



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

Practical Nursing

Fall 2020 Deadline: February 20, 2020

Practical Nursing is a one-year diploma and selective enrollment program beginning each fall. Resources such as clinical facilities and faculty, as well as approval standards, limit the number of applicants accepted to the program which admits 90 students each year. Twenty-four of the 90 spaces are designated for the Stokes County evening/weekend program. **One seat is reserved for a 2020 high school graduate.** Currently enrolled high school applicants will only compete with other high school applicants. All applicants must meet minimum requirements to be considered for admission. **Please note however, that meeting minimum requirements does not guarantee admission.**

When applicants have completed all of the minimum requirements, they must meet with an Admissions Counselor for a Minimum Admissions Requirements (MAR) Review and pass the TEAS test before the **February 20, 2020** deadline. Qualified applicants will then be ranked based on the criteria listed in this packet.

Additionally, applicants who are accepted into the Practical Nursing program must meet Nursing department requirements for CNA/CPR certification by **June 1, 2020** to maintain their seat in the program. Please review the information for requirements on pages 8.

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

PHASE I: APPLICATION PROCESS

The following steps must be completed by February 20, 2020 for the fall 2020 program:

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 placement testing **if required** by the Admissions Office.
3. Have an official high school transcript or GED/HiSet/TASC scores mailed to the Admissions Office.
4. Have official transcripts from **all colleges or schools** attended since high school sent to the Admissions Office. **All transcripts are required regardless of whether the courses taken are part of the Nursing program.** 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 Minimum Admissions Requirement meeting (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.

5. Submit **official** copies of any Advanced Placement (AP) scores, if applicable. **Official** copies are required to assign points for ranking. **Please note that this can take up to four to six weeks to be received due to the College Board request process.**
6. **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.

PHASE II: MINIMUM ADMISSIONS REQUIREMENTS

1. **ENGLISH, READING and MATH Competencies**- All applicants must demonstrate English, Reading and Math Competencies to be eligible for program consideration. Please note that there are several changes that have occurred in the past year. Forsyth Tech now uses the RISE criteria as established by the state and all applicants will be held to that new standard. Applicants are advised to speak with an advisor to make sure that current criteria has been met.

There are 5 different ways that these competencies can be met:

- a. **RISE for High School/High School Equivalencies**: An applicant who has graduated from a US high school within the past 10 years (or is currently enrolled in high school and competing for a high school seat) and has 2.8 or higher unweighted GPA or has a GED taken since 2014 with a score of 170 or higher in every section or has HiSet scores with a 15 in every section and a minimum of a 4 on the essay.

OR

- b. **SAT/ACT scores (valid for 10 years)**: Specific scores will meet the English/Reading and/or Math requirements

For tests taken prior to March, 2016:

SAT Critical Reading - 500+ **OR** SAT Writing - 500+, or ACT Reading - 22+ **OR**
ACT English - 18+ will meet required competency in English/Reading.

SAT Math - 500+ **OR** ACT Math - 22+ will meet required competency in Math.

For tests taken in March, 2016 or later:

SAT Evidence Based Reading and Writing - 480+, or ACT Reading - 22+ **OR**
ACT English - 18+ will meet required competency in English/Reading.

SAT Math - 530+ **OR** ACT Math - 22+ will meet required competency in Math.

OR

- c. **Completion of College level English and/or Math**

A grade of "C" or higher in a college level English composition and/or math course that meets program MAR requirements.

OR

- d. **Completion of an associate's or bachelor's degree from a regionally accredited US college**

OR

e. Placement Test Scores (all scores are valid for 10 years):

While discontinued at Forsyth Tech in 2018, the NC-DAP Math (DMA) and NC-DAP Reading and English (DRE) tests will be valid for 10 years. The following are the required scores if using NC-DAP testing.

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.

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.

The following tests may also be used to meet English, Reading or Math competencies if taken within the past 10 years:

CPT

| | |
|-----------------|----|
| Sentence Skills | 86 |
| Reading Comp. | 80 |
| Arithmetic | 55 |
| Algebra | 55 |

COMPASS

| | |
|-------------|----|
| Writing | 70 |
| Reading | 81 |
| Pre-Algebra | 47 |
| Algebra | 46 |

ASSET

| | |
|------------------|----|
| Writing Skills | 41 |
| Reading Skills | 41 |
| Numerical Skills | 41 |
| Elem. Algebra | 41 |

Please Note: For applicants who graduated more than 10 years ago from high school or do not meet the GED/HiSet requirements, and do not meet any of the above criteria completely, the RISE assessment is available. The following scores must be met:

RISE for English

75 or higher in Tier 2

RISE for Math

75 or higher in Tier 2

Important Information

Applicants who do not meet any of the above methods completely must enroll in either or both the English and Math transition courses and complete them through Tier 2 by the specified deadline to be eligible for consideration.

If an applicant is required to take a co-requisite course along with the program level English and/or Math, and is enrolled in that course at the time of the deadline, they will be eligible to do the MAR and compete for a seat in the program. HOWEVER, the course must be passed with a “C” or higher to remain eligible for admission. Applicants who do not pass the course with a “C” or higher will not be eligible for the 2020 program.

2. Biology Competency

Applicants must have completed a high school biology course. If the course was not completed at the high school level, an applicant must complete the course at the college level with a grade of “C” or better. Once this course competency is met, it does not outdate.

3. 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 Practical 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 Practical Nursing program. Failure to remove the grade of “D” or “F” will result in the loss of admission to the Practical Nursing program.

**For example: Students who earned a D or F in a related course during the fall semester and are currently repeating it in the spring semester are NOT eligible to compete for the program because the course will not be completed and a grade posted by the deadline date.*

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 Requirements (MAR) Review. Applicants for the program will not be considered for admission nor be eligible to take the TEAS at Forsyth Tech 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 encouraged 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?

Fall 2020 Applicants

| | |
|---|---|
| If you are applying for fall 2020 and will not be taking any related courses (pg. 5-6) in fall 2019, you can complete your MAR: | If you are applying for fall 2020 and are taking related courses (pg. 5-6) during the fall semester, you can complete your MAR: |
| September 3 – February 20 | January 21 – February 20 |

The Admissions Office hours for the MAR Review are 8:00am – 6:00pm Monday through Thursday. **Please note that only one counselor is available after 5:00pm.**

The review is done on a walk-in basis and no appointment is necessary. The Admissions Office is located in the Robert L. Strickland Center, room 2361.

Please do **NOT** bring college transcripts the day you come to complete your MAR review as the Admissions Office is not 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 during the following blackout dates:

October 15 – school closed

November 11 – Veteran’s Day - school closed

November 25-29 – Thanksgiving - school closed

December 16 – January 20– Holiday break school closed / Registration week/ MLK holiday

Please note: MAR reviews held during fall break will end at 4pm.

Fall Break: 10/16 – 10/17

IMPORTANT: Completion of the MAR Review is **mandatory** before you will be eligible to 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 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 from the deadline date. If the TEAS is taken somewhere other than Forsyth Tech, please be aware that it cannot be Version 5 or lower. It is the applicant’s responsibility to submit a copy of the scores to the Admissions Office by the deadline date. TEAS scores are valid for 2 years. Detailed information regarding the TEAS is included at the end of this packet. **See Frequently Asked Questions on page 9**

An applicant must test and meet the required 42% or higher on the Adjusted Individual Total Score to be eligible for consideration. A minimum score of 42% does not guarantee acceptance into the PN program.

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

PHASE V: RANKING AND SELECTION

When all minimum requirements and TEAS scores are met, qualified applicants are ranked using a point system. The components of the ranking system include the following items:

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 and C= 2 points. These points are then multiplied by the credit hours for each course. For example, English 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.

Related academic courses and approved substitutions are listed below. **Only courses completed by the deadline will be used for ranking. Courses must be completed with a “C” or higher. Please note: if a course is repeated, the highest grade earned will be used in the ranking.** The “No D/F” policy will apply (see page 4 for more information).

Courses**Credit Hours**

| | |
|--|---|
| BIO 163 (BIO 168 & 169, BIO 165 & 166) | 5 |
| PSY 150 | 3 |
| ENG 111 | 3 |

THERE ARE NO AGE LIMITATIONS FOR BIO 163, BIO 168/169 OR BIO 165/166.

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. Since BIO 163 is the preferred curriculum course, students taking the two-part sequence (BIO 168/169 or 165/166) should be aware that the two grades are averaged and multiplied by five credit hours to calculate an equivalent BIO point total. Please note that both classes in the two-part sequence must be complete for the grades to count for points and substitute for BIO 163.

2. TEAS Total Score

An applicant must test and meet the required minimum 42% or higher **Total Score**. This score will be used as part of the ranking process.

3. Total Points for Ranking and Selection

Adding the grade points for related courses completed and the **TEAS Total Score** produces the total ranking score used in the selection process. Applicants with the highest ranked scores will be accepted. In the event of a tie, an applicant with the higher **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 health information session and complete a new MAR review if they wish to be considered for the following year's class.

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 Main Campus | Point range of accepted students Stokes Evening & Weekend Program |
|------|--------------------------------|---|--|
| 2019 | 205 | 93.8 – 119.7 | 87 – 122.3 |
| 2018 | 189 | 91 – 120.7 | 86.5 – 116.3 |
| 2017 | 150 | 88 – 119.7 | 88.7 – 113.3 |

2020 HIGH SCHOOL SENIORS RANKING/SELECTION PROCESS

When all minimum requirements and TEAS scores are met, all current high school seniors will be ranked and compete with other seniors using the following:

1. Overall weighted GPA. A transcript must be submitted after completion of the first semester senior year to reflect the most current GPA. This transcript must be submitted prior to the MAR Review.
2. TEAS Total Score
3. Weighted grades in specific high school courses:
 - Algebra II
 - Anatomy /Physiology
 - Biology
 - Health Science/Occupations/Medical Careers

Grade points are valued as follows:

Honors/AP Courses A=5 points, B=4, C=3

Standard Courses A=4 points, B=3, C=2

Adding the **cumulative weighted GPA, total weighted course points and TEAS Total Score** will equal the **total ranking score**. The senior with the highest ranked score will be accepted. In the event of a tie, the applicant with the higher **Science Score** on TEAS will be ranked higher. Currently enrolled high school applicants will only compete with other high school applicants.

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.

Additional Nursing Department Requirements for Students Accepted into the PN Program

The deadline for fall applicants to have CNA I and CPR certifications completed and to be listed on the NC Nurse Aide I registry is **June 1, 2020**.

If you are unable to complete this requirement by the deadline, you will lose your seat in the program. Students accepted into the nursing program will be given instructions on where and how to submit documentation.

It is **strongly recommended** that you begin working on the following certifications/documents prior to acceptance to the nursing program. **If you have questions regarding these additional requirements, please direct them to the Nursing department.**

For more information about CNA I and CPR classes, please contact our West Campus at 336-734-7023.

CNA I

Completion of a North Carolina approved Nurse Aide I Training Program is required for students who have been accepted into the PN program. The NC Department of Health Service Regulation requires that you complete a state approved training program. Challenging of the NC state CNA I exam is no longer allowed. You can find a list of approved programs by going to the following link:

www.ncdhhs.gov/dhsr/hcpr/pdf/trainingprograms.pdf

This course must include full theory and full clinical times as set forth by the Nurse Aide I training programs. Current NA I listing on the NC Nurse Aide Registry is also required. Proof of NA I training and certification is required by **June 1, 2020**. **Applicants should be aware that there may be a delay between completion of the nursing assistant class and the ability to schedule a testing time to obtain certification as a CNA.**

CPR

Completion of American Heart Association Health Care Provider/BLS is required for students who have been accepted into the PN program. Proof of this certification must be submitted to the Nursing Department by **June 1, 2020**.

MAR Ranking points are **not** awarded for completion of CNA and CPR certifications.

Student Medical Form

Completion of the student medical form is required for students accepted into the PN program. It is strongly recommended that you begin working on completing these forms as soon as you receive notification of acceptance into the PN program to meet the required deadline. The required medical form is located on the following link:

<https://www.forsythtech.edu/files/credit-programs/Student%20Medical%20Form%20for%20New%20and%20Transfer%20Students.pdf>

TEAS: A Guide to Student Success

Student success before, during and after the nursing programs at Forsyth Technical Community College 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 TEAS (Test of Essential Academic Skills), a product of the Assessment Technology Institute (ATI). The TEAS test measures basic skills in the domains of Reading, Mathematics, Science, and English Language Usage.

Frequently Asked Questions

1. When am I eligible to take the TEAS?

After you complete the MAR review, you are put on a list of eligible students to take the TEAS at Forsyth Tech. If you choose to take it elsewhere, you can take the most recent TEAS version at any point in the process as long as you submit the scores to us by the deadline.

2. What are the basic steps to scheduling the test?

- **You will receive notification from the TEAS coordinator** indicating that you are eligible to take the TEAS.
- Upon receipt of notification, you will follow instructions as to how to schedule a test date. The test is given on main campus. You will receive a date, time, and location for the TEAS test.
- Go to the cashier's window during operating hours located on the main campus in the Allman Center (2nd floor) and pay the test fee. It is highly recommended that payment is made prior to the day you come to test.
- On the TEAS test day, you **must** show the receipt of the TEAS test payment to the test proctor, along with a photo ID (driver's license or a student ID). **PLEASE NOTE THAT THE TEST PROCTOR CANNOT ACCEPT ANY PAYMENT!**

3. Positioning Yourself for Success on TEAS: ACA 085

In order to help assist you in being successful on the TEAS test, the college offers ACA 085- Improving Study Skills, a 1 credit hour course. ACA 085 is offered as a web-based (on-line) course so that you can complete the course anywhere you have internet access and at your convenience. ACA 085 provides an opportunity to review basic skills on the 4 domains of the TEAS test, allowing you to practice for the TEAS test at your own pace. If you are interested in enrolling in ACA 085, you will need to see your advisor during registration. Completion of ACA 085 does not mean that you are ready to take the TEAS test. Completion of additional criteria must be met. The **TEAS Coordinator** will notify you when you are ready to schedule TEAS testing (**See Question #1**).

Additional resources available to help prepare for TEAS:

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

- Visit www.atitesting.com and click on TEAS test for more information. TEAS study manual and online practice assessment with scoring is available for purchase at www.atitesting.com.

4. How and when do I find out my score?

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

5. Is the test computer based?

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

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

When you call the TEAS coordinator to make the appointment for the TEAS, indicate that you have documented accommodations through Forsyth Technical Community College's Disability Services. Any accommodations must be confirmed by Disability Services and the TEAS coordinator notified prior to your test date. Questions regarding accommodations can be directed to Disability Services located in the Robert L. Strickland Center Room 2414. The TEAS coordinator will provide test accommodations according to those guidelines confirmed by Disability Services.

7. Can I take the test more than once?

You will be allowed 3 attempts. After the second attempt, you must wait 8 weeks to schedule 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. The process will start over with the same policy as stated previously.

8. How long is my score valid?

Two years through the deadline date.

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

No, you must take the entire TEAS test each time.

10. What is the required score for admission into the Practical Nursing program?

To be considered for the PN program, students must meet the required minimum 42% Adjusted Individual Total Score. The score will be recorded as part of the admission rank score.

11. What do I do if my score was below the 42% Adjusted Individual Total or I want to increase my score in order to be more competitive for admission:

- Review your TEAS results and identify areas in which you need to improve your score.
- Enroll in ACA 085, a one-credit course designed to assist students to remediate specifically on areas of TEAS using a web-based tutorial program, PLATO. This program will allow you to review your basic skills and test in each area for competency. (See #3).
- Review the TEAS study manual located in the libraries as indicated.
- Optional: Access the website, www.atitesting.com and purchase the online TEAS practice test and check your score prior to retesting.

12. 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. **TEAS Version 5 or lower will not be accepted.**