Practical Nursing (PN) Certificate Program

Thank you for your interest in the Nursing Programs at RCC. If you are eligible (see requirements below) this packet will help you to be successful in your application process. If you need help with this process at any time, please contact a college success navigator. Upon successful completion of the practical nursing certificate curriculum, graduates are eligible to apply for the NCLEX-PN® examination leading to licensure as a practical nurse.

The nursing programs at RCC are restricted programs, meaning that there are additional requirements for enrollment over and above those required by the college. Further, there are limited resources of space and faculty to support student learning needs. Thus, the application process is rigorous and only the most qualified applicants are accepted for the limited seats available. **Submission of the application does not guarantee your acceptance into the program.** Your application must be evaluated in comparison to all others received to determine eligibility. Placement is given to eligible students within the service region based on ranking first. Remaining seats will be filled based on availability, student eligibility, and ranking.

Please ensure you have chosen the application for the program for which you intend to apply. Students may apply to both the PN Certificate Program and Associate in Applied Science Degree in Nursing. Separate applications for each program are required.. The admission team will not accept changes to your application.

Students have the opportunity to enter either Associate Degree in Nursing Program or the Certificate of Practical Nursing programs through the guaranteed admission provisions. Those who are eligible for guaranteed admission will take precedence over all other applicants to the nursing program. Students who are eligible for guaranteed admission will be placed in a program (either the PN or the ADN program), based on the decision by the admission committee.

Application Dates
Applications may be submitted according to the following procedures:

- The PN program starts in January and August. **The application will be open in August and be due by the first Monday in October for a January start, or subsequently, in January and be due by the first Monday in March for an August start.**
- No applications will be accepted beyond the cutoff dates. Please plan accordingly.
- The Admission Committee will rank eligible Guaranteed Admission applicants first and all other applicants who have completed prerequisites second. See ranking information below.
- Students previously admitted to the RCC nursing program are eligible to apply and should review the ranking order carefully.

NOTE: *Applications are due:*

- **The first Monday in October for the Practical Nursing Certificate beginning January.**
- **The first Monday in March for the Practical Nursing Certificate beginning in August.**

All applicants will be notified via __RCC email__ when accepted to the program.

Mandatory Orientation Dates

Mandatory program orientation dates will be announced.

Please plan accordingly. A second mandatory orientation may be necessary the week before classes begin.

Guaranteed Admission applicants will follow the program requirements as indicated in their acceptance letter.

Applicants Ranking for PN Program entrance:

Block 1:
Student in Service Area: https://www.rappahannock.edu/about-rcc/rcc-educational-foundation/index.html or greater than 50% of college courses taken at RCC regardless of home address

College GPA 2.0 or above

Kaplan Nursing Entrance Test Scores minimum 45% overall with a minimum of 35% in each category. Emphasis placed on Overall and Science and Math.

Point allocation for: GPA + Kaplan scores

Block 2: Outside of Service Region: https://www.rappahannock.edu/catalog/basics/location-and-facilities/ With point system and in the order as above

Block 3: Students who have had a previous unsuccessful attempt in a nursing program within three years, meeting the requirements above and in the order as above

Application Process
1) **Admission to the College**
   a) New RCC students or students that have been separated from the college for more than three years must complete a separate application for admission to RCC before applying to the Nursing Program. Applications may be obtained online at the RCC website www.rappahannock.edu or from the admissions office at the college. Please be sure to indicate the Pre-Nursing or Pre-Practical Nursing CSC as your program of interest so that you will receive current information about the nursing program.
   b) Continuing students do not need to complete another application to the college. Students who are admitted to the PN program will have their program plan changed automatically to the Practical Nursing Certificate following receipt of intent to enroll through the college registrar's office.
   c) Financial Aid: Applicants needing financial aid should complete a FAFSA form and return it to the financial aid office as soon as possible. Go to https://www.rappahannock.edu/admissions/financial-aid and meet with a financial aid advisor if you have any questions.

d) Be sure to keep your personal information updated in the Student Information System (SIS).

2) **Completion of Academic Requirements**
   Prior to application students must have:
   a) Graduated from High School or completed a General Equivalency Diploma (GED) by the time of application;
   b) Students are required to have completed the entrance requirements for the college which include a survey of math and english eligibility. For the ADN program, a minimum of MTH 154 readiness is required for admission to the program. Students that need additional math to be deemed ready should complete MDE 10 as described in the crosswalk pathway: https://www.rappahannock.edu/wp-content/uploads/2022/05/Direct-Enrollment-and-Self-Informed-Placement_Spring-2022-051722.pdf
   c) Been admitted to the Pre-Nursing or Pre-Practical Nursing Career Studies Certificate and have had a college success navigator assigned to you.
   d) Earned a cumulative GPA of 2.0 or higher in high school or in college courses taken, whichever is more recent.
   e) Completed the Kaplan Nursing Entrance Test within the past 3 years, target scores of 45% overall and 35% in each category.

   Supplemental requirements for students who have taken college courses and expect credit by transfer, or will use courses to satisfy program requirements:
   a) Transfer courses must be evaluated by the Registrar, Dean of Health Sciences, and/or Program Head of the nursing program prior to substituting these courses for required courses. Nursing courses from schools outside of the VCCS will not be transferred in for nursing program credit but may satisfy requirements in the Pre-Nursing or Pre-Practical Nursing CSC. Transfers from VCCS schools will be evaluated on a case-by-case, individual basis.
   b) *Official transcripts in sealed envelopes from all colleges and high schools must be sent to the college registrar's office unless they are RCC or VCCS transcripts. Please verify with Admission and Records that your transcripts have been received and processed before the application due date.*
   c) Students must meet the criminal background and drug screens requirements prior to entering the nursing program or lose their seat in the program. In the event you have questions about your background, you are urged to contact www.castlebranch.com for a consultation.
   d) Students who are not in good standing for rehire at a clinical site may run the risk of not being able to participate in the clinical experiences in that facility. If there are no alternative clinical sites available, the student may not progress in the program and will be counseled to withdraw

3) **Students who qualify for the Guaranteed Admission provision must fulfill the following conditions:**
   a) Complete the Pre-Nursing or Pre-Practical Nursing CSC.

b) Take the required Kaplan test. This is used to verify your level of general knowledge, and for consideration of the nursing program option offered.

c) Enroll in RCC's Career Studies Certificate in Pre-Nursing or Pre-Practical. If you have not yet done so, meet with your counselor and request to have the certificate added.

d) Maintain a curricular GPA of 3.0 in all courses listed in the CSC in Pre-Nursing or Pre-Practical, with no less than a C in any of the pre-nursing courses on the first attempt. Students are ineligible for guaranteed admission if they have attempted a curricular course more than once (including courses with a grade of W).

e) Make an appointment with your college success navigator to determine your eligibility for guaranteed admission and to evaluate your readiness for nursing course work.

4) Application Link:
   a) Click here for the Practical Nursing Application: https://forms.gle/N7x7sRveH9aQDQc88

5) Post-Acceptance
   a) Once the student receives an acceptance letter there are other *mandatory* requirements that must be met prior to program entry by specified dates. This will be discussed at the mandatory orientation sessions. This will include a background check, drug screen, purchase of liability insurance, and provider's health assessment. American Heart Association BLS for Healthcare Providers is required for program entry and cannot expire during a semester. Failure to meet the deadlines set forth in the program orientation will result in loss of your seat.

   b) Students are responsible for purchasing the package from CastleBranch and are further responsible for uploading these documents to their profiles, as well as maintaining all documents throughout the nursing program. Details provided at the mandatory orientation.

Additional Information for Prospective Nursing Students
All applicants should be advised that the Commonwealth of Virginia Board of Nursing Statutes and Regulations (54.1-3007) state the following:

1. **Regarding refusal, revocation, suspension, censure, or probation.**
   The Board may refuse to admit a candidate to any examination, refuse to issue a license certificate to any applicant, may suspend any license or certificate for a stated period or indefinitely, revoke any license, censure a license holder], or reprimand any licensee or certificate holder, or place him or her on probation for such time as it may designate, for any of the following causes:
   a) Fraud or deceit in procuring or attempting to procure a license;
   b) Unprofessional conduct;
   c) Willful or repeated violation of any of the provisions of this chapter;
   d) Conviction of any felony or any misdemeanor involving moral turpitude;
   e) Practicing in a manner contrary to the standards of ethics, or in such a manner as to make the practice a danger to the health and welfare of patients or of the public;
   f) Use of alcohol or drugs to such an extent that the safety of the practice is impaired, or any mental or physical illness likewise impairing the safety of the practice;

g) The denial, revocation, suspension or restriction of a license, certificate, registration, or a multistate licensure privilege to practice in another state, the District of Columbia, or a United States possession or territory; or

h) Abuse, negligent practice, or misappropriation of a patient's or resident's property.

2. **Requirements for Clinical Participation Policy**
Nursing, as a practice discipline, deals with cognitive, affective, and psychomotor functioning and performance. Students entering the nursing program need to advise the nursing faculty, nursing advisor, and the program head of any potential difficulties in meeting one or more of the essential performance standards, so as to receive possible accommodation assistance and appropriate guidance.

All individuals who apply for admission to the Nursing Program, including persons with disabilities, must be able to perform essential functions included in this document either with or without accommodations. These essential functions are congruent with the Virginia State Board of Nurse Examiners expectations for any individual seeking initial licensure as a registered nurse and reflect the Standards of Clinical Practice established by the American Nurses Association.

These guidelines serve as essential elements basic to eligibility requirements for clinical participation in the RCC Associate Degree in Nursing Program.

3. **Core Performance Standards for Admission to and Progression through the Nursing Program**
Speech: Communicates in English orally and in writing with clients, physicians, peers, family members, and the health care team from a variety of social, emotional, cultural and intellectual backgrounds.

Hearing: Auditory acuity is sufficient to note slight changes in the client's condition, to perceive and interpret various equipment signals, and to use the telephone.

Vision: Visual acuity is sufficient to distinguish colors and to read handwritten orders and any other handwritten and printer data (i.e., medication records and scales); and to read chart content and provide for clients' safety by clearly viewing monitors in order to interpret data correctly.

Smell: Olfactory ability is sufficient to monitor and assess health needs.

Mobility: Can walk or stand for prolonged periods of six to eight hours. Must be able to bend, squat or kneel, and assist in lifting or moving clients of all age groups and weights. Can perform CPR (i.e., move above the patient to compress the chest and manually ventilate the client). Can work with arms fully extended overhead.

Manual Dexterity: Eye/hand coordination must be sufficient for manipulation of equipment such as syringes and IV infusion pumps, and for using a computer/keyboard.

Fine Motor: Can use hands for grasping, pushing, pulling, and fine manipulation, as well as possessing tactile ability sufficient for physical assessment and distinguishing changes in sensation.

Arithmetic Competence: Can comprehend and apply basic mathematical skills (e.g., factor labeling, use of conversion tables, calculation of drug dosages and solutions). Can measure time, use a calculator, and read and record graphs.

Writing: Can communicate and organize thoughts to prepare written documents that are correct in style, grammar, and mechanics.

Emotional Stability: Can establish therapeutic boundaries, adapt to changing environment/stress, perform multiple responsibilities concurrently, handle strong emotions, provide the client with emotional support, and focus attention on the task.

Analytical Thinking: Can transfer knowledge from one situation to another, process information, evaluate outcomes, prioritize tasks, and solve problems.

Critical Thinking: Can Identify cause-effect relationships, plan/control activities for others, synthesize knowledge and skills, and sequence information.

Interpersonal Skills: Can negotiate interpersonal conflict, respect differences in clients, establish rapport with clients and co-workers, explain procedures and educate client/family.