



2023-2024 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, flowing style.

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

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: Equal Opportunity Director, Washburn University, 1700 SW College Ave., Topeka, Kansas 66621, 785.670.1509, edirector@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, October 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 applytech.washburn.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 Aide course. Provide proof of your active Kansas Certified Nurse Aide license (available to print on the KSDHE website).

_____ Submit all **official** transcripts.

Send **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. Please apply to the college 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 suggest students complete pre-requisites prior to taking the TEAS.

_____ Submit application to the Practical Nursing program (the last two pages of this packet) to your Admissions Counselor or Program Advisor (can be mailed, emailed, or dropped off in person)

PN 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 Nurse's Aide classes. In order to enroll in prerequisites, you must have an application on file and meet with a Recruiter or Advisor.

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 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
Prerequisites		
HCT 136 & 137	Anatomy and Physiology with Lab	6
HCT 141	Nutrition	3
HCT 134	Human Growth & Development	3
Prerequisite Total		12
Level 1		
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
Level 1 Total		17
Level 2		
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
Level 2 Total		18
Program Total		35

Part-time program

- Students are accepted every three semesters (August 2023, January 2025)
- 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.

Course Number	Course Name	Credit Hours
Prerequisites		
HCT 136 & 137	Anatomy and Physiology with Lab	6
HCT 141	Nutrition	3
HCT 134	Human Growth & Development	3
Prerequisite Total		12
Semester 1		
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
Semester 1 Total		10
Summer Session		
PNS 232	KSPN Care of Aging Adults	2
PNS 235	KSPN Mental Health Nursing	2
Summer Total		4
Semester 2		
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
Semester 2 Total		10
Semester 3		
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
Semester 3 Total		11
Program Total		35

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

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, 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.

Reapplication Process

Applicants who are not selected for admission will receive a denial letter and must reapply for the next class by the application deadline. Applicants will need to submit a new application to the Practical Nursing program. Students that have previously participated in the Practical Nursing clinical core but did not complete the program and are reapplying for selection will be considered following selection* of first-time applicants. Students applying to re-enter the program are not guaranteed a seat in the program.

*Students applying for readmission must complete the reapplication process. See an Admissions Counselor and/or Program Advisor for details.

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 clinical 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)
 - Tdap (within the last 10 years)
 - TB skin test or Chest X-ray (must remain current through the length of program enrolled in)
 - Hepatitis B series or titer
 - Flu Vaccine
 - Varicella (chicken pox) titer or two vaccines —*WE WILL NOT ACCEPT HISTORY OF CHICKENPOX*
 - 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.

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.

- 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.

August Start: Applications are accepted beginning March 1st and due June 1st

January Start: Applications are accepted beginning August 1st and due October 1st

Completed applications are to be submitted to Washburn Tech's Admissions Office.

Demographic Information

Name _____
(First) (Middle) (Last)

(Current Mailing Address) (City) (State) (Zip) ***We will mail your decision letter to this address

WIN (Washburn ID Number) _____ Phone _____

Email Address: _____

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 (Aug. 2023) Evening - Part Time - (Aug. 2023) Day - Spring Semester (Jan. 2024)

Prerequisite Information

Please indicate the college and semester/year where you took your prerequisites and received a passing grade of C or greater.

Prerequisite	College	Year taken	Grade
Anatomy & Physiology <small>(Completed within the past 5 years, no exceptions)</small>			
Nutrition			
Human Development			
Educational Background			
Degree/Certificate		Institution	
Degree/Certificate		Institution	
Degree/Certificate		Institution	
TEAS (Completed within the past two year)			
Date:		Score:	

PN Program Questionnaire:

1. Have you ever been accepted into the Washburn Tech nursing program? Yes No

2. Have you ever been accepted into another nursing program? Yes No

Program Name: _____

3. Excluding prerequisites, are you planning to transfer any nursing credits to Washburn Tech and requesting advanced standing in our nursing program?

Yes No

Program Name: _____

Please note: Transfer students must follow our policy for transferring nursing credits. The Director of Health Occupations will discuss this policy with you, if/when you are accepted into the nursing program.

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

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HealthCare Credentials (For student to fill out)		
Credential	Certification Number	Expiration Date
CNA(required)		
CMA		
EMT		
Phlebotomist		
HHA		
Other:		
Other:		

For Office Use Only (Please leave blank)		
Circle one:	Test Score	College Course
Accuplacer Reading		
Accuplacer Arithmetic		
SOAHOLD	Has Holds	No Holds
EFEE Needed	YES	NO
Readmit to core	YES	NO
Need New Online Application	YES	NO

In signing, I certify that the information listed above is truthful and accurate.

Student Signature _____ Date _____