

Hutchinson Community College

Associate Degree Nursing Program

EMT-P to RN and LPN to RN Online Bridge Program

Application Process

Application Deadlines

Applications accepted March 1 to July 30 with the following January start date for our one-year online program.

Before Applying

- a) Apply to Hutchinson Community College Admissions (if you have not already done so) or update your HutchCC information [apply here](#).
- b) LPN's must have documentation of current licensure in State they reside before submitting the application to the Bridge Online program.
- c) EMT-P's must have documentation of National Registry OR have Kansas Certification before submitting the application to the Bridge Online program.
- d) 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.
- e) All applicants must show proficiency in oral and written English, if their primary language is not English by completing a transferable English Composition I course with a "C" or better, or meeting the minimum scores for the TOEFL exam Writing – 20, Speaking – 20, Reading 19, Listening – 20
- f) Kaplan Admission Exam – Applications will only be accepted after the applicant has met the program benchmarks set for the Kaplan Admission Exam.

Subject	Benchmark	Number of Questions
*Reading	73% or higher	22
Math	72% or higher	28
Writing	61% or higher	21
*Science	53% or higher	20
*Overall	65% or higher	

*If the student does not meet the benchmark for Reading and Science, and/or obtain an overall benchmark of 65%, they cannot go forward in the application process.

Applicants may take the Kaplan Admission Exam twice during an application period. There is a required two week waiting period between exams. You may retest one, two, three or all four sections, however, we must take the second score not the best score. Scores will not be carried over from application period to application period. Kaplan scores must be verified by Kaplan. The recommended study guide "Kaplan

Nursing School Entrance Exams”, seventh edition, (blue cover) ISBN-13: 978-1506207445, ISBN-10: 9781506207445 is available at HutchCC Bookstore and on Amazon.

- I) On Campus Instructions: Schedule your exam to test at HutchCC Assessment Services by calling 620-665-3359 or email vanschenkhofa@hutchcc.edu. A \$25 proctoring fee must be paid on the day of exam. The deadline for exam is July 30. HutchCC Assessment Services is located at:

1300 North Plum
Parker Student Union Building
Student Success Center
Hutchinson, KS 67501

Please note: The last few weeks of testing prior to the July 30th deadline fill up quickly so testing opportunities will be limited.

Prior to testing instructions on how to set up your Kaplan account will be provided. Your Kaplan account must be set up before your test day. You must present a photo ID when testing on campus. Assessment Services will provide you with all materials needed to test (ex. Paper, pencil, etc.).

- II) Off-site Instructions: For testing remotely we will be using Zoom to proctor online for the Kaplan Admissions Exam. To schedule your exam contact Becky Morawitz at morawitzr@hutchcc.edu. The deadline for exam is July 30.

Please note: The last few weeks of testing prior to the July 30th deadline fill up quickly so testing opportunities will be limited.

Prior to testing instructions on how to set up your Kaplan account will be provided. Your Kaplan account must be set up before your testing day. Zoom meeting invite will be sent to your DragonZone email prior to scheduled test day. You scores will be invalid if you are not logged in to be proctored.

On test day:

1. Log into Zoom meeting 15 minutes prior to testing time
2. Photo ID required prior to starting test
3. Room scan required prior to starting test

Zoom proctored testing schedule (subject to change)

Thursday	April 1	8:30 am	Friday	April 16	10:00 am
Monday	April 5	10:00 am	Wednesday	April 21	10:00 am
Wednesday	April 7	1:30 pm	Thursday	April 22	8:30 am
Friday	April 9	8:30 am	Friday	April 23	1:30 pm
Tuesday	April 13	8:30 am	Monday	April 26	10:00 am
Thursday	April 15	1:30 pm	Friday	April 30	8:30 am

Additional dates to be added at a later date.

Questions contact Becky at: morawitz@hutchcc.edu 620-665-4930

Prerequisites

Complete prerequisites with a grade of a “C” or better. All prerequisites must be completed by the July 30 application deadline. Please note that if you should CLEP a course or you receive a passing grade for a course that will transfer, you will received one point for that course on the scoring rubric (page 7). You can verify if your prerequisites will transfer by going to the [Transcript-Equivalency Chart](#). Select the institution the course was taken at and verify if it will equate as a HutchCC course by locating the course ID number. If your institution or course is not listed send unofficial transcript to morawitzr@hutchcc.edu and we will check for you. If you are going to take future courses you can also check to verify if they will transfer before you enroll. If you have taken or will take these courses at another facility, please check with ADN office for verification of transferability.

- a) Human A & P (5 credit hours with a lab and lecture and be within 7 years). If already completed this course and it is over 7 years and transferable, you have an option as a practicing LPN or EMT-P to test out of this course. Contact Becky Morawitz for details morawitzr@hutchcc.edu.
- b) English Composition I
- c) General Psychology
- d) Human Growth and Development (may be called Development Psychology)
- e) Sociology or Nutrition
- f) Public Speaking or Interpersonal Communications
- g) General Microbiology (4 credit hours with a lab and lecture and be within 7 years). If already completed this course and it is over 7 years and transferable, you have an option as a practicing LPN or EMT-P to test out of this course. Contact Becky Morawitz for details morawitzr@hutchcc.edu.
- h) Pathophysiology
- i) IV Therapy Certification (LPN’s only) *(not included in prerequisite GPA)*

Additional Requirements

- All correspondence from this office is done through your HutchCC Dragon email account.
- If you have any questions, please contact the Associate Degree Nursing secretary at morawitzr@hutchcc.edu.
- Financial holds on all accounts must be resolved prior to being enrolled into classes.
- Apply to Hutchinson Community College Admissions (if you have not already done so) or update your HutchCC information [click apply](#).
- Transcripts from high school or GED and all colleges or universities attended sent to:
HutchCC Records Office, 1300 N. Plum, Hutchinson, KS 67501
Must be sent from the facility and addressed to the address above. All official transcripts MUST be in the records office August 21 or your application will not be processed.
- Have a GPA of 2.75 or higher in prerequisites.
- Have an overall college GPA of 2.0 or higher.
- If you graduated or were certified more than 3 (three) years ago, you must have worked at least 1000 hours in your field (LPN or EMT-P) within the past 3 (three) years.
- CPR at the Certified Healthcare Provider Level, is required prior to the beginning of the program.
- Kaplan Admission Exam must be successfully completed no later than July 30.
- Program applications must be in the ADN office or postmarked no later than July 30. You may submit applications by email to morawitzr@hutchcc.edu or by fax to 620-931-2829 or by mail to Associate Degree Nursing Program, Hutchinson Community College, Davis Hall, 815 N. Walnut, Hutchinson, KS 67501.

- A new application must be submitted for each application period.
- Admission Criteria Scoring Rubric, shows how applicants are scored for the Associate Degree Nursing Program.
- Accommodations – Any applicant needing accommodations to take the pre-admission exam (or complete other application requirements) must contact Hutchinson Community College ADA Accommodations Coordinator, 1300 North Plum, Hutchinson, KS or 1.620.665.3554 or 1.800.289.3501 to request accommodations.

Step 1 – Application to HutchCC

- a) Apply to Hutchinson Community College Admissions (if you have not already done so) or update your HutchCC information [click apply](#).
Applicant must be a HutchCC student to apply to the Associate Degree Nursing Program.
- b) Submit Official Transcripts from all colleges/universities attended and high school transcripts to:
Hutchinson Community College
Records Office
1300 N. Plum
Hutchinson, KS 67501

Make sure that all official transcripts have been sent to the Records Office. All official transcripts MUST be in the Records Office August 21 or your application will not be processed. Transcripts must be sent from the facility and addressed to the address above. You can view your transcripts on your Dragon Zone under the Academics tab then the Transcripts 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 [click transcripts](#).

Step 2 – Application to ADN Program

- a) Submit Program Applications via email to morawitzr@hutchcc.edu or by fax to 620-931-2829 or by mail to Associate Degree Nursing Program, Hutchinson Community College, Davis Hall, 815 N. Walnut, Hutchinson, KS 67501.
- b) Make sure to sign and submit KSBN Requirements & Technical Standards Policy (pages 5-7 of application)
- c) Please include a copy of your LPN or National EMT-P license, IV Therapy (LPN's) Certificate and unofficial transcripts with your application, if you have not already submitted them.
- d) Applicants who meet all the criteria for admission into the ADN program will be notified by mail and/or email to their HutchCC Dragon email of acceptance into the program, provisional acceptance or placement on waiting list.
- e) If accepted, ADN program students must submit proof of CPR certification, completed physical health, immunization records, background check and/or drug screening. More information will be provided on the next steps and deadlines to take after letter of acceptance has been received.

Check List

- Be a Hutchinson Community College Student. Not a student? Click [apply](#).
- Prerequisites: Grades must be a "C" or better.
 - _____ Anatomy and Physiology
 - _____ English Composition I
 - _____ General Psychology
 - _____ Human Growth and Development
 - _____ Sociology or Nutrition
 - _____ Public Speaking or Interpersonal Communications
 - _____ Microbiology
 - _____ Pathophysiology
 - _____ IV Therapy (LPN's)
- Complete Kaplan Admission Exam
- Send all your official transcripts (by August 21) to:
Hutchinson Community College
Records Office
130 N. Plum
Hutchinson, KS 67501
- Submit Associate Degree Nursing Application
To download EMT-P to RN Online Bridge Program application click on [EMT-P to RN OBP application](#).
To download LPN to RN Online Bridge Program application click on [LPN to RN OBP application](#).
- Pay off any financial holds on all accounts through HutchCC prior to being enrolled into class for RN Traditional or LPN to RN Traditional programs.

Hutchinson Community College
 Admission Criteria – Scoring Rubric
 ADN Program – LPN / EMT-P to RN Online Bridge

Name: _____

Course Grade

Explanation of Points	Maximum Points	Applicant Points
Points assigned to the grade for each of the 8 Prerequisites. You must have a C or higher in each course (maximum of 24 points):	24	

Prerequisite Points

Grade	Points
A	3
B	2
C	1
Pass	1
CLEP	1

Course	Applicant Score	Applicant Points		Applicant Points	
A & P					
English Comp 1					
Psychology					
Human Growth & Development					
Sociology / Nutrition					
Public Speaking					
Microbiology					
Pathophysiology					
Total Course Points				24	

Kaplan

Explanation of Points	Maximum Points	Applicant Points
Points assigned to the score for each of the following Kaplan subjects. You must meet the benchmark set for Reading and Science and obtain an overall benchmark of 65% (maximum 20 points)	20.0	

Score	Points
96-100	4
91-95	3.5
86-90	3
81-85	2.5
76-80	2
61-75	1.5
53-60	1
52 below	0

Category	Applicant Score	Applicant Points		Applicant Points	
*Reading 73%					
Math 72%					
Writing 61%					
*Science 53%					
*Overall 65%					
Total Kaplan Points:			44.0		

***Minimum score must be met on reading, science, and overall**

Total Points Possible: 44.0

Total Points: 44.0

Clinical Overview

Thank you for interest in the HutchCC ADN Program Bridge Option. Here is a brief overview of our program.

Pre-requisites: many of these courses may be completed online through HutchCC. Students may have unofficial transcripts reviewed to ensure transferability, by emailing them to the administrative secretary Becky Morawitz - morawitzr@hutchcc.edu.

Didactic courses: all content is online, including testing. The online format of the program allows students the opportunity to be flexible in reviewing the unit content and working through assignments on their own time. With having said that, each unit has posted due dates and all assignments must be completed by the due date. For example, in the first semester there is a unit due every week and students are expected to have all work turned in weekly. All exams are timed and due within a specific time frame - 4 days are allotted for exams but students can schedule anytime within those 4 days.

Practicum courses: are stand alone, graded courses that must be completed concurrently with the didactic courses. Clinical and laboratory is face to face in the Hutchinson area. Orientation week is considered laboratory time. If a student does not come prepared for orientation, the student will be asked to return the week after orientation to repeat the laboratory hours - this rarely happens as students are given resources to prepare in advance. Simulation is incorporated into each semester. Currently clinical are 6:30 am to 5 pm. Students self-schedule for clinical based on the published clinical schedule provided in the practicum course.

Spring clinical: In January all students attend 5 consecutive days for orientation, skills, and simulation on the HutchCC campus. An additional 90 clinical hours are required for this semester. Clinical is completed during the months of February, March, and April. 10 hours of clinical is related to Clinical prep and completed independently by the student. The remaining 80 hours (10 hours/day) of clinical are completed on a Medical-Surgical unit in the Hutchinson area. Students may complete their clinical days in approximately 12 calendar days (schedule dependent). Historically most students find it a bit challenging to complete all their days in a 12-day stretch and most break them up into two visits.

Summer clinical: Students are required to complete 90 clinical hours for this semester. Clinical is completed in the months of June and July. 10 hours of clinical is related to Clinical prep and completed independently by the student. 10 hours of clinical is an applied clinical completed independently by the student. The remaining 70 hours of clinical (10 hours/day) of clinical are completed on a Mother/Baby or Pediatric unit and simulation in the Hutchinson area.

Fall clinical: Students are required to complete 180 clinical hours for this semester. Clinical is completed in the months of September, October, and November. 90 hours of clinical are focused on Complex Care of the Adult and 90 hours on Leadership/Management. Of the 180 total clinical hours, students are required to attend clinical in the Hutchinson area for 170 hours and the remaining 10 hours is related to Clinical prep and completed independently by the student. Students may be eligible to complete up to 70 hours of the 180 total hours with a preceptor in the area they live in.

FYI: The maximum is 4 consecutive days in a row for clinical during any semester of this program.

Students are eligible to sit for the NCLEX-RN after successfully completing the program. Students have the option to test in their home state or test in Kansas and transfer their nursing license. Students are responsible to contact their State Board of Nursing to determine licensure application requirements.

For further information [click here](#).

We look forward to seeing your application in the future!

Bridge Online Option - Charges

Subject to Change without Notice

SPRING Fee Charges	Amount	Tue	Total
HCC Tuition (In-State)	\$95.00	12	\$1,140.00
HCC Tuition (Out-of-State)	\$147.00	12	\$1,764.00
HCC Student Fees	\$21.00	12	\$252.00
HCC Internet Fees	\$17.00	9	\$153.00
Proctoring Fees			\$180.00
Kaplan/ATI Semester 1			\$180.00
NR123 Course Fees			\$150.00
TOTAL IN-STATE			\$2055.00
TOTAL OUT-OF-STATE			\$2679.00

SUMMER Fee Charges	Amount	# of Credits	Total
HCC Tuition (In-State)	\$95.00	6	\$570.00
HCC Tuition (Out-of-State)	\$147.00	6	\$882.00
HCC Student Fees	\$21.00	6	\$126.00
HCC Internet Fees	\$17.00	4	\$68.00
Kaplan/ATI Semester 2			\$180.00
NR208 Course Fees			\$25.00
TOTAL IN-STATE			\$969.00
TOTAL OUT-OF-STATE			\$1281.00

FALL Fee Charges	Amount	# of Credits	Total
HCC Tuition (In-State)	\$95.00	10	\$950.00
HCC Tuition (Out-of-State)	\$147.00	10	\$1470.00
HCC Student Fees	\$21.00	10	\$210.00
HCC Internet Fee	\$17.00	6	\$102.00
New Tiered Course Fee	\$2.00	5	\$10.00
Kaplan/ATI Semester 3			\$180.00
NR220 Course Fee			\$25.00
TOTAL IN-STATE			\$1,477.00
TOTAL OUT-OF-STATE			\$1,997.00

GRAND TOTAL IN-STATE			\$4,501.00
GRAND TOTAL OUT-OF-STATE			\$5,957.00

Proctoring fees paid by student

Hutchinson Community College

Associate Degree Nursing Program

LPN to RN or EMT-P to RN Online Program

Application

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

Program Applying For

LPN to RN

EMT-P to RN

New application for each program and each time applying is required.

Kaplan Exam Scores

Exam	Date of Exam	Where exam was taken	Reading (73 or higher)	Math (72 or higher)	Writing (61 or higher)	Science (53 or higher)	Overall (65 or higher)
Exam #1							
Exam #2							

Table 1 Kaplan Exam Scores

Personal Information

Please print or type all information:

Name: _____
 Last First Middle Other last name(s)

Address: _____
 Street City State Zip

Cell Phone Number _____ Alternate Phone Number _____

HutchCC Student ID # _____ HutchCC email address _____@dragons.hutchcc.edu

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.

 Applicant's Signature

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, all applicants must show proficiency in oral and written by completing a transferable English Composition I course with a "C" or better, or meeting the minimum scores for the TOEFL exam Writing – 20, Speaking – 20, Reading 19, Listening – 20.

Please send TOEFL scores in with application Yes No

Are you an International Student? Yes No

Emergency Contact

If under 18, name of legal guardian.

Name: _____ Relationship: _____

Address _____ Telephone: _____

Name: _____ Relationship: _____

Address _____ Telephone: _____

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

White or Caucasian

Native Hawaiian or Pacific Islander

Multiracial

Black or African American

Hispanic or Latino

Asian

Other/Unknown

Prerequisites

Have you completed the following with a grade of "c" or better?

Prerequisite Courses	Yes	No	Currently Taking	What College/University?	What Year and Semester?
Human A & P					
English Comp I					
General Psychology					
Human Growth and Development					
Public Speaking or Interpersonal Communications					
Sociology or Nutrition					
General Microbiology					
Pathophysiology					
IV Therapy (LPN's)					

Table 2 Prerequisites

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

Are you a Paramedic? Yes No If yes, Year certified? _____

National Registration? Yes Kansas Certified? Yes No

Are you an LPN? Yes No Year licensed? _____ What school? _____

Are you a CURRENT student in a PN Program? Yes No
If yes, what school? _____ Graduation date? _____

Have you previously applied for admission to a nursing program? Yes No

Have you ever been a student at another nursing program? Yes No

Please specify: LPN Diploma ADN BSN

Why did you leave that program? _____

Why did you choose this nursing program? _____

Post-Secondary Education

List all formal education beyond high school.

Schools	From	To	Name of School	City and State	Major	Credential Earned
1						
2						
3						
4						

Table 3 Education

Employment (LPN's Only)

List any healthcare work experience and other.

Jobs	From	To	Title of Position	Employer	City and State
1					
2					
3					
4					

Table 4 LPN Employment

Signature

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

Signature: _____ Date: _____

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

equity@hutchcc.edu

[For electronic materials]

Jacob Gunden

Coordinator of Equity & compliance

1300 N. Plum

Hutchinson, KS 67501

(620) 665-3500 or (620) 665-3121

equity@hutchcc.edu [or gundenj@hutchcc.edu]

Hutchinson Community College Associate Degree 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 registered nurse from obtaining a Kansas Nursing license. (This may include juvenile charges).

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

(Please note: Any conviction of speeding or parking violations need not be reported.)

Have you ever been convicted of a misdemeanor or felony involving an illegal drug offense? Yes No
Please review Kansas policy.

Have you even 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.

If yes, to any question, please write an account of the offense on the back of this 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 Registered Nurse in the state of Kansas.

Applicants 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.

Application Submission

To submit application mail, email or fax.

Mail to:

Associate Degree Nursing Program
Hutchinson Community College
Davis Hall
815 N. Walnut
Hutchinson, KS 67501

Email to:

morawitzr@hutchcc.edu

Fax to:

(620) 931-2829