



HUTCHINSON COMMUNITY COLLEGE

Practical Nursing

For Part-time PN Class 93 (Application Period May 15, 2024 – August 1, 2024)

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Practical Nursing Application Checklist

This checklist includes items that must be done for your application to the Practical Nursing Program to be complete. It is **YOUR** responsibility to make sure the items are completed and received. Your application is based on points earned from these items. If you would like to check if items have been completed in full, please contact the LPN Secretary at LPNprogram@hutchcc.edu. More information on what each item entails can be found in the document that follows (or can be downloaded at <https://www.hutchcc.edu/academics/allied-health/nursing-practical-nurse-lpn-cert-c-5209>).

Before Applying to the PN Program:

- _____ Apply to be a student at Hutchinson Community College
- _____ Be an active Kansas Certified Nursing Assistant, verifiable through the Kansas Nurse Aide Registry
- _____ Complete required prerequisites (by July 30 for full-time or Dec 22 for part-time program)
 - _____ General Psychology
 - _____ Human Anatomy & Physiology with lab (must be 5-6 credit hours & completed within 5 years of the application deadline)
 - _____ Human Growth & Development
 - _____ Nutrition or Medical Terminology
- _____ Submit transcripts from high school or GED to HutchCC Admissions.
- _____ Submit all official transcripts from colleges/universities to HutchCC Admissions
- _____ Complete three Accuplacer Tests (Arithmetic, Reading & Writing)

To Apply for the PN Program:

- _____ Fill out the PN Application on Dynamic Forms
- _____ Write & submit your essay (to Dynamic Forms)
- _____ Complete the Information Session in Bridge (link is in the following document)
- _____ Medical Work Experience submitted to PN Secretary on letterhead from your employer(s)
- _____ After you apply, your three references will be sent an email with a Survey Monkey form to fill out. Verify with the LPN Secretary that these references have been completed.
 - _____ Reference #1 Submitted
 - _____ Reference #2 Submitted
 - _____ Reference #3 Submitted
- _____ If you have a financial hold on your account, work with the Business Office to take care of that.

Hutchinson Community College

Practical Nursing

For Part-time PN Class 93 (Application Period May 15, 2024 – August 1, 2024)

Before Applying

- Applicant must complete a [Hutchinson Community College Admissions Application](#) before applying to the Practical Nursing program.
- The Practical Nursing Program uses an Admission Criteria Rating System to determine who will be accepted into the program. With each step in the admission process, you will earn points based on the score you received for each section. A sample scoring sheet can be found on the last page of this document. A minimum of 12 points are required to be admitted. (Please note that earning 12 points does not mean that you will be accepted into the program, but you must have a minimum of 12 points to be considered.)

Application Deadlines

- Full-time program: December 15th – March 1st. This is a 10-month program that starts in August.
- Part-time program: May 15th – August 1st. This is an 18-month program that starts in January.
- One extra point will be earned for turning in the completed application at least one month before the deadline.

CNA

- You must be an active Kansas Certified Nursing Assistant, verifiable through the [Kansas Nurse Aide Registry](#).
 - Your CNA certificate must be verifiable by July 30th for the full-time program and December 22nd for the part-time program.
- If your certification is not verifiable and/or your certification is not current, please contact HutchCC Health Care Training at 620-665-4947 to determine if you are eligible to complete a 40-hour checklist.

Required Prerequisites

1. General Psychology
 2. Human Anatomy & Physiology w/lab (requires prerequisite if taken at HutchCC)
Human A&P must be 5-6 credit hours and completed within five years of the program application deadline. If A&P was completed more than five years before the application deadline, there is a test-out option available. If interested, contact the PN program secretary.
 3. Human Growth & Development
 4. Nutrition or Medical Terminology
- All classes must have a grade of “C” or higher.
 - Prerequisites must be completed by July 30th for the full-time option and December 22nd for the part-time.
 - These courses are used to help determine admission criteria rankings. 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.

Transcripts

- Submit official transcripts from high school or GED to [HutchCC Admissions](#).
- Submit all official transcripts from colleges/universities to [Hutchinson Community College Records](#).
- You can view your transcripts on your DragonZone, under the Academics tab, then the Transcripts link. To check the status of transcripts, please check under “My Profile” in DragonZone, then the Education tab at the top of the page.
- Transcripts sent with your application will not be accepted.

Accuplacer Tests

- Before applying to the PN program contact the HutchCC site most convenient for you to schedule and take these tests.
 - Hutchinson: 620-665-3359
 - McPherson: 620-245-0202
 - Newton: 316-283-7000
- These are not timed tests. Allow approximately 2.5 hours to complete these tests.
- Testing must be completed by the application deadline: March 1st for full-time; August 1st for part-time.
- To be eligible for ranking a student must receive a minimum test score of 237 for *each* test (Arithmetic, Reading, and Writing).
 - You may take these exams two times per application period but cannot exceed three attempts in a 12-month period. Retakes must be scheduled two weeks apart.
- Students scoring an average of 250 points or higher on the three tests will receive an additional point on their criteria ranking.
- [Accuplacer study tools](#) are available.

PN Application

- Access the PN applications through Dynamic Forms
 - [Full-time Application](#)
 - [Part-time Application](#)
- Make sure to sign and submit the KSBN requirements and Technical Standards policy.

References

- Provide names and email addresses (Survey Monkey will be sent) of three individuals (not relatives) as references.
 - At least two professional references must be included, ie: employer, clergy, instructor, co-worker, etc.
 - One reference may be a non-professional acquaintance.
 - Phone numbers, addresses, and letters of recommendation will not be accepted.
 - References will be submitted in Dynamic Forms
 - It is YOUR responsibility to check in with the LPN Secretary to see if all three of your references have submitted their reference form.

Essay

- Answer the following question in essay format:

What impact do you hope to make in peoples' lives by becoming a nurse?

- Typed, double spaced
- 150 - 250 words
- Include your typed name at the top of the page
- Upload your essay in Dynamic Forms
- Plagiarism will result in disqualification from admission to the PN program.
- All essays are checked for the use of AI. Points will be deducted if AI is detected.

Information Session

- The [Information Session](#) provides information about the Practical Nursing program. (Click on "Information Session" in the previous sentence to access this session. It will take you to a Bridge course in your DragonZone Account.)
- You are required to successfully complete the Information Session and quiz with a score of 75% or better. You will have unlimited attempts to pass the quiz.

Medical Work Experience

- Medical work experience is not required for applying; however, extra points are given for employment as a CNA, CMA, Medic, Registered Medical Assistant, or Surgical Tech (please see scoring sheet).
- Work experience must be at least 20 hours per week, not PRN status.
- If you have consistently worked PRN status 20 hours a week and your employer will verify those hours, you may have your employer submit your experience. Points will be based on a case-by-case basis.
- In order to receive these points, you must provide a letter from your employer(s) verifying how long you have worked in your respective role.
- 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 the application deadline to receive points.

Additional Information

- Financial holds on all accounts must be resolved with the [Business Office](#) prior to being enrolled in PN courses.
- A new application must be submitted each time you apply to a program.
- All applicants will be notified of admission status via DragonZone email.
- Students admitted into the program will receive information regarding background checks, drug screen, immunizations, physical examination, and CPR at the Healthcare Provider Level. The cost of these items will be borne by the student.

Program Contact Information

PRACTICAL NURSING PROGRAM SECRETARY

LPNProgram@hutchcc.edu

1-620-245-0202

Sample Criteria Rating Sheet

REQUIRED FOR APPLICATION	Point Max
Active CNA credential *required (employment history – see chart for scoring)	3 pt (max)
Essay (correct format by deadline) *essay required	2 pt (max)
Information Session Quiz (completed/passed by deadline) *required	1 pt (max)
References Submitted* required (responses received by deadline)	3 pt (max) 1/each
Accuplacer *required (if average is 250 or above)	1 pt
Prerequisite: General Psychology	3 pt max
Prerequisite: Nutrition or Medical Terminology	3 pt max
Prerequisite: Anatomy & Physiology	4 pt max
Prerequisite: Human Growth & Development	3 pt max
BONUS POINT OPPORTUNITIES	
Submit the completed application one month before the application deadline	1 pt max
Medical Terminology & Nutrition taken with A or B grade	1 pt max
TOTAL POSSIBLE POINTS (required + bonus)	25
TOTAL MINIMUM POINTS REQUIRED TO BE ADMITTED	12

Employment History	Points
More than 2 years	3
13 months – 2 years	2
6 months – 12 months	1
In Progress	0

Essay Criteria	Points
The essay is typed, double-spaced, with the name typed at the top of the page.	0.5
The student answered the question effectively.	0.5
The student communicated professionally.	0.5
The essay contained 150-250 words.	0.5
Total Points Possible	2.0

Information Session/Quiz	Points
Completed w/75% or higher by application deadline	1

References	Points
Returned Reference scoring 18 pts or higher	1
Returned Reference scoring 18 pts or higher	1
Returned Reference scoring 18 pts or higher	1

Accuplacer	Points
Average is 250 points or above	1

Prerequisites	IP	C	B	A
General Psychology	0	1	2	3
Nutrition or Medical Terminology	0	1	2	3
Anatomy & Physiology	0	2	3	4
Human Growth & Development	0	1	2	3

BONUS POINT OPPORTUNITIES	Points
Submit complete application one month before application deadline	1
Medical Terminology & Nutrition taken with an A or B grade in both	1