YAVAPAI COLLEGE

NURSING PROGRAM

Associate in Applied Science DEGREE - ADVANCED PLACEMENT for Licensed Practical Nurses (LPN)

LPN-RN Advanced Placement Admission
APPLICANT INFORMATION GUIDE

Spring 2024

Application dates are open from
September 28, 2023 – October 18, 2023

Yavapai College School of Health & Wellness
1100 E. Sheldon Street
Prescott, Arizona 86301
928-776-2247
Rev. 06/28/2023

PROGRAM DESCRIPTION

The traditional Associate of Applied Science Degree in Nursing is a 24-month program (four sequential semesters excluding summers) that prepares students for entry-level positions as registered nurses. The program starts twice per year: in the fall semester and again in the spring semester. Students must complete 28 credit hours of pre-requisite and co-requisite courses and 40.5 credits of Nursing Program core courses. Please see the Nursing Applicant Information Guide on the YC website for full information about the AAS Nursing degree.

Important notes:
- *Locations Offered*: Prescott and Verde Valley Campuses. Once a campus has been assigned to and accepted by a student, it should be assumed that no transfers will be offered/allowed.
- *Technology*: Students will need a computer with reliable internet access, web camera and a microphone. Students may be required to travel to either of the Yavapai College Nursing Program campuses for selected experiences. All students are required to provide their own transportation to off-campus clinical activities.
- The Nursing Department maintains a file for each applicant and student. The file contains documentation related to admission and progression in the program.
- The program is approved by the Arizona State Board of Nursing with continuing accreditation by the Accreditation Commission for Education in Nursing.
- The Nursing Program is rigorous and involves a full-time commitment of 40 hours or more per week. In addition to classroom presentations, there are activities in campus nursing labs, clinical agencies, and discussion groups. Homework, multimedia, and out-of-class assignments are also required. Students must maintain a minimum grade of 78% in all nursing courses and a minimum of 2.0 GPA in all General Education courses to remain in the program. Students must be prepared to meet the challenge and establish priorities prior to the start of classes.
- Students are responsible for remaining compliant with all mandated immunizations and must adhere to all deadline requirements as outlined in the Nursing Applicant Information Guide.

Graduates of the program are eligible to:
1. Receive an AAS degree in Nursing
2. Sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN)
3. Apply for licensure to practice nursing (Registered Nurse)

The current AAS Nursing Progression plan can be found on the YC website.

Deviation from traditional AAS curriculum plan: Please note, this curriculum plan is for the traditional AAS degree in nursing. The LPN-RN applicant will not need AHS 114 or equivalent, only current unencumbered licensure as an LPN.

PROGRAM APPLICATION REQUIREMENTS

Applicants are responsible for obtaining the most recent application policy and procedure information. Current requirements and procedures for application may be obtained online at the Nursing website: www.yc.edu/nursing. Please note that applicants should be at least 18 years of age by time of program start.

Prior to program application, the applicant must have an unencumbered LPN license. Applicants who have successfully completed equivalent training courses from other states must show documented proof of the number of hours of training completed. Applicants licensed as Vocational Nurses (LVN) must be eligible for licensure as an LPN. Additionally, all nursing prerequisite courses, including BIO205, must be completed to apply.

Prior Learning Credit: The LPN candidate will enter the nursing program beginning in the 3rd semester, with prior learning credit awarded for the following core nursing courses:

NSG 140, NSG142, NSG143, NSG 144, NSG145, NSG150, NSG152, NSG 153, NSG155

LPN-RN advanced placement students are required to attend a Nursing Information Workshop and a Pharmacology refresher course within 12 months of application submission. Certification of completion for the workshop and pharmacology refresher course are required.

Pharmacology Refresher Suggestion: https://www.lecturio.com/nursing/topics/pharmacology/

Applicants must provide proof of satisfactory completion of an Intravenous Therapy Certification or provide transcripts of successful completion of the Yavapai College NSG 153 Development of Nursing Practice course or its equivalent.

In addition, a dosage calculation exam with a score of 95% or higher must be obtained to apply for advanced placement. If an applicant scores less than 95%, a second attempt is permitted. Follow-up testing is set up through the Testing Center.

Additionally, skills testing will need to be completed and are scheduled through the nursing department once admission is secured.

Advanced placement is granted after all criteria are met and space permitting.

NURSING PROGRAM TESTING INFORMATION

Applicants must complete the NLN Accelerated Challenge Exam Foundations of Nursing (NACE-FON v1.2). This exam measures the PN/VN applicant's foundational nursing knowledge, skills, and abilities. Payment for the NACE-FON v1.2 exam can be made directly to NLN. Please bring a copy of your receipt as proof of payment. Appointments for the exam are made through the Testing Center after proof of payment is received.

The NLN NACE-FON v1.2 cumulative report results must include the student's name, testing site (participant group), the cumulative score, and scores from the following categories: Analysis, Assessment, Evaluation, Implementation, and Planning. A minimum cumulative score of 69% is required for application submission.

Applicants must also complete a Dosage Calculation Competency. The competency will be paper/pencil, 20 questions, with one hour allotted for completion. A minimum score of 95% is required. A second attempt for the dosage calculation competency will be allowed. Practice material is available upon request.

ADMISSIONS

Enrollment is limited and the selective admission process is highly competitive. Students must meet the minimum admission requirements of the program and those required for admission to Yavapai College. Admission to the program is based on a point value system. Achieving a high level of success in the pre-entry and co-requisite courses will improve a student's chance for admission to the program. All pre-entry and related courses **must** be completed, official transcripts evaluated by the registrar, and unofficial transcripts submitted with the application **prior** to receiving credit for points towards acceptance into the Nursing Program.

   A. Applicants are responsible for notifying Yavapai College and the Nursing student records coordinator of changes in address, email, and telephone numbers (contact information updates for Yavapai College are completed by logging into www.yc.edu; accessing the **myYCPortal** and updating contact information under the **My Account** icon).

   B. Students denied acceptance should meet with a Yavapai College advisor to discuss their educational plans and reapplication opportunities.

YAVAPAI COLLEGE NURSING PROGRAM SELECTION CRITERIA

Admission to the program is based on a 1000-point system, utilizing the criteria listed below. Students will be required to provide proof of residency (tuition residency is defined by the Arizona State Legislature and is outlined in the Yavapai College catalog). Proof of coursework and registration history at Yavapai College will be established by the records on file in the Registrar's office. Final selection and placement will be determined by the Program Admissions Committee.

Category	Ranking Criteria	Criteria Points Values	Possible Points
1	Overall GPA – 2.0 or higher to apply	GPA of pre and co-req. credits completed 2.0 or greater = _____50 Example: 2.0 x 50 = 100 points	200
2	NLN Accelerated Challenge Exam Foundations of Nursing (NACE-FON v1.2)	A minimum score of 69% is required for application submission. $\geq$ 69% = 400 points < 69% = 0 points	400
3	Score on Dosage Calculation Competency	Score > or = 95% on first attempt = 100 pts Score > or = 95% on second attempt = 50 pts	100
3	Total General Education Credits Completed	28 pre and co-req credits = 100 points 3.5 points per credit hour completed – 2 additional points for all 28 credits completed at time of application	100
4	*Residency	Yavapai County = 100 points State of Arizona = 50 points *Min. 1 yr. at time of application submission	100
5	Current Yavapai College Student	Completed pre-program entry and program general education credits at Yavapai College 12 or more credits = 100 points 9-11 credits = 80 points 6-8 credits = 60 points 3-5 credits = 40 points	100

STEPS TO APPLY FOR ADMISSION

Students must apply to and be admitted to Yavapai College if not currently enrolled as a student, prior to applying to the Nursing Program. Please go to www.yc.edu and complete the Yavapai College admission procedure.

Transcripts from other institutions: Official college transcripts of pre-entry and General Education courses must be received and evaluated in the Yavapai Registrar's office. Official transcripts must be unopened and possess the official seal of the college registrar. ***Official transcripts are mailed directly to the Yavapai College Registrar at the time of admission***. Hand-carried transcripts are not official transcripts and will not be accepted.

Completed Advisor Pre-Entry Check Sheet Form for the Nursing Program signed and dated by Advisor and Applicant. You will receive a check sheet at your appointment with your advisor and must attach a copy of your unofficial Yavapai College transcript (and transfer transcripts if applicable). The overall GPA requirement is 2.0 or higher to apply to the Nursing Program. To receive credit for classes taken at other colleges, courses must be evaluated to appear on your YC transcript. Please call 928-776-2106 (Prescott) or 928-634-6510 (Verde) to reach the Advising Department with questions or concerns.

For proof of residency, print out your current semester residency information from your myYC Portal: General Student Record page (see Application Checklist Coversheet). For assistance, call 928-717-7777. Include a copy of your Arizona Driver's License.

Schedule an appointment with the testing center (Prescott 928-776- 2220 or Verde 928-634-6561) for the NLN Accelerated Challenge Exam Foundations of Nursing (NLN NACE-FoN v1.2) exam, prior to program application. A minimum score of 69% is accepted. Applicants will also need to schedule a Dosage Calculation Competency. A minimum score of 95% is required.

Have copies of your Arizona LPN license, IV certification/course completion, pharmacology refresher, and NLN score report made to include with your application submission. You will also need a copy (front and back) of your Arizona Level I Fingerprint Clearance Card. Lastly, you will need a copy of the attendance certificate for the Nursing Workshop.

Complete Application Checklist Coversheet for YC Nursing Program AND the YC Nursing Program Application for AP Admission.

Nursing Program applications will be accepted from **September 28 through October 18, 2023** for Spring 2024 acceptance. Applications must be <u>submitted electronically</u> by October 18, 2023 to nursingapplications@yc.edu The subject line of the email should include the following: A P Nursing Program Application-Spring 2024-Name of Applicant **(Example: AP Nursing Program Application-Fall 2023-Flor Nightingale)**

Please note: Images/photos of documents that are converted to PDF can create larger file types which may cause accessibility issues when combined and emailed. In this instance, hard copies of documents may be scanned and combined into one PDF packet prior to submission.

All required documentation must be submitted with the application by the due date deadline. **There are no exceptions.**

NAMING CONVENTION – ONE PDF:
<u>Application forms and copies of all required documentation should be submitted as one PDF packet. The packet label must include student name (last name – first name) and Y Number.</u>
Example: (Last Name-First Name- Y#) Nightingale-Flor-Y0123450
A confirmation email will be sent back to you from the nursing program once the application has been received and reviewed.

Inquiries about the application may be sent to nursing@yc.edu

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Important!
Your application must contain <u>all</u> the required documents and be legible to be considered for admission to the program.
Please use the Application Checklist Coversheet to ensure that you are submitting everything that is required. Submit your application packet in its entirety, using the naming convention outline on page 7, to nursingapplications@yc.edu
Retain a copy of your complete application for your records.

ADDITIONAL ADMISSION REQUIREMENTS <u>AFTER</u> CONDITIONAL ACCEPTANCE

1. Drug testing, Criminal Background Check, and Immunization Tracker <mark>(One all-inclusive package through Castle Branch): a fee of $145.50 is payable to Castle Branch</mark> after a conditional acceptance letter is received. An additional fee may be required if you have had multiple addresses in past years. Payment for Castle Branch accounts must be completed timely to allow adequate time for background check processing and program compliance.

2. The completed **Health Care Provider Signature Form** submitted to Castle Branch as part of the Immunization Tracker documentation.

3. Yavapai College Picture ID – due the first day of classes - email onecard@yc.edu to obtain a physical ID card. Refer to: https://www.yc.edu/v6/enrollment-services/onecard.html for more information.

4. A skill performance assessment exam will be required after acceptance.

NOTIFICATION OF ACCEPTANCE

Letters of Acceptance will be sent to the <u>student scholar email account</u> within four weeks of the application deadline**.** *If an applicant does **not** have a scholar email account, the letter will be sent by postal mail to the mailing address provided by the applicant on the Application for Admission.* **Please refrain from contacting the Nursing Department if you have not received a letter within 30 days of the deadline date.** It is your responsibility to make sure that your scholar email account and mailing address are current, and up to date with the department at all times. You can do this by emailing nursing@yc.edu with your new address or phone number AND changing contact information in your myYC portal account so that it may be verified.

If you are not accepted to the program you will receive a letter stating so. Alternates are also identified at this time and notified. Initial notification is **not** made over the phone or in person. If a letter has not been received after 30 days of the application deadline, please contact the Nursing Department at nursing@yc.edu .