



3800 Michigan Avenue Fort Myers, FL 33916 239-334-4544 [www.fortmyerstech.edu](http://www.fortmyerstech.edu)

[FMTCAdmission@LeeSchools.net](mailto:FMTCAdmission@LeeSchools.net)

## **Professional Nursing (LPN-RN) Application Process**

### **PROGRAM INFORMATION**

The Professional Nursing (LPN-RN) Program is designed to prepare students to pass the licensing examination and gain employment as a Registered Nurse (RN). The program includes classroom, simulation, and clinical experience in local healthcare facilities throughout Lee County. The average starting salary for an RN in Florida is \$51,064.

According to the Florida Board of Nursing and F.S. 464.019, the diploma nursing education program content includes but is not limited to at least fifty percent clinical training, and no more than half of that clinical training can be comprised of simulation. This program includes a professional nursing curriculum plan that documents the clinical experience and theoretical instruction in medical, surgical, obstetric, pediatric, geriatric, and psychiatric nursing, in acute care, long-term care, and community settings. The program provides theoretical instruction and clinical application in personal, family, and community health concepts; nutrition; human growth and development throughout the life span; body structure and function; interpersonal relationship skills; mental health concepts; pharmacology and administration of medications; legal aspects of practice; as well as interpersonal relationship and leadership skills; professional role and function; and health teaching and counseling skills.

**NOTE: According to the Florida Department of Education, this is a Professional Nursing (LPN-RN) program. According to the Florida Board of Nursing, this is a Diploma Nursing program. This program does NOT provide an Associate Degree; however, graduates are able to sit for the same NCLEX-RN exam as Associate Degree and Bachelor Degree nurses leading to the designation Registered Nurse (RN).**

### **ARTICULATION**

This program has no articulation agreements at this time.

### **ACCREDITATION**

Fort Myers Technical College (FMTC) is part of the School District of Lee County (SDLC). They are accredited by the Commission of the Council on Occupational Education (COE) and COGNIA. Governing agencies for this program include the Florida Department of Education (FLDOE) and the Florida Board of Nursing (FBON)

under the Florida Department of Health. The FLDOE approved the Professional Nursing (LPN-RN) Curriculum Framework for the program March 2024. The Florida Board of Nursing approved the Diploma Nursing program with License NPRN70354 in March 2023, and it has been issued an NCLEX-RN code. According to FS 464.019(11)(c), a professional nursing program has five years to become programmatically accredited after the first students are enrolled. **The Fort Myers Technical College Diploma in Nursing Program holds pre-accreditation status from the National League for Nursing Commission for Nursing Education Accreditation, located at 2600 Virginia Avenue, NW, Washington, DC, 20037. 202-909-2487. Holding pre-accreditation status does not guarantee that initial accreditation by NLN CNEA will be received.**

**Professional Nursing (LPN-RN) program FL DOE H170608**

OCP	Course Number	Course Title	Class Hours	Online Hours	Clinical Hours	Total Hours
	NSG 080	Nursing Transitions (and Program Orientation)	24	39 (-1 Clinical)	48 (+1)	111
	NSG 081	Concepts of Geriatrics and Pharmacology in Nursing	16	38	48	102
	NSG 082	Psychiatric Nursing	16	38	48	102
	NSG 083	Medical Nursing	16	38	48	102
	NSG 084	Surgical Nursing	16	38	48	102
	NSG 085	Pediatric Nursing	16	38	48	102
	NSG 086	Obstetric Nursing	16	38	48	102
	NSG 087	Professional Nursing	34	30	27	91
A	NGS 089	Senior Practicum Intensive		14 (-14 Clinical)	72 (+14)	86
<b>Totals</b> <b>1</b> <b>OCP</b>	<b>9</b> <b>Courses</b>	<b>Professional Nursing (LPN-RN)</b> <b>Courses</b>	<b>154</b> (Class hours)	<b>311</b> ( <del>296</del> Online hours w/o clinical)	<b>435</b> ( <del>450</del> Total clinical hours)	<b>900 hours</b>

The Professional Nursing (LPN-RN) Program follows a specific non-redundant outline, so all courses are required in sequence and prior learning credit is not given.

**SCHEDULE**

The Professional Nursing (LPN-RN) program is a 900-hour program. There are currently multiple start times per year for the accelerated hybrid bridge format. **See the website for the most current schedule. Cohorts starting in January will generally meet live on Thursdays; cohort starting in July will generally meet live on Tuesdays – only one day per week.** Classroom instruction is 0730-1600 (7:30 am – 4:00 pm). Clinical hours vary but generally occur from 0630-1900 (6:30 am – 7:00 pm). **Clinical hours may include evening, night,**

and/or weekend assignments and may be 9-12 hours long. Students must attest to being able to meet the demanding physical and mental requirements of the program on an Essential Functions form.

**NOTE: The attendance policy is stringent. Students will only be allowed to miss a maximum of 45 hours during the entire program (year).**

## APPLICATION PROCESS

**If you are a returning applicant who applied to the last cohort/session, please email [FMTCAmissions@LeeSchools.net](mailto:FMTCAmissions@LeeSchools.net) for the returning applicant link. Remember to update expired documents.**

## APPLICATION STEPS

**Applicants to this program must be at least 18 years old and have a high school diploma or GED.**

**Step 1: Download and read** the following Professional Nursing (LPN-RN) documents:

- Download and save the Professional Nursing (LPN-RN) Experience Documentation, Employment Verification, and Reference Forms
- Professional Nursing (LPN-RN) Cost Disclosure
- Professional Nursing (LPN-RN) Application Process
- Professional Nursing (LPN-RN) Admission Checklist

## ELIGIBILITY

**Step 2: Check your eligibility** for the Professional Nursing (LPN-RN) program.

- Do you have a current, unencumbered, unexpired, FLORIDA licensed practical nurse (LPN) license?
- Do you have an IV Therapy certificate showing completion of a 30-hour IV therapy course with hands-on experience?
- Do you have a current, unexpired American Heart Association Basic Life Support (BLS) certificate or e-card?

If you have answered “Yes” to these three questions, you are eligible to apply for the Professional Nursing (LPN-RN)/Diploma Nursing program at Fort Myers Technical College.

## STAGE 1 –Selection – See Selection Matrix

**Step 3: Gather application documents and save them to your computer.** Some documents must be sent directly to FMTC from the organization/person who completes the form. Unofficial transcripts should be uploaded online, but official transcripts should be requested from your previous institution(s) and sent directly to [FMTCAmissions@LeeSchools.net](mailto:FMTCAmissions@LeeSchools.net) .

**Please collect the following documents in preparation for the online application:**

- Transcript from your practical nursing program(s).** Save as LastName.PNTranscript.pdf (Example:

Smith.PNTranscript.pdf)

- Transcript from your high school or GED program(s).** Save as LastName.HSTranscript.pdf (Example: Smith.HSTranscript.pdf or Smith.GEDTranscript.pdf)
- If applicable, **transcripts from ALL other college or university courses** or programs. Save as LastName.OtherTranscript1.pdf (Example: Smith.OtherTranscript1.pdf), etc.
- Valid and unencumbered **Florida LPN License**. Save as LastName.LPNLicenseNumberXXXXXXXXX.pdf (Example: Smith.LPN9359359.pdf)
- Valid **American Heart Association Basic Life Support** card or e-card. Save as LastName.BLS.pdf (Example: Smith.BLS.pdf)
- Copy of your **I.V. Therapy Course Certificate**. Save as LastName.IVT.pdf (Example: Smith.IVT.pdf)
- Experience Documentation Form**. Save as LastName.ExperienceDoc.pdf or .doc (Example: Smith.ExperienceDoc.pdf)
- Two Reference Forms. If you graduated from a technical college in Florida in the past five (5) years, one of your references must be from the Health Science Director/Department Chair or your Nursing Instructor.** Your reference forms must arrive at FMTC by the application window deadline. Please have the facility send the document directly to FMTC – Attention: LPN-RN Admissions by mail or email to [FMTCAdmissions@leeschools.net](mailto:FMTCAdmissions@leeschools.net)
- Employment Verification Form.** Your Employment Verification Form must arrive at FMTC by the application window deadline. Please have the facility send the document directly to FMTC – Attention: LPN-RN Admissions by mail or email to [FMTCAdmissions@leeschools.net](mailto:FMTCAdmissions@leeschools.net)
- Residency documents.** Part of the enrollment process includes providing verification of Florida residency for tuition purposes. Two documents are required; both must be dated at least one year prior to the student's first day of class. The easiest types of Florida documentation to provide are a driver's license, vehicle registration, and/or voter's registration. Save these documents for upload in your application. See the school website for a complete list of acceptable documents.
- ATI TEAS.** If you did not complete your practical nursing program at a Florida Technical College within the last 5 years **(from the application deadline)** you must complete the **ATI Test of Essential Academic Skills (TEAS)** test. **NOTE:** TEAS tests taken remotely or from any other campus than FMTC or Cape Coral Technical College (CCTC) will not be accepted. If TEAS results are required, save and submit as LastName.TEAS.pdf (Example: Smith.TEAS.pdf). Please access the following link for the ATI TEAS study guide materials and online sign-up: <https://www.atitesting.com/teas>. **FMTC accepts TEAS results from the 24 months prior to the application window deadline.**

**Step 4: Complete the online application by uploading the appropriate documents and submitting the completed application online during the application window.** See website for application window dates. Do not start the application until you have gathered and saved all information to your computer as the form does not allow you

to save and continue later. **Make sure you have followed the directions exactly. Please note that LATE or INCOMPLETE applications will not be considered.** Those who have submitted complete applications and met the admissions criteria will be contacted by email following the application window deadline. Selection for an Appointment will be based on meeting requirements AND Practical Nursing program and/or TEAS results, admission references, and work experience. The process is very competitive.

### **STAGE 2 – Appointment – See Appointment Matrix**

Top candidates from STAGE 1 will be invited to on-campus appointments.

#### **Step 5: If you are selected for an Appointment, please complete the following:**

- Sign up for an Appointment time** during one of the available spots. The window for Appointments will be posted online. You will be emailed a link to sign up for an Appointment time. Do not share the link with anyone else.
- If not already done,** submit **Official Transcripts** of High School, Practical Nursing, and all other post-secondary education. NOTE: Foreign transcripts, whether high school or post-secondary, must be evaluated and certified by an acceptable agency recognized by the School District of Lee County. Agencies recognized by SDLC can be found on the following website:  
<http://www.fldoe.org/teaching/certification/foreign-trained-grads/approved-credential-evaluation-agency.stml>

**Step 6: Prepare for and come to the Appointment.** Dress nicely. Be early. Wear a smile. Show professionalism.

**Step 7: Wait patiently.** After all admission requirements have been satisfied, the Professional Nursing (LPN-RN) Admission Selection and Appointment Matrix will be utilized for selection into the program. All admitting paperwork turned in will become the property of the school and will not be returned. Criteria to determine the acceptance or declination of students includes Stage 1 – Selection: Graduation from a Florida DOE CTE framework Practical Nursing (H170607) program within the past five (5) years and/or TEAS test scores, admission references, work experience, and Stage 2 – Appointment: Admission interview and the admission essay.

### **STAGE 3 - Acceptance**

**Step 8:** If you are selected for the program, your acceptance will be emailed within one week after the close of interviews. **You MUST RSVP within 48 hours of receiving your acceptance email to indicate your intent to enroll and attend the program.** If an applicant is chosen and does not respond to the email of acceptance within this window, the admission is automatically forfeited. You will receive a DocuSign link AND a link to pay the non-refundable \$50 application fee from FMTC by the email you provide online.

**Step 9: Fingerprints, background checks, drug screenings, health screenings, and signed releases will be required seven (7) days prior to the first day of class (orientation).**

## **SELECTION OF APPLICANTS**

Admission to the Professional Nursing (LPN-RN) program is considered limited access. All applications will be reviewed by the admissions committee using the Admission Selection and Appointment Criteria Matrix. Please note, it is possible to increase points on the matrix by submitting newly acquired qualifying criteria, such as volunteering, employment, retaking the TEAS, etc. **Once selected, the student must attend a mandatory 8-hour orientation on the date specified.** Results of all physical admission requirements must be turned in to the school at least seven (7) days prior to the first day of class.

## **PROGRAM EXPENSES**

The Professional Nursing (LPN-RN) Cost Disclosure form is located on the school website. The tuition amount is set by the Florida Legislature, approved by the School Board, and subject to change without prior notice.

## **FINANCIAL AID**

**This program is eligible for Financial Aid. Request to speak to a Financial Aid Specialist for more details.** In addition, many employers have graciously offered to sponsor student through school or tuition reimbursement. We strongly urge that you contact any affiliated employer or organization for their stance in this matter.

## **INSURANCE**

Professional Nursing (LPN-RN) students are covered with an accident insurance policy made available through the school. The policy coverage is for the 12-month period of school. The Health Science department also carries liability insurance for students. It is highly recommended that students also carry personal medical insurance.

## **COMPUTERS**

**Because this is an accelerated hybrid format, ALL students are required to have consistent timely access to a personal computer and online internet accessibility for use during web-based learning, which will be required of all students throughout the year. Microsoft (MS) Office Word, Excel, and PowerPoint are also required. The free app versions may be sufficient, as long as it is accepted by the Learning Management System. The students also need access to a printer for classroom and clinical assignments. These are not provided by the school.**

## **CRIMINAL BACKGROUND AND DRUG SCREENING REQUIREMENTS**

### **Introduction**

The allied health professions are committed to providing excellence in patient care and services in a safe, productive, and quality-conscious environment. As such, clinical and community agencies require students to meet standards similar to employees, for criminal offenses and use of illegal substances. Therefore, health science education students are required to consent to and pay for background screening and drug testing. The charge to the student is approximately \$106.00 at the time of online registration with A-1 Fingerprinting and Drug Screening. This is a non-refundable fee. Admission status is “conditional” based on the results of background and drug screen. If an applicant has a criminal history, the applicant must provide the arrest record(s) and disposition record(s) for each offense to the Program Director prior to final acceptance into the program. Once completed and cleared, enrollment status will be made final. This must be completed with results returned to the school seven (7) days prior to the first day of class (orientation). Failure to do so may result in forfeiture of a position in the class.

### **Criminal Offenses**

Most Florida professional boards under the Florida Department of Health and national registries perform computerized background checks on all applicants to determine eligibility for licensure. This background check may include the record for all arrests, not merely convictions. Therefore, students will be held to the same standard(s) as set for employment in nursing homes. F.S. 435.03, Employment Screening is the law used for screening applicants. **Judgments of guilty or pleas of nolo contendere to the Level 2 Screening Standards crimes will disqualify students from entering health programs.**

F.S. 456.0635 was enacted through the legislative process in 2009. This statute requires the Board to deny applications that meet the criteria of this statute. You may visit the Florida Board of Nursing website to locate specific Florida Statutes as indicated above. That address is [www.floridasnursing.gov](http://www.floridasnursing.gov)

All background screenings will be accessed via a secure internet site by authorized personnel. No unauthorized faculty or staff will have access to the records without the written permission of the student. These records will become the property of the school when submitted and will not be available for copying or for use to meet the requirements of outside employers. Should a clinical affiliate require copies of the screening results, copies will be provided to the clinical affiliate only with the written permission of the applicant/student. Failure to submit these copies when requested by the clinical affiliate will prevent the student from participating in clinical assignments at that facility and may prevent the student from completing program requirements.

Any applicant whose background screening shows evidence of a substance abuse history may be required to be evaluated by the Intervention Project for Nurses (IPN) as a condition for entry into the Professional Nursing (LPN-RN) Program. These students must provide documentation of compliance with IPN recommendations. Failure to do so will result in dismissal from the Professional Nursing (LPN-RN) Program.

**The student is responsible for notifying the Program Director of any arrests, regardless of adjudication, which occur after beginning the program.** If the arrest is for a disqualifying offense, the student will be immediately withdrawn from the program. Failure to promptly notify the Program Director shall be grounds for dismissal from the program. If a criminal offense deems a student ineligible for admission to or continuation in a health science education program, an appeal may be filed. The appeals process follows the school's grievance process. The appeals committee will follow the industry standard for employment in the profession as the guide for considering the grievance (details available upon request).

### **Drug Screening**

Area healthcare agencies and FMTC are drug-free environments. The clinical partners require drug screening for applicants who will be placed in the area health agencies for clinical rotations. Applicants are required to obtain a ten-panel substance abuse drug screen through A-1 Fingerprinting and Drug Screening. This screening is to be completed with results available to the school seven (7) days before the first day of class (orientation). Students with a positive test result will be given a reasonable opportunity to explain the confirmed test result. If the explanation is unacceptable and cannot be satisfactorily documented by the student's provider, the applicant will not be enrolled in the program. All students enrolled in a health science education program are required to be drug and/or alcohol-free when reporting to the school and while at affiliating agencies (including parking lots and grounds). Holding a medical marijuana card does not exclude the applicant from a positive drug screen.

If a positive drug screen deems an applicant ineligible for admission into a Health Science Education program, an appeal can be filed. The appeal process follows the grievance process of the School District of Lee County. The appeals committee will follow the industry standard for employment in the profession as the guide for considering the grievance (details available upon request). If a positive drug screen deems an applicant ineligible for admission into a Health Science Education program, the individual may reapply in six (6) months.

### **DISCLAIMERS**

The School District of Lee County does not discriminate based on race, color, national origin, gender, age, disability, marital status, pregnancy, or genetic information in its educational programs, services, or activities, or in its hiring or employment practices. The District also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to: Renato Freitas, Equity Coordinator, Fort Myers Technical College, 3800 Michigan Ave., Fort Myers, FL 33916, [RenatoF@LeeSchools.net](mailto:RenatoF@LeeSchools.net) or Voice/TDD: (239) 334-4544. Lack of English language skills will not be a barrier to admission and participation. The District may assess each student's ability to benefit from specific

programs through placement tests and counseling, and, if necessary, will provide services or referrals to better prepare students for successful participation.

## Professional Nursing (LPN-RN) Program Admission Selection and Appointment Matrix

Date: \_\_\_/\_\_\_/\_\_\_ Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ DOB: \_\_\_/\_\_\_/\_\_\_

### Eligibility

- Online Application Form completed accurately \_\_\_ YES \_\_\_ NO: Labels/expired docs/demographics/etc.
- Submitted LPN License – Issued: \_\_\_/\_\_\_/\_\_\_ Expires: \_\_\_/\_\_\_/\_\_\_ License #: \_\_\_\_\_
- Submitted AHA BLS – Expires: \_\_\_/\_\_\_/\_\_\_ (Other BLS \_\_\_\_\_)
- Submitted I.V. Therapy Course Certificate of Completion – Issued: \_\_\_/\_\_\_/\_\_\_ Where:  
\_\_\_\_\_

Is student eligible for program? YES \_\_\_ (Proceed with Stage 1 - Selection Matrix) NO \_\_\_ (Stop here). Email sent \_\_\_/\_\_\_/\_\_\_

### STAGE 1 – Selection Matrix

Criteria	Directives	Points Possible	Points Earned	Comments
A. Florida DOE CTE framework Practical Nursing (H170607)	Graduated w/in 5 years of application deadline = 40	40		Choose A or B ONLY for up to 40 points
B. Non-Florida DOE CTE grad (or Florida DOE CTE graduated >5 years ago) TEAS	Reading 78+=10 Math 78+=10 Science 78+=10 English & Language 78+=10	40		59-77=5 per subject area <59=0 per subject area
Admission References – 2 required	Subject to review = max 15 Employer & Educator	15		Maximum 7.5 points each x 2 Edu if w/in 5 years
Work Experience *points given for one area only	*+Current LPN job=5 *HCW or LPN in last 5 yr=3 *HC Volunteer=1	5		+Current LPN job in acute, LTC, ALF, rehab, or clinic setting
<b>Total Points Possible</b>		<b>60</b>		<b>Red/Yellow Flags</b>

Is student selected for an Appointment?

YES \_\_\_ (Proceed with Appointment Matrix) NO \_\_\_ (Stop here). Email sent \_\_\_/\_\_\_/\_\_\_

### STAGE 2 – Appointment Matrix

Criteria	Directives	Points Possible	Points Earned	Comments
Admission Interview	Behavioral questioning = max 30	30		Average of panel scores G=30 Y=20 O=10 R=0
Admission Essay	Content, organization, spelling, grammar, and mechanics.	Tie breaker only		Awarded a maximum of up to 5 points for essay.

Total Points Possible		30		Red/Yellow Flags
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Is student selected for the Program?

YES \_\_\_ (Proceed with enrollment)      NO \_\_\_ (Stop here). Email sent \_\_\_/\_\_\_/\_\_\_