Practical Nursing Program
Application Process & Checklist

Application and Testing Deadlines

Full-time Program: October 1st to March 15th -- 10-month program, starts in August.
Part-time Program: April 1st to September 15th -- 18-month program, starts in January.

Before Applying

a) You must take the Kaplan pre-admission exam. To schedule your appointment please call the program secretary at 620-245-0202 or 888-464-8824, ext. 6214. If needed, you may schedule a second attempt; failure to meet criteria on the second attempt will render your application ineligible for acceptance at this time. In this case, we encourage you to meet with an advisor regarding remedial courses to assist your success on this exam in the future. Please contact the Rimmer Support Services front desk at 620-665-3449 for more information.

b) 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.

c) All applicants must show proficiency in oral and written English if their primary language is not English by completing a transferable English Comprehension I course with a “C” or better, or meeting the minimum scores listed below for the TOEFL exam. Writing – 20  Speaking – 20  Reading – 19  Listening – 20

Prerequisites

Must be completed by:  Full-time Program: July 30th  Part-time Program: December 20th

- General Psychology
- Human Anatomy & Physiology w/Lab
- Human Growth & Development
- Medical Terminology

Please note: The grades for these courses are used to help determine admission criteria rating. Any courses in progress during application will receive “zero” points. A student’s acceptance into the program will be contingent on passing courses in progress. Official transcript of all prerequisites are required by application deadline in order to receive points.
**Step 1 - Application**

a) Apply to Hutchinson Community College Admissions (if you haven’t already done so) or update your HCC information at [www.hutchcc.edu/admissions](http://www.hutchcc.edu/admissions).

*Applicant must be a HCC student to apply to the Practical Nursing Programs.*

b) Submit all **Official Transcripts** from all colleges/universities attended and high school to:

   Hutchinson Community College  
   Records Office  
   1300 N. Plum  
   Hutchinson, KS 67501

For more information about transcripts please visit: [http://www.hutchcc.edu/records](http://www.hutchcc.edu/records)

c) Submit application for admission to PN Secretary via email at johnsonal@hutchcc.edu or mail to:

   Hutchinson Community College  
   Practical Nursing Program  
   2208 E. Kansas Ave.  
   McPherson, KS 67460

**Step 2 - CNA**

You **must** be an active certified Kansas CNA, verifiable through the Kansas Nurse Aide Registry. 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 620-665-4948 to determine if you are eligible to complete a 40 Hour Checklist.

Your CNA certificate must be verifiable by:  
**Full-time: July 30th**  
**Part-time: December 20th**

Go to Kansas Nurse Aide Registry at:  

Click on *Certification Verification*, type in your information, then click on details, copy report. *(See page 6 for example.)*

*Please note: Your CNA certificate must be submitted prior to application deadline to receive points in this category of the admission criteria rating.*
Step 3 – Information Session

- Attend Information Session. Dates and times for information session will be emailed to your HCC Dragon email account after application has been received in office and processed.

- This session provides applicants the opportunity to tour the facility, meet current nursing students and visit with faculty regarding the nursing program (i.e., schedules, expectations, etc.).

- The applicant will be evaluated on professionalism and attendance, i.e., office business casual attire, promptness, attentiveness.

- Failure to meet these requirements will result in a lower admission criteria rating.

Step 4 – Admission Process

a) Make sure to sign and submit KSBN Requirements & Technical Standards Policy (pages 5-7 of application).

b) Applicants who meet all the criteria for admission into the PN Program will be notified by email to their HCC Dragon email of acceptance into the program, provisional acceptance, or placement on alternate list.

c) If accepted; Submit proof of CPR certification and immunization records to Castle Branch by:
   Full-time Program: July 30th  Part-time Program: December 20th

Additional Information

- Please note that all correspondence from this office will be done through your HCC Dragon email account. If you have any questions please contact the Practical Nursing Secretary at johnsonal@hutchcc.edu.

- See page 5 for Admission Criteria Rating sheet. This shows how applicants are scored for the Practical Nursing Programs.

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

- A new application must be submitted for each time applying to a program.
Kaplan Exam

- Applicant has to meet program benchmarks set for the Kaplan Admissions Exam before applying.  **Cumulative 51.9% or Higher**  **Critical Thinking 54.9% or Higher**

- Applicant may take the Kaplan Admissions Exam twice during an application process if time allows. There is a **two week** waiting period between exams. Testing has to be done before application submission and deadlines.

- Payment for the exam must be made on the day of your scheduled exam. The fee is $10 for each exam.

- Please bring a photo ID, this can be your HCC student ID or driver license.

- Edition 7 Kaplan study guides are available at the McPherson Center to check out. You can only check out a study guide two weeks before your scheduled exam. Study guides **must** be checked in before allowed to test.

- To schedule your Kaplan exam please call the McPherson Center at 620-245-0202.  
  **We will need your name, phone number and student ID number.**

- Testing days and times at the McPherson Center are Fridays at 10:00am.

- If applying to Fort Riley location, please call Sandy Bergman at 785-375-8445 to schedule your Kaplan exam.
HUTCHINSON COMMUNITY COLLEGE PRACTICAL NURSING PROGRAM
ADMISSION CRITERIA RATING

Name ___________________________________________  ID# ____________________________________________

Maximum Point Value

1. Application complete and submitted to the nursing program by due date. 1.0 ___

2. CNA status verified?  Yes     No  IF NO, THEN 0 POINTS 1.0 ___

3. English second Language  Yes     No  TOEFL Scores: Writing-20  Speaking-20  Reading-19  Listening-20  
   If Yes, does student have TOEFL/English Comp 1 “C” or better  Yes     No

4. Essay - Format, grammatically correct, and all questions answered and length requirement met. 2.0 ___

5. References - (Must rate 41 or higher)
   Professional 1.0 ___
   Professional 1.0 ___
   Professional/Acquaintance 1.0 ___

6. KAPLAN Exam
   Cumulative Score: Points
   85+                4.0
   73-82.9            3.0
   63-72.9            2.0
   52-62.9            1.0
   <51.9 not accepted
   Critical Thinking Score
   85+                 4.0
   75-84.9             3.0
   65-74.9             2.0
   55-64.9             1.0
   <54.9 not accepted

7. Information Session
   Presentation of Self  (Reason for no point: ______________________________) 1.0 ___
   Attendance and on time  (Reason for no point: ______________________________) 1.0 ___

8. College Courses Taken - Must Be C or Better (A&P within last 5 years)

<table>
<thead>
<tr>
<th>Date</th>
<th>College</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

General Psychology  A or B = 2.0  C = 1.0  IP = 0.0  2.0 ___
Anatomy and Physiology  A = 3.0  B = 2.0  C = 1.0  IP =0.0  3.0 ___
Human Growth & Development  A = 3.0  B = 2.0  C = 1.0  IP =0.0  3.0 ___
Medical Terminology  A or B = 2.0  C = 1.0  IP = 0.0  2.0 ___

Notes: **If a tie in total points occurs the applicant with the highest Kaplan critical thinking score will gain acceptance first. If the Kaplan critical thinking scores are also tied, the applicant with the highest Kaplan reading score will be accepted. **

15 points or fewer, no admittance  Total points: 27.0 ___

Upon review and consideration of the admission criteria rating, it is recommended that this applicant be: (check one)

_________________  Provisional Admittance  Alternate  Provisional Alternate  Not admitted

Reason: ____________________________________________________________

_________________
Kansas
Department for Aging
and Disability Services

Survey, Certification and Credentialing Commission

Nurse Aide Registry Confirmation Notice

certification@kdads.ks.gov - REGISTRY INQUIRIES ONLY!

<table>
<thead>
<tr>
<th>Name:</th>
<th>AideID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Names:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Certification Type</th>
<th>Issued</th>
<th>Expiration</th>
<th>Status</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Nurse Aide</td>
<td></td>
<td></td>
<td>Active</td>
<td></td>
</tr>
</tbody>
</table>

Employment Verification

Last Criminal Record Check Requested By

***DISCLAIMER: All information provided on this web page and other associated web pages are made available to provide immediate access for the convenience of interested persons. While we believe the information to be reliable, human or mechanical error remains a possibility, as does delay in the posting or updating of information. Therefore there is no guarantee as to the accuracy, completeness, timeliness, currency, or correct sequencing of the information. Neither this agency, nor any of the sources of the information, shall be responsible for any errors or omissions, or for the use or results obtained from the use of this information.

Health Occupations Credentialing
503 S Kansas Ave.
Topeka, KS 66603-3404

Phone: 785-296-8877
Fax: 785-296-3075
1. Took Kaplan exam: **Cumulative**_____  **Critical Thinking**_____

2. Prerequisites: *Grades must be a “C” or better.*
   ___General Psychology
   ___Human Anatomy & Physiology w/lab
   ___Human Growth & Development
   ___Medical Terminology

3. Be a Hutchinson Community College Student:
   Not a student? Apply at [www.hutchcc.edu/admissions](http://www.hutchcc.edu/admissions)

4. Send all your official transcripts!
   **Hutchinson Community College**
   Records Office
   1300 N. Plum
   Hutchinson, KS 67501

5. Submit LPN application.
   Click on the application link at www.hutchcc.edu/lpn to download the application. Please send to: johnsonal@hutchcc.edu or mail to
   **Hutchinson Community College**
   **Practical Nursing Program**
   2208 E. Kansas Ave.
   McPherson, KS 67460

6. CNA: active and certified in Kansas.

7. Attend information session: Days & times will be emailed to your HCC email account after submitting application.

8. Pay off any financial holds on all accounts through HCC prior to being enrolled into class for Practical Nursing Program.