



WALLACE  
COMMUNITY  
COLLEGE

# LPN-to-RN Career Mobility Application

(Associate Degree Nursing)

***Application Deadline: Friday, October 5, 2012, noon***

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Dear Prospective Student:

Thank you for your interest in the Associate Degree Nursing (ADN) program at Wallace Community College. Please read all information carefully.

For detailed information regarding the admission requirements for LPN-to-RN Career Mobility, please refer to the LPN-to-RN Career Mobility Information Packet. Information can be received in person or via the college web site at <http://www.wallace.edu/deptpages/health/adn/>.

A checklist is included in this packet to help ensure that you have met all admission requirements and have submitted all required documentation. Application packets must be complete at the time of submission. Incomplete application packets will be disqualified.

Only a daytime curriculum option will be offered for LPN-to-RN Career Mobility in Spring Semester 2013.

For questions regarding the ADN program, please contact the ADN Program Office at (334) 556-2262 or via email at [mblackmon@wallace.edu](mailto:mblackmon@wallace.edu).

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The Associate Degree Nursing program at  
Wallace Community College is approved by the  
**Alabama Board of Nursing**  
RSA Plaza, Suite 250  
770 Washington Avenue  
Montgomery, Alabama 36104  
(334) 293-5200

The Associate Degree Nursing program at  
Wallace Community College is accredited by the  
**National League for Nursing Accrediting Commission (NLNAC)**  
3343 Peachtree Road NE, Suite 850  
Atlanta, Georgia 30326  
(404) 975-5000



# LPN-to-RN Career Mobility Application Checklist

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Student I.D.# \_\_\_\_\_

All required documents must be submitted at one time in a completed application packet. Incomplete application packets will not be considered in the application process. For questions or clarifying information regarding the admission standards and/or attached requirements, please refer to the ADN Information Packet.

✓	Application Requirements
	<b>Completed</b> requirements for general admission to Wallace Community College. Applicants must complete the WCC application for general admission requirements according to the college admission policy.
	<b>Met minimal admission requirements</b> for application to the ADN program (requirements on page 3).
	<b>Completed</b> application forms for the ADN program (pages 1-5). All forms must be complete and signed, where requested.
	<b>Attached “Admission Agreement”</b> from the Office of Admissions and Records. Students must be unconditionally admitted to WCC. (If you are enrolled in Fall semester at another college and cannot obtain “unconditional” status, you must submit all transcripts up to the semester in progress to the Office of Admissions and Records at WCC and then follow up with a complete transcript (following grade posting) at the end of the semester. A notation of your status should be made on your “Admission Agreement”.) <b>Please allow a minimum 72-hour processing time for documents requested from the Office of Admissions and Records.</b>
	<b>Attached transcripts from EACH college attended.</b> Copies of transcripts from <b>EACH</b> college attended must be included with this application, including your WCC transcript, if applicable. Transfer credit listed on any other college’s transcript will not be accepted in place of transcripts from the original college. <b>Transcripts for the LPN-to-RN Career Mobility application packet can be unofficial.</b> (Although official transcripts are submitted to the Office of Admissions and Records for acceptance to the College, transcripts must also be submitted with your nursing application packet. Copies of transcripts will not be provided by the Office of Admissions and Records for any college other than WCC.)
	<b>Attached scores for the TEAS-V® Entrance Exam</b> (ATI Test of Essential Academic Skills, version V). Students must create an account at <a href="http://www.atitesting.com">www.atitesting.com</a> to schedule a date for testing. Application packet must include a copy of the <b>TEAS-V®</b> score report ( <b>Individual Performance Profile</b> ). Applications received without test scores included will be considered ineligible for admission consideration and point ranking. Scores are good for three years. <i>Students that have taken the TEAS-V® at any location other than the WCC Dothan campus or Sparks campus will be required to have official scores transferred to WCC. ATI assesses a \$25.00 fee to transfer these scores.</i>
	<b>Completed the Employment Verification Form</b> (page 5) of the application packet. This form serves as documentation of employment as an LPN for a minimum of 500 clock hours, to have been worked within 12 months prior to the application deadline. Work experience will be accepted from any state.
	<b>Attached a copy of your Alabama LPN license.</b> Your LPN license must be valid and unencumbered.
	Students can submit a high school transcript for possible additional ranking points; however, this is not required.

Classes for the ADN program are only offered on the Dothan Campus; however, applications may be submitted in the following ways:

**By Mail:** Wallace Community College  
Associate Degree Nursing Program Office  
1141 Wallace Drive  
Dothan, AL 36303

**In Person:** Dothan Campus – Michelle Blackmon, ADN Program Office, Room 156, Gary Health Building  
Sparks Campus – Earl Bynum, Administration Building, Student Services Office

**Note:** Applicants should allow 6 weeks from the application deadline for notification of acceptance status. All applicants will be notified by U.S. mail.



# Wallace Community College

## The Alabama Community College System Nursing Program Application

**For Office Use Only**

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

It is the responsibility of the applicant to submit a **completed** application packet. Mailing information and submission locations are listed on the Application Checklist for this application. Applications should be submitted on or before the deadline of **Friday, October 5, 2012, noon.** No applications will be accepted after the deadline.

### I. PERSONAL DATA

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_ Maiden: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Student I.D.#: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

### II. EDUCATION

High School Graduation Year: \_\_\_\_\_ High School Name: \_\_\_\_\_

GED (if applicable): Yes \_\_\_\_\_ No \_\_\_\_\_ Date Completed: \_\_\_\_\_

Are you currently taking college courses? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, what college? \_\_\_\_\_

- Applicants to the ADN program must disclose each college and/or university attended regardless of credit hour, certificate, or degree completion. Any failure to disclose attendance at any college or university could result in immediate disqualification from the ADN applicant pool and/or ADN program.

List all colleges **attended** and the year(s) attended:

DATES FROM/TO	INSTITUTION(S) ATTENDED, INCLUDING WCC	CITY / STATE	CREDENTIALS EARNED, if applicable (CERTIFICATE/DEGREE)

Have you previously been admitted to a nursing program? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, state reason for withdrawal:

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- **If you have previously been admitted to, but failed to complete a previous nursing program, you must submit a letter that states your eligibility to return to the previous program. The letter must be submitted with your ADN program application packet. The letter must be from the Dean or Director of the previous nursing program.**

### III. LPN LICENSURE

Do you have a current **Alabama** LPN license? Yes \_\_\_\_\_ No \_\_\_\_\_

What is your **Alabama** LPN license number? \_\_\_\_\_

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**I understand that completion of this application is a component of the student profile and does not in itself grant admission to the nursing program. I understand this application must be resubmitted if I am not selected for the Spring 2013 semester. I certify that the information given in this application is true and correct. I understand that providing false information may be deemed sufficient reason to dismiss a student and/or refuse admission to the ADN program.**

Minimum admission standards include:

1. Unconditional admission to WCC.
2. Receipt of completed application packet for the ADN program by **Friday, October 5, 2012, noon.**
3. Minimum of 2.500 GPA based on the last 24 credit hours for students with previous college work **or** high school diploma or GED for students with no previous college work.
4. Completion of English Composition I (ENG101), Intermediate College Algebra (MTH100) or higher level math, Anatomy and Physiology I (BIO201), and Anatomy and Physiology II (BIO202).
5. Valid, unencumbered **Alabama** LPN license.
6. Documentation of employment as an LPN for a minimum of 500 clock hours within the past 12 months.
7. Score on the ATI Test of Essential Academic Skills, version V (TEAS-V<sup>®</sup>). Scores must be within three years.
8. Good standing with WCC as defined by the College Catalog.
9. Meeting the essential functions and technical standards required for nursing.

**Admission to the nursing program is competitive, and the number of students is limited by the number of faculty and clinical facilities available. Meeting minimal requirements does not guarantee acceptance.**

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Applicant's Signature

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Date

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**NOTE: *Upon acceptance* into any health program at WCC, students will be required to submit to drug screening and a background check.**

**THE ALABAMA COMMUNITY COLLEGE SYSTEM / WALLACE COMMUNITY COLLEGE  
NURSING PROGRAMS - ESSENTIAL FUNCTIONS**

The Alabama Community College System endorses the Americans' with Disabilities Act. In accordance with College policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

Physical, cognitive, psychomotor, affective and social abilities are required in unique combinations to provide safe and effective nursing care. The applicant/student must be able to meet the essential functions with or without reasonable accommodations throughout the program of learning. Admission, progression and graduation are contingent upon one's ability to demonstrate the essential functions delineated for the nursing programs with or without reasonable accommodations. The nursing programs and/or its affiliated clinical agencies may identify additional essential functions. The nursing programs reserve the right to amend the essential functions as deemed necessary.

In order to be admitted and to progress in the nursing program one must possess a functional level of ability to perform the duties required of a nurse. Admission or progression may be denied if a student is unable to demonstrate the essential functions with or without reasonable accommodations.

The essential functions delineated are those deemed necessary the Alabama Community College System nursing programs. No representation regarding industrial standards is implied. Similarly, any reasonable accommodations made will be determined and applied to the respective nursing program and may vary from reasonable accommodations made by healthcare employers.

**The essential functions delineated below are necessary for nursing program admission, progression and graduation and for the provision of safe and effective nursing care. The essential functions include but are not limited to the ability to:**

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| <p>1) Sensory Perception</p> <p>a) Visual</p> <p>i) Observe and discern subtle changes in physical conditions and the environment</p> <p>ii) Visualize different color spectrums and color changes</p> <p>iii) Read fine print in varying levels of light</p> <p>iv) Read for prolonged periods of time</p> <p>v) Read cursive writing</p> <p>vi) Read at varying distances</p> <p>vii) Read data/information displayed on monitors/equipment</p> <p>b) Auditory</p> <p>i) Interpret monitoring devices</p> <p>ii) Distinguish muffled sounds heard through a stethoscope</p> <p>iii) Hear and discriminate high and low frequency sounds produced by the body and the environment</p> <p>iv) Effectively hear to communicate with others</p> <p>c) Tactile</p> <p>i) Discern tremors, vibrations, pulses, textures, temperature, shapes, size, location and other physical characteristics</p> <p>d) Olfactory</p> <p>i) Detect body odors and odors in the environment</p> <p>2) Communication/ Interpersonal Relationships</p> <p>a) Verbally and in writing, engage in a two-way communication and interact effectively with others, from a variety of social, emotional, cultural and intellectual backgrounds</p> <p>b) Work effectively in groups</p> <p>c) Work effectively independently</p> <p>d) Discern and interpret nonverbal communication</p> <p>e) Express one's ideas and feelings clearly</p> <p>f) Communicate with others accurately in a timely manner</p> <p>g) Obtain communications from a computer</p> <p>3) Cognitive/Critical Thinking</p> <p>a) Effectively read, write and comprehend the English language</p> <p>b) Consistently and dependably engage in the process of critical thinking in order to formulate and implement safe and ethical nursing decisions in a variety of health care settings</p> <p>c) Demonstrate satisfactory performance on written examinations including mathematical computations without a calculator</p> <p>d) Satisfactorily achieve the program objectives</p> <p>4) Motor Function</p> <p>a) Handle small delicate equipment/objects without extraneous movement, contamination or destruction</p> <p>b) Move, position, turn, transfer, assist with lifting or lift and carry clients without injury to clients, self or others</p> <p>c) Maintain balance from any position</p> <p>d) Stand on both legs</p> <p>e) Coordinate hand/eye movements</p> <p>f) Push/pull heavy objects without injury to client, self or others</p> <p>g) Stand, bend, walk and/or sit for 6-12 hours in a clinical setting performing physical activities requiring energy without jeopardizing the safety of the client, self or others</p> <p>h) Walk without a cane, walker or crutches</p> <p>i) Function with hands free for nursing care and transporting items</p> <p>j) Transport self and client without the use of electrical devices</p> <p>k) Flex, abduct and rotate all joints freely</p> <p>l) Respond rapidly to emergency situations</p> <p>m) Maneuver in small areas</p> <p>n) Perform daily care functions for the client</p> <p>o) Coordinate fine and gross motor hand movements to provide safe effective nursing care</p> | <p>p) Calibrate/use equipment</p> <p>q) Execute movement required to provide nursing care in all health care settings</p> <p>r) Perform CPR and physical assessment</p> <p>s) Operate a computer</p> <p>5) Professional Behavior</p> <p>a) Convey caring, respect, sensitivity, tact, compassion, empathy, tolerance and a healthy attitude toward others</p> <p>b) Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client</p> <p>c) Handle multiple tasks concurrently</p> <p>d) Perform safe, effective nursing care for clients in a caring context</p> <p>e) Understand and follow the policies and procedures of the College and clinical agencies</p> <p>f) Understand the consequences of violating the student code of conduct</p> <p>g) Understand that posing a direct threat to others is unacceptable and subjects one to discipline</p> <p>h) Meet qualifications for licensure by examination as stipulated by the Alabama Board of Nursing</p> <p>i) Not to pose a threat to self or others</p> <p>j) Function effectively in situations of uncertainty and stress inherent in providing nursing care</p> <p>k) Adapt to changing environments and situations</p> <p>l) Remain free of chemical dependency</p> <p>m) Report promptly to clinicals and remain for 6-12 hours on the clinical unit</p> <p>n) Provide nursing care in an appropriate time frame</p> <p>o) Accepts responsibility, accountability, and ownership of one's actions</p> <p>p) Seek supervision/consultation in a timely manner</p> <p>q) Examine and modify one's own behavior when it interferes with nursing care or learning I have reviewed the Essential Functions for this program and I certify that to the best of my knowledge, I have the ability to perform these functions. I understand that a further evaluation of my ability may be required and conducted by the nursing faculty if deemed necessary, to evaluate my ability prior to admission to the program and for retention and progression through the program.</p> |
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**STUDENT ACKNOWLEDGEMENT**

I have reviewed the Essential Functions for this program and I certify that to the best of my knowledge, I have the ability to perform these functions. I understand that a further evaluation of my ability may be required and conducted by the nursing faculty if deemed necessary, to evaluate my ability prior to admission to the program and for retention and progression through the program.

I understand that Wallace Community College will provide reasonable accommodations but is not required to substantially alter the requirements or nature of the program or provide accommodations that inflict an undue burden on the respective College.

I understand that if my health changes during the program of learning, so that the essential functions cannot be met with or without reasonable accommodations, that I may be withdrawn from the nursing program.

**I understand that if I need accommodations, it is my responsibility to contact the appropriate College official. My request should be directed to Jean Dagostin, Counselor, at (334) 556-2294.**

Print Name: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



## LPN EMPLOYMENT VERIFICATION FORM

Nursing Applicant Name: \_\_\_\_\_

**To be filled out by employer:**

Name of authorized person verifying work hours: \_\_\_\_\_

Employing agency / facility: \_\_\_\_\_

Please check one:

The above listed nursing applicant has worked a minimum of 500 clock hours within the past 12 months.

The above listed nursing applicant has NOT worked a minimum of 500 clock hours within the past 12 months.  
*Please list the total hours worked within the past 12 months:* \_\_\_\_\_

Signature of Verifier \_\_\_\_\_

Title of Verifier \_\_\_\_\_

Agency Address \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

**NOTE:** If the number of hours worked at any one agency/facility is not greater than or equivalent to the required 500 hours, additional verification forms from multiple employers may be completed and submitted, provided the hours worked as an LPN are within the past twelve (12) months prior to the date of application.

## Informational Addendum:

# TEAS-V<sup>®</sup> Entrance Exam for Spring 2013 Wallace Community College Associate Degree in Nursing and Practical Nursing Applicants

Effective with the Fall 2011 application process, applicants to all nursing programs under the direction of the Alabama Department of Postsecondary Education must submit scores received on the Test of Essential Academic Skills, Version Five (TEAS-V<sup>®</sup>). Applicants must pre-register and pay for testing through the vendor site to reserve a seat at their desired testing session. An applicant may take the exam two (2) times during the application period and must wait at least six (6) weeks between tests. Although no minimum score is required, the score received on this test will count as a majority of points used in ranking applicants for admission selection (150 of 251 for ADN; 150 of 221 for PN). TEAS-V<sup>®</sup> scores are valid for three years.

The TEAS-V<sup>®</sup> measures basic essential skills in the academic content areas of reading, mathematics, science, and English and language usage. Students must create an account at [www.atitesting.com](http://www.atitesting.com) to schedule a date for testing. All nursing applicants must include a copy of their TEAS-V<sup>®</sup> score report in their nursing program application packet. Applications received without test scores will be considered ineligible for admission consideration and point ranking.

### Guidelines for TEAS-V<sup>®</sup> Testing:

- TEAS-V<sup>®</sup> test administration at WCC will be computerized (four-option, multiple choice)
- Total time available to test: 209 minutes (3 hours and 29 minutes)
- Number of Test Questions: 170
- Points Possible: 150
  - **Reading:** 58 minutes/ 48 questions
  - **Math:** 51 minutes/ 34 questions
  - **Science:** 66 minutes/ 54 questions
  - **English and language:** 34 minutes/ 34 questions

### Accommodations for Students with Disabilities:

According to the U.S. Department of Education's Section 504 of the Rehabilitation Act of 1973, a student with a disability may be defined as any individual who:

- has a physical or mental impairment which substantially limits one or more major life activities;
- has a record of such an impairment; or
- is regarded as having such an impairment

Any examinee who has a **documented** disability should contact Jean Dagostin (Wallace Campus in Dothan) at 334-556-2294 or Earl Bynum (Sparks Campus in Eufaula) at 334-687-3543, ext. 4270 **two weeks prior** to their registered testing date.

### Preparing for the TEAS-V®:

- The *Study Manual for the Test of Essential Academic Skills, Version Five* is available for purchase at [www.atitesting.com](http://www.atitesting.com).
- The study manual is also available for purchase in the WCC bookstores at the Wallace Campus in Dothan and at the Wallace Campus in Eufaula.
- The following items are also available for purchase at [www.atitesting.com](http://www.atitesting.com):
  - Learning strategies
  - TEAS® Pre-Test Study Manual
  - TEAS® online practice assessments
  - TEAS® transcripts

Scoring on the TEAS-V® is utilized in the nursing entry process as points based on the percentage score equivalent. The **Adjusted Individual Total** score percentage score is utilized in calculating the nurse entry admission process. If the **Adjusted Individual Total Score is 94%, this will be calculated as 94% of the total 150 questions or 141 admission points.** There is no minimum score required on the TEAS-V®, but a higher score produces a higher point total for nursing entry. Total points possible for nursing entry: ADN=251 and PN=221.

Cost of the TEAS-V® test is \$40.00. This fee must be paid in advance online by debit or credit card at [www.atitesting.com](http://www.atitesting.com). **YOU MUST PRE-REGISTER WITH ATI TO SCHEDULE A TESTING SESSION—WCC DOES NOT SCHEDULE SEATS OR RECEIVE PAYMENT. DO NOT COME TO A TESTING SESSION IF YOU HAVE NOT ALREADY PRE-REGISTERED AND RECEIVED YOUR USER ID AND PASSWORD!**

### Registering for the TEAS-V®:

- Log on to [www.atitesting.com](http://www.atitesting.com)
- Click on “Register for TEAS®” at the bottom right corner of your screen.
- After completing the registration process, testers will be required to create a user account if they do not already have one prior to purchasing the test session. **REMEMBER YOUR USER ID AND PASSWORD—IT WILL BE REQUIRED AT TIME OF TESTING.**

### Taking the TEAS-V®:

- Arrive 30 minutes early to the test site—**NOTE: All TEAS-V® sessions are scheduled for the Wallace Campus in Dothan.**
- Present one valid form of ID--must be a government-issued photo ID, i.e., Driver’s License, Military ID, or Passport
- Provide ATI username and password [www.atitesting.com](http://www.atitesting.com) assigned when registering/paying for the exam)
- No calculators, cell phones, pagers, PDAs, CD players, MP3 players, IPODs or other electronic devices allowed during test
- Bring two or more #2 pencils—scratch paper will be provided by the testing center
- Schedule yourself for four hours to complete the exam
- **Late arrivals will not be allowed to test and will therefore forfeit the testing fee.**

### Please Note:

- ATI assesses a \$25.00 fee to transfer a TEAS-V® score to a location other than your original test site.
- **Missed exams are non-refundable; however, you may change a test date by contacting ATI at least 48 hours in advance of your originally scheduled testing date.**
- TEAS-V® score is good for three years.
- TEAS-V® may be repeated only once during any semester admission cycle. The student must wait at least six weeks between testing attempts.
- **Proof of TEAS-V® score must be attached to nursing applications.**

**FOR TEST DATE AND TIME OPTIONS AVAILABLE AT WCC, VISIT [www.atitesting.com](http://www.atitesting.com). Dates and times for Dothan and Eufaula testing centers are available.**