## Application and Testing Deadlines

<table>
<thead>
<tr>
<th>Program Type</th>
<th>Application Deadline</th>
<th>Testing Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time Program</td>
<td>October 1 to March 15</td>
<td>Part-time Program: April 1 to September 15</td>
</tr>
<tr>
<td>Part-time Program</td>
<td>April 1 to September 15</td>
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### 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 tutor 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.

<table>
<thead>
<tr>
<th>Component</th>
<th>Score</th>
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<tbody>
<tr>
<td>Writing</td>
<td>20</td>
</tr>
<tr>
<td>Speaking</td>
<td>20</td>
</tr>
<tr>
<td>Reading</td>
<td>19</td>
</tr>
<tr>
<td>Listening</td>
<td>20</td>
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</table>

### Prerequisites

**Must be completed by:**

- **Full-time Program - July 30th**
  - General Psychology
  - Human Anatomy & Physiology
  - Growth and Development
  - Medical Terminology

- **Part-time Program - December 20th**

  All classes must have a grade of a “C” or better.
  A&P must be 6 credit hours with a lab taken within the past 5 years.

*Please note: The grades for these courses are used to help determine admission criteria rating. Any course not completed by file completion date will receive “zero” points. 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 the Initial 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. A copy of your current Kansas CNA certificate must be submitted with your PN application. *(See page 6 for example.*) If your certification is not verifiable through the Kansas Nurse Aide Registry and 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.

*This must be completed prior to application deadline.*

**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.

- 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) Submit proof of CPR certification at the *Health-Care Provider level* to the PN Program by:
   - **Full-time Program:** July 1st
   - **Part-time Program:** January 1st

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.
Applicant has to meet program benchmarks set for the Kaplan Admissions Exam before applying.

- **Reading 45% or Higher**
- **Math 45% or Higher**
- **Cumulative 45% 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 applications 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 include:**
- McPherson Center: 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# __________________________________________

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. Essay - Format, grammatically correct, and all questions answered and length requirement met. 4.0 ______

4. References - (Must rate 41 or higher)
   Professional 1.0 ______
   Professional 1.0 ______
   Professional/Acquaintance 1.0 ______

5. KAPLAN Exam

   Cumulative Score: Points
   80+ 6.0 ______
   75-79.9 5.0 ______
   65-74.9 4.0 Math: ______
   55-64.9 3.0 ______
   45-54.9 2.0 Reading: ______
   Below 44.9 0.0 ______

   Cumulative Score below 44.9 No Acceptance

   Reading Comprehension or Math below 44.9 Subtract 1.0 point off of total points for KAPLAN Exam (for each if applicable)

6. Information Session
   Presentation of Self (Reason for no point: ________________________) 1.0 ______
   Attendance and on time (Reason for no point: ________________________) 2.0 ______

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

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

Notes: ______

(13 points or fewer totals, no admittance) Total possible: 28.0 ______

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

Admitted in good standing Provisional Admittance Alternate Provisional Alternate Not admitted

Reason: ____________________________________________________________
Survey, Certification and Credentialing Commission

Nurse Aide Registry Confirmation Notice

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

<table>
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<tr>
<th>Name:</th>
<th>AideID:</th>
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<td>Other Names:</td>
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<table>
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<th>Status</th>
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<td>Certified Nurse Aide</td>
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<td>Active</td>
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Last Criminal Record Check Requested By

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