

# Hutchinson Community College

## Associate Degree Nursing Program

### Paramedic to RN and LPN to RN Online Bridge Option

#### Application Process

#### Application Deadlines

Applications accepted March 1 to July 30 with the following January start date for our one-year online program.

#### Before Applying

- a) Apply to Hutchinson Community College Admissions (if you have not already done so) or update your HutchCC information [apply here](#).
- b) LPN's must have documentation of current licensure in State they reside before submitting the application to the Bridge Online program.
- c) Paramedic's must have documentation of National Registry OR have Kansas Certification before submitting the application to the Bridge Online program.
- d) 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.
- e) All applicants must show proficiency in oral and written English, if their primary language is not English by completing a transferable English Composition I course with a "C" or better, or meeting the minimum scores for the TOEFL exam Writing – 20, Speaking – 20, Reading 19, Listening – 20

#### Kaplan Admission Exam

The Associate Degree Nursing program requires the Kaplan Nursing Admissions Test as part the application process. Applications will only be accepted after the applicant has met the program benchmarks set for the Kaplan Admission Exam.

Subject	Benchmark	Number of Questions	Time
*Reading	73% or higher	22	45 minutes
Math	72% or higher	28	45 minutes
Writing	61% or higher	21	45 minutes
*Science	53% or higher	20	30 minutes
*Overall	65% or higher		

- Passing Scores: \*The student must meet or exceed the benchmark for Reading, Science, and overall, or they cannot go forward in the application process.

- Maximum Test Time: Times, 2 hours and 45 minutes
- Applicants may take the Kaplan Admission Exam twice during an application period.
- There is a required two week waiting period between exams.
- You may retest one, two, three or all four sections, however, we must take the second score not the best score.
- Scores will not be carried over from application period to application period.
- You must take the Kaplan exam each time you are submitting an application.
- Kaplan scores must be verified by Kaplan.
- Please schedule and take your exam within two weeks. Please do not schedule a test date a month or two ahead of time. Testers have had issue with the exam when scheduled too far in advance so Kaplan recommends no more than two weeks out.
- You must use your Dragonzone Email account.
- The recommended study guide “Kaplan Nursing School Entrance Exams”, seventh edition, (blue cover) ISBN-13: 978-1506207445, ISBN-10: 9781506207445 is available at HutchCC Bookstore and on Amazon.
- Kaplan Exam must be completed by the July 30 application deadline.
- To take the exam you will need access to a computer with a strong internet connection, a working camera and microphone as it is proctored through Examity.

Two ways to complete the exam

- I) On Campus Instructions: Please check back for updated instructions.
- II) Off-Campus Instructions: Please check back for updated instructions.

Please contact Becky at: [morawitzr@hutchcc.edu](mailto:morawitzr@hutchcc.edu) or call 620-665-4930 for additional questions.

## Prerequisites

Complete prerequisites with a grade of a “C” or better. All prerequisites must be completed by the July 30 application deadline. Please note that if you should CLEP a course or you receive a passing grade for a course that will transfer, you will receive one point for that course on the scoring rubric (page 7). You can verify if your prerequisites will transfer by going to the [Transcript-Equivalency Chart](#). Select the institution the course was taken at and verify if it will equate as a HutchCC course by locating the course ID number. If your institution or course is not listed send please go to [www.hutchcc.edu/apply](http://www.hutchcc.edu/apply) and send records your official transcripts and we will check for you. If you are going to take future courses you can also check to verify if they will transfer before you enroll. If you have taken or will take these courses at another facility, please check with ADN office for verification of transferability.

- a) Human A & P (5 credit hours with a lab and lecture and be within 7 years). If already completed this course and it is over 7 years and transferable, you have an option as a practicing LPN or Paramedic to test out of this course. Contact Becky Morawitz for details [morawitzr@hutchcc.edu](mailto:morawitzr@hutchcc.edu).
- b) English Composition I
- c) General Psychology
- d) Human Growth and Development (may be called Development Psychology)
- e) Sociology or Nutrition
- f) Public Speaking or Interpersonal Communications
- g) General Microbiology (4 credit hours with a lab and lecture and be within 7 years). If already completed this course and it is over 7 years and transferable, you have an option as a practicing LPN or Paramedic to test out of this course. Contact Becky Morawitz for details [morawitzr@hutchcc.edu](mailto:morawitzr@hutchcc.edu).
- h) Pathophysiology
- i) IV Therapy Certification (LPN’s only) *(not included in prerequisite GPA)*

## Additional Requirements

- All correspondence from this office is done through your HutchCC Dragon email account.
- If you have any questions, please contact the Associate Degree Nursing secretary at [morawitzr@hutchcc.edu](mailto:morawitzr@hutchcc.edu).
- Financial holds on all accounts must be resolved prior to being enrolled into classes.
- Apply to Hutchinson Community College Admissions (if you have not already done so) or update your HutchCC information [click apply](#).
- Transcripts from high school or GED and all colleges or universities attended sent to: HutchCC Records Office, 1300 N. Plum, Hutchinson, KS 67501  
Must be sent from the facility and addressed to the address above. All official transcripts MUST be in the records office August 21 or your application will not be processed.
- Have a GPA of 2.75 or higher in prerequisites.
- Have an overall college GPA of 2.0 or higher.
- If you graduated or were certified more than 3 (three) years ago, you must have worked at least 1000 hours in your field (LPN or Paramedic) within the past 3 (three) years.
- CPR at the Certified Healthcare Provider Level, is required prior to the beginning of the program.
- Kaplan Admission Exam must be successfully completed no later than July 30.
- Program applications must be in the ADN office or postmarked no later than July 30. You may submit applications by email to [morawitzr@hutchcc.edu](mailto:morawitzr@hutchcc.edu) or by fax to 620-931-2829 or by mail to Associate Degree Nursing Program, Hutchinson Community College, Davis Hall, 815 N. Walnut, Hutchinson, KS 67501.
- A new application must be submitted for each application period.
- Admission Criteria Scoring Rubric, shows how applicants are scored for the Associate Degree Nursing Program.
- Accommodations – Any applicant needing accommodations to take the pre-admission exam (or complete other application requirements) must contact Hutchinson Community College ADA Accommodations Coordinator, 1300 North Plum, Hutchinson, KS or 1.620.665.3554 or 1.800.289.3501 to request accommodations.
- Vaccinations required for Clinical sites:
  - **Tuberculosis screening**
    - Two-Step Method) or proof of current test (Mantoux only, NO TINES ACCEPTED)
  - **Measles & Rubella**
    - Documentation of 2 MMR's OR ➤ Titer
  - **Chicken Pox**
    - Titer OR ➤ Vaccinations (Must have 2 documented vaccinations) OR ➤ Physician documentation of having disease
  - **Tetanus Toxoid, Diphtheria and Pertussis**
    - Titer documentation OR ➤ Documentation of one booster dose of Tdap vaccine within last 10 years.
  - **Hepatitis B**
    - Documentation of vaccination series (3 vaccines) OR ➤ Titer
  - **Influenza Vaccine**
    - Current Season
  - **COVID 19**
    - Documentation of vaccination(s) must include the vaccine manufacturer, lot number, date and Healthcare Professional or Clinical Site given.
- **Orientation:** Orientation is held the first full week of January and is *mandatory*. If January 1st falls on a Monday, the orientation will be the next full week.

## Step 1 – Application to HutchCC

- a) Apply to Hutchinson Community College Admissions (if you have not already done so) or update your HutchCC information [click apply](#).  
Applicant must be a HutchCC student to apply to the Associate Degree Nursing Program.
- b) Submit Official Transcripts from all colleges/universities attended and high school transcripts to:  
Hutchinson Community College  
Records Office  
1300 N. Plum  
Hutchinson, KS 67501

Make sure that all official transcripts have been sent to the Records Office. All official transcripts MUST be in the Records Office August 21 or your application will not be processed. Transcripts must be sent from the facility and addressed to the address above. You can view your transcripts on your Dragon Zone under the Academics tab then the Transcripts Link. To check status of transcripts sent to HutchCC, please check under My Profile in DragonZone then the Education tab at the top of the page. For more information [click transcripts](#).

## Step 2 – Application to ADN Program

- a) Submit Program Applications via email to [morawitzr@hutchcc.edu](mailto:morawitzr@hutchcc.edu) or by fax to 620-931-2829 or by mail to Associate Degree Nursing Program, Hutchinson Community College, Davis Hall, 815 N. Walnut, Hutchinson, KS 67501.
- b) Make sure to sign and submit KSBN Requirements & Technical Standards Policy (pages 5-7 of application)
- c) Please include a copy of your LPN or National Paramedic license, IV Therapy (LPN's) Certificate and unofficial transcripts with your application, if you have not already submitted them.
- d) Applicants who meet all the criteria for admission into the ADN program will be notified by mail and/or email to their HutchCC Dragon email of acceptance into the program, provisional acceptance or placement on waiting list.
- e) If accepted, ADN program students must submit proof of CPR certification, completed physical health, immunization records, background check and/or drug screening. More information will be provided on the next steps and deadlines to take after letter of acceptance has been received.

# Check List

- Be a Hutchinson Community College Student. Not a student? Click [apply](#).
- Prerequisites: Grades must be a "C" or better.
  - \_\_\_\_\_ Anatomy and Physiology
  - \_\_\_\_\_ English Composition I
  - \_\_\_\_\_ General Psychology
  - \_\_\_\_\_ Human Growth and Development
  - \_\_\_\_\_ Sociology or Nutrition
  - \_\_\_\_\_ Public Speaking or Interpersonal Communications
  - \_\_\_\_\_ Microbiology
  - \_\_\_\_\_ Pathophysiology
  - \_\_\_\_\_ IV Therapy (LPN's)
- Complete Kaplan Admission Exam
- Send all your official transcripts (by August 21) to:  
Hutchinson Community College  
Records Office  
130 N. Plum  
Hutchinson, KS 67501
- Submit Associate Degree Nursing Application  
To download Paramedic to RN Online Bridge Program application click on [Paramedic to RN OBP application](#).  
To download LPN to RN Online Bridge Program application click on [LPN to RN OBP application](#).
- Pay off any financial holds on all accounts through HutchCC prior to being enrolled into class for RN Traditional or LPN to RN Traditional programs.

Hutchinson Community College  
 Admission Criteria – Scoring Rubric  
 ADN Program – LPN / Paramedic to RN Online Bridge Option

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

**Course Grade**

Explanation of Points	Maximum Points	Applicant Points
Points assigned to the grade for each of the 8 Prerequisites. You must have a C or higher in each course (maximum of 24 points):	24	

**Prerequisite Points**

Grade	Points
A	3
B	2
C	1
Pass	1
CLEP	1

Course	Applicant Score	Applicant Points		Applicant Points	
A & P					
English Comp 1					
Psychology					
Human Growth & Development					
Sociology / Nutrition					
Public Speaking					
Microbiology					
Pathophysiology					
<b>Total Course Points</b>				24	

**Kaplan**

Explanation of Points	Maximum Points	Applicant Points
Points assigned to the score for each of the following Kaplan subjects. You must meet the benchmark set for Reading and Science and obtain an overall benchmark of 65% (maximum 20 points)	20.0	

Score	Points
96-100	4
91-95	3.5
86-90	3
81-85	2.5
76-80	2
61-75	1.5
53-60	1
52 below	0

Category	Applicant Score	Applicant Points		Applicant Points
*Reading 73%				
Math 72%				
Writing 61%				
*Science 53%				
*Overall 65%				
<b>Total Kaplan Points:</b>				44.0

**\*Minimum score must be met on reading, science, and overall**

**Total Points Possible: 44.0**

**Total Points: 44.0**



## Clinical Overview

Thank you for interest in the HutchCC ADN Program Bridge Option. Here is a brief overview of our program.

**Pre-requisites:** All of our prerequisite courses may be completed online through HutchCC. Human A & P and Microbiology must be completed within the last 7 years. Students may have unofficial transcripts reviewed to ensure transferability, by emailing them to the administrative secretary Becky Morawitz - [morawitzr@hutchcc.edu](mailto:morawitzr@hutchcc.edu). All pre-requisite courses must be completed before July 30th of the application year.

**Orientation:** Orientation is held the first full week of January and is *mandatory*. If January 1st falls on a Monday, the orientation will be the next full week.

**Didactic courses:** all content is online, including testing. The online format of the program allows students the opportunity to be flexible in reviewing the unit content and working through assignments on their own time. With having said that, each unit has posted due dates and all assignments must be completed by the due date. For example, in the first semester there is a unit due every week and students are expected to have all work turned in weekly. All exams are timed and due within a specific time frame - 4 days are allotted for exams but students can schedule anytime within those 4 days. There are non-proctored and proctored exams in the program.

**Practicum courses:** are stand alone, graded courses that must be completed concurrently with the didactic courses. Clinical and laboratory is face to face in the Hutchinson area. Orientation week is considered laboratory time. If a student does not come prepared for orientation, the student will be asked to return the week after orientation to repeat the laboratory hours - this rarely happens as students are given resources to prepare in advance. Simulation is incorporated into each semester. Currently clinicals are 6:30 am to 5 pm. Students self-schedule for clinical based on the published clinical schedule provided in the practicum course.

**Spring clinicals:** In January all students attend 5 consecutive days for orientation, skills, and simulation on the HutchCC campus. An additional 90 clinical hours are required for this semester. Clinical is completed during the months of February, March, and April. 10 hours of clinical is related to Clinical prep and completed independently by the student. The remaining 80 hours (10 hours/day) of clinical are completed on a Medical-Surgical unit in the Hutchinson area. Students may complete their clinical days in approximately 12 calendar days (schedule dependent). Historically most students find it a bit challenging to complete all their days in a 12-day stretch and most break them up into two visits.

**Summer clinicals:** Students are required to complete 90 clinical hours for this semester. Clinical is completed in the months of June and July. 10 hours of clinical is related to Clinical prep and completed independently by the student. 10 hours of clinical is an applied clinical completed independently by the student. The remaining 70 hours of clinical (10 hours/day) of clinical are completed on a Mother/Baby or Pediatric unit and simulation in the Hutchinson area.

**Fall clinicals:** Students are required to complete 180 clinical hours for this semester. Clinical is completed in the months of September, October, and November. 90 hours of clinical are focused on Complex Care of the Adult and 90 hours on Leadership/Management. Of the 180 total clinical hours, students are required to attend clinical in the Hutchinson area for 170 hours and the remaining 10 hours is related to Clinical prep and completed independently by the student. Students may be eligible to complete up to 70 hours of the 180 total hours with a preceptor in the area they live in.



*FYI: The maximum is 4 consecutive days in a row for clinical during any semester of this program.*

Students are eligible to sit for the NCLEX-RN after successfully completing the program. Students have the option to test in their home state or test in Kansas and transfer their nursing license. Students are responsible to contact their State Board of Nursing to determine licensure application requirements.

All application information can be found on the website, be aware the application will only be accepted during the application period. Which is March 1<sup>st</sup> through July 30<sup>th</sup> of any given year.

For further information:

LPN-LVN <https://www.hutchcc.edu/academics/allied-health/nursing-lpn-to-rn-online-bridge-aas-5294>

PARAMEDIC <https://www.hutchcc.edu/academics/allied-health/nursing-Paramedic-to-rn-online-bridge-aas-5296>

We look forward to seeing your application in the future!

LJ Davies, RN, MSN  
Hutchinson Community College  
Associate Degree Nursing  
Online Bridge Lead Faculty  
Davis Hall RM#220  
815 N Walnut  
Hutchinson KS 67501  
Work#: 620-665-4945  
Fax #: 620-931-2829  
[daviesl@hutchcc.edu](mailto:daviesl@hutchcc.edu)

## Bridge Online Option – Charges

Subject to Change without Notice

<b>SPRING Fee Charges</b>	<b>Amount</b>	<b>Tue</b>	<b>Total</b>
HCC Tuition (In-State)	\$95.00	12	\$1,140.00
HCC Tuition (Out-of-State)	\$147.00	12	\$1,764.00
HCC Student Fees	\$21.00	12	\$252.00
HCC Internet Fees	\$17.00	9	\$153.00
Proctoring Fees			\$180.00
Kaplan/ATI Semester 1			\$180.00
NR123 Course Fees			\$150.00
<b>TOTAL IN-STATE</b>			<b>\$2055.00</b>
<b>TOTAL OUT-OF-STATE</b>			<b>\$2679.00</b>

<b>SUMMER Fee Charges</b>	<b>Amount</b>	<b># of Credits</b>	<b>Total</b>
HCC Tuition (In-State)	\$95.00	6	\$570.00
HCC Tuition (Out-of-State)	\$147.00	6	\$882.00
HCC Student Fees	\$21.00	6	\$126.00
HCC Internet Fees	\$17.00	4	\$68.00
Kaplan/ATI Semester 2			\$180.00
NR208 Course Fees			\$25.00
<b>TOTAL IN-STATE</b>			<b>\$969.00</b>
<b>TOTAL OUT-OF-STATE</b>			<b>\$1281.00</b>

<b>FALL Fee Charges</b>	<b>Amount</b>	<b># of Credits</b>	<b>Total</b>
HCC Tuition (In-State)	\$95.00	10	\$950.00
HCC Tuition (Out-of-State)	\$147.00	10	\$1470.00
HCC Student Fees	\$21.00	10	\$210.00
HCC Internet Fee	\$17.00	6	\$102.00
New Tiered Course Fee	\$2.00	5	\$10.00
Kaplan/ATI Semester 3			\$180.00
NR220 Course Fee			\$25.00
<b>TOTAL IN-STATE</b>			<b>\$1,477.00</b>
<b>TOTAL OUT-OF-STATE</b>			<b>\$1,997.00</b>

<b>GRAND TOTAL IN-STATE</b>			<b>\$4,501.00</b>
<b>GRAND TOTAL OUT-OF-STATE</b>			<b>\$5,957.00</b>

Proctoring fees paid by student

# Hutchinson Community College

## Associate Degree Nursing Program

### LPN to RN or Paramedic to RN Online Option

## Application

Date Application Received in Office: \_\_\_\_\_ (Office Use Only)

### Program Applying For

LPN to RN

Paramedic to RN

*New application for each program and each time applying is required.*

### Kaplan Exam Scores

Exam	Date of Exam	Where exam was taken	Reading (73 or higher)	Math (72 or higher)	Writing (61 or higher)	Science (53 or higher)	Overall (65 or higher)
Exam #1							
Exam #2							

*Table 1 Kaplan Exam Scores*

### Personal Information

Please print or type all information:

Name: \_\_\_\_\_  
 Last First Middle Other last name(s)

Address: \_\_\_\_\_  
 Street City State Zip

Cell Phone Number \_\_\_\_\_ Alternate Phone Number \_\_\_\_\_

HutchCC Student ID # \_\_\_\_\_ HutchCC email address \_\_\_\_\_@dragons.hutchcc.edu

All communication from this office will be through your HutchCC email. Please sign that you have read and understand to check your HutchCC email regularly.

\_\_\_\_\_  
 Applicant's Signature

## Residency Status

Are you a U.S. citizen?  Yes  No      If no, are you a permanent resident?  Yes  No

Is English a second language?  Yes  No

If yes, all applicants must show proficiency in oral and written by completing a transferable English Composition I course with a "C" or better, or meeting the minimum scores for the TOEFL exam Writing – 20, Speaking – 20, Reading 19, Listening – 20.

Please send TOEFL scores in with application  Yes  No

Are you an International Student?  Yes  No

## Emergency Contact

If under 18, name of legal guardian.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address \_\_\_\_\_ Telephone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address \_\_\_\_\_ Telephone: \_\_\_\_\_

## Demographics

*The following information is used for federal and state reporting. Your response is encouraged but optional.*

Gender:  Female  Male  I prefer not to respond

Ethnicity:

American Indian or Alaskan Native

White or Caucasian

Native Hawaiian or Pacific Islander

Multiracial

Black or African American

Hispanic or Latino

Asian

Other/Unknown

## Prerequisites

Have you completed the following with a grade of "c" or better?

Prerequisite Courses	Yes	No	Currently Taking	What College/University?	What Year and Semester?
Human A & P					
English Comp I					
General Psychology					
Human Growth and Development					
Public Speaking or Interpersonal Communications					
Sociology or Nutrition					
General Microbiology					
Pathophysiology					
IV Therapy (LPN's)					

*Table 2 Prerequisites*

NOTE: If you have taken any of the above classes at a different institution you must have an OFFICIAL TRANSCRIPT sent to Hutchinson Community College Records Office to: Hutchinson Community College, Attn: Records Office, 1300 N. Plum, Hutchinson KS 67501.

Are you a Paramedic?  Yes  No If yes, Year certified? \_\_\_\_\_

National Registration?  Yes  Kansas Certified?  Yes  No

Are you an LPN?  Yes  No Year licensed? \_\_\_\_\_ What school? \_\_\_\_\_

Are you a CURRENT student in a PN Program?  Yes  No  
If yes, what school? \_\_\_\_\_ Graduation date? \_\_\_\_\_

Have you previously applied for admission to a nursing program?  Yes  No

Have you ever been a student at another nursing program?  Yes  No

Please specify:  LPN  Diploma  ADN  BSN

Why did you leave that program? \_\_\_\_\_

Why did you choose this nursing program? \_\_\_\_\_

## Post-Secondary Education

List all formal education beyond high school.

Schools	From	To	Name of School	City and State	Major	Credential Earned
1						
2						
3						
4						

Table 3 Education

## Employment

List any healthcare work experience and other.

Jobs	From	To	Title of Position	Employer	City and State
1					
2					
3					
4					

Table 4 LPN Employment

## Signature

I certify that the information on this Hutchinson Community College Associate Degree Nursing Program Application is correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All records submitted to the college in the admission process are kept confidential. They become the property of Hutchinson Community College and will not be returned to the student.

## NOTICE OF NONDISCRIMINATION

*Hutchinson Community College does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, military status, sexual orientation, or any other protected category under federal, state, or local law, or by college policy. The following person has been designated to monitor compliance and handle inquiries regarding the non-discrimination policies:*

Coordinator of Equity & Compliance  
 1300 N. Plum  
 Hutchinson, KS 67501  
 (620) 665-3500  
[equity@hutchcc.edu](mailto:equity@hutchcc.edu)

# Hutchinson Community College Associate Degree Nursing Program

## KSBN Requirements

Please read and complete the following information:

The Kansas State Board of Nursing requires this program to obtain the following information. A misdemeanor or felony conviction can prevent a graduate registered nurse from obtaining a Kansas Nursing license. (This may include juvenile charges).

Have you ever been convicted of any misdemeanor or felony?  Yes  No

(Please note: Any conviction of speeding or parking violations need not be reported.)

Have you ever been convicted of a misdemeanor or felony involving an illegal drug offense?  Yes  No

Please review Kansas policy.

Have you even been convicted of a felony for a crime against persons?  Yes  No

Please review the Kansas Nurse Practice Act (65-1120) and Article 54 of Chapter 21.

If yes, to any question, please write an account of the offense on the back of this sheet that includes the dates and details of sentencing. You may also want to contact the Kansas State Board of Nursing Legal Department at 785-296-4325 to make sure that these convictions will not bar you from being licensed as a Registered Nurse in the state of Kansas.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you are accepted into this program it is your responsibility to promptly notify the Coordinator of the program of any convictions that occur after this date.

### Application Submission

To submit application mail, email or fax.

Mail to:

Associate Degree Nursing Program  
Hutchinson Community College  
Davis Hall  
815 N. Walnut  
Hutchinson, KS 67501

Email to:

[morawitzr@hutchcc.edu](mailto:morawitzr@hutchcc.edu)

Fax to:

(620) 931-2829