

Checklist for applicants applying to the Practical Nursing Program

Application 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

Applicant must complete a Hutchinson Community College Application before applying to the Practical Nursing Program.

Apply to [Hutchinson Community College](http://www.hutchcc.edu/admissions) (www.hutchcc.edu/admissions)

If English is a second language applicant must show proficiency in oral and written English.

- Completion of a transferable English Comp I course with a “C” or better with transcript on file.
- OR meet the minimum scores listed below for the TOEFL exam.
 - Visit the [TOEFL website](https://www.ets.org/toefl) (https://www.ets.org/toefl) for more information
 - Writing 20 Speaking 20 Reading 19 Listening 20

Required Prerequisites

Prerequisites must be completed by:

- Full-time Program: July 30th
- 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 and completed within 5 years of the program start date.

- General Psychology
- Human Anatomy & Physiology w/Lab (see note above)
- Human Growth & Development
- Nutrition or Medical Terminology

Please note: The grades for these courses are used to help determine admission criteria rating. Any course in progress during application will receive “zero” points. A student’s acceptance into the program will be contingent on passing courses in progress.

Step 1 – Application

Make sure to sign and submit KSBN Requirements and Technical Standards Policy (pages 5-7) of application. Be sure to have your Technical Standards Policy witnessed.

Be sure to include your essay. Typed, double spaced, Times New Roman 12 pt. font, margins 1 inch all around. Minimum word count 150 words. Include your name and date at the top of the page. Please submit your essay with the application via email to

LPNProgram@hutchcc.edu. The essay question is: **What impact do you hope to make in people’s lives by becoming a nurse?**

Step 2 – CNA

You must be an active certified Kansas CNA, verifiable through the [Kansas Nurse Aide Registry](https://tinyurl.com/y5px9ka) (<https://tinyurl.com/y5px9ka>). 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 620-665-4947 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.**

Please Note: Your CNA certificate must be submitted prior to application deadline to receive points in this category of the admission criteria rating.

Points are given on admission criteria rating sheet for up to 2 years CNA , CMA, Medic and RMA work experience.

In order to receive points, a letter from your employer(s) must verify how long you've worked as a CNA/CMA/Medic/Surg Tech or Registered Medical Assistant. Letters are **only** accepted if submitted on letterhead and signed by a supervisor or HR Manager. Letters must be sent to LPNProgram@hutchcc.edu by application deadline or points will not be given.

Step 3 – Transcripts

Submit **Official Transcripts** from all colleges/universities attended and high school or GED to: Hutchinson Community College, Records Office, 1300 N Plum, Hutchinson, KS 67501. Please make sure that all official transcripts have been sent to the Records Office. You can view your transcript on your DragonZone under the Academics tab then the Education tab at the top of the page. For more information please visit the [HutchCC Records website](http://www.hutchcc.edu/records) (www.hutchcc.edu/records)

Additional Information

All correspondence from this office is through your HutchCC dragon email account. If you have any questions please contact the Practical Nursing Secretary at: LPNProgram@hutchcc.edu

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

A new application must be submitted via email for each time applying to a program.

Admissions Criteria Rating Sheet, page 4 shows how applicants are scored for admission into the Practical Nursing Programs. All applicants will be notified of admission status via HutchCC email.

If accepted, LPN Program students must submit proof of CPR certification, back ground check and immunization records to *Castle Branch*. More information will be provided on these steps upon acceptance.

HutchCC Practical Nursing Admission Criteria Rating Sheet

Name:	ID#	Date:
Program: McPherson – Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Fort Riley – Active Duty <input type="checkbox"/> Dependent <input type="checkbox"/> Community Member <input type="checkbox"/>

Points	0	1	2	3	4	Score
CNA / CMA Medic/RMA/Surg Tech CNA Verified	IP	Worked for 2- 6 months	Worked for 7 months – 1 year	Worked 1 – 2 years	Worked more than 2 years	

****Applicant must at least be part time 20 hr. a week. PRN status does not apply. Letter of proof must be provided for points.****

	Requirement for full points	Points	Score
Essay	Correct format, grammatically correct, question answered and word count requirement met.	2.0	
Information Quiz	Information quiz must be completed and passed by application deadline.	1.0	
References	Responded and submitted by due date. Applicant received a rating of 41 points or higher on survey. Professional: <input type="checkbox"/> Professional: <input type="checkbox"/> Professional (or) Acquaintance: <input type="checkbox"/>	3.0	

Prerequisites – College courses grades must be a C or better.

Prerequisite Course	College	Semester	Grade	Points	Score
General Psychology				A = 3.0 B = 2.0 C = 1.0 IP = 0.0	
Nutrition or Medical Terminology				A = 3.0 B = 2.0 C = 1.0 IP = 0.0	
Anatomy & Physiology <i>(A&P must be taken within the last 5 years of application deadline.)</i>				A = 4.0 B = 3.0 C = 2.0 IP = 0.0	
Human Growth & Development				A = 3.0 B = 2.0 C = 1.0 IP = 0.0	

10 Points of fewer = no admittance into program

*GPA from prerequisites will be used as a tiebreaker. Overall college GPA will be the 2nd tiebreaker.

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

Total points possible 24.0	
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Admitted in good standing	Provisional Admittance	Alternate	Provisional Alternate	Not admitted
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Reason for position: _____

Example of what needs to be turned in with application.

Please visit, <https://ksdhe.glsuite.us/glsuiteweb/Clients/KSDHE/public/main.html>



Survey, Certification and Credentialing Commission

Nurse Aide Registry Confirmation Notice

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

Name: [Redacted] AideID: [Redacted]
Other Names: [Redacted]

Certification Type	Issued	Expiration	Status	Employment Verification End Date
Certified Nurse Aide	[Redacted]	[Redacted]	Active	[Redacted]

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.

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