Practical Nursing
Admission Guide

Fall 2020

Information in this document is subject to change.

Updated 8/22/2019
Dear Prospective Practical Nursing Students:

Thank you for your interest in the Practical Nursing (PN) Program at Fletcher Technical Community College. Applications for the fall 2020 Practical Nursing Program are currently being accepted. The application deadline for the PN program will be **Friday May 29, 2020** at 4:00 p.m. Applications received after this deadline will be deemed automatically ineligible for the PN program.

Students accepted into the PN program will complete the program in five semesters. Successful completion of the Practical Nursing Diploma prepares you to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Specific information regarding the practical nursing curriculum and course descriptions can be found in the current academic year’s catalog located on Fletcher’s website (www.fletcher.edu).

Detailed admissions requirements for the PN program are included in this guide. Please read the following document fully. Students who are not admitted for fall 2020 can re-apply for admission for a future entrance term. It is the student’s responsibility to retain copies of documents and resubmit a new application packet for future classes. We do not maintain a waiting list. Admission requirements are reviewed annually and are subject to change. Please ensure you are using the correct guide for the semester you are applying.

If you have questions regarding information in this document, please call or email the Department of Nursing. We look forward to assisting you as you begin your studies in nursing.

Sincerely,

Practical Nursing Faculty  
Fletcher Technical Community College
### Fletcher Technical Community College Practical Nursing Diploma

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Updated 8/22/2019
Program Outcomes
1. PN Completion Rate: 50% Completion rate or greater of students who complete the program in 100% of the time.
2. PN NCLEX Pass Rate: 80% or greater pass rate on NCLEX-PN examination by one year after graduation.
3. Job Placement Rates: 90% or greater employment rate in the field of nursing of graduates who actively seek employment within one year of graduation.

Student Learning Outcomes:
Upon successful completion of the Practical Nurse Program, the student will:

1. Provide nursing care that contributes to the enhancement of the health care delivery setting and protects clients and health care personnel
2. Collaborate with health care team members to facilitate effective client care
3. Contribute to the protection of clients and health care personnel from health and environmental hazards
4. Provide nursing care for clients that incorporate knowledge of expected stages of growth and development and prevention and/or early detection of health problems
5. Provide care that assists with promotion and support of the emotional, mental, cultural, and social well-being of clients
6. Assist in the promotion of physical health and well-being by providing care and comfort, reducing risk potential for clients and assisting them with the management of health alterations
7. Provide comfort to clients and assistance in the performance of their activities of daily living
8. Provides care related to the administration of medications and monitors clients who are receiving parenteral therapies
9. Reduces the potential for clients to develop complications or health problems related to treatments, procedures or existing conditions
10. Participates in providing care for clients with acute, chronic or life-threatening physical health conditions using the nursing process
11. Demonstrate competency in laboratory and clinical skills

Students with Prior Practical Nursing Credit:
Students who have been unsuccessful in nursing classes in the past have the opportunity to apply for Advanced Standing Admission to Fletcher Technical Community College Practical Nursing Program. The Department of Nursing and Allied Health does not have a separate class for students requesting advanced standing. The student’s application will be reviewed and placement will be made in the ongoing class provided there is a vacancy and all admission criteria have been met. Students applying for Advanced Standing must complete ALL requirements outlined in this document as well as the following additional criteria:
- Students must supply course descriptions from the prior school’s catalog along with transcripts indicating both numerical grade and letter grade.
- Nursing courses the student is seeking credit must have been completed no more than two (2) years prior to requested semester of admission.
- Students may be asked to pass a placement test at the expense of the student on the subject matter they are requesting advanced credit.
- Applications must be received no later than two (2) months prior to the semester of entry.
- Students will be notified in writing regarding their acceptance or denial.
• Students admitted to Fletcher Technical Community College Practical Nursing program are given a maximum of two (2) attempts to complete the program. After a failed second attempt (no matter the reason) students must wait five (5) years before reapplying to the program. No previous nursing course credit is given due to length of time between failure and readmission.

• All applicants for advanced standing will be required to meet with the Program Coordinator and/or Department Head for reentry approval contingent on clinical and class space availability.

**College Admission Requirements**

Applicants who are interested in the Practical Nursing Program should complete a college admissions application prior to submitting this admission application. The application can be found on the Fletcher website under the Admissions tab. There may be fee associated with the application to the college. Applicants should apply for **pre-practical nursing** fall 2020.

Practical nursing applicants must meet all general admissions criteria and be **fully or unconditionally admitted** to Fletcher. Full admission is granted once a student has submitted all materials required by the Office of Enrollment Services and these items have been positively evaluated. Full admission cannot be granted to a student with outstanding holds from any school in the Louisiana Community and Technical College System (example: Delgado). New and returning students (those who did not attend in spring 2020) must submit a completed admissions application in order to be considered for the Practical Nursing Program.

**Academic Probation**

Students currently under academic probation with Fletcher Technical Community College will remain on academic probation upon acceptance into the Practical Nursing Program. Students will be required to sign a waiver stating they understand the terms of academic probation and accept those terms prior to enrolling. Students on academic probation will be subject to all of the criteria of academic probation as outlined in the college catalog.

**Program Admissions Requirements**

**Application for Admission to a Nursing or Allied Health Program**

A completed Application for Admission to a Nursing or Allied Health Program must be submitted along with the other required documents listed in this guide to the Department of Nursing by the deadline. This document can be found on the Fletcher website under Programs → Practical Nursing.

**Testing/Academic Requirements**

Any student wishing to enter into the Practical Nursing Program must submit official copies of ACT, COMPASS, or ACCUPLACER scores to the Enrollment Service Office and the Department of Nursing.

The following minimum scores are needed for admission into the Practical Nursing Program. All test score must be within the last 3 years (dated no earlier than July 31, 2017):

**ACT test score:**

<table>
<thead>
<tr>
<th>Reading 20</th>
<th>English 18</th>
<th>Math 19</th>
<th>OR</th>
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**ACCUPLACER:**

<table>
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<th>Reading 85</th>
<th>Sentence Skills 74</th>
<th>Elementary Algebra 84</th>
<th>OR</th>
</tr>
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</table>
ACCUPLACER NEXT GEN:  
Reading: 250   Language (Writing): 241   Math (QRAS): 250

Test scores must be submitted in the application. Testing is scheduled online at www.fletcher.edu under Student Services ➔ Testing. Test preps can be obtained through Kahn Academy, algebrahelp.com, purplemath.com, and test-guide.com.

Transcript Evaluation
Official high school /Hiset/GED transcripts must be sent directly to the Department of Nursing from the high school in which the PN applicant attended. Due to the nature of this document, high school transcripts are due to our office by June 15th. Any transcript not sent in a sealed envelope will not be accepted, and the application will be rejected. A copy of your diploma will not be accepted.
Transcripts must be requested from your high school and mailed to:
Fletcher Technical Community College  
Department of Nursing  
1407 Hwy 311  
Schriever, LA 70395

College Transcripts
If you are requesting credit in the PN program for courses taken at other colleges, official college transcripts must be sent directly from the previous institutions to Fletcher Technical Community College for a formal evaluation of credits earned to determine what previous coursework will transfer to Fletcher. If you are not interested in credit for any previous coursework, transcripts do not need to be sent to the college.

Transcripts can be sent in the following ways:
1. E-scripted transcripts to be submitted to Fletcher only and do not have to be submitted separately to the department of nursing.
2. Paper copies of official transcripts to both Fletcher Enrollment Services and Department of Nursing.
If the transcript is hand delivered, it must be sealed by the issuing institution. Any transcript not sent in a sealed envelope will not be accepted, and the application will be rejected. Transcripts must be submitted even if credit was not granted. Transcripts should not include coursework that is “in progress.”

Age limit
Students applying for the Practical Nursing program must be 18 years of age by December 31, 2020.

Immunizations
Students are required to submit copies of 2 MMR vaccines as well as the tetanus vaccine (TD or DTaP). The tetanus vaccine must be within 10 years and on or after September 1, 2010.

Legal documents
Students are required to submit copies of their Driver’s License or Identification card as well as their selective service card (for males). The name and address on the driver’s license or ID should match legal name and have your correct address. Go to the DMV and change it now if necessary.
A copy of the birth certificate and any other name-changing documentation (marriage license, divorce decree) must also be included in the admission packet. The copy of the birth certificate should contain all information on the birth certificate. If the student submits a birth certificate card, the card must contain the full middle name (not simply an initial). If information is cut off, illegible, or does not contain the full middle name, the application will be deemed ineligible.

Certified Background Check
All applicants are required to obtain a background check from their local sheriff's office. The approximate cost is $10. The results must be submitted with your program application packet.

Program Admissions Application Deadline
A completed “Application for Admission to Nursing & Allied Health Programs” and all required supporting documents must be submitted to the Department of Nursing no later than May 29, 2020 at 4:00 pm. No applications will be accepted for the fall 2020 PN class after this date. It is recommended that you hand-deliver your information to the Department of Nursing. If you chose to mail your Practical Nursing Admission packet, all requested information should be sent certified mailed to Fletcher Technical Community College, Department of Nursing, 1407 Highway 311, Schriever, LA 70395.

Only completed applications will be reviewed for admission. It is the applicant’s responsibility to make sure that all requirements are fulfilled and application materials are completed and received at Fletcher Technical Community College Department of Nursing by the deadline dates. If the blank on the application does not apply, place “N/A” in the blank. Please be sure all information provided on the application is up to date and accurate including address and telephone numbers, as this information will be used as contact information for notification of acceptance into the next phase of the application process. Incomplete applications will be automatically rejected.

It is strongly recommended that you submit all documents together in a professional and organized manner in a manila folder. Do not submit in a notebook, binder, etc. The department of Nursing recommends keeping photocopies of all documents submitted. A completed application does not guarantee acceptance into the program.

What to expect after applications are submitted?
Approximately two weeks later, students who have complete applications turned in on time will be sent an email or letter inviting them to the second phase of the admissions process: Psychological Services Bureau (PSB) test. The applicant will be assigned a specific date and time for testing. Any student that is not present on their assigned date and time will not be allowed to move any further in the process and will have to reapply for the following year. PSB scores are only valid for one year.

Once all tests are administered, scores will be weighted, added, and ranked. The top scores will be selected for admission to the PN program. Applicants with the top total scores will then be given information regarding orientation and registration (scheduled for July 27 and 28, 2020). If you do not attend this orientation, your invitation for admission will be revoked. Exceptions cannot be honored due to time sensitivity of application submissions to the board. Students who applied for the fall 2020 semester are expected to keep these dates open.

All applicants will receive email notification of their status. Students are to respond accepting admission using the form attached to the email. Failure to respond by deadline will result in forfeit of
Accepted students who are no longer interested in the program are encouraged to notify the Department of Nursing immediately.

The following items are not required for the application process but are included for you to prepare if you are accepted.

- Physical Exam completed by a Physician stating the student is “free and clear to participate in clinical duties”
- Louisiana State Police and FBI Background Check
- Void of a criminal record, of pleading guilty or no contest to, or a conviction of neither a felony nor currently serving a court imposed order of supervised probation, work-release, school release and/or parole in conjunction with any felony conviction, plea agreement or any agreement pursuant to the Louisiana Code of Criminal Procedure, Article 89
- Provide information about currently prescribed medications to the Department of Nursing prior to drug testing.
- Pass a urine drug screen and be subject to random drug testing. Applicants who receive positive results for synthetic street drugs, cocaine, and marijuana will be dismissed from the program immediately if the letter was not presented to the department prior to testing. Positive results for amphetamines, barbiturates, benzodiazepines, opiates, phencyclidines, Ritalin, or Adderall may be reviewed based on information given to the Department of Nursing prior to testing.

Due to the difficulty as well as time constraints, the faculty of the Department of Nursing strongly encourages nursing students to not pursue or engage in outside employment while studying in the Practical Nursing Program. Clinical schedules are subject to revisions each semester based on facility request. Clinical rotations are scheduled at a variety of clinical sites that may be over 20 miles or more from campus. Reliable transportation is needed due to the distance of some of the clinical sites.

Criteria for Dismissal from the Practical Nursing Program

Although a student may be accepted into the program, the Louisiana State Board of Practical Nurse Examiners may deny eligibility to enter/progress in clinical nursing courses and/or take the state board exam based on prior criminal activity and/or inability to meet state board requirements. It is important that the student understand that successful completion of the practical nursing program does not guarantee eligibility to take the NCLEX exam (LSBPNE.com). Items that will result in a student being dismissed from the program include but are not limited to:

- Failure to pay tuition by the enrollment census day
- Failure to comply with school or program regulations
- Plagiarism and cheating
- Falsification of information given on official school or state board documents
- Falsification of records regarding patient care
- Unauthorized possession of an examination
- Illegal possession, use, sale or distribution of drugs
- Illegal possession of weapons
- Theft
- Commitment of any act which would result in ineligibility for licensure or certification
- Chemical (drugs or alcohol) impairment in the school/clinical setting
• Conduct which is unrelated to the learning and inappropriate for either clinical or classroom (e.g. abusive language, threats, assault and battery, disruptive attitude or talking, use of cell phone, palm pilot, internet usage during classroom/ lab instruction).
• Failure to meet expectations relating to student behavior as defined in the Fletcher Student Handbook and the Nursing Student Handbooks (posted to the Fletcher website → Programs → Practical Nursing)
• Failure to perform clinical duties and responsibilities as assigned by an instructor
• Insubordination or any form of disrespect to program faculty and staff.
• Failure to maintain satisfactory progress
• Violation of the attendance requirements
• Leaving the clinical or classroom without proper notification to the instructor
• Failure to maintain current scope of practice in clinical settings
Practical Nursing Program Admission Checklist and Instructions Fall 2020 Entrance Term

Applicants to the Fletcher’s Practical Nursing Program must complete and submit the following information to the Department of Nursing. New (did not attend Fletcher in spring 2020) and returning students must submit all of the following:

1. This checklist signed and dated.
2. Complete application to Fletcher Technical Community College online at www.fletcher.edu.
3. Be fully or unconditionally accepted to Fletcher by completing all documentation requested by Fletcher Technical Community College.
4. Complete an “Application for Admissions to a Nursing or Allied Health Programs” and submit with this checklist. If an area is blank, the entire application is invalid. Use “N/A” for items that do not apply.
5. Take, achieve and submit the following scores for the ACT OR ACCUPLACER test. All test scores must be within the last 3 years (dated no earlier than July 31, 2017):

   **ACT:**
   
   - Reading 20
   - English 18
   - Math 19

   **ACCUPLACER:**
   
   - Reading 85
   - Sentence Skills 74
   - Elementary Math 84

   **ACCUPLACER NEXT GEN:**
   
   - Reading: 250
   - Language (Writing): 241
   - Math (QRAS): 250

6. Official high school/HiSet/GED transcripts requested and sent to Fletcher Nursing and Allied Health, Attn: Department of Nursing 1407 Hwy 311, Schriever, LA 70395. Must be received in the Department of Nursing by June 15 of application year.

7. If you are requesting credit in the PN program for courses taken at other colleges, send to Department of Nursing, Attn: Department of Nursing 1407 Hwy 311, Schriever, LA 70395. If e-scripted to the college main campus, please indicate by initialing here ___________.

8. Be 18 years of age by December 31, 2020

9. Immunizations: Two MMR shots (measles, mumps, and rubella).

10. Immunization: a current tetanus- diphtheria (TD or DTaP) shot taken within the last 10 years (on or after September 1, 2010).

11. Copy of Driver’s License with correct home address.

12. Proof of registration with Selective Service if you are male 18-25 years of age. If on file with the
college main campus, please indicate this by initialing here ___________.

13. Copy of Birth Certificate or birth certificate card with full middle name (no initials) and no areas cut off through copying.

14. Certified Background Check from local law enforcement office.

Please sign and send this checklist with your application and documents no later than May 29, 2020 at 4:00 p.m. to:

Hand Delivered or Mailing Address:
Fletcher Technical Community College
Department of Nursing
1407 Highway 311
Schriever, LA 70395

By signing and submitting this document, I understand that if Fletcher Nursing Department does not receive all required documentation, my application will be considered incomplete and will not be processed. I understand that it is my responsibility to make sure that all information that is submitted to Fletcher, is received on time, and is complete.

Applicant’s Signature: ___________________________ Date: ____________