



**Forsyth Technical Community College
2100 Silas Creek Parkway
Winston-Salem, NC 27103-5197**

**LPN-RN Transition Program
Admissions Information**

Summer 2018 Deadline: February 22, 2018

The LPN-RN Transition Program is designed for practical nurses that have practiced for 6 months or longer, and are currently licensed in the state of North Carolina, who wish to earn an Associate Degree in Nursing and complete their RN. This is a 3 semester, selective enrollment program beginning each summer. Resources such as clinical facilities and faculty, as well as approval standards, limit the number of applicants accepted to the program to 24. All applicants must meet minimum requirements to be considered for admission. **Please note that meeting minimum requirements does not guarantee admission.**

PHASE I: APPLICATION PROCESS

The following steps must be completed by the deadline listed above:

- ___1. Complete the Residency Determination Service (RDS) and a Forsyth Tech application. If currently enrolled in classes at Forsyth Tech, complete the update form in the Admissions Office.
- ___2. **Complete the online information session tutorial and return the electronic signature form.** This form can be returned to the Admissions Office via email, fax, mail, or hand delivery. If you prefer, you may choose to attend an in-person information session instead of completing the online tutorial.
- ___3. Complete placement testing if required by the Admissions Office.
- ___4. Have an official high school transcript or GED scores mailed to the Admissions Office.
- ___5. Have official transcripts from all colleges or schools attended since high school sent to the Admissions Office. Official transcripts must have the school seal or original signature and be in a sealed unopened envelope or submitted electronically from the school. Electronic transcripts should be sent to Admissions@forsythtech.edu. Official college transcripts should be received **and** evaluated before a MAR is conducted. Evaluation of transcripts typically takes 5-7 business days to complete once transcripts have been received. Please do **NOT** bring in transcripts the day you come to complete your MAR review.
- ___6. Submit official copies of any Advanced Placement (AP) scores, if applicable.

NOTE: The information provided in this packet is subject to change annually.

PHASE II: MINIMUM ADMISSIONS REQUIREMENTS

1. **Placement Testing**- All applicants must demonstrate English, Reading and Math Competencies to be eligible for program consideration. There are 4 different ways that these competencies can be met:

a. Multiple Measures- high school GPA:

1. If applicant has graduated from a **NC** high school legally authorized to operate in the state **AND**
2. Has graduated from high school within the past 5 years* **AND**
3. Has eligible 4th level high school math course** **AND**
4. Has a 2.6 or higher high school **unweighted** GPA*** **THEN**
5. The placement testing minimum admissions requirement has been met.

*If applicant is currently enrolled in high school, 1st semester senior grades/GPA must be submitted before the high school GPA can be used to waive placement testing by Multiple Measures. **The list of eligible 4th level math courses is available in the Admissions Office. ***High school transcript must clearly indicate that the GPA is unweighted.

b. SAT/ACT scores (valid for five years): Specific scores will waive specific tests

For tests taken prior to March, 2016:

SAT Critical Reading - 500+ **OR** SAT Writing - 500+, or ACT Reading - 22+ **OR**
ACT English - 18+ will exempt applicants in Reading Comp. and Sentence Skills.

SAT Math - 500+ **OR** ACT Math - 22+ will exempt applicants in Math skills.

For tests taken in March, 2016 or later (note change in SAT scores):

SAT Evidence Based Reading and Writing - 480+, or ACT Reading - 22+ **OR**
ACT English - 18+ will exempt applicants in Reading Comp. and Sentence Skills.

SAT Math - 530+ **OR** ACT Math - 22+ will exempt applicants in Math skills.

c. Completion of College level English and/or Math

A grade of “C” or higher in a college level English composition or math course, that meets program MAR requirements, can waive placement testing once the transcript(s) has been received and reviewed.

d. Placement Test Scores (all scores are valid for 5 years):

<u>CPT</u>		<u>COMPASS</u>		<u>ASSET</u>	
Sentence Skills	86	Writing	70	Writing Skills	41
Reading Comp.	80	Reading	81	Reading Skills	41
Arithmetic	55	Pre-Algebra	47	Numerical Skills	41
Algebra	55	Algebra	46	Elem. Algebra	41

The NC-DAP Math (DMA) and NC-DAP Reading and English (DRE) have replaced the above tests at all NC Community Colleges. The following are the required scores for those taking NC-DAP:

NC-DAP DMA

DMA-010 7 (or higher)
 DMA-020 7 (or higher)
 DMA-030 7 (or higher)
 DMA-040 7 (or higher)
 DMA-050 7 (or higher)

NC-DAP DRE

DRE Composite Score 151 (or higher)

Applicants taking the **NC-DAP for math** must demonstrate mastery in DMA 010, 020, 030, 040, and 050.

Applicants taking the **NC-DAP Reading Comprehension and Sentence Skills** must demonstrate mastery in DRE 096, 097 and 098.

Applicants not meeting the required mastery or the minimum scores should enroll in the appropriate DRE/DMA course(s). All DRE/DMA courses must be completed by the deadline date. If DRE/DMA or DMS shell courses from other NC community colleges are being used to meet this requirement, submission of the placement test scores will also be required.

1. Mandatory Courses

The following courses must be completed by the time of the MAR Review with a grade of “C” or higher. There are no age limitations for Anatomy and Physiology courses. However, to qualify for ranking points and transfer, courses must satisfy the required semester hours and descriptions. **Please note that BIO165/166 sequence can be used to meet this requirement, however the sequence must be completed at the same college to transfer.** BIO 163/271 combination may also be used to meet the Anatomy and Physiology course requirements.

Course	Credit Hours
BIO 168 or 165(Anatomy & Physiology I)	4
BIO 169 or 166(Anatomy & Physiology II)	4
PSY 150 (General Psychology)	3
PSY 241 (Developmental Psychology)	3

2. No “D/F” Policy

This policy is in place to maintain the integrity of our nursing program and all nursing applicants are held to this standard. There are NO exceptions.

Applicants must earn a grade of “C” or better in all program related courses attempted to be eligible for the program. This policy applies to courses taken at Forsyth Tech as well as equivalent courses completed at outside colleges or universities. **Applicants with a “D” or “F” in a related course (listed on pg. 5) as of the stated deadline will NOT be eligible to complete a MAR review for the Associate Degree Nursing program.** If a grade of “D” or “F” is earned after acceptance to the program, the course must be repeated and a “C” or higher earned before the student will be allowed to enroll in the nursing program. Failure to remove a grade of “D” or “F” will result in the loss of admission into the LPN-RN Transition program.

PHASE III: MINIMUM ADMISSIONS REQUIREMENTS (MAR) REVIEW

After completion of Phases I and II, applicants are eligible to meet with an Admissions Counselor to complete the Minimum Admissions Requirement (MAR) Review. Applicants for the program will not be considered for admission nor be eligible to proceed to Phase IV until this step is completed. Therefore, applicants are encouraged to complete the MAR as early as possible to allow time to complete the TEAS by the deadline.

Due to new state regulations regarding residency, applicants are strongly encourage to complete both RDS and the online application prior to coming in to complete the MAR. It may not be possible to complete both steps at the time of MAR. This is of particular note to applicants applying close to the deadline.

When can I complete my MAR Review?

Summer 2017 Applicants

If you have completed all of your related courses or will be taking classes during the summer semester only, you can complete your MAR: [September 5- February 22]*	If you are taking any curriculum classes during the fall semester, you can complete your MAR: [January 16-February 22]*
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The Admissions Office hours for the MAR Review are 8:00am – 6:00pm Monday through Thursday.

The review is done on a walk-in basis and no appointment is necessary. The Admissions Office is located in the Oak Grove Center, room 2361. **Please note that only one counselor is available after 5:00 p.m.**

Please do **NOT** bring in college transcripts the day you come to complete your MAR review as the Admissions Office is not the office responsible for transcript evaluations. Official transcripts should be submitted 5-7 business days prior to coming in to do a MAR review.

***MAR Reviews will not be conducted October 9-13, November 20-24, December 18–January 15.**

IMPORTANT: Completion of the MAR Review is **mandatory** before you will be eligible to take the TEAS or be considered for selection into the program. Failure to complete the MAR Review in a timely manner could impact your ability to complete the TEAS at Forsyth Tech by the deadline!

Reminder: MAR reviews are not be conducted on Fridays.

PHASE IV: TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS)

Once the MAR Review has been completed, applicants will receive information to schedule the TEAS. This test assesses how well a student is academically prepared for learning nursing-related content. TEAS scores are valid for 2 years. Forsyth Tech will accept TEAS scores if taken at another school. It is the applicant's responsibility to submit a copy of the scores to the Admissions Office by the deadline date. Detailed information regarding the TEAS is included at the end of this packet. ****See the FAQ section****

An applicant must test and meet the required 60% or higher on the Adjusted Individual Total Score to be eligible for consideration. **A minimum score of 60% does not guarantee acceptance into the LPN-RN Transition program.**

IMPORTANT: You must complete the TEAS by the deadline date in order to be considered for selection.

PHASE V: RANKING AND SELECTION

When the MAR Review and TEAS scores are completed, qualified applicants are ranked using a point system.

1. Related Courses

Points are awarded for specific course grades completed by the deadline. Grade points are valued as follows: A = 4 points, B = 3 points, C = 2 points. These points are then multiplied by the credit hours for each course. For example; ENG 111 (3 credit hours) with a grade of B (3 points) gives a student 9 total points for that course. AP credit is based upon the individual scores as follows: 5=A=4 points, 4=B=3 points and 3=C=2 points. No AP credit is awarded for a score of 2 or lower. **Please note that if a course is repeated, the most recent grade earned will be used in the ranking.**

Related Courses	Course Names	Credit Hours
BIO 168 or 165	Anatomy & Physiology I	4
BIO 169 or 166	Anatomy & Physiology II	4
CIS 110	Intro to Computers	3
ENG 111	Writing and Inquiry	3
ENG 112 or ENG 114	2 nd level English course	3
PSY 150	General Psychology	3
PSY 241	Developmental Psychology	3
Humanities/Fine Arts	** (See specific list below)	3

**ART 111, ART 114, ART 115, MUS 110, MUS 112, HUM 115, PHI 215 or PHI 240. You must have one of these specific courses to meet the humanities/fine arts elective requirement for LPN-RN.

Only courses completed by the deadline will be used for ranking. Courses must be completed with a grade of "C" or better.

There are no age limitations for BIO 165/166 or BIO 168/169. The computer course has a 10 year age limitation.

To qualify for ranking points and transfer credit, courses must satisfy the required semester hours and descriptions. Please note that BIO 165 & 166 must be completed at the same college or university to transfer. Applicants completing BIO 168 & 169 are not restricted to taking both anatomy/physiology courses at the same college or university.

2. TEAS Adjusted Individual Total Score

An applicant must test and meet the required minimum 60% or higher Adjusted Individual Total Score on the TEAS. This score will be used as part of the ranking process.

3. Total Points for Ranking and Selection

Adding the grade points for any related courses completed and the TEAS Adjusted Individual Total Score will determine the total ranking score used in the selection process. Applicants with the highest ranked scores will be accepted. In the event of a tie, the applicant with the higher Adjusted Individual Science Score on the TEAS will be ranked higher. An alternate list will be maintained in ranking order. Alternates will only be accepted if a space becomes available.

Applicants not admitted to the program must reapply, complete a new Nursing Information Session and MAR Review for future consideration.

Accepted student data from the previous 3 years

Please note that the data below is for informational purposes only! Points and criteria vary each year. It is in a student's best interest to accumulate as many points as possible to be as competitive as possible.

Year	Number of qualified applicants	Point range of accepted students
2017	81	151.7-176.3
2016	64	142-188
2015	76	148.7-174.7

Additional Requirements

If you have questions regarding these additional requirements, please direct them to the Nursing Department.

This program has the following additional requirements that will be verified by the Nursing Department at the orientation for accepted LPN-RN students:

1. Unrestricted licensure as an LPN in the state of North Carolina.
2. Six months full-time work experience as an LPN.

Policy regarding Deferred Action Childhood Arrival (DACA) and Undocumented Students

Current NCCCS policy allows DACA and undocumented applicants to enroll at Forsyth Tech at the out of state tuition cost. However, acceptance to the college does not guarantee acceptance to a specific program.

DACA students are eligible to apply to an Allied Health/Nursing program.

Undocumented students are not eligible for consideration to Allied Health or Nursing programs. According to North Carolina and Federal law, undocumented students are not eligible for North Carolina professional licensure.

This policy is subject to change without notice based upon federal and state regulations.

TEAS: A Guide to Student Success

Student success before, during, and after the nursing programs at Forsyth Tech is your goal as well as for the faculty and staff at our college. Success refers to academic achievement, personal and professional goal attainment, and well-being. Preparation and advisement are key components on the road to success for all students.

To better ensure your success, the nursing faculty has adopted a program that has been demonstrated to assist you in meeting your goals. Part of the success program requirements is an assessment of essential academic skills. The assessment is known as Test of Essential Academic Skills (TEAS), a product of the Assessment Technologies Institute (ATI). The TEAS measures basic skills in the domains of reading, mathematics, science, and English language usage.

In order to help assist you in being successful on the TEAS, the college offers ACA 085 – Improving Study Skills, a 1-credit hour course. ACA 085 is offered as an 8-week, web-based (online) course so you can complete the course anywhere you have internet access. ACA 085 provides an opportunity to review basic skills on the four domains of the TEAS and offers practice tests. Completion of ACA 085 does not grant eligibility to take the TEAS nor does it grant points towards ranking.

TEAS study books are located on reserve for review in the following locations: Main Campus library (Ardmore building), Stokes County Office (Danbury), Grady Swisher Center (Kernersville), and Mazie Woodruff Center (Carver Road, Winston-Salem).

TEAS study books and practice tests can also be purchased from ATI online at www.atitesting.com.

Frequently Asked Questions

1. *When am I eligible to take the TEAS?*

Only after you complete the MAR Review.

2. *What are the basic steps to scheduling the TEAS?*

You will receive information regarding the TEAS during your MAR Review. The test is given on Main Campus. You will receive dates, times, and the location for the TEAS by the TEAS Coordinator. Go to the Cashier's Window (2nd floor of the Allman Center) and pay the test fee prior to testing. On your test day, you must show the receipt of your TEAS payment along with a photo ID (driver's license or student ID).

PLEASE NOTE: The test proctor cannot accept payment!

3. *How and when do I find my score?*

At the completion of your computerized test, you will be given instructions on how to access your score. You will be provided a copy of your score at that time.

4. *Is the test computer-based?*

Yes. A paper and pencil test is available only for students with documented disabilities requiring this accommodation.

5. *What if I have a documented learning disability with accommodations?*

When you call the TEAS Coordinator to schedule your test, you must indicate that you have documented accommodations through Forsyth Tech's Disability Services. Any accommodations must be confirmed by Disability Services and the TEAS Coordinator must be notified prior to your test date. Questions regarding accommodations can be directed to Disability Services in Oak Grove Center, Room 2423. The TEAS Coordinator will provide test accommodations according to those guidelines confirmed by Disability Services.

6. *Can I take the test more than once?*

You will be allowed 3 attempts to meet the minimum Adjusted Individual Total Score. After the second attempt, if you do not achieve the minimum score, then you must wait 8 weeks to reschedule your final attempt. During this time, you are encouraged to enroll in ACA 085 or remediate on your own. If you are unsuccessful after the third attempt, you must wait one year from the date of your last attempt to be eligible to resume the TEAS testing process. You will need to reapply for the program, and complete a Nursing Information Session and MAR Review.

7. *How long is my score valid?*

Two years.

8. *If I want to improve my score, can I repeat sections of the TEAS?*

No, you must take the entire test each time.

9. *What is the required score for admission into the LPN-RN Transition program?*

Students must meet the required minimum 60% Adjusted Individual Total Score. This score will be recorded as part of the admissions ranking score.

10. *What do I do if my score was below the 60% Adjusted Individual Total Score or I want to increase my score in order to be more competitive for admission?*

- Review your TEAS results to identify areas in which you need to improve your score.
- Enroll in ACA 085.
- Review the TEAS study manual located in the campus libraries, or purchase your own copy.
- Purchase the online TEAS practice assessment and check your score prior to retesting. ATI's website is www.atitesting.com.
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11. *Will Forsyth Tech accept TEAS scores taken at another school?*

Yes. A copy of the **Individual Performance Profile** sheet must be submitted to the Admissions Office by the application deadline.

Forsyth Technical Community College
Paul M. Wiles School of Nursing

Technical Standards
(Functional Abilities Essential for Nursing Practice)

The purpose of the School of Nursing is to educate students to meet the program outcomes and to ensure that no graduate will pose a danger to the patient. Nursing students will receive both classroom and clinical instruction in multiple nursing specialty areas (Medical/Surgical, Maternal/Child, Pediatric, Mental Health, etc.) and will be required to demonstrate competency in each area.

In order to provide safe and effective patient care in the Paul M. Wiles School of Nursing, the student must be able to demonstrate, with or without reasonable accommodation, physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the program curriculum and clinical agency requirements.

Students admitted to the Paul M. Wiles School of Nursing gain experience in many settings that can be physically demanding, e.g., hospitals, long term care facilities, public health and community agencies, school settings and clinics. During each clinical experience, the nursing student is assigned clinical care which may include medication administration and direct patient care. Students will be expected to adhere to the Health Insurance Portability and Accountability Act (HIPAA) of 1996 which safeguards patient confidentiality.

Transportation to and from health care facilities is the responsibility of the student.

Please carefully read the Paul M. Wiles School of Nursing Technical Standards:

Observation

Functional Ability	Standard	Examples of Required Activities
Visual	Normal or corrected visual ability sufficient for accurate observation and performance of nursing care	<input type="checkbox"/> See objects up to 20 feet away <input type="checkbox"/> Read and interpret the electronic medical record and/or associated paper medical records. <input type="checkbox"/> Visual acuity to read calibrations on 1 ml syringe <input type="checkbox"/> Assess skin color (cyanosis, pallor)
Hearing	Auditory ability sufficient for physical monitoring and assessment of patient health care needs	<input type="checkbox"/> Hear normal speaking level sounds <input type="checkbox"/> Hear auscultatory sounds <input type="checkbox"/> Hear auditory alarms (monitors, fire alarms, call bells) <input type="checkbox"/> Hear cries for help
Smell	Olfactory ability sufficient to detect significant environmental and patient odors	<input type="checkbox"/> Detect odors from patient (foul smelling drainage, alcohol breath) <input type="checkbox"/> Detect smoke
Tactile	Tactile ability sufficient for physical monitoring and assessment of health care needs	<input type="checkbox"/> Feel vibrations (pulses) <input type="checkbox"/> Detect temperature changes <input type="checkbox"/> Palpate veins for cannulation

Communication

Functional Ability	Standard	Examples of Required Activities
Communication	Oral communication skills sufficient to communicate in English with accuracy, clarity and efficiency with patients, their families and other members of the health care team, including non-verbal communication, such as interpretation of facial expressions, affect and body language	<ul style="list-style-type: none"> <input type="checkbox"/> Give verbal directions to or follows verbal directions from other members of the healthcare team and participate in health care team discussions of patient care <input type="checkbox"/> Elicit and record information about health history, current health state and responses to treatment from patients or family members <input type="checkbox"/> Convey information to patients and others as necessary to teach, direct and counsel individuals in an accurate, effective and timely manner <input type="checkbox"/> Recognize and report critical patient information to other caregivers

Motor Function

Functional Ability	Standard	Examples of Required Activities
Gross Motor Skills	Gross motor skills sufficient to provide the full range of safe and effective patient care activities	<ul style="list-style-type: none"> <input type="checkbox"/> Move within confined spaces such as treatment room or operating suite <input type="checkbox"/> Assist with turning and lifting patients <input type="checkbox"/> Administer CPR and maintain current certification.
Fine Motor Skills	Fine motor skills sufficient to perform manual psychomotor skills	<ul style="list-style-type: none"> <input type="checkbox"/> Pick up and grasp small objects with fingers such as insulin syringe, pills <input type="checkbox"/> Perform tracheotomy suctioning, insert urinary catheter.

Behavioral and Social

Functional Ability	Standard	Examples of Required Activities
Emotional/Behavioral Professional Attitudes and Interpersonal Skills	Emotional stability and appropriate behavior sufficient to assume responsibility/accountability for actions Present professional appearance and demeanor; demonstrate ability to communicate with patients, supervisors, co-workers to achieve a positive and safe work environment. Follow instructions and safety protocols Honesty and integrity beyond reproach	<ul style="list-style-type: none"> <input type="checkbox"/> Establish rapport with patients, instructors and colleagues. <input type="checkbox"/> Respect and care for persons whose appearance, condition, beliefs and values may be in conflict with their own <input type="checkbox"/> Deliver nursing care regardless of patient's race, ethnicity, age, gender, religion, sexual orientation or diagnosis <input type="checkbox"/> Conduct themselves in a composed, respectful manner in all situations and with all persons <input type="checkbox"/> Work with teams and workgroups <input type="checkbox"/> Establish and maintain therapeutic boundaries <input type="checkbox"/> Demonstrate emotional skills to remain calm and maintain professional decorum in an emergency/stressful situation <input type="checkbox"/> Demonstrate prompt and safe completion of all patient care responsibilities <input type="checkbox"/> Adapt rapidly to changing environment/stress <input type="checkbox"/> Exhibit ethical behaviors and exercise good judgment
Flexibility	Adapt to Nursing Department course scheduling policy	<ul style="list-style-type: none"> <input type="checkbox"/> Available to work the hours of an assigned schedule which could include any shift and day of the week

Intellectual, Conceptual, and Quantitative Abilities

Functional Ability	Standard	Examples of Required Activities
Cognitive/Quantitative Abilities	Reading comprehension skills and mathematical ability sufficient to understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis and synthesis	<ul style="list-style-type: none"> <input type="checkbox"/> Calculate appropriate medication dosage given specific patient parameters <input type="checkbox"/> Analyze and synthesize data and develop an appropriate plan of care <input type="checkbox"/> Collect data, prioritize needs and anticipate reactions <input type="checkbox"/> Transfer knowledge from one situation to another <input type="checkbox"/> Accurately process information on medication containers, providers' orders, equipment calibrations, policy and procedure manuals, and medical records
Conceptual/Spatial Abilities	Conceptual/spatial ability sufficient to comprehend three-dimensional and spatial relationships	<ul style="list-style-type: none"> <input type="checkbox"/> Comprehend spatial relationships in order to properly administer injections, start intravenous lines, assess wounds of varying depths
Clinical Reasoning	Ability to reason across time about a patient's changing condition	<ul style="list-style-type: none"> <input type="checkbox"/> Evaluate patient or instrument responses, synthesize data, draw sound conclusions

Physical Ability

Functional Ability	Standard	Examples of Required Activities
Physical Endurance	Physical stamina sufficient to remain continuously on task for up to a 12- hour clinical shift while standing, sitting, moving, lifting, and bending to perform patient care activities	<ul style="list-style-type: none"> <input type="checkbox"/> Walk/stand for extended periods of time; turn, position, and transfer patients. <input type="checkbox"/> Manually resuscitate patients in emergency situations
Physical Strength	Physical strength sufficient to perform full range of required patient care activities	<ul style="list-style-type: none"> <input type="checkbox"/> Push and pull >100 pounds <input type="checkbox"/> Lift/move heavy objects from 35 – 50 pounds
Mobility	Physical ability sufficient to move from room to room and maneuver in small spaces; full range of motion to twist/bend, stoop/squat, reach above shoulders and below waist and move quickly; manual and finger dexterity; and hand-eye coordination to perform nursing activities	<ul style="list-style-type: none"> <input type="checkbox"/> Move around in work area and treatment areas. Position oneself in the environment to render care without obstructing the position of other team members or equipment