

Advanced Placement Admission Requirements
Caldwell Community College and Technical Institute
Practical Nursing Program

The faculty of the Practical Nursing (PN) Program are committed to the successful program completion of eligible nursing students. Together with the NCBON (North Carolina Board of Nursing) and the NCSBN (National Council of State Boards of Nursing), standards are set and maintained by each nursing program in order to offer the best opportunity for each nursing candidate to successfully pass the NCLEX-PN (National Licensure Examination for Practical Nurses) and enter nursing practice as a Licensed Practical Nurse. Based on current nursing research literature, these requirements are specific for students to achieve a successful outcome.

Applicants will be considered for advanced placement admission into the PN program in the second semester beginning with NUR 102 once all Phase 1 and Phase 2 criteria are met. ***Meeting all requirements does not automatically result in admission. The Director of the Practical Nursing Program maintains the responsibility to manage available seating for the nursing program.***

It is the responsibility of the applicant to ensure all **Phase 1 requirements are completed no later than October 30th**. Successful applicants completing Phase I requirements must ensure that all Phase 2 requirements are verified as complete with the Coordinator of Health Sciences Admissions no later than **April 1st**.

As with all other accepted practical nursing students, all advanced placement PN students must provide and maintain the proper documentation of physical examination, immunizations, drug screenings, and criminal background checks as necessary to attend clinical portions of the program.

Completion of all admission requirements is not a guarantee of acceptance. Clinical space determines the availability of seating for the program each year 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.

PHASE 1

Phase 1 - Applicants who have earned prior nursing credits from CCC&TI:

1. *Only one prior entry/admittance to or attempt of any nursing program without successful program completion is allowed by an eligible applicant.* If an applicant exceeds this limit, he/she may submit a written appeal to the director of practical nursing for further consideration and determination by a committee.
2. Advanced placement applicants **must** have been enrolled in the practical nursing program within the last year at CCC&TI and earned a successful grade of 80 or above in NUR 101.
3. Applicants must contact the PN Clinical Coordinator/Lead Instructor no later than **October 30th** to schedule a comprehensive Med-Surg proficiency exam. Applicants will be allowed one opportunity to demonstrate fundamental and basic Med-Surg proficiency by scoring an 80 or above. Clinical skills to be completed are determined by the Lead Instructor.

Phase 1 - Applicants who have earned prior nursing credits from other institutions:

1. *Only one prior entry/admittance to or attempt of any nursing program without successful program completion is allowed by an eligible applicant.* If an applicant exceeds this limit, he/she may submit a written appeal to the director of practical nursing for further consideration and determination by a committee.
2. Advanced placement applicants must have been enrolled in a practical nursing program within the last year and earned a successful grade of 80 or above in coursework equivalent to NUR 101.

Applicants must submit a copy of college transcripts of all nursing coursework and nursing course syllabi to the Coordinator of Health Sciences Admissions to be reviewed along with the Director of Nursing to determine an applicant's eligibility for advanced placement consideration. The determination will be communicated to the applicant.

3. Applicants must contact the PN Clinical Coordinator/Lead Instructor no later than **October 30th** to schedule a comprehensive Med-Surg proficiency exam. Applicants will be allowed one opportunity to demonstrate fundamental and basic Med-Surg proficiency by scoring an 80 or above. Clinical skills to be completed are determined by the Lead Instructor.

PHASE 2

Phase 2 - An applicant should contact the Coordinator of Health Sciences Admissions to ensure that all below general admissions requirements of the PN program have been met **no later than April 1st**.

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 completed at CCC&TI or other accredited institutions. Developmental level English, reading, math, and algebra courses are NOT included in this calculation.
2. **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.
3. **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.
4. **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.
5. **Gateway English and math readiness**
 Applicant must be eligible to enter the program required gateway (college-level) English and math courses without a co-requisite or have successfully passed English and math transition courses as follows:
 ENG 002 with a grade of P2
 MAT 003 with a grade of P2
6. **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>.**
7. **Nurse Aide I Certification** – Applicants must meet the eligibility requirements for the North Carolina state testing, be listed on the NA I registry, and be in good standing in order to be considered for the program. To meet the NA I requirement for practical nursing, the applicant must submit a copy of their current registry listing from the North Carolina Division of Facility Services (<https://ncnar.ncdhhs.gov/index1.jsp>) with no substantial findings to the Health Sciences Admissions Office by the stated application deadline and maintain their NA I certification while in the practical nursing program.
8. **TOEFL (Test of English as a Foreign Language)** – Refer to college catalog for institutional requirement if English is not your native language.

9. **Pre-requisite classes** – Students must have completed BIO 168 & BIO 169 with a minimum grade of “C”. Grades must be “B” or above to earn points.
10. **Nursing Program Entrance Testing** - The applicant must schedule and complete the most current ATI-TEAS (Test of Essential Academic Skills) admission test with an overall score of at least Proficient and a science score of at least 51. If applicants take the TEAS at CCC&TI, TEAS scores are automatically recorded in the applicant’s record. Applicants who do not take the TEAS at CCC&TI must provide official score reports from ATI (www.atitesting.com) to the Health Sciences Admission Office before the program admission deadline. Regardless of the test site, TEAS scores older than 2 years will not be considered. Valid scores must have been earned within two (2) years of the current program admission deadline. No more than 2 attempts are allowed within an academic year (August 1 – July 31).

Study Resources for the ATI-TEAS Exam:

- **Academic Support Center resources** - Study manuals are available in the Academic Support Centers on either campus. The study manuals can only be reviewed in the center and cannot be checked out.

Hours of Academic Support Center:

- Mon-Thur – 8 am – 8 pm
- Fri. – 8 am – 12 pm

- **Online study materials (PLATO)** are also available for the TEAS. Contact the Tj Wilkie at twilkie@cccti.edu to obtain required login information.
- **Additional online study resources:**
<https://www.mometrix.com/blog/ati-teas-7-test-breakdown/>
<https://www.prenursingsmarter.com/teas-practice-test/>
- Students may also purchase personal resource material (**ATI-TEAS 7 Study Manual**) from the ATI webpage www.atitesting.com, or local/online bookstores.

Schedule TEAS exam by calling CCC&TI Caldwell Testing Center at 828-726-2719 or Watauga Testing Center at 828-297-3811. Please check the center’s open hours for operation. The exam has a 3 hour and 48-minute time limit. The following link has information for what you need to know before taking the TEAS test: <https://www.cccti.edu/Students/Testing-ATI-TEAS.asp>.

Pay testing fee to take the TEAS exam. This fee is paid directly to ATI on-line the day you take the test. ATI’s testing fee is currently \$70 and subject to change without notification.

Name and Password must be set up in order to test and establish a password for future account access and reference.

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 satisfactorily 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	<input type="checkbox"/> See objects near and 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 accurately read calibrations on 1 mL syringes, equipment, and fluid collection devices <input type="checkbox"/> Assess and discriminate changes in skin color (cyanosis, pallor, etc.)
Hearing	Auditory ability sufficient for physical monitoring and assessment of client health care needs	<input type="checkbox"/> Hear normal speaking level sounds <input type="checkbox"/> Hear auscultated sounds <input type="checkbox"/> Hear auditory alarms (monitors, fire alarms, call bells, etc.) <input type="checkbox"/> Hear cries for help
Smell	Olfactory ability sufficient to detect significant environmental and client odors	<input type="checkbox"/> Detect odors from client (foul smelling drainage, alcohol breath, etc.) <input type="checkbox"/> Detect smoke <input type="checkbox"/> Detect gases and noxious smells (spoiled food)
Tactile	Tactile ability sufficient for physical monitoring and assessment of health care needs	<input type="checkbox"/> Feel vibrations (pulses) <input type="checkbox"/> Feel/discern differences in surface characteristics (skin turgor, rashes, etc.) <input type="checkbox"/> Feel/discern differences in sizes, shapes (identify anatomical landmarks) <input type="checkbox"/> Detect changes in skin temperature <input type="checkbox"/> Detect unsafe temperature levels in heat-producing devices in client care (water, heating pads, etc.) <input type="checkbox"/> Detect anatomical abnormalities such as subcutaneous crepitus, edema, etc.) <input type="checkbox"/> 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 non-verbal communication such as interpreting facial expressions, affect, and body language	<input type="checkbox"/> 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 <input type="checkbox"/> Convey client information in an accurate, effective, and timely manner <input type="checkbox"/> Elicit and record information related to health history, current health status, and responses to treatment from clients or family members <input type="checkbox"/> Recognize and record critical client information to appropriate caregivers <input type="checkbox"/> Discern and interpret nonverbal Communication

Functional Ability	Standard	Examples of Required Activities
Motor Function		
Gross Motor Skills	Gross motor skills sufficient to provide the full range of safe and effective client care activities	<input type="checkbox"/> Move within confined spaces such as treatment rooms or operating suite without contaminating or disrupting client care areas <input type="checkbox"/> Assist with safe turning and lifting of clients <input type="checkbox"/> Administer CPR and maintain current certification
Fine Motor Skills	Fine motor skills sufficient to perform manual psychomotor skills	<input type="checkbox"/> Pick up, safely grasp, and manipulate small objects with fingers such as syringes, vials, medications, etc. <input type="checkbox"/> Perform skills with small diameter catheters such as tracheostomy suctioning, urinary catheter and enteral tube insertion
Physical Abilities		
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 safely perform client care activities	<input type="checkbox"/> Walk/stand for extended periods of time <input type="checkbox"/> Safely turn, position, and transfer clients <input type="checkbox"/> Manually resuscitate clients in emergency situations
Physical Strength	Physical strength sufficient to perform full range of required client care activities	<input type="checkbox"/> Push and pull objects > 100 pounds <input type="checkbox"/> Frequently lift/move objects weighing a minimum of 35-50 pounds <input type="checkbox"/> Manually resuscitate clients in emergency situations
Mobility	Physical mobility sufficient to: <ol style="list-style-type: none"> move from room to room and maneuver in small spaces; safely engage in full range of motion to bend/ twist, stoop/squat, reach above shoulders and below waist; move quickly in emergency situations; have manual and finger dexterity along with appropriate hand-eye coordination to perform nursing activities 	<input type="checkbox"/> Move around in work area and treatment areas <input type="checkbox"/> Position oneself in the environment to render care without obstructing the position of other team members or equipment <input type="checkbox"/> Safely control the fall of a client by slowly lowering the client <input type="checkbox"/> Safely transfer, position, and ambulate clients using appropriate assistive devices
Behavioral and Social		
Flexibility	Adapt to Nursing Department course scheduling policies	<input type="checkbox"/> Available to work the hours of an assigned schedule which could include any shift and day of the week <input type="checkbox"/> Adapt to changes/requests for change to schedule based on clinical agency needs

Functional Ability	Standard	Examples of Required Activities
Emotional/ Behavioral	Emotional stability and appropriate behavior sufficient to assume responsibility/accountability for own actions	<input type="checkbox"/> Safely and effectively performs nursing care and adapts appropriately during multiple interruptions and rapidly changing environments <input type="checkbox"/> Safely and effectively handles multiple tasks concurrently <input type="checkbox"/> Demonstrates prompt and safe completion of all client care responsibilities <input type="checkbox"/> Demonstrates emotional skills to remain calm and maintain professional decorum in emergency/stressful situations <input type="checkbox"/> Does not pose a threat to self of others <input type="checkbox"/> Demonstrate a mentally healthy attitude that is age appropriate in relationship to the client and environment <input type="checkbox"/> Anticipate and intervene in situations which may compromise safety <input type="checkbox"/> Perform assigned responsibilities without negative influences of chemicals, both prescription and non-prescription
Professional Attitudes and Inter-Personal Skills	Professional and Interpersonal skills sufficient to: <ol style="list-style-type: none"> a. present professional appearance and demeanor; b. demonstrate ability to communicate with clients/families, supervisors/instructors, and co-workers/peers to achieve a positive and safe work environment; c. follow instructions and safety protocols; d. display honesty and integrity beyond reproach 	<input type="checkbox"/> Establish rapport with clients, instructors, and colleagues <input type="checkbox"/> Respect and care for persons whose appearance, condition, beliefs, and values may be in conflict with personal beliefs/values <input type="checkbox"/> Convey a caring, respectful, sensitive, tactful, compassionate, empathetic, and tolerant attitude toward others <input type="checkbox"/> Deliver nursing care regardless of client race, ethnicity, age, gender, religion, sexual orientation, or diagnosis <input type="checkbox"/> Conduct self in a composed, respectful manner in all situations and with all persons <input type="checkbox"/> Work effectively with teams and work groups, both in groups and independently <input type="checkbox"/> Establish and maintain therapeutic boundaries
		<input type="checkbox"/> Exhibit ethical behaviors and exercise correct judgment <input type="checkbox"/> Seek supervision and consultation in a timely manner <input type="checkbox"/> Report promptly to clinical and remain on the unit for the entire allotted time

		<input type="checkbox"/> 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	<input type="checkbox"/> Calculate appropriate medication dosage given specific client parameters <input type="checkbox"/> Collect, analyze and synthesize data necessary to develop an appropriate client plan of care and make informed clinical judgments <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	<input type="checkbox"/> Comprehend spatial relationships in order to properly administer injections, start intravenous lines, and assess wound of varying depths
Clinical Reasoning	Ability to reason across time about a client's changing condition	<input type="checkbox"/> Evaluate client or instrument responses, synthesize data, and draw sound conclusions based on evidence/data

For additional information, please contact:

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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: 10/17/2023