Practical Nursing

Fall 2023 Deadline: February 17, 2023

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. 66 seats are designated for the Main Campus daytime program, and 24 seats are designated for the Stokes County evening/weekend program. **One seat is reserved for a 2023 high school graduate**. Currently enrolled high school applicants will only compete with other high school applicants (please see page 6). 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 pass the **TEAS test** and then complete their **Minimum Admissions Requirements (MAR) Application** before the **February 17, 2023** 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 **the first day of the program in August 2023** to maintain their seat in the program. Please review the information for these requirements on page 7.

Special note: If you are just starting to work on taking classes to become competitive in the future – please look at the Related Courses on page 5 to guide you. It is not a requirement that you complete all of them before you participate in the selective admission process, however completing more courses before the deadline can help to make you more competitive.

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Steps for Applying to Practical Nursing

1. Complete an application to Forsyth Tech (if you are not a current student)
2. Check that you meet the minimum readiness levels
3. Submit ALL official transcripts
4. Submit a copy of your TEAS score report
5. Submit the MAR application
6. Review additional requirements for accepted students

Details for each step are outlined below

1. __Complete an application to Forsyth Tech__

New and Former students must complete the online application at https://www.forsythtech.edu/apply-ft/
Complete NC Residency at www.ncresidency.org

Currently enrolled students do not need to do a new application. Just make sure the NC Residency is current.

2. __Check that you meet the minimum readiness levels__

English/Math College Readiness

All Health Program applicants are required to demonstrate English and Mathematics college readiness. Although no mathematics course is required for Practical Nursing, you must be able to demonstrate that you have achieved the appropriate readiness levels in both areas by one of the following methods:

COLLEGE ENGLISH READINESS	COLLEGE MATHEMATICS READINESS
❐ **Option 1:** You have completed or received transfer credit for ENG 111.	❐ **Option 1:** You have completed or received transfer credit for <u>one</u> of the following -- MAT 143, MAT 152, MAT 171 (or a higher-level math).
❐ **Option 2:** You have completed or received waiver credit for <u>all of</u> the following: DRE 096, DRE 097, DRE 098	❐ **Option 2:** You have completed or received waiver credit for <u>all of</u> the following: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050
❐ **Option 3:** You have completed or received waiver credit for ENG 002 with a minimum grade of **P2**	❐ **Option 3:** You have completed or received waiver credit for MAT 003 with a minimum grade of **P2**
❐ **Option 4:** You have completed or received waiver credit for ENG 011 or are currently enrolled in ENG 111/011	❐ **Option 4:** You have completed or received waiver credit for MAT 043 or are currently enrolled in MAT 143/043
❐ **Option 5:** An earned Associate or Bachelor's degree from a regionally accredited institution	❐ **Option 5:** An earned Associate or bachelor's degree from a regionally accredited institution
❐ **Option 6:** Completion of placement test and achievement of appropriate scores. <u>If you took the placement test elsewhere,</u> you MUST submit those scores to Forsyth Tech Admissions & Records	❐ **Option 6:** Completion of placement test and achievement of appropriate scores. <u>If you took the placement test elsewhere,</u> you MUST submit those scores to Forsyth Tech Admissions & Records
❐ **Option 7:** Graduate of a US high school with a GPA of 2.5 or higher	❐ **Option 7:** Graduate of a US high school with a GPA of 2.5 or higher

Biology Competency

There are two ways to demonstrate this:
- College-level course with a "C" or better
- High school-level course with a "D" or better

Meet requirements of "No D or F policy":

- While you are taking the related courses to become competitive, you must maintain a C or higher in any related course for the program.
- Applicants with a D or F in any of the related courses will not be eligible to compete for the program unless they have repeated the course and earned a grade to replace the D or F before the deadline. **You cannot do a MAR application with a D or an F as the highest grade in any related course.**

- This policy is in place to maintain the integrity of the program and all applicants are held to these standards. There are NO exceptions.
- *For programs with multiple course options for a related course, applicants can replace the D or F grade with any of the course options available. For example, if the course choices are BIO 163 or BIO 168+169, and the applicant has a D or F in BIO 163 then the choice is to either repeat BIO 163 or take BIO 168+169 and earn a C or higher.

If you are unsure whether you meet any of these requirements, it is YOUR responsibility to speak with your assigned advisor PRIOR TO submitting your MAR application.

When we receive the MAR application it will be reviewed to make sure you meet the minimum requirements including taking the TEAS test and meeting the required score. If you do not meet these requirements, you will not be eligible and will not be placed into the applicant pool.

3. <u>Submit ALL official transcripts</u>

Submit **all** official transcripts from high school and regionally accredited colleges attended. You cannot apply to the program until we have transcripts from every school you have attended. This includes AP scores if applicable for the related courses, so please request those early as the College Board does take a few weeks to send them. College transcripts ONLY need to be through bachelor's degree level. We do not need graduate level transcripts.

- **Electronic transcripts** can be sent through a secure service to admissions@forsythtech.edu.
- **Paper transcripts** can be mailed to Forsyth Technical Community College Attn: Admissions 2100 Silas Creek Parkway Winston Salem, NC 27103-5197
- Paper transcripts can also be **hand delivered** in a **sealed** envelope to the Admissions & Records Office in the Robert L. Strickland Center on the Main Campus.
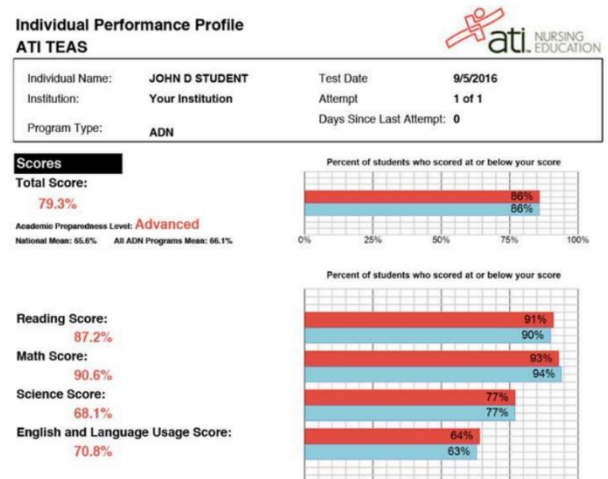
4. <u>Submit a copy of your TEAS score report</u>

Click here to schedule your test: Link to Schedule TEAS

You must send the score report that shows scores for **ALL** sections of the test as well as the overall score. (*see picture*)

Download your report (no need to pay to request an official report) and email a copy to MAR@forsythtech.edu or bring it to the Admissions & Records office in the Robert L. Strickland Center on the Main Campus.

5. <u>Submit the MAR application</u>

Access the online application here:

Fall 2023 Practical Nursing MAR Application
All applicants other than current high school seniors should complete this application.

Fall 2023 Current High School Senior MAR Application
<mark>Only</mark> current high school seniors should complete this application.

- Applicants can submit their MAR application between September 6, 2022, and the February 17, 2023 deadline. **** Applicants taking related courses (listed page 5) during the fall 2022 semester MUST wait until those grades have posted before completing the MAR so that those course grades can be used for MAR ranking points.**

- Current high school seniors should wait until **AFTER** your first semester grades are posted (January/February) and have that transcript sent to the Admissions & Records Office prior to submitting the MAR application.

- Once you have submitted the MAR application, you are on the list, and we will send the paperwork as soon as we are able to complete it. Please note that you will not get a notification when you submit it.

- Your paperwork will be emailed to you when your MAR application is reviewed. This can happen throughout the application process even up through two weeks after the deadline so do not expect to be notified immediately.

- <mark>Check your Forsyth Tech email and keep your phone and address updated with the school</mark>. We will email your MAR application paperwork to your Forsyth Tech email.

- Within 6 weeks after the deadline, you will be notified of your status – admitted, alternate, or not admitted – regardless of the decision.

- If you are admitted to the program, there will be instructions in your admission letter with requirements that apply to admitted students – **make sure to meet any of those deadlines/requirements or you can lose your seat in the program.**

- If you are an alternate, we will contact you by phone or email if any seats open in the program.

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Understanding the Ranking Process:

When the MAR and TEAS score requirements are met, qualified applicants are ranked using a point system. The points come from the grades in the "related courses" that are part of the program and will not only give you points but also lighten the course load if you are admitted into the program. Then your TEAS total score is added to the Related Course points to give you the score that you are being ranked with in the competition for the program.

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.

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 pages 2 and 3 for more information).

Courses	Credit Hours
BIO 163 (*or* BIO 168 & 169, *or* 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** on the TEAS. This score will be used as part of the ranking process. Please see page 9 for more information about the TEAS test.

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
2022	186	94 – 127.3	97.7 – 122.3
2021	247	99.7 – 127.7	93.7 – 106.5
2020	242	98.2 – 121.5	93 – 131.3

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SPECIAL NOTE FOR 2023 HIGH SCHOOL SENIORS

In addition to following steps 1 through 5 of the admission process listed above, make sure to wait until **AFTER** your first semester grades are posted (January/February) and have that transcript sent to the Admissions & Records Office prior to submitting the MAR application in step 5. Make sure to use the link specific to currently enrolled high school seniors.

One seat is reserved for a 2023 high school graduate, and currently enrolled high school applicants will only compete with other high school applicants, using the ranking process described below.

2022 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.

Additional Nursing Department Requirements
for Students Admitted into the Practical Nursing Program

The deadline for applicants to have CNA I and CPR certifications completed and to be listed on the NC Nurse Aide I registry is the **first day of the fall 2023 semester (August 2023).**

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. The classes fill quickly.

MAR Ranking points are <u>not</u> awarded for completion of CNA and CPR certifications.

Certified Nursing Assistant (CNA) I and other Healthcare Training

Completion of a North Carolina approved Nurse Aide I Training Program (or higher-level certification) 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:

https://info.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 the first day of the semester.

When planning for your CNA course, keep in mind that courses typically run around 12 to 16 weeks. Applicants should also be aware that there is a delay between completion of the nursing assistant class and the ability to schedule a testing time to obtain certification as a CNA.

Possession of a higher–level certification such as Certified Nursing Assistant I or II (CNA I or II), Certified Medical Assistant (CMA), Emergency Medical Technician (EMT B or I), Paramedic or Military Corpsman will also be accepted to meet this requirement. Applicants that do not have a NA I, but have one of the listed healthcare certifications, are encouraged to complete the NA I certification for NA II eligibility that students are eligible for after completion of their first semester Nursing course. If a student is already NA I certified, it must be current at the beginning of the applicant's first semester.

All accepted students must provide the appropriate documentation to the Nursing office to verify the completion of these requirements by the first day of the fall 2023 semester.

CPR

Completion of American Heart Association Health Care Provider/BLS is required for students who have been accepted into the PN program. CPR is usually included as part of a CNA course. **Like the CNA certification, CPR certification must be complete by the start of the fall 2023 semester (August 2023).**

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 and FAQ

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.

To help assist you in being successful on TEAS, the college offers ACA 085 – Improving Study Skills, a 1-credit hour course. **Please note that only the online sections of ACA 085 are designed for TEAS prep**. ACA 085 is offered as an 8-week, web-based (online sections in the 800 range only) 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 manual and practice test is available for purchase from our college bookstore, or through ATI online at www.atitesting.com.

1. ***How do I schedule to take the TEAS at Forsyth Tech?***

   Click here to schedule your test:
   TEAS Appointment link

   Once you are scheduled for the test – you would 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).

2. ***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. You can also log into ATI and access it at any time.

3. ***Is the test computer-based?***

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

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

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

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

   You will be allowed 3 attempts to take TEAS at Forsyth Tech. After the second attempt, you must wait 8 weeks to reschedule your third attempt. If you have not met the minimum score, or just want to increase your score, you are encouraged to enroll in an ACA 085 online course or remediate on your own. After the third attempt, you must wait one year from the date of your last test to be eligible to resume the TEAS testing process at Forsyth Tech.

6. ***How long is my score valid?***

   Two years from the date you took the test.

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

   No, you must take the entire test each time.

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

   Students must meet the required minimum 42% Total Score. This score will be recorded as part of the admissions ranking score.

9. ***What do I do if my score was below the 42% 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 an online section of 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.
   - 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.

10. ***Will Forsyth Tech accept TEAS scores taken at another school?***

    Yes, if you choose to take it elsewhere, you must take the most recent TEAS version and have a copy of your score report showing all four sections scores with the total score submitted to MAR@forsythtech.edu.