

# Practical Nursing Program Application Process & Checklist



**HUTCHINSON**  
COMMUNITY COLLEGE

MCPHERSON OUTREACH CENTER  
2208 E. KANSAS AVE.  
MCPHERSON, KS 67460-4010  
1-888 GOHUTCH • WWW.HUTCHCC.EDU

## Application Deadlines

Full-time Program: October 1st to March 15<sup>th</sup> -- 10-month program, starts in August.

Part-time Program: April 1st to September 15<sup>th</sup> -- 18-month program, starts in January.

## Before Applying

- a) If you have a physical or mental disability and would like to use accommodations on the entrance exam, please contact the Coordinator of Accessibility Services at 620-665-3554. Students will need to furnish appropriate documentation of the disability before accommodations can be offered.
- b) All applicants must show proficiency in oral and written English if their primary language is not English by completing a transferable English Comprehension I course with a “C” or better, or meeting the minimum scores listed below for the TOEFL exam. **Writing – 20 Speaking – 20 Reading – 19 Listening – 20**

## Prerequisites

**Must be completed by: Full-time Program: July 30<sup>th</sup> Part-time Program: December 20<sup>th</sup>**

- General Psychology
- Human Anatomy & Physiology w/Lab
- Human Growth & Development
- Nutrition

All classes must have a grade of a “C” or better. A&P must be 6 credit hours with a lab and completed within 5 years of the program start date.

***Please note: The grades for these courses are used to help determine admission criteria rating. Any courses in progress during application will receive “zero” points. A student’s acceptance into the program will be contingent on passing courses in progress. Official transcript of all prerequisites are required by application deadline in order to receive points.***

## Additional Information

- **All correspondence from this office is done through your HutchCC Dragon email account.** If you have any questions please contact the Practical Nursing Secretary at [LPNProgram@hutchcc.edu](mailto:LPNProgram@hutchcc.edu).
- Financial holds on all accounts must be resolved prior to being enrolled into classes.
- A new application must be submitted for each time applying to a program and via email only.
- Admission Criteria Rating sheet, page 4, shows how applicants are scored for the Practical Nursing Programs.

## Step 1 - Application

- a) Apply to Hutchinson Community College Admissions (if you haven't already done so) or update your HutchCC information at [www.hutchcc.edu/admissions](http://www.hutchcc.edu/admissions).

**\*Applicant must be a HutchCC student to apply to the Practical Nursing Programs.**

- b) Submit Official Transcripts from all colleges/universities attended and high school to:

**Hutchinson Community College  
Records Office  
1300 N. Plum  
Hutchinson, KS 67501**

Please make sure that all official transcripts have been sent to the Record Office. You can view your transcript on your DragonZone under the Academics tab then the Transcript Link. To check status of transcripts sent to HutchCC, please check under My Profile in DragonZone then the Education tab at the top of the page. For more information about transcripts please visit:  
<http://www.hutchcc.edu/records>

- c) Submit application for admission via email to [LPNProgram@hutchcc.edu](mailto:LPNProgram@hutchcc.edu)

## Step 2 - CNA

- You **must** be an active certified Kansas CNA, verifiable through the [Kansas Nurse Aide Registry](#). If your certification is not verifiable through the Kansas Nurse Aide Registry and/or your certification is NOT current, please contact the Allied Health Secretary by calling 620-665-4948 to determine if you are eligible to complete a 40 Hour Checklist.
- Your CNA certificate must be verifiable by: **Full-time: July 30<sup>th</sup> | Part-time: December 20<sup>th</sup>**
- Go to [Kansas Nurse Aide Registry](#)  
Click on *Certification Verification*, Type in your information, click on details, copy report. (See page 5 for example.)
- Points are given on admission criteria rating sheet for working experience.
  - In order to receive points, a letter from all supervisors you have worked for must verify how long you've worked at that institution.
  - Letters are only accepted if submitted on letter head and signed by supervisor. Letters must be sent by supervisors to [LPNProgram@hutchcc.edu](mailto:LPNProgram@hutchcc.edu) by application deadline or points will not be given.

**Please note: Your CNA certificate must be submitted prior to application deadline to receive points in this category of the admission criteria rating.**

## Step 3 – Admission Process

- a) Make sure to sign and submit KSBN Requirements & Technical Standards Policy (*pages 5-7 of application*).
- b) Applicants who meet all the criteria for admission into the PN Program will be notified by email to their HutchCC Dragon email of acceptance into the program, provisional acceptance, or placement on alternate list.
- c) If accepted, LPN program students must submit proof of CPR certification and immunization records to *Castle Branch*. More information will be provided on the next steps and deadline to take after letter of acceptance has been received.



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## CHECK LIST

- 1. Be a Hutchinson Community College Student:  
Not a student? Apply at [www.hutchcc.edu/admissions](http://www.hutchcc.edu/admissions)
- 2. Prerequisites: *Grades must be a "C" or better.*
  - \_\_\_ General Psychology
  - \_\_\_ Human Anatomy & Physiology w/lab
  - \_\_\_ Human Growth & Development
  - \_\_\_ Nutrition
- 3. Send all your official transcripts to:  
**Hutchinson Community College**  
**Records Office**  
**1300 N. Plum**  
**Hutchinson, KS 67501**
- 4. Submit LPN application.  
Click on the application link at [www.hutchcc.edu/lpn](http://www.hutchcc.edu/lpn) to download the application. Please email to: [LPNProgram@hutchcc.edu](mailto:LPNProgram@hutchcc.edu)
- 5. CNA: active and certified in Kansas.
- 6. Pay off any financial holds on all accounts through HutchCC prior to being enrolled into class for Practical Nursing Program.

# HutchCC Practical Nursing Admission Criteria Rating Sheet

Name:	ID#	Date:
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Program: McPherson – Full Time  Part Time  Fort Riley – Active Duty  Dependent  Community Member

Points	0	1	2	3	4	Score
CNA / CMA Medic	IP	Worked for 2- 6 months	Worked for 7 months – 1 year	Worked 1 – 2 years	Worked more than 2 years	

**\*\*Applicant must at least be part time 20 hr. a week. PRN status does not apply. Letter of proof must be provided for points.\*\***

	Requirement for full points	Points	Score
Essay	Correct format, grammatically correct, question answered and word count requirement met.	2.0	
Information Quiz	<i>Information quiz must be completed and passed by application deadline.</i>	1.0	
References	Responded and submitted by due date. Applicant received a rating of 41 points or higher on survey.  Professional: <input type="checkbox"/> Professional: <input type="checkbox"/> Professional (or) Acquaintance: <input type="checkbox"/>	3.0	

**Prerequisites – College courses grades must be a C or better.**

Prerequisite Course	College	Semester	Grade	Points	Score
General Psychology				A = 3.0 B = 2.0 C = 1.0 IP = 0.0	
Nutrition & Medical Terminology				A = 3.0 B = 2.0 C = 1.0 IP = 0.0	
Anatomy & Physiology <i>(A&amp;P must be taken within the last 5 years of application deadline.)</i>				A = 4.0 B = 3.0 C = 2.0 IP = 0.0	
Human Growth & Development				A = 3.0 B = 2.0 C = 1.0 IP = 0.0	
Medical Terminology or Nutrition (if both classes have been taken.)				Extra 1 pt. for A, or B	

**10 Points of fewer = no admittance into program**

\*GPA from prerequisites will be used as a tiebreaker. Overall college GPA will be the 2<sup>nd</sup> tiebreaker.

Upon review and consideration of the admission criteria rating, it is recommended that this applicant be:

Total points possible 24.0	
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Admitted in good standing	Provisional Admittance	Alternate	Provisional Alternate	Not admitted
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Reason for position: \_\_\_\_\_

Example of what needs to be turned in with application.

Please visit, <https://ksdhe.glsuite.us/glsuiteweb/Clients/KSDHE/public/main.html>



## Survey, Certification and Credentialing Commission

### Nurse Aide Registry Confirmation Notice

[certification@kdads.ks.gov](mailto:certification@kdads.ks.gov) - **REGISTRY INQUIRIES ONLY!**

Name: [Redacted] AideID: [Redacted]  
Other Names: [Redacted]

Certification Type	Issued	Expiration	Status	Employment Verification End Date
Certified Nurse Aide	[Redacted]	[Redacted]	Active	[Redacted]

Last Criminal Record Check Requested By

\*\*\*DISCLAIMER: All information provided on this web page and other associated web pages are made available to provide immediate access for the convenience of interested persons. While we believe the information to be reliable, human or mechanical error remains a possibility, as does delay in the posting or updating of information. Therefore there is no guarantee as to the accuracy, completeness, timeliness, currency, or correct sequencing of the information. Neither this agency, nor any of the sources of the information, shall be responsible for any errors or omissions, or for the use or results obtained from the use of this information.

Health Occupations Credentialing  
503 S Kansas Ave.  
Topeka, KS 66603-3404

Phone: 785-296-6877  
Fax: 785-296-3075