

## Checklist for applicants applying to the Practical Nursing Program

### Application Deadlines

- **Full-Time Program:** October 1<sup>st</sup> to March 15<sup>th</sup> –10-month program, starts in August
- **Part-Time Program:** April 1<sup>st</sup> to September 15<sup>th</sup> –18-month program, starts in January

### Before Applying

Applicant must complete a Hutchinson Community College Application before applying to the Practical Nursing Program.

Apply to [Hutchinson Community College \(www.hutchcc.edu/apply-enroll\)](http://www.hutchcc.edu/apply-enroll)

If English is a second language applicant must show proficiency in oral and written English.

- Completion of a transferable English Comp I course with a “C” or better with transcript on file.
- OR meet the minimum scores listed below for the TOEFL exam.
  - Visit the [TOEFL website](https://www.ets.org/toefl) (https://www.ets.org/toefl) for more information
  - Writing 20    Speaking 20    Reading 19    Listening 20

### Required Prerequisites

Prerequisites must be completed by:

- Full-time Program: July 30th
- Part-time Program: Dec. 22

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.

- General Psychology
- Human Anatomy & Physiology w/Lab (\*requires pre-req, if taken at Hutch CC)
- Human Growth & Development
- Nutrition or Medical Terminology

Please note: The grades for these courses are used to help determine admission criteria rating. Any course in progress during application will receive “zero” points. A student’s acceptance into the program will be contingent on passing courses in progress.

### Step 1 – Take Accuplacer Tests

**Reading, Writing and Arithmetic** Accuplacer tests must be successfully completed prior to applying to the PN Program. Call 620-245-0202 to schedule these tests. The cost for 3 tests is \$20 and if you have already taken a test the cost is \$10 to take 1 or 2 tests. Allow at least 2 ½ hours to complete these tests.

These tests must be completed by March 15th for the full-time application and September 15<sup>th</sup> for the part-time application. The minimum scores required to be admitted are: Arithmetic 230, Reading 237, and Writing 237. You may take these exams 2 times per application period, but cannot exceed 3 attempts in a 12-month period. Retakes must be scheduled 2 weeks apart.

Students scoring an average of 250 points or above on the three tests will receive an additional point on their criteria rating. You can find study tools at <https://accuplacer.collegeboard.org/students/prepare-for-accuplacer/practice>

### Step 2 – Complete PN Application

Access application from Hutch CC’s website: <https://www.hutchcc.edu/academics/allied-health/nursing-practical-nurse-lpn--cert-5209>

**NOTE:** under the **References** section, please list 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. Address, phone numbers and letter of recommendation are **not** needed and will not be accepted. Email addresses are required because we use a questionnaire through Survey Monkey for references. .

Make sure to sign and submit KSBN Requirements and Technical Standards Policy (pages 5-7) of application. Be sure to have your Technical Standards Policy witnessed.

Be sure to include your essay.

#### Essay Directions:

Answer the following question on a separate paper in essay format:

**What impact do you hope to make in peoples’ lives by becoming a nurse?**

- Typed, double spaced
- 150-250 words
- Include your name typed at the top of the page
- Submit essay with application via email to [LPNProgram@hutchcc.edu](mailto:LPNProgram@hutchcc.edu)
- See rubric below for scoring

**\*Plagiarism will result in disqualification from admission to the PN Program**

**PN Student Application Essay Rubric Revised 2-8-2021**

Criteria	Total of 2 Points Possible	Student Points Earned
Essay is typed, double spaced, with name typed at the top of the page.	0.5	
The student answered the question effectively.	0.5	
The student communicated professionally.	0.5	
Essay contained 150-250 words.	0.5	
<b>Total Points</b>	<b>2.0</b>	

### Step 3 – Certified Nursing Assistant

You must be an active Kansas Certified Nursing Assistant, verifiable through the [Kansas Nurse Aide Registry](https://ksdadsprod.glsuite.us/glsuiteweb/clients/ksdads/public/main.html) (<https://ksdadsprod.glsuite.us/glsuiteweb/clients/ksdads/public/main.html>). 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 620-665-4947 to determine if you are eligible to complete a 40 Hour Checklist.

Your Certified Nursing Assistant certificate must be verifiable by: **Full Time: July 30th/Part-Time: December 22nd.**

### Medical Work Experience

Points are given on admission criteria rating sheet for up to 2 years Certified Nursing Assistant, Certified Medication Aide, Medic, Registered Medic Aide, and Surgical Tech work experience.

In order to receive points, a letter from your employer(s) must verify how long you've worked as a Certified Nursing Assistant/Certified Medication Aide/Medic/Registered Medical Assistant. Letters are **only** accepted if submitted on letterhead and signed by a supervisor or HR Manager. Letters must be sent to [LPNProgram@hutchcc.edu](mailto:LPNProgram@hutchcc.edu) by application deadline to receive points.

### Step 4 – Transcripts

Submit **Official Transcripts** from all colleges/universities attended and high school or GED to: Hutchinson Community College, Records Office, 1300 N Plum, Hutchinson, KS 67501. Please make sure that all official transcripts have been sent to the Records Office. You can view your transcript on your Dragon Zone under the Academics tab then the Education tab at the top of the page. For more information please visit the [HutchCC Records website](http://www.hutchcc.edu/records) (www.hutchcc.edu/records)

### Additional Information

Once you submit your application, please contact the Practical Nursing Secretary at: [LPNProgram@hutchcc.edu](mailto:LPNProgram@hutchcc.edu) or 620-245-0202, for follow-up questions.

Financial holds on all accounts must be resolved prior to being enrolled into classes.

A new application must be submitted via email for each time applying to a program.

Admissions Criteria Rating Sheet, shows how applicants are scored for admission into the Practical Nursing Programs. All applicants will be notified of admission status via HutchCC email.

**If accepted**, LPN Program students must submit proof of CPR certification, back ground check and immunization records to *Castle Branch*. More information will be provided on these steps upon acceptance.