Caldwell Community College and Technical Institute General Admission Requirements for Licensed Practical Nurse (LPN) to Associate Degree Nursing (ADN) Program

Completion of admission requirements must be met to be considered and eligible to compete for acceptance to the 2025 LPN to ADN bridge program.

Minimum admissions requirements and deadlines are outlined in this document based upon length of LPN licensure. **Applicants meeting all admission requirements by March 1, 2025** are eligible to compete for entry to the summer 2025 transition course and progress to the 4th and 5th semesters of the ADN program.

Note: Only one prior entry/admittance to or attempt of any nursing program without successful program completion is allowed in order to be an eligible applicant. If an applicant exceeds this limit, he/she may submit a written appeal to the director of nursing for further consideration and determination of application eligibility by a committee.

Completers of the Associate Degree in Nursing (A45110TO) program will graduate in May 2026.

GENERAL INFORMATION

The Caldwell Community College and Technical Institute Associate Degree Nursing program is available at both the Caldwell and Watauga Campuses. The admission criterion for the program satisfies requirements at both campuses. The Associate Degree Nursing curriculum provides individuals with the knowledge and skills to provide nursing care to patients and groups of patients throughout the lifespan and in a variety of settings. Graduates of this program are eligible to take the National Council Licensure Examination (NCLEX-RN), which is required for practice as a Registered Nurse. Employment opportunities include a wide variety of health care settings such as hospitals, long-term care facilities, clinics, physicians' offices, industry, and community health agencies.

APPLICATION/ADMISSIONS PROCESS

Caldwell Community College and Technical Institute's mission and philosophy includes the process to establish fair and equitable student guidelines for admission and progression. It is the nursing applicant's responsibility to ensure that all requirements are met by the established deadlines. Program deadlines, guidelines, and policies apply equally to all students.

Clinical space determines the availability of seating for the LPN to ADN program each year. CCC&TI is approved to admit a limited number of students per year and utilizes a competitive-based admission process. Applicants who meet all admissions requirements by the **March 1**st **deadline** are ranked according to competitive criteria specified in this document. The students with the highest accumulated point totals are admitted into the summer transition course.

Meet the following admission requirements by March 1, 2025:

- **1. GPA requirement** Program GPA must be **2.5** or higher as of the deadline for the current application period. Program GPA is defined as any and all nursing program related general education coursework as well as completed at CCC&TI or other accredited institutions. Developmental level English, reading, math, and algebra courses are NOT included in this calculation.
- **2. Licensure -** Must provide current unrestricted licensure documentation as a practical nurse in NC or compact state from https://portal.ncbon.com/licenseverification/search.aspx and have graduated from a regionally accredited practical nursing program.
- **3. Application** Available online at www.cccti.edu. Applicants must indicate the campus (Caldwell or Watauga) to which they are applying on the college application. Applicants are not allowed to apply to both campuses.
- **4. Official documentation of high school graduation/high school equivalency** A high school graduate should request an official transcript to be sent to CCC&TI indicating date of graduation. This is required even if the applicant holds a college degree.
 - Applicants with a high school equivalency must provide official documentation to CCC&TI from the granting institution.
 - Reproduced copies of documents are not acceptable.
- **5.** College transcripts The applicant should request colleges to mail transcripts directly to CCC&TI. If currently enrolled at another college, applicants should request a transcript now and another one at the completion of the courses. College transcripts must be received and evaluated in order to exempt the student from placement tests/developmental coursework.
 - **Note:** To grant transfer credit equivalencies, the applicant must have graduated from a regionally accredited PN program. Transfer credits will be evaluated by the Registrar's Office and adhere to CCC&TI's transfer credit policies.
- **6. PN Review Course (optional)** LPNs licensed longer than 6 months as of the March 1st admission deadline may want to consider taking a PN review course. CCC&TI offers this 3-day workshop which usually takes place during the first week of December. If interested, please contact Dr. Cline via email, acline@cccti.edu, no later than September 15, 2024 for more information.
- **7. Gateway English and math readiness** Applicant must be eligible to enter gateway (college-level) English and math courses without a co-requisite <u>or</u> have successfully passed English and math transition courses as follows:

ENG 002 with a grade of P2

MAT 003 with a grade of P2

Contact one of the following in the Health Sciences Admissions Office for questions about English and math readiness:

Caldwell Campus

Last Names A-F: Amy Huffman 828.726.2710 or ahuffman@cccti.edu

Last Names G-L: Cristian McLaughlin 828.726.2704 or cmclaughlin@cccti.edu

Last Names M-Z: Ruthie Price 828-726-2711 or rprice@cccti.edu

Watauga Campus: Movita Hurst 828-297-3811 *5200 or mhurst@cccti.edu

8. Nursing Information Session – Applicants must complete an online nursing program information session. To receive credit for this requirement, complete the Nursing Confirmation form at the end of the information session. This completed form will automatically be emailed to Ruthie Price once you click the submit button. To complete the online information session, visit the nursing webpage at this link: http://www.cccti.edu/Nursing/NURInfoSession.asp

9. MAR (**Minimum Admissions Requirements**) **Review** - Contact the Health Sciences Admissions Office to request a MAR Review of your admissions file as soon as ALL the above admissions requirements (steps 1-8) have been completed. Upon verifying all admissions requirements have been met, the student's admission file will be marked complete. Request the MAR review by contacting:

Caldwell Campus

Last Names A-F: Amy Huffman 828.726.2710 or ahuffman@cccti.edu

Last Names G-L: Cristian McLaughlin 828.726.2704 or cmclaughlin@cccti.edu

Last Names M-Z: Ruthie Price 828-726-2711 or rprice@cccti.edu

Watauga Campus Movita Hurst 828.297.3811 *5200 mhurst@cccti.edu

NOTIFICATION PROCEDURE

Applicants meeting all requirements by the published March admission deadline will be ranked according to a point system for entry to the program. Accepted applicants will be notified via CCC&TI email accounts and via letter mailed mid to late March.

Other applicants will receive notification of his/her alternate admission status via CCC&TI student email accounts and via letter mailed no later than mid-March each year. Notification letters will require a student response to keep their LPN to ADN application active for the next application period. Alternate students may be notified of acceptance should any accepted students decline their acceptance offer by May 1, 2025.

OVERVIEW OF POINT SYSTEM FOR LPN to ADN PROGRAM

A point system will be used as an objective means for evaluating nursing applicants. The student must meet all admissions requirements before they are ranked for admission into the program. Applicants are ranked in order according to the present applicant pool. Admission is then based on the point totals. Acceptance letters will be mailed mid-March. Course work will begin in the summer semester.

Points for grades earned in General Education Courses. Applicants may earn points for the completion of the following courses. In order to earn points for general education courses, applicants must have achieved grades of "C" or higher. BIO 168, 169, & 275 grades must be "B" or above to earn points.

General Education Courses for Associate Degree in Nursing					
BIO 168	BIO 169				
BIO 275					
PSY 150	PSY 241				
ENG 111 ENG 112 or 114					
Choose one of the following Humanities/Fine Arts Electives:					
ART 111, 114, 115; MUS 110 or 112; PHI 215 or 240; HUM 115					

Transfer credits will be evaluated by the Registrar's Office and adhere to CCC&TI's transfer credit policies.

Points for CCC&TI Practical Nursing Graduates - applicants who graduated from CCC&TI's practical nursing program in December of 2023 and 2024 will earn 10 points.

NOTES:

- In the event that more than one applicant has the same total point count, applicants will be ranked based upon completion of all three nursing related Biology courses (BIO 168, 169, & 275) with the highest BIO GPA average.
- Completion of all admission requirements is not a guarantee of acceptance. Available student seating for the program is determined by the director of the program based upon limited clinical availability for both campuses.
- When considering whether to admit an individual into a specific program of study, the College shall take into account that federal law prohibits states from granting professional licenses to undocumented immigrants. Furthermore, graduation from a CCC&TI health science program alone does not guarantee that the student has met all eligibility requirements for licensure, certification, or registry required in order to practice in the related medical field. Prospective students should contact the appropriate agency prior to enrollment if they have any questions concerning their eligibility for credentialing examinations and legal ability to practice.

SAMPLE

Caldwell Community College and Technical Institute LPN to ADN (A45110TO) ADMISSIONS POINT COUNT WORKSHEET

Applicant Name: _		ID#			
Section A—Points are	awarded for each B	IO course included in t	the nursing curriculum	completed with a grad	e of "B" or higher.
	Biology classes	Grade of A (4 pts)	Grade of B (3 pts)	Grade of C (0 pts)	
	BIO 168				
	BIO 169				
	BIO 275				
	Total				

Section B – Points are awarded for each general education course completed with a grade of "C" or higher.

Other General courses	1 Pt. Each
PSY 150	
PSY 241	
ENG 111	
ENG 112 or ENG 114	
HUM/Fine Arts Elective	
Total	

Section C –10 points are awarded to 2023 and 2024 CCC&TI practical nursing graduates.

TOTAL POINT COUNT

Section	Points
Section A	
Section B	
Section C	
TOTAL Points	

^{**}This point sheet is reviewed each year and is subject to change.**

AFTER BEING NOTIFIED OF ACCEPTANCE

Students will be notified via CCC&TI student email account and via mail once they have been officially accepted into the LPN to ADN program. The acceptance notification will include further information and direction to submit the following documentation in order to be eligible for clinical participation within the program:

- Current Infant, Child, and Adult/AED CPR certification. The following is required: American Heart Association Basic Life Support Provider course (BLS for the Healthcare Provider). A copy of the CPR certification should be submitted by the deadline established by the program director.
- An accurate and satisfactory completed student medical form (health form) which includes appropriate documentation of immunizations by the health care provider or county health department and physical exam results must be submitted to Certified Background Check Medical Document Management by the deadline stated in the acceptance letter. Appropriate documentation includes copy of health immunizations record with proof of agency testing or by professional healthcare provider with signature. Each student will be responsible for the cost of the electronic health form tracking. Requirements include current TB (2 step PPD) skin test (within 12 months), mumps/measles/rubella blood titer or vaccine, proof of chicken pox immunity by vaccination or blood titer, and current immunizations for influenza, tetanus, and diphtheria. The nursing student is also encouraged to obtain Hepatitis B immunizations. Otherwise, the decision to decline the Hepatitis B immunizations must be formally documented.

Criminal background checks/Drug screening/ other expectations:

- Criminal background checks and/or drug screenings are required for the student to participate in the
 clinical component of each NUR course. A signed acknowledgement statement must have been
 submitted to the Health Sciences Admissions office as an admissions requirement (see admissions
 requirement #9 Information Session). All costs associated with criminal background checks and
 drug screenings are the responsibility of the student.
- 2. The students will assume responsibility for all health care or emergency room costs they might incur during their clinical rotations.
- 3. The student will assume the responsibility for travel to and from the clinical site and all associated costs.
- 4. The student will complete a final evaluation of all clinical rotation sites, including faculty and educational experience.
- Progression policy A grade of "D" or "F" in any general education coursework must be repeated and completed with a grade of "C" or above as outlined in the nursing curriculum sequence in order to progress within the program and to meet graduation requirements. Additionally, all NUR prefixed courses must be completed with a final grade of 80 or above. Failure to maintain this program standard will result in student dismissal from the program. Refer to the Associate Degree in Nursing Program Manual for further details.

PHYSICAL AND COGNITIVE EXPECTATIONS OF A STUDENT NURSE

Nursing is a discipline where cognitive, sensory, affective, and psychomotor performance is required. For the purposes of nursing program compliance with the 1990 Americans with Disability Act, a qualified individual with a disability is one who, with or without reasonable accommodation or modification, meets the essential eligibility requirements and the Physical and Emotional Standards* for participation in the nursing programs.

If the student or faculty member believes that the student cannot meet nursing program requirements without accommodations or modifications, the nursing faculty, in consultation with the college disability director, will determine on an individual basis, whether or not the necessary accommodations can be reasonably made.

*Standards developed by the Board of Directors of the Southern Council on Collegiate Education for Nursing in association with the N.C. Conference of Associate Degree Nursing Directors and the N.C. Community College System staff.

Legal Limitations of Licensure

Nursing applicants should be aware that the application for licensure at the completion of the program might be denied or restricted by the North Carolina Board of Nursing for the following reasons:

- The student practiced fraud or deceit in attempting to procure a license to practice nursing.
- The student has been convicted of a misdemeanor/felony (excluding minor traffic violations).
- The student is mentally or physically incompetent or uses any drug that interferes with ability to practice nursing.
- The student engages in conduct, which endangers the public health.

Technical Standards (Functional Abilities Essential for Nursing Practice)

The purpose of the CCC&TI Associate Degree Nurse Program is to educate graduates who meet program outcomes while providing safe, effective client care as outlined by the definition of nursing provided in the North Carolina Nurse Practice Act (August, 2009). Students will receive classroom and clinical instruction in multiple areas of nursing (Medical/Surgical, Maternal/ Child, Pediatrics, Mental Health, etc.) and will be required to assimilate knowledge, skill acquisition, and development of nursing judgment as they demonstrate competency in each area of nursing.

To effectively provide safe and effective client care, the student must be able to demonstrate, with or without reasonable accommodation, certain abilities in order to satisfactory complete aspects of the program curriculum and clinical agency requirements. These abilities include physical, cognitive, and behavioral attributes. Admission, progression, and completion of the ADN program are contingent upon one's ability to satisfactorily demonstrate these essential nursing functions.

The following essential functions/standards are deemed necessary by the CCC&TI ADN Program in order to provide safe and effective nursing care. The ADN Program reserves the right to amend these essential functions as deemed necessary according to changes in clinical agency or the North Carolina Board of Nursing guidelines. If a student or applicant feels that these standards cannot be met without accommodations or modifications, the college must determine on an individual basis, whether the necessary accommodations can be reasonably made. Requests for accommodations should be directed to Disability Services at:

Caldwell Campus Disability Services

Telephone: 828-726-2746

Watauga Campus Disability Services Telephone: 828-297-3811 ext. 5263

Technical Standards (Functional Abilities Essential for Nursing Practice)

Functional Ability	Standard	Examples of Required Activities
Observational Skills		
Visual	Normal or corrected visual ability sufficient for accurate observation and performance of nursing care	 See objects near and up to 20 feet away Read and interpret the electronic medical record and/or associated paper medical records Visual acuity to accurately read calibrations on 1 mL syringes, equipment, and fluid collection devices Assess and discriminate changes in skin color (cyanosis, pallor, etc.)
Hearing	Auditory ability sufficient for physical monitoring and assessment of client health care needs	Hear normal speaking level sounds Hear auscultated sounds Hear auditory alarms (monitors, fire alarms, call bells, etc.) Hear cries for help
Smell	Olfactory ability sufficient to detect significant environmental and client odors	☐ Detect odors from client (foul smelling drainage, alcohol breath, etc.) ☐ Detect smoke ☐ Detect gases and noxious smells (spoiled food)
Tactile	Tactile ability sufficient for physical monitoring and assessment of health care needs	Feel vibrations (pulses) Feel/discern differences in surface characteristics (skin turgor, rashes, etc.) Feel/discern differences in sizes, shapes (identify anatomical landmarks) Detect changes in skin temperature Detect unsafe temperature levels in heat-producing devices in client care (water, heating pads, etc.) Detect anatomical abnormalities such as subcutaneous crepitus, edema, etc.) Palpate veins for cannulation
Communication		
Communication	Communication skills sufficient to communicate in oral and written English with accuracy, clarity, and efficiency with clients, families, other members of the health care team, peers, and instructors. Skills include nonverbal communication such as interpreting facial expressions, affect, and body language	 ☐ Effectively engage in two-way communication, both verbally and in writing in order to give/follow verbal directions, participate in health care team discussions related to client care, and convey information to clients, families, and other members of the health care team for teaching and counseling purposes ☐ Convey client information in an accurate, effective, and timely manner ☐ Elicit and record information related to health history, current health status, and responses to treatment from clients or family members ☐ Recognize and record critical client information to appropriate caregivers ☐ Discern and interpret nonverbal Communication

Functional Ability	Standard	Examples of Required Activities
Motor Function		
Gross Motor Skills Fine Motor Skills	Gross motor skills sufficient to provide the full range of safe and effective client care activities Fine motor skills sufficient to	
Dhysical Abilities	perform manual psychomotor skills	small objects with fingers such as syringes, vials, medications, etc. Perform skills with small diameter catheters such as tracheostomy suctioning, urinary catheter and enteral tube insertion
Physical Abilities Physical Endurance	Physical stamina sufficient to	Walk/stand for extended periods of
Physical Endurance	remain continuously on task for up to a 12-hour clinical shift while standing, sitting, moving, lifting, and bending to safely perform client care activities	time Safely turn, position, and transfer clients Manually resuscitate clients in emergency situations
Physical Strength	Physical strength sufficient to perform full range of required client care activities	☐ Push and pull objects > 100 pounds ☐ Frequently lift/move objects weighing a minimum of 35-50 pounds ☐ Manually resuscitate clients in emergency situations
Mobility	 Physical mobility sufficient to: a. move from room to room and maneuver in small spaces; b. safely engage in full range of motion to bend/ twist, stoop/ squat, reach above shoulders and below waist; c. move quickly in emergency situations; d. have manual and finger dexterity along with appropriate hand-eye coordination to perform nursing activities 	 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 Safely control the fall of a client by slowly lowering the client Safely transfer, position, and ambulate clients using appropriate assistive devices
Behavioral and Social		
Flexibility	Adapt to Nursing Department course scheduling policies	Available to work the hours of an assigned schedule which could include any shift and day of the week Adapt to changes/requests for change to schedule based on clinical agency needs

Functional Ability	Standard	Examples of Required Activities
Emotional/	Emotional stability and	Safely and effectively performs
Behavioral	appropriate behavior sufficient to	nursing care and adapts
	assume	appropriately during multiple
	responsibility/accountability for	interruptions and rapidly changing
	own actions	environments
		Safely and effectively handles
		multiple tasks concurrently
		Demonstrates prompt and safe
		completion of all client care
		responsibilities
		Demonstrates emotional skills to
		remain calm and maintain
		professional decorum in
		emergency/stressful situations
		Does not pose a threat to self of
		others
		Demonstrate a mentally healthy
		attitude that is age appropriate in relationship to the client and
		environment
		Anticipate and intervene in situations
		which may compromise safety
		Perform assigned responsibilities
		without negative influences of
		chemicals, both prescription and
		non-prescription
Professional	Professional and Interpersonal	Establish rapport with clients,
Attitudes and Inter-	skills sufficient to:	instructors, and colleagues
Personal Skills	a. present professional	Respect and care for persons whose
	appearance and demeanor;	appearance, condition, beliefs, and
	1	values may be in conflict with
	b. demonstrate ability to	personal beliefs/values
	communicate with	Convey a caring, respectful,
	clients/families,	sensitive, tactful, compassionate,
	supervisors/instructors, and	empathetic, and tolerant attitude
	co-workers/peers to achieve a	toward others
	positive and safe work	Deliver nursing care regardless of client race, ethnicity, age, gender,
	environment;	religion, sexual orientation, or
	c. follow instructions and safety	diagnosis
	protocols;	Conduct self in a composed,
	protocois,	respectful manner in all situations
	d. display honesty and integrity	and with all persons
	beyond reproach	Work effectively with teams and
	_	work groups, both in groups and
		independently
		Establish and maintain therapeutic
		boundaries
		Exhibit ethical behaviors and
		exercise correct judgment
		Seek supervision and consultation
		in a timely manner
		Report promptly to clinical and remain on the unit for the entire
		allotted time
		Perform nursing care in an appropriate time frame

Functional Ability	Standard	Examples of Required Activities
Intellectual,		
Conceptual, and		
Quantitative Abilities		
Cognitive/ Quantitative Abilities	Reading comprehension skills and mathematical ability sufficient to read, write, and comprehend documents in English and solve problems involving measurement, calculation, reasoning, analysis, and synthesis	 □ Calculate appropriate medication dosage given specific client parameters □ Collect, analyze and synthesize data necessary to develop an appropriate client plan of care and make informed clinical judgments □ Collect data, prioritize needs and anticipate reactions □ Transfer knowledge from one situation to another □ Accurately process information on medication containers, providers orders, equipment calibrations,
Conceptual/Spatial	Conceptual/spatial ability	policy and procedure manuals, and medical records Comprehend spatial relationships in
Abilities	sufficient to comprehend three-	order to properly administer
Admics	dimensional and spatial	injections, start intravenous lines,
	relationships	and assess wound of varying depths
Clinical Reasoning	Ability to reason across time	Evaluate client or instrument
Cimical Reasoning	about a client's changing	responses, synthesize data, and draw
	condition	sound conclusions based on
	Condition	evidence/data

Associate Degree Nursing, PN to ADN
Program: Transition Option (A45110TO)

Year: 2025-2026

Course <u>Number</u>	Course <u>Title</u>	Class <u>Hours</u>	Lab <u>Hours</u>	Credit <u>Hours</u>
**	Credit Hours Awarded for PN	0	0	23
BIO 168	Anatomy & Physiology I	3	3	4
ENG 111	Writing and Inquiry	3	0	3
PSY 150	General Psychology	3	0	3
	Total Hours (Fall Semester)	9	3	33
BIO 169	Anatomy & Physiology II	3	3	4
PSY 241	Developmental Psychology	3	0	3
	Total Hours (Spring Semester)	6	3	7
NUR 214	Nursing Transition Concepts	3	3	4
	Total Hours (Summer Semester)	3	3	4
BIO 275	Microbiology	3	3	4
NUR 114	Holistic Health Concepts	3	6	5
NUR 212	Health System Concepts	3	6	5
	Total Hours (Fall Semester)	9	15	14
ENG 112	Writing/Research in the Disc OR			
ENG 114	Professional Research & Report	3	0	3
NUR 213	Complex Health Concepts	4	18	10
	Humanities/Fine Arts Elective	3	0	3
	Total Hours (Spring Semester)	10	18	16
	TOTAL PROGRAM HOURS	37	42	74

LPN to ADN Program Costs per Semester

**costs are approximate and are subject to change based on outside agency costs/policies

• All costs are speculative and are subject to change according to the General Assembly of North Carolina, CCC&TI, and LPN to ADN program.

General education courses (ENG, BIO, PSY, etc.) can be taken prior to starting the NUR-prefixed courses and are billed each semester based upon the total credit hours a student is enrolled. See tuition rates below:

\$76.00 per semester hour + \$35 per fall/spring activity fee + \$2 per course campus service fee

Item	Summer	Fall II	Spring II
Tuition (NUR courses only)	\$306.00	\$800.00	\$797.00
Testing Fees	\$610.00	\$610.00	\$610.00
Books (NUR courses only)	\$150.00	\$400.00	N/A
Accident/Malpractice Ins.	\$ 19.00	\$ 19.00	
Supplies/Uniforms/Clinical	\$100.00	\$200.00	
fees			
Graduation/Pinning Costs	N/A	N/A	\$200.00**
Total cost/semester	\$1185.00	\$2029.00	\$1607.00
Approx. Total Program Costs			\$4821.00

^{* \$150.00} fee for criminal background check and drug screening required during summer prior to first clinical rotation

For additional information, please contact:

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Email: mhurst@cccti.edu

Dr. April Cline, PhD, MSN, RN, RN, CNE Director, Associate Degree Nursing Program

828-726-2343

Email: acline@cccti.edu

Since health program standards are mandated by accrediting and regulatory agencies, revisions to the above information may be necessary. Efforts will be made to keep changes to a minimum and finalized one year in advance of the starting date of the program; however, the college reserves the right to revise any part or section as necessary.

This application process is reviewed on an annual basis.

Revised 03/08/24

^{**\$ 450.00} fees for taking NCLEX-RN—not part of program tuition/costs but required prior to graduation