

Hutchinson Community College

Practical Nursing Program

Initial Application for Admission



HUTCHINSON
COMMUNITY COLLEGE

FORT RILEY OUTREACH CENTER
8044 NORMANDY DR.
FORT RILEY, KS 66442

1-888 GOHUTCH • WWW.HUTCHCC.EDU

Date Application Received in Office: _____ (Office Use Only)

Desired Program

Please select the following that applies to you.

Position applying for: Fort Riley Part-time. ** New application for each program and each time applying is required.*

Service Member Dependent Community Member

Hutchinson Community College has an agreement with Fort Riley that qualified applicants of the Fort Riley PN Program will be selected utilizing the following criteria with first priority being given to active duty/veterans, second priority to dependents of active duty/veterans, and third priority to community members.

Personal Information

Last Name First Middle Other last name(s)

Date of Birth HutchCC Student ID# @dragons.hutchcc.edu
HutchCC email address

All communication from this office will be through your HutchCC email. Please sign that you have read and understand to check your HutchCC email regularly.

X

Home/Legal Address City State Zip

Cell Phone Number Alternate Phone Number

Residency Status

Are you a U.S. citizen? Yes No If no, are you a permanent resident? Yes No

Is English a second language? Yes No

If yes, before applying see Part C, on the Application Process & Checklist.

Please send TOEFL scores in with application. Writing – 20 Speaking – 20 Reading – 19 Listening – 20

Emergency Contact

Name: _____ Relationship: _____

Address: _____ Telephone: _____

Name: _____ Relationship: _____

Address: _____ Telephone: _____

CNA

- Attach a copy of your active CNA. See page 6 on Application Process & Checklist for example.
 - To get a copy or screenshot please go to [Kansas Nurse Aide Registry](#).
- Your CNA certificate must be verifiable by:
 - Full-time: July 30th
 - Part-time: December 20th
- 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 by application deadline or points will not be given.

I have my active CNA I am working on my CNA

Essay

- Please answer question on a separate sheet of paper in essay format.
 - Typed, doubled spaced, Times New Roman 12pt. font, margins 1 inch all around.
 - Minimum word count 300 words
 - Include your name at the top of the page.
- Please submit essay with application via email to LPNProgram@hutchcc.edu.

Essay Question: What impact do you hope to make in people's lives by becoming a nurse?

Demographics

The following information is used for federal and state reporting. Your response is encouraged but optional.

Gender: Female Male I prefer not to respond

Ethnicity: American Indian or Alaskan Native Asian Hispanic or Latino
 Native Hawaiian or Pacific Islander White or Caucasian
 Black or African American Multiracial Other/Unknown

Prerequisites must be completed by: Full-time Program: July 30th | Part-time Program: December 20th

Have you completed the following with a grade of “C” or better?

Prerequisite Course	College	Semester completed	Grade	In Progress? (date to be completed)
General Psychology (3 credit hours)				
Nutrition (3 credit hours) or Medical Terminology (3 credit hours)				
Anatomy & Physiology (6 credit hours w/ lab) <i>(A&P must be taken within the last 5 years of application deadline.)</i> <i>(Part-time=September 15th Full-time=March 15th)</i>				
Human Growth & Development (3 credit hours)				
Medical Terminology or Nutrition <i>(if both classes have been taken an extra point will be given for an A or B)</i>				

NOTE: If you have taken any of the above classes at a different institution you must have an **OFFICIAL TRANSCRIPT** sent to the Hutchinson Community College Records Office at:
 Hutchinson Community College
 Attn: Records Office
 1300 N. Plum
 Hutchinson, KS 67501

If transcripts are not on file by application deadline, points for admission will not be awarded.

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 under the *Education* tab at the top of the page.

References

Give name and complete email address of three persons (not relatives) as references. At least two professional references must be included, i.e., employer, clergy, instructor, etc. One of the three references may be a non-professional acquaintance.

Name: _____ Email: _____

Name: _____ Email: _____

Name: _____ Email: _____

**Address, phone numbers and letter of recommendation are not needed and will not be accepted.
If email addresses are not provided, points will not be given on admissions criteria rating sheet.*

Signature

I certify that the information on this Hutchinson Community College Practical Nursing Program Application is correct.

Date: _____ Signature: _____

All records submitted to the college in the admission process are kept confidential. They become the property of Hutchinson Community College and will not be returned to the student.

NOTICE OF NONDISCRIMINATION

Hutchinson Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, military status, sexual orientation, or any other protected category under federal, state, or local law, or by college policy. The following person has been designated to monitor compliance and handle inquiries regarding the non-discrimination policies:

[For printed materials...especially if not reviewed/updated annually]

Coordinator of Equity & Compliance
1300 N. Plum
Hutchinson, KS 67501
[\(620\) 665-3500](tel:(620)665-3500)
equity@hutchcc.edu

[For electronic materials]

Jacob Gunden
Coord. of Equity & Compliance
1300 N. Plum
Hutchinson, KS 67501
[\(620\) 665-3500](tel:(620)665-3500) [or [\(620\) 665-3512](tel:(620)665-3512)]
equity@hutchcc.edu [or gundenj@hutchcc.edu]

**To submit application, save as a pdf file and send it via email to LPNProgram@hutchcc.edu.
Please do not turn in paper copies.**

Hutchinson Community College Practical Nursing Program

KSBN Requirements

Please read and complete the following information:

The Kansas State Board of Nursing requires this program to obtain the following information. A misdemeanor or felony conviction can prevent a graduate practical nurse from obtaining a Kansas Nursing license.

Have you ever been convicted of any misdemeanor or felony? Yes No

Have you ever been convicted of a felony for a crime against persons? Yes No

- Please review the [Kansas Nurse Practice Act \(65-1120\)](#) and [Article 54 of Chapter 21](#).

Have you ever been convicted of a misdemeanor or felony involving an illegal drug offense? Yes No

- Please review [Kansas policy](#).

If yes, to any question, please type up an account of the offense on a sheet that includes the dates and details of sentencing. You may also want to contact the Kansas State Board of Nursing Legal Department at 785-296-4325 to make sure that these convictions will not bar you from being licensed as a Practical Nurse in the state of Kansas.

Applicant's Signature

Date

If you are accepted into this program, it is your responsibility to promptly notify the Coordinator of the program of any convictions that occur after this date.

Hutchinson Community College Allied Health Department Technical Standards Policy

Students in the Allied Health Department must have the following minimum abilities:

COGNITIVE

Observation – Students must

o Be able to observe lectures and demonstrations.

Communication – Students must

o Be able to use multiple communication techniques including verbal, nonverbal, written, group processes and information technology in order to communicate with instructors, peers, health professionals, patients and others.

o Be able to speak, read and write in English

Intellectual/Conceptual/Integrative/Quantitative – Students must

o Read, understand and be able to discuss information from reading.

o Acquire and apply information from classroom instruction, lectures, laboratory experience, independent learning and team projects.

o Measure, calculate reason, analyze, evaluate, and process information

EMOTIONAL

Behavioral, Emotional and Social – Students must

o Possess the emotional health required for full use of his or her intellectual abilities.

o Be able to function under stress.

o Develop mature, sensitive and effective relationships with others.

o Adapt to changing environments.

o Work cooperatively with instructors, peers, health professionals, patients and others.

PHYSICAL

Motor Function – Students must

o Possess the skills necessary to carry out the procedures in their discipline.

Physical Endurance – Students must possess

o Physical stamina sufficient to complete assigned periods of clinical practice within allotted time frames specific to their discipline.

Hutchinson Community College Practical Nursing Program
Technical Standards Policy

The Hutchinson Community College Practical Nursing Program's faculty has identified specific abilities that are critical to the practical nursing students' success. Students must demonstrate the ability to meet these standards, with or without reasonable accommodations.

PHYSICAL:

- ❖ Ability to manipulate equipment and supplies as required in providing nursing care.
- ❖ Ability to use senses of hearing, seeing, touch and smell to make observations regarding client conditions for the purpose of demonstrating competency to engage in nursing practice.
- ❖ Ability to lift a minimum of 50 pounds.

COMMUNICATION:

- ❖ Ability to effectively communicate with members of the health care team, clients, peers, and faculty. Skills include verbal, written/computerized, and non-verbal abilities.
- ❖ The clinical rotations require independent reading of medical records and independent recording of nursing care plans and communication analysis.

EMOTIONAL:

- ❖ Ability to demonstrate emotional coping skills necessary to provide nursing care as determined by standards of practice.
- ❖ Ability to carry out activities consistent with safe nursing practice without demonstrated behaviors of addiction to, abuse of, or dependence on any drug that might impair behavior or judgment.

COGNITIVE:

- ❖ Ability to measure, calculate and problem solve to engage in the safe practice of nursing.
- ❖ Ability to exercise judgment skills as required in providing nursing care.
- ❖ Ability to identify, gather data, and understand patient conditions to provide nursing care.
- ❖ Ability to determine appropriate conclusions and course of success necessary for providing client care.
- ❖ Ability to demonstrate responsibility and accountability for actions as a student that are required by nursing practice.

The Hutchinson Community College Practical Nursing Program adheres to the Kansas Act Against Discrimination (KAAD) which prohibits discrimination against those with a disability. The KAAD is in compliance with the Federal Americans with Disabilities Act.

If anyone needs accommodations to meet the above criteria, please contact the Program Director immediately.

I have read and understand the above criteria and believe I can meet these requirements with reasonable accommodations.

Date: _____ Signature: _____

(Does not need to be notarized.) Witness: _____

Please sign with a witness. Without witness signature application is considered incomplete.