th>Credit Hours</th>
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<tbody>
<tr>
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<td>HCT 141</td>
<td>Nutrition</td>
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Semester 1

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<td>PNS 101</td>
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<td>PNS 115</td>
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Semester 2

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<td>PNS 166</td>
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<td>PNS 221</td>
<td>KSPN Material Child Nursing</td>
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Summer Session

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<td>PNS 240</td>
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Semester 3

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<td>PNS 216</td>
<td>KSPN Medical Surgical Nursing II Clinical</td>
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<tr>
<td>PNS 250</td>
<td>PN Role Development</td>
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<td>PN Role Development Clinical</td>
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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.

Revised 5.3.18
Acceptance Process

*In order to ensure an equitable process, a scoring rubric based upon academic performance in prerequisites, TEAS composite score, and additional allied health credentials beyond CNA. Tie-breakers will be determined via an interview process. From there, the top applicants will be selected.* 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. In addition, an enrollment fee of $50 must be paid when accepting a seat in the program unless the student has already paid the enrollment fee during the completion of prerequisite courses. Failure to respond by the established deadline will result in forfeiture of a seat in the Practical Nursing Program.

Reapplication Process

Applicants who are not selected for admission must reapply for the next class by the application deadline. Applicant will need to submit an application to the Practical Nursing program.

Student Responsibilities upon Entrance of Program

- Background Check—Washburn Tech requires a background check prior to starting classes. 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.
- 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 who are accepted into the program will receive a physical examination worksheet for their doctor.
- Current immunizations are required.
  - MMR documentation (titer date or first and second dates required)
  - Tetanus (Good for 10 years)
  - Diptheria (Good for 10 years)
  - Pertussis vaccine (Good for 10 years)
  - Current negative TB skin test (must remain current through the length of program enrolled in)
  - Hepatitis B series or titer
  - Varicella (chicken pox) titer or vaccination—*WE WILL NOT ACCEPT HISTORY OF CHICKENPOX*

*Washburn Tech has partnered with Verified Credentials to track student health clearance records, and conduct pre-entrance background checks and drug screens, effective January 2018. Students will be assessed a fee upon signing up on the Verified Credentials website and will be responsible for paying the fee.*

- CPR for the Healthcare Provider or for the Professional Rescuer (CPR – Health Care Providers course offered at Washburn Tech)
- Proof of insurance coverage (Washburn University has plans available.)
Washburn Tech Practical Nursing Program Application

Note: You **MUST** apply online to the college prior to submitting this application. Completed applications are to be submitted to the Washburn Institute of Technology’s Admissions Office.

Name__________________________________________
(First) (Middle) (Last)

Date_____________________________ Phone____________________________________

Admission File DUE DATES:  June 1st for August start.  November 1st for January start.

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

☐ Day-Fall Semester (August)  ☐ Day-Spring Semester (January)  ☐ Evening-January 2019

Prerequisite Information

*Please indicate course number and college you took your prerequisites/coursework at.*

<table>
<thead>
<tr>
<th>Prerequisite</th>
<th>Course Number</th>
<th>College</th>
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<th>Grade</th>
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<td>Nutrition</td>
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<td>Human Development</td>
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Educational Background

<table>
<thead>
<tr>
<th>Degree</th>
<th>Institution</th>
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*All official transcripts must be submitted to Washburn Tech prior to the deadline.*

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<thead>
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<th>Assessment Scores</th>
<th>HealthCare Credentials</th>
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<td>CMA</td>
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<td>EMT</td>
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<td>Phlebotomist</td>
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<td>Other:</td>
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Student Signature_________________________________________ Date_________________________________________

Revised 5.3.18