



# Associate Degree Nursing Option for the Articulating Student (LVN/Para Medic to RN)

## Information Packet



## CENTRAL TEXAS COLLEGE

### Department of Nursing and Allied Health ADN Articulation Program Checklist

**To ensure your admission process is successful, complete the checklist as numbered**

- \_\_\_\_\_ 1. Acceptance to CTC. Go to [Getting-Started/](#)to apply.
  - \_\_\_\_\_ 2. Submit official College and/or High School transcripts to CTC Incoming Transcripts Office (Bldg. 119). [Sending-your-transcript/](#)
  - \_\_\_\_\_ 3. Meet with a CTC Academic Advisor in Bldg. 119. We recommend booking an appointment 526-1226/1609.– bring official or unofficial College and/or High School transcripts with you. [AcademicAdvising/](#)
  - \_\_\_\_\_ 4. Complete the Texas Success Initiative (TSI) requirements and be cleared by an Academic Advisor. [TSI](#)
  - \_\_\_\_\_ 5. Complete and submit the CTC ADN Program Application online via Etrieve –  
**Articulating LVN-Para Application:** [Student-Forms/](#) FAQs: [FAQs/](#)
- Applications must be submitted by the posted due date (Check Nursing Website for date:**  
<http://www.ctcd.edu/academics/instructional-departments/nursing/> **\*\*If unable to attend please notify clerical staff )**
- \_\_\_\_\_ 6. Submit two work reference letters or use the work appraisal forms provided, indicating your work as an LVN/LPN or Paramedic. Both must come from a supervisor within the past two years.
  - \_\_\_\_\_ 7. Submit a current, valid LPN/LVN License, or Paramedic certification/licensure from any state. Meet employment/work requirements.
  - \_\_\_\_\_ 8. **Complete all prerequisite course work on the Nursing Option prior to enrolling into RNSG 1229 Integrated Nursing Skills Course** offered every Fall semester.  
\*\*\*Prerequisites must be completed prior to enrolling into RNSG 1229: (Prereqs: BIOL 2401, ENGL 1301, PSYC 2301, BIOL 2402, BIOL 2420, HPRS2300). Refer to Info Pk for GPA Admission requirements.
  - \_\_\_\_\_ 9. Must complete and successfully pass RNSG 1229 Integrated Nursing Skills prior to enrollment for Articulating Student Degree Plan, earning a GPA of 2.8 or higher (overall and on lab science courses).
  - \_\_\_\_\_ 10. Successfully complete the HESI A2 examination. **It must be taken no more than two years prior to deadline date.** We suggest taking the HESI during your last prerequisite course (Refer to Info Pk for HESI A 2 Score admission requirements) : [HESI A2/](#)
  - \_\_\_\_\_ 11. Once all documentation (**application, TSI completion/exemption, work reference letters, proof of licensure, prerequisites, and HESI A2 scores**) are received and/or verified; you will be scheduled for a mandatory Preadmission Information Session.
  - \_\_\_\_\_ 12. As you complete each item on the checklist, please notify the department via phone or email so we can stay up to date on your progress. Failure to do so could result in a delay or hindrance in your entry to the program.  
Call: 254-526-1890.

**\*\*Please keep the Department of Nursing and Allied Health informed of name, address, and phone number changes in writing so that you contacted as needed. Failure to notify us could result in a delay or hindrance in your entry to the program and possible withdrawal\*\***

## CENTRAL TEXAS COLLEGE

### Department of Nursing and Allied Health ADN Articulation Program

#### Checklist for Student Requesting Transfer Credit

The following items must be completed or added to your file **6 months** prior to the start date of the semester for which you are requesting entry for consideration of transfer credit: (You must meet all prerequisite criteria as traditional students)

1. Acceptance to CTC. Go to [Getting-Started/](#) to apply. Have all official college/university transcripts sent to CTC. [Sending-your-transcript/](#)
2. Complete and submit the CTCADN Program Application online via E-Forms. [Student-Forms/](#) FAQs: [FAQs/](#)
3. Meet with a CTC Academic Advisor in Bldg.119:526-1226/1609.  
Bring official or unofficial College transcripts with you. [Academic-Advising/](#)
4. Letter of Transfer Request from student - (Must specifically state what semester you would like enrollment and which nursing courses you are requesting transfer credit for)
5. Submit official or unofficial transcripts showing completed nursing courses along with grades.
6. Nursing coursework cannot be over two years old. [Sending-your-transcript/](#)
7. Provide CTC DONAH with two official letters from the dean/director of previous nursing school and last clinical professor validating safe nursing practice.
8. Provide a complete syllabus or learning guide for each course requested for transfer credit to the DONAH. These documents must detail course content, credit hours, lab hours, clinical hours, and skills.

Your record will be on hold until all the requirements listed above have been completed. Once all requirements have been met, your record will be reviewed, and the Admissions and Standards committee will make the final decision as to your course placement and start date.

\*A letter granting transfer credit does not serve as acceptance into the CTC ADN Articulation program. All other program admission requirements must be met as well to be considered for **full admission**.

As a transfer student, you must understand that one course failure will prevent you from re-enrolling in another CTC nursing course. Please refer to the DONAH and CTC Student Handbooks at the [Department of Nursing Webpage/](#) information on transfer requirements.

**CENTRAL TEXAS COLLEGE**  
**Department of Nursing & Allied Health Associate**  
**Degree in Nursing Degree Plan**  
**Nursing Option for Articulating (LVN/Paramedic to RN) Student\***

**First Semester (Prerequisites)**

	<b>Credit</b>	<b>Contact Hours</b>
BIOL 2401 Anatomy and Physiology I	4	96
ENGL 1301 Composition I	3	48
PSYC 2301 General Psychology	<u>3</u>	<u>48</u>
	10 hrs.	192

**Second Semester (Prerequisites)**

BIOL 2402 Anatomy and Physiology II	4	96
BIOL 2420 Microbiology for Non-science Majors**	4	96
RNSG 1229 Integrated Nursing Skills	2	48
HPRS 2300 Pharmacology for Health Professions	<u>3</u>	<u>48</u>
	13 hrs.	288

***Admission into the Associate Degree Nursing Program***

**Third Semester**

RNSG 1331 Principles of Clinical Decision Making	3	80
RNSG 2213 Mental Health Nursing	2	64
RNSG 1363 Clinical-Nursing II	3	288
PSYC 2314 Life Span Growth and Development	<u>3</u>	<u>48</u>
	11hrs.	480

**Fourth Semester**

RNSG 1347 Concepts of Clinical Decision Making	3	80
RNSG 1412 Nursing Care of Childbearing Family & Childrearing Family	4	96
RNSG 2362 Clinical-Nursing III	<u>3</u>	<u>288</u>
	10 hrs.	464

**Fifth Semester**

RNSG 2331 Advanced Concepts of Adult Health	3	80
RNSG 2221 Management of Client Care	2	64
RNSG 2363 Clinical-Nursing IV	3	288
ELCT Humanities/Fine Arts Selection	<u>3</u>	<u>48</u>
	11 hrs.	480

Total Credit Hours 55      Total Contact Hours 1904

\*Students utilizing financial aid or VA benefits, who must attend “part-time” or “full-time” to be eligible to receive aid/benefits, must be aware that credit hours for nursing (RNSG) courses alone may not meet credit hour requirements.

\*\*Biology 2421 may be accepted in lieu of BIOL 2420.

- Upon successful completion of the last semester, articulation students will receive credit for RNSG 1413 and 1115.
- Microbiology and Anatomy & Physiology courses must have been completed within the past five (5) years.
- HPRS 2300 must have been completed within the past five (5) years.

## Dear Prospective Articulating Student

Thank you for demonstrating an interest in our Associate Degree Nursing (ADN) Program. The following information is designed to assist with the admission process, explain expectations, and answer questions regarding the program.

To begin, the Central Texas College admission requirements are presented in the current CTC catalog. All students must be Texas Success Initiative (TSI) complete or exempt prior to admission to the ADN Program. Please meet with Academic Advisor at Bldg. 119 for assistance. If possible, bring copies of all prior college transcripts and test scores to this appointment. All Articulation prerequisites must be completed prior to admission into the ADN program.

**Before registration in RNSG 1229 can occur, all first semester prerequisites must have been completed, and license and work experience must be verified. (Refer to degree plan)**

**Students selected for the ADN Articulation Program are ranked and selected based upon the performance of the applicant pool for each class to include:**

- Overall GPA on all general education course work listed on the CTC ADN degree plan -- (minimum 2.8)
- Overall GPA on all lab science course work undertaken on the ADN degree plan -- (minimum 2.8)
- **HESI(A2) test performance:** Most Current Cumulative:
  - Score  $\geq 90\%$  = 3 pts;
  - Score 80 – 89% = 2 pts;
  - Score  $< 80\%$  = 0
- HPRS 2300 Pharmacology performance (1 attempt A=3 pts.; B=2 pts.; C=1 pt.; zero points for subsequent attempts).

**\*\*Please keep the Department of Nursing and Allied Health (DONAH) informed of name, address, and phone number changes in writing so that you may be contacted as needed. Failure to notify us could result in a delay or hindrance in your entry to the program and possible withdrawal. \*\***

In addition, prior to registration into the program, students will be given instructions on how to submit the following upon successfully completing RNSG 1229:

- Mandatory physical exam with limitation status noted- **completed no more than 90 days prior to program start date;**
- Negative criminal history background check-to be completed as soon as you are in receipt of notification from Texas Board of Nursing (TBON) \*\*Note student names will be sent by department to TBON. Will be briefed at Pre-Admission Session.
- Negative drug screen (11 panel)-**completed no more than 45 days prior to program start date;**
- Mandatory CPR (AHA-BLS or MTN Only)
- Immunization requirements: (See Immunization Section for complete list of immunization requirements)
- Receipt showing lab kit purchase

**Please do not hesitate to contact us if you have additional questions regarding the program.**

The DONAH is open Monday- Thursday from 7:45 a.m.-5:15 p.m. and Friday 7:30 a.m.-11:30 a.m. Telephone numbers are: ADN(RN): (254) 526-1890; VN: (254) 526-1266; EMT:(254) 526-1265; Administrative Assistant: (254) 526-1150, or 1(800)792-3348, extension 1890, 1266, 1265, or 1150

**The fax number is:** (254) 526-1765.

**Three-mail addresses are:**

- [Tasha.Butcher@ctcd.edu](mailto:Tasha.Butcher@ctcd.edu)
- [Barbi.Robbins@ctcd.edu](mailto:Barbi.Robbins@ctcd.edu)
- [Lacey.Moore@ctcd.edu](mailto:Lacey.Moore@ctcd.edu)
- [Carmen.Victoroff@ctcd.edu](mailto:Carmen.Victoroff@ctcd.edu)

**Mailing Address is:**

Central Texas College  
Department of Nursing & Allied Health  
PO Box 1800  
Killeen, TX 76540-1800

**Physical Address is:**

Central Texas College  
Department of Nursing & Allied Health  
6200 W. Central Texas Expressway  
Killeen, TX 76549

## **POLICIES AND PROCEDURES**

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Policies of the DONAH Student Handbook are congruent with the guidelines of the college and the CTC Student Handbook. The programs prepare the student for professional licensure; therefore, disciplinary action based on a nursing professional code of conduct is permitted by the college.

### **Verification of Compliance and Recordkeeping**

The student's name, social security number, and verification negative findings of the Drug Screen and Criminal Background check will be kept in a confidential file during the student's tenure in the program. This information will be filed in a secured area to ensure confidentiality. Three years after graduation or withdrawal from the program, documentation will be destroyed. In the event that the student feels that an error has been made in the results of the criminal background check, it is the responsibility of the student to contact the external vendor for a verification check. Student information cannot be released without written consent from the student with identification of permitted information.

It is important that you provide your legal name on your Application for Admission as this is the name that will appear on your official student record and will be submitted to TBON. **It is the student's responsibility to have current name and contact information on file with CTC and DONAH.**

### **STUDENTS WHO ARE NON-US CITIZENS**

Provision of clinical placement is dependent upon the affiliated clinical facility acceptance of a non-US Citizen. Clinical placement is provisional. Therefore, without completion of the clinical rotation there is no guaranteed completion of the course or the program. Withdrawal from the course and the nursing program will be necessary if the non-US citizen is not accepted by the affiliated clinical facility.

### **Clinical Assignment Policy**

DONAH policy requires the student to be eligible to attend affiliated clinical sites. Clinical rotations are completed only at sites with which Central Texas College has contracted for clinical rotations. For students with a known blood-borne pathogen, clinical placement is dependent upon affiliated clinical facility acceptance and can affect the program start and completion timeline. Students must successfully complete all clinical rotation assignments to fulfill degree and/or certificate requirements.

Central Texas College will not locate or provide alternative sites for clinical rotations for students ineligible to attend clinical rotations at the specified sites.

### **General Admission Requirements**

Applicants for the ADN and VN programs must be admitted to Central Texas College **first**. Once admitted to CTC, the following is required of all applicants in order to be considered for admission:

- Disclosure of the Social Security number is required for admission into the DONAH Programs: Associate Degree Nursing and Vocational Nursing. Affiliated clinical facilities require the student Social Security number in order to approve placement of student in their facility. The DONAH policy requires the student to be eligible to attend all affiliated clinical sites and does not provide special placement. Central Texas College will not locate or provide alternative sites for clinical rotations for students ineligible to attend clinical rotations at the specified sites. Clinical rotations are completed at sites specified by and contracted with Central Texas College.
- Meet with an Academic Advisor for assistance.
- All International or Community Foreign students must meet with an Academic Advisor for English as a Second Language (ESL) assistance.
- Be Texas State Initiative (TSI) complete and be cleared by the Academic Advisor by the ranking eligibility deadline date.
- Submit ADN and/or VN program application and provide copies of high school/college transcripts from all prior

colleges attended to the DONAH by the ranking eligibility deadline date.

- Complete the HESI A2 Admission Assessment Exam by the eligibility deadline date. The HESI A2 is a computerized test which may be taken at the CTC Testing Center or other approved testing site. If the HESI A2 is successfully completed at another testing center, the results must be sent electronically from the testing site to the CTC DONAH. A HESI (A2) Prep book is available in the CTC Bookstore. The HESI (A2) is the only exam accepted. The exam must be completed with passing scores of 80% for ADN program and 70% for VN Program, in each section of Math, Reading Comprehension, and Vocabulary and General Knowledge. Anatomy and Physiology will also be required with passing scores of 60% for ADN Program and 50% for VN Program. HESI A2 exams greater than 2 years old will not be accepted. We recommend that prospective students take the HESI A2 when they are close to the semester they intend to enroll in. Exam results are available immediately upon completion. If unsuccessful after 2 attempts, a 5-month remediation period is recommended before the HESI is retaken.
- Only transfer courses with a grade of a “C” or better will be considered for the CTC ADN Degree and/or VN Nursing Certificate Plan.
- **ADN Program:** Complete and attain a minimum of a 2.8 overall (average) GPA (on a 4.0 scale) for all CTC ADN Degree Plan prerequisite/co-requisite courses whether taken at CTC or transferred from another college or university. This must be done by the eligibility deadline date.
- **ADN Program:** Attain a minimum of a 2.8 overall (average) GPA (on a 4.0 scale) for CTC ADN Degree Plan lab science prerequisite courses. Lab science courses over five (5) years old must be repeated. Grades for the most current required lab science courses attempted within the last five years will be considered when calculating the overall lab science GPA. This includes any science courses that were repeated. This must be done by the ranking eligibility deadline date.
- A student who has repeated a required lab science course more than once within the last five years and earned grades of less than a “C” will be ineligible for admission in to the Associate Degree Nursing or Vocational Nursing Programs.
- A student who has repeated HPRS 2300 more than once and earned grades of less than a “C” (75%) will be ineligible for admission into the Associate Degree Nursing or Vocational Nursing Programs. HPRS 2300 courses greater than five years old will not be accepted.
- Attendance is required at a **mandatory Preadmission Information/Orientation Session** with the Nursing Programs Director or designee during the semester all prerequisite courses are completed. **The following must be on record in the DONAH prior to being scheduled for the session: CTC DONAH program application, transcripts, TSI verification, HESI exam scores, and grades for all prerequisite coursework.** This meeting is normally held close to the ranking eligibility deadline date of the semester for which you are applying.
- There is no part-time option in the ADN or VN programs.

### ADN Articulating (LVN/Paramedic to RN) Student Nursing Option Admission Policy

**The Articulating student must meet general admission requirements of CTC and the DONAH:**

- Maintain a current LVN/LPN license or Paramedic certification/licensure through Texas Department of State Health Services and or National Registry of EMT.
- Submit two work references or appraisal forms (see program info packet), as an LVN/LPN, or Paramedic both from a supervisor within the last two years. All applicants for this program must have been employed one year full-time or two years part-time as a GVN/LVN or Paramedic in the two calendar years prior to admission to the Nursing Option for Articulating Student Program.
- The work experience requirement for the Nursing Option for Articulating Student Program may be waived before entry into the Program provided the following requirements are satisfied:
  - Graduation from the CTC Vocational Nursing Program, or CTC Emergency Medical Technology Paramedic Program within the last two years.
  - Current and valid LVN/LPN license, or current Paramedic certification/licensure
  - Attainment of at least a “B” (or 80%) or greater overall average in the CTC Vocational Nursing Program or Emergency Medical Technology Paramedic Program.
  - A letter from the Emergency Medical Technology Program Director or VN Admissions and Standards



- committee chair person recommending such a waiver.
- Appraisal forms (see program info packet) completed by 2 previous clinical faculty.
- Completion of all prerequisite courses listed on the Nursing Option for Articulating Student degree plan.
- Before registration in RNSG 1229 can occur, all first semester prerequisites must have been completed, and license and work experience must be verified.

### ADN Transfer Student Admission Policy

**The Transfer student must meet general admission requirements of CTC and the DONAH:**

- Paperwork must be on file **6 months** prior to the start date of the semester you are requesting entry.
- Apply in writing to the CTC ADN Admissions and Standards Committee requesting admission to the Program.
- Submit official or unofficial transcripts showing completed nursing courses along with grades. Nursing coursework cannot be over two years old.
- Provide CTC DONAH with an official letter from the dean/director of previous nursing school **and** last clinical professor validating safe nursing practice.
- Provide a syllabus or learning guide for each course requested for transfer credit to the DONAH. These documents must detail : course content, credit hours, lab hours, clinical hours, and skills.
- Acknowledge that placement in the nursing program will be dependent upon space availability and recommendations from the ADN Admissions and Standards Committee.
- A student dismissed from a previous nursing program for unsafe clinical practice will not be considered for admission.
- Once all requirements have been met, your record will be reviewed, and the final decision to accept or deny admission as well as your course placement and start date will be determined by the Admissions and Standards Committee.
- A letter granting transfer credit does not serve as acceptance into the CTC ADN program. All other DONAH General Admission requirements must be met as well to be considered for **full admission**.
- Must complete 25% of the degree plan at CTC to meet residency requirements.
- Transfer students will only be accepted at the ADN I or ADN II semester in the program.
- After enrollment, a transfer student who does not successfully complete any nursing course or withdraws from a nursing course with a failing average will adhere to the readmission policy as detailed under “ADN and VN Readmission Policy.”

### Texas Board of Nursing (TBON) Time Frames

Please note the eligibility determination takes a minimum of 3-6 months. Disclosure of a positive criminal background will prohibit DONAH registration. The student will be advised to petition TBON for an eligibility determination PRIOR to enrollment in a nursing program.

The prospective student for the CTC DONAH will not be considered for admission until the Declaratory Order outcomes (in the case of a positive criminal history background check) are received by the Chair, DONAH from the prospective student/TBON.

There are questions on the Texas Board of Nursing (TBON) Application for Licensure regarding criminal convictions, treatment for mental illness, and alcohol or drug addiction/ treatment. The TBON may deny licensure to individuals with previous problems in one or more of these areas. Please go to <http://www.bon.texas.gov/> click on other Forms, then Declaratory Order for more information.

Please refer to the “FREQUENTLY ASKED QUESTIONS REGARDING PETITION FOR DECLARATORY ORDER” on the TBON website for additional information.

### Required Admission Meetings

Students will be required to attend two mandatory meetings to fulfill DONAH admission requirements and complete the **mandatory Success Camp Modules by the due date listed on the letter of acceptance. Failure to complete any of the following will result in course withdrawal.**

- Preadmission Information Session



- Nursing Program Orientation
- Online Success Camp – **must be completed by due date.**

### **Immunization and Health Requirements**

**\*\*AFTER you are notified of selection to the ADN or VN Program and prior to registration for the first semester of nursing courses, you must provide validation in the form of original documents and one photocopy of each of the following mandatory immunizations:**

- **Tetanus/Diphtheria** Tdap must be noted as administered once in lifetime- If no record then student will need to get a Tdap. If a Tdap was administered, then Td is required every ten years.
- **Polio** Students enrolled in health-related courses are encouraged to ascertain that they are immune to poliomyelitis.
- **Measles** Two doses required. Serologic confirmation of immunity is acceptable (titer completed and interpreted as immune to measles).
- **Mumps** Two doses required. Serologic confirmation of immunity is acceptable (titer completed and interpreted as immune to mumps).
- **Rubella** Two doses required. Serologic confirmation of immunity is acceptable (titer completed and interpreted as immune to rubella).
- **Hepatitis B** Students must complete the Hepatitis B series which consists of three injections. **The series of injections are administered over a 6-month period of time – please plan accordingly!** Serologic confirmation of immunity is acceptable (titer completed and interpreted as immune to Hepatitis B).
- **Tuberculosis** Documentation of negative screening results for tuberculosis (TB) is required. Students must complete one of the following TB tests **no more than 30 days prior to the 1<sup>st</sup> day of the 1<sup>st</sup> clinical rotation period at any facility**: 2- Step Tuberculin Skin Test; QuantiFERON®-TB Gold In-Tube test (QFT-GIT or Q-Gold) or T-SPOT®TB test (T- Spot). Thereafter a 2- Step Tuberculin Skin Test, QuantiFERON®-TB Gold In-Tube test (QFT-GIT or Q- Gold), or T-SPOT®TB test is required annually. If a history of positive PPD, then a negative chest x-ray must be current and updated each year.
- **Varicella** Two doses required. Serologic confirmation of immunity is acceptable (titer completed and interpreted as immune to varicella).
- **Influenza** Must show current flu season vaccination no later than October 1<sup>st</sup>; those admitted in Spring semesters must receive the current season flu shot no later than two weeks prior to the program start date and will be required to receive another vaccination for the upcoming flu season no later than October 1<sup>st</sup>
- **Bacterial Meningitis** the Texas legislature passed a law requiring ALL entering students at institutions of higher education to have an initial bacterial meningitis vaccination or booster during the five-year period preceding and at least 10 days prior to the first day of the first semester or submit an affidavit for an exemption. Vaccinations older than 5 years will require a booster.
- **Physical Examination** using the CTC DONAH form and **must be completed no more than 90 days prior to the program start date**. The student completes the front page and the medical doctor (MD), doctor of osteopathy (DO), physician's assistant (PA), or nurse practitioner (NP) completes the back page. Please make certain that the activity level (limited or unlimited) is noted on the physical exam form signed by the health care provider.
- **Current Cardiopulmonary Resuscitation (CPR)** - American Heart Association – Health Care Provider (BLS) and Military Training Network (MTN) are the only CPR courses that will be accepted. Please furnish the original card and a photocopy – front and back) – **online certifications are not accepted.**
- **Negative 11-Panel Drug Screen must be completed no more than 45 days prior to the program start date. Results must be mailed, emailed, or faxed directly to the CTC DONAH.**
- **Negative Criminal Background Check or Declaratory Order** from the Texas Board of Nursing (TBON) **completed no more than 90 days prior to the program start date**. All criminal history background checks must be conducted, and verification of negative results received prior to enrollment in the ADN/VN Programs.

Negative results for the criminal history background check will be honored for the duration of the enrollment period in the Program.

The programs will honor drug screen and physical for the duration of the student's enrollment in the program if the participating student has not had a break in enrollment from the DONAH. A break in enrollment is defined as nonattendance of one full 16-week semester or more. FBI background checks completed through Morpho Trust do not need to be repeated.

### **Program Disclosures**

During progression through the ADN or VN Program, inform the CTC DONAH Chair and/or designee of any mental or physical condition, illness, injury, surgery, pregnancy, etc. that would result in a change of the physical limitations status. Safety is a priority for the patient and health and wellbeing of students and faculty. Failure to inform the program may result in immediate withdrawal from the course or program.

Medical care, which results in student absence, must include the physician's return to class/clinical/lab documentation following illness, injury, surgery, pregnancy, or, as required by faculty. **Documentation must be mailed, emailed, or faxed directly from the healthcare provider to the CTC DONAH.** See Appendix for Medical Release.

The prospective student will also sign a statement agreeing to:

1. Inform the Chair, DONAH if criminal activity or substance abuse occurs after the initial Criminal History Background Check and Drug Screen or is aware of such activity that was not disclosed on the original background check. Failure to disclose discoverable information, which will be revealed on clinical facility and/or the FBI background check as required by the TBON, may prohibit progression in or removal from the program, and/or ineligibility for licensure.
2. A "for cause" drug screen when student's performance, conduct, or other action indicates possible substance use.
3. Provide a birth certificate, U.S. passport, naturalization certificate, permanent alien card or other documents if required by the clinical facility.

### **Liability Insurance**

Current Liability Insurance will be purchased by CTC upon student admission to the nursing program with registration.

### **Lab Kit**

Student will provide receipt showing proof of purchase of lab kit for clearance to register for nursing classes.

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### **Allocation of Cost**

Each prospective student must bear the cost of all the above requirements. Neither the College nor the clinical facilities provide medical coverage or workmen's compensation for emergency illness or injury. Medical coverage is the responsibility of the student.

### **Estimated Cost of the Associate Degree Nursing Program\*:**

The cost of tuition of the program is based on the number of credits taken. At the end of the program you will receive an Associate Degree in Nursing. The program will consist of 5 semesters with a total of 60 credit hours. Tuition and programmatic costs are according to your residential/military status. Refer to the current CTC Catalog for list of tuition prices. Prices are estimates and subject to change.

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|--|--|
| • Tuition (60 Semester Hours)  | Refer to the current CTC Catalog                             |
| • Textbooks and Supplies   | \$1500.00  |
| • HESI(A2)   | \$50.00  |
| • 11 Panel Drug Screen   | \$60.00  |
| • FBI Criminal Background Check  | \$50.00 (MorphoTrust)  |
| • Declaratory Order Enforcement  | \$150.00 (if applicable)                                     |
| • Physical Exam/TB Screening/<br>Required Immunizations                    | Dependent upon facility and provider                         |
| • CPR (AHA or MTN only)  | \$55.00  |
| • Lab Kit (Training Supply)  | \$240.00   |
| • Uniforms   | \$300.00 (3 sets of scrubs w/1 warm-up jacket)               |
| • CTC Student Nurse Association  | \$80.00 for 2 years – Optional, participation is encouraged. |
| • Transportation Expenses – Dependent upon clinical rotations/assignments: |  |

The DONAH utilizes several clinical facilities. Students are responsible for transportation between home, college, and the clinical sites. All students are expected to travel to and from these areas at their own expense.

### **Estimated Cost for RN Licensure\*:**

- |   |   |
|---|---|
| • NCLEX-RN® Application fee                             | \$100.00 - fee due 120 days prior to graduation.  |
| • Pearson Vue fee                                       | \$200.00- fee is due 30 days prior to graduation. |
| • Jurisprudence Exam fee is included in application fee |   |

### **Standardized Testing**

Students will be required to complete nationally normed and referenced examinations throughout the curriculum and earn satisfactory scores based on national and school benchmarks on such examinations. In the fourth semester of the ADN curriculum (the final semester of the Program), students are required to take an exit nationally normed comprehensive examination as part of the final grade. This examination is predictive of success on the NCLEX-RN® or NCLEX-PN®.

### **Program Completion Timelines**

Students without any prior nursing courses are required to complete the Nursing program within four years of first enrollment in RNSG 1413 or within 2 years of first enrollment in VNSG 1222 or its equivalent.

Articulating students are required to complete the nursing program within four years of first enrollment in RNSG 1331.

Transfer students are required to complete the nursing program within 2 years of first time enrollment.

### **ADN and VN Program Progression Requirements**

In order to progress in both nursing programs, the following requirements must be met:

- Achievement of a grade of "C" or higher in all courses in the curriculum including general education and nursing courses.
- Achievement of a minimum 75 percent course average or higher in all ADN nursing courses and a minimum of 70 percent course average or higher in all VN nursing courses.
- Achieve a minimum of 90% on dosage calculation exams, within 3 attempts, in the clinical courses prior to the

- second Friday of the semester to administer medications and to progress in the course.
- Successfully complete prerequisites to each nursing course.
- Complete co-requisites prior to or concurrently with nursing courses. **If withdrawal occurs for any reason from any of the co-requisite nursing courses, withdrawal from the corresponding clinical course (Clinical Nursing I, II, III, or, IV) is required.**
- Course failure due to Academic Misconduct will require the student to withdrawal from all co-requisite DONAH courses.
- Successfully complete all courses in each semester of the curriculum before progressing to the next semester courses.
- Maintain current CPR certification AHA guidelines – BLS for Health Care Providers or Military Training Network.
- Provide documentation of medical release to the DONAH to return to class/clinical/lab after mental or physical condition, illness, injury, surgery, and pregnancy, “break in clinical” etc. that would result in a change of the physical limitations status. Failure to inform the program may result in immediate withdrawal from the course or program. **Documentation must be mailed, emailed, or faxed, directly from the healthcare provider to the DONAH.**
- Provide annual documentation of negative results for TB (2- Step Tuberculin Skin Test, QuantiFERON®- TB Gold In-Tube test (QFT-GIT or Q-Gold), or T-SPOT®TB test). If history of positive TB, then a negative chest x-ray must be current and updated each year.
- Provide proof of an annual influenza vaccination by October 1<sup>st</sup> and includes Spring Semester.
- Maintain negative 11 panel drug screen and criminal backgroundcheck.
- Complete all standardized assessment and exit tests as required by the coursesyllabus.
- Demonstrate professional behavior in the classroom and clinical and lab in accordance with CTC Policy and the, the Texas Nursing Practice Act, and the TBON rules and regulations relating to nursing education, licensure and practice. Failure to adhere to these standards may result in disciplinary action which could include dismissal from the program.

### **ADN and VN Program Readmission Policy**

Readmission to any nursing course is dependent upon availability of class openings after current class progression; it is not automatic.

- Students must meet the current general admission/progression requirements for DONAH and their specific nursing track.
- Students must provide current physical, immunization, criminal background and drug screen information. Provide proof of physical examination or diagnostic tests as recommended or required to include physicians return to class/clinical documentation after illness, injury, surgery, or pregnancy etc.
- Any student who is requesting readmission to a clinical course, or who experiences a “break” from clinical for any reason will be required to provide a “Student Nurse Medical Release Return to Class/Clinical/Lab” form before being allowed to participate in a clinical course. The medical evaluation must take place within the 30-day period immediately prior to the first day of the semester for readmission students.
- If a student does not successfully complete any nursing course or withdraws from a nursing course with a failing average, the student may apply for readmission to the Nursing Program one time. **Failure of any two RNSG or VNSG courses will result in ineligibility for readmission.**
- Students who fail either program may reapply to the same program after 3 years. **Students dismissed from a program due to safety violations (unsafe practice), Code of Conduct Violations (Unprofessional Conduct), or Civility/ Affective Domain violations are ineligible for readmission.**
- Consideration for readmission is based on the following:
  - Faculty/team recommendation.
  - Academic grade average and clinical evaluation.
  - Reason(s) for failure, if applicable, or withdrawal.
  - Resolution of outside extenuating circumstances, if applicable.
  - Completion of remedial work and/or Admissions & Standards Committee requirements.

- An interview of the student may be recommended by the A&S Committee.
- Any student applying for readmission to the nursing program must request readmission, in writing, with the Admissions and Standards Committee and submit a written plan for success to be reviewed by the committee.
- Letter to the ADN/VN Admissions and Standards Committee written by applicant must include:
  - Student Name
  - Nursing course name(s) and number(s) to which seeking readmission
  - Reason(s) for lack of success/progress in the course(s)
  - Plan for success if readmitted [Be specific please]
  - Semester and year seeking readmission
  - Student signature and date
- The committee determines eligibility for readmission and notifies the student in writing. Final course grade, status and decisions will be determined by each DONAH program's Admissions and Standards Committee on a case-by-case basis.

### **Graduation Requirements**

Central Texas College confers the Associate of Arts, the Associate of Science, the Associate of Applied Science, the Associate of Arts in General Studies and certificates of completion. To graduate from Central Texas College Associate Degree Nursing Program and Vocational Nursing Program, the student must:

- Apply for graduation by the deadline date (Application available on CTC website or in the Graduation office located in the Student Services building).
- Successfully complete all RNSG/VNSG courses required in the program of study.
- Complete at least 25 percent of the degree or certificate semester credit hours at CTC (to fulfill residency requirements).
- Achieve a grade of "C" or higher in all courses in the curriculum including general education and nursing courses.
- Achieve a minimum 75 percent average or higher in all RNSG courses and 70 percent average or higher in all VNSG courses.
- Meet state, institutional, licensure and other agency rules as applicable.
- TSI-obligated students seeking an associate degree or a certificate level 2 must be TSI complete or exempt in reading, writing, and mathematics.
- Submit Application for Initial Licensure to Texas Board of Nursing 120 days prior to graduation.
- Submit NCLEX-RN® or NCLEX-PN® application to Pearson Vue 30 days prior to graduation.

### **Certification Notice**

By participating in a Department of Nursing and Allied Health (DONAH) program students understands and agrees that admission into Central Texas College DONAH programs is not a guarantee of successful completion of the program. Likewise, students understand and agrees that Central Texas College does not guarantee that upon completion of a DONAH program and award of a degree or certificate, that the student will become certified by any local, state or federal regulatory agency. Such certification is governed by the rules and laws of the locality, state or federal regulatory agency.

## HESI A2 Exam

The HESI Admission Assessment (A2) exam is a computerized test that can include up to five academic exam sections. The HESI A2 must be taken prior to admission into the program.

No HESI A2 exams greater than two years old will be accepted.

- Math – 50 minutes-**80%**
- Reading Comprehension – 60 minutes-**80%**
- **Anatomy & Physiology– 25 minutes-60%**
- Vocabulary/General Knowledge – 50 minutes-**80%**
- Personality Profile / Learning Styles – 15 minutes each section
- **For EMT/Paramedic Students Only** – Grammar – 50 minutes CTC does not require the Biology, Physics, or Critical Thinking sections.

### Exam Location:

- CTC-Testing Services.
- Building 111, Rm. 235
- Physical Address: 6200 W. Central Texas Expy, Killeen TX.
- 76549 Call Testing Services at 254-526-1254 for questions.

### Exam Days/Times:

- The exam is only given on Mondays and is on a walk-in basis. **Students must sign in between 7:30am-8:00 am. Test begins promptly at 8:30am.** Any student not signed and seated by 8:00am will be asked to return

### Exam Fee and Payment Information:

- Cost of test is \$50
- Payment can be made the day of the exam via **CASH ONLY** OR in advance via credit card/cash/check at the Business Office (Bldg. 119)
- You will need to bring 2 copies of your receipt for proof of payment the day of the exam.
- **NO REFUNDS WILL BE GIVEN**

### Things to Bring on Exam Day: (Check with Testing Center prior for ID verification acceptance listing) May include:

- Photo ID (such as Driver's License or Student ID)
- Passport
- Evolve Username and Password-create account at [www.evolve.elsevier.com](http://www.evolve.elsevier.com)

### Things NOT to Bring:

- Calculator– not permitted.
- Textbooks, Study Guides, any form of reference material
- Scratch paper or pencils – Testing Services will provide
- No Personal items for test security. Please limit what you bring to the testing center.
- The Testing Center is not responsible for any personal items.

### Score Reports

- Students will be able to view their scores at the time the test is completed.

### Exam Retake

- You may take the exam as many times as you like. If you fail twice it is recommended you remediate for 5 months before retaking the exam but not required.

## Study Guides

- HESI Study Guide - "Admission Assessment Exam Review", 4<sup>th</sup> Ed. ISBN: 978-0323353786. Please check with the CTC Bookstore for current pricing.

## HESI Free Practice Exam

There is a pretest available in the Learning Resource Center, Building 118, and Room 7. This Pretest has no affiliation with Evolve as a company; it was created by the Learning Resource Center to study for the exam. It is given during business hours, Monday– Thursday 7:30am – 9:00pm. You are welcome to take the pretest anytime it is offered, but if you have any questions you can contact them at 254-526-1344.

## FAQ'S

### How can I prepare?

**Remember to bring your username and password on your test date to be able to log in to the HESI exam.** You **MUST** set up your Evolve account **prior** to arriving on test day. To do this visit, [www.evolve.elsevier.com](http://www.evolve.elsevier.com).

Review related class notes and/or nursing entrance exam review books. HESI publishes a reviewbook specifically for this exam. If you have taken the exam previously, you can review content related to missed items through the website: [www.evolve.elsevier.com](http://www.evolve.elsevier.com)

### Is the exam timed?

You are given a maximum time of four (three for nursing students) hours to complete all required sections. Each section of the test is **individually timed**. If individual sections are completed prior to the allotted time of that section, the remaining time does not accrue towards the remainder of the test. If the maximum time is used for each section, it may take up to the maximum time given to finish the entire HESI A2.

### Can I use a calculator for the math exam?

There is a calculator given during the exam that maybe used. It will be on the right-hand side of the screen and will say "Show Calculator". No scientific or programmable calculators are allowed.

**The HESI A2 must be taken prior to admission into the program.**

**No HESI A2 exams greater than two years old will be accepted.**



**CENTRAL TEXAS COLLEGE DEPARTMENT OF NURSING AND ALLIED HEALTH  
ASSOCIATE DEGREE IN NURSING PROGRAM**

**Student Appraisal Form for Articulating Student  
Applicant**

**Prospective Student's Name:**

Categories	Outstanding	Above Average	Average	Below Average
A. <u>Professionalism</u>				
1. Appearance				
2. Attitude				
3. Interpersonal Skills				
4. Seeks & Accepts Additional Responsibilities				
B. <u>Clinical Knowledge/Nursing Process</u>				
C. <u>Clinical Competence</u>				
1. Organization				
2. Skills				
3. Leadership				
4. Communication: Oral and Written				
D. Character				
E. Emotion Stability & Maturity				
G. <u>Work Habits</u>				
1. Attendance/Tardiness				
2. Assignments Completed				
3. Assistance to Others Willingly				
G. Potential for Advancement				

Comments:

Length of contact with student: \_\_\_\_\_ Type of contact with student: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_ Agency: \_\_\_\_\_

**Please mail to:**

**Department of Nursing/Allied Health  
Central Texas College  
P.O. Box 1800  
Killeen, TX 76540-1800**

**Questions? (254) 526-1890 or (254) 526-1266 or (800) 792-3348, ext. 1890 or 1266**

**CENTRAL TEXAS COLLEGE DEPARTMENT OF NURSING AND ALLIED HEALTH**  
**ASSOCIATE DEGREE IN NURSING PROGRAM**  
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**Fax: (254) 526-1765**