

Phlebotomy

The following lists course requirements for certificate programs. Please note that courses listed are not in order based on semester.

C 45 60 0 Certificate

	<i>[prerequisite]</i>	<i>Class</i>	<i>Lab</i>	<i>Clin</i>	<i>Credits</i>
ACA 111 College Student Success		1	0	0	1
CIS 111 Basic PC Literacy		1	2	0	2
PSY 101 Applied Psychology		3	0	0	3

Major Courses

Core Courses	<i>[prerequisite]</i>	<i>Class</i>	<i>Lab</i>	<i>Clin</i>	<i>Credits</i>
PBT 100 Phlebotomy Technology	[Admitted to Phlebotomy Program]	5	2	0	6
PBT 101 Phlebotomy Practicum (Clinical Training)	[PBT 100]	0	0	9	3

Total Semester Hours Required for Certificate:

15

Practical Nursing

D 45 66 0 Diploma

The Practical Nursing curriculum prepares individuals with the knowledge and skills to provide nursing care to children and adults. Students will participate in assessment, planning, implementing, and evaluating nursing care. Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, long term care facilities, clinics, physicians' offices, industry, and home health agencies.

General Education Courses

<i>Communications</i>	<i>[prerequisite]</i>	<i>Seq</i>	<i>Class</i>	<i>Lab</i>	<i>Clin</i>	<i>Credits</i>
ENG 111 Expository Writing	[ENG 090/RED 090]	F	3	0	0	3

<i>Natural Science/Mathematics</i>	<i>[prerequisite]</i>	<i>Seq</i>	<i>Class</i>	<i>Lab</i>	<i>Clin</i>	<i>Credits</i>
BIO 163 Basic Anatomy & Physiology	[ENG 090 and RED 090/HS BIO or BIO 090]	F	4	2	0	5
OR						
BIO 168 Basic Anatomy & Physiology I &		F	3	3	0	4
BIO 169 Basic Anatomy & Physiology II		F	3	3	0	4

<i>Social/Behavioral Science</i>	<i>[prerequisite]</i>	<i>Seq</i>	<i>Class</i>	<i>Lab</i>	<i>Clin</i>	<i>Credits</i>
PSY 110 Life Span Development	[None]	S	3	0	0	3
or						
PSY 150 General Psychology &		S	3	0	0	3
PSY 241 Developmental Psychology		S	3	0	0	3

Major Courses

Core Courses	<i>[prerequisite]</i>	<i>Seq</i>	<i>Class</i>	<i>Lab</i>	<i>Clin</i>	<i>Credits</i>
NUR 101 Practical Nursing I	[Admission to PN]	F	7	6	6	11
NUR 102 Practical Nursing II	[NUR 101]	S	8	0	12	12
NUR 103 Practical Nursing III	[NUR 102]	SS	6	0	12	10

Other Required Hours

<i>Courses</i>	<i>[prerequisite]</i>	<i>Seq</i>	<i>Class</i>	<i>Lab</i>	<i>Clin</i>	<i>Credits</i>
ACA 111 College Student Success	[None]	F	1	0	0	1
or						
ACA 118 College Student Skills		F	2	0	0	2
CIS 111 Basic PC Literacy	[None]	S	1	2	0	2
or						
CIS 110 Introduction to Computers		S	2	2	0	3

Total Semester Hours Required for Diploma:

47-55



College of The Albemarle
 Diploma-Practical Nursing (D 45 66 0)
 Graduation Check Sheet – 2009-2011 Catalog

Listed below are the requirements for your degree program. It is your responsibility to keep this sheet up-to-date and review it with your advisor to know what you need to graduate. Complete the Graduation Application one semester prior to the intended date of graduation.

Title	Seq	Crd	Grade	Semester
I. GENERAL EDUCATION COURSES				
Communications:				
ENG 111 Expository Writing	F	3	_____	_____
Natural Science/Mathematics:				
BIO 163 Basic Anat. & Physiology	F	5	_____	_____
-OR-				
BIO 168 Basic Anat. & Physiology I &		4		
BIO 169 Basic Anat. & Physiology II		4		
Social/Behavioral Science:				
PSY 110 Life Span Development	S	3	_____	_____
-OR-				
PSY 150 General Psychology &		3		
PSY 241 Developmental Psychology		3		
II. MAJOR COURSES: CORE				
NUR 101 Practical Nursing I	F	11	_____	_____
NUR 102 Practical Nursing II	S	12	_____	_____
NUR 103 Practical Nursing III	SS	10	_____	_____
III. OTHER REQUIRED HOURS				
ACA 111 College Student Success	F	1	_____	_____
-OR-				
ACA 118 College Student Skills		2		
CIS 111 Basic PC Literacy	S	2	_____	_____
-OR-				
CIS 110 Introduction to Computers		3		
Total Semester Hours Required for Degree			47-55	

COA Health Science Programs Comparison Grid

Students must complete these requirements before receiving a Health Sciences application

Pre-Admission Requirements***											
Program	COA Appl. on file	HS and College Transcripts on file	Eng Devel. Requirement Completed through	Math Devel. Requirement Completed through	Minim. GPA	HS Biology C / 77 or better required	HS Chemistry C / 77 or better required	HOBET Math	HOBET Reading	HOBET Composite	Applic. Deadline date -5 p.m.
A.D.N. (168/169)	Yes	Yes	ENG 090& RED 090	MAT 080	2.5	Yes	Yes	60%	55%	60%	1/15/2010
LPN-A.D.N. (168/169)	Yes	Yes	ENG 090& RED 090	MAT 080	2.5	Yes	Yes	60%	55%	60%	9/15/2010
MLT* (163)	Yes	Yes	ENG 090& RED 090	MAT 080	2.5	Yes	Yes	60%	55%	60%	5/15/2011
PN (163)	Yes	Yes	ENG 090& RED 090	MAT 080	2.0	Yes	---	50%	45%	50%	3/15/2010
Surg Tech (168/169)	Yes	Yes	ENG 090& RED 090	MAT 070	2.0	Yes	Yes**	50%	45%	50%	5/15/2010
Med Asst (163)	Yes	Yes	ENG 090& RED 090	MAT 070	2.0	Yes	---	45%	35%	40%	6/1/2010
Phleb* (none)	Yes	Yes	ENG 090& RED 090	MAT 060	2.0	Yes	---	****	****	****	6/15/2011

*MLT and Phlebotomy Programs admit students every other year, starting with 2007 (odd years only)

****Chemistry is a Bio 168 - Anatomy & Physiology I pre-requisite; if any questions please call Kiesha Knight, ext. 2304**

***** Shaded areas MUST be completed before a student will be allowed to take the HOBET. When students have completed ALL shaded requirements for their program of interest - they should see Annette Roberson for validation of meeting these pre-admission requirements and pay to take the HOBET Admission test (\$30.00)**

****** Phlebotomy program does not require the HOBET test - but they still must complete the validation form. Students are selected on a first-come-first-served basis based on the date on their validation form.**

HOBET TESTING DATES

Computer Lab-Owens
Center, EC Campus
Choice of test sessions are usually 9 am, 1 pm, or 6 pm on the dates listed:

2010
Thursday Jan. 14
Thursday Feb. 11
Thursday Mar. 11
Thursday Apr. 8
Thursday May 13

Thursday Jun. 10
Thursday Jul 8
Thursday Aug. 12
Thursday Sept. 9
Thursday Oct. 14
Thursday Nov. 11
Thursday Dec. 9
2011

Thursday Jan.13
**Picture ID Required!!!
Pencils, scrap paper & calculators provided.**

College of The Albemarle HOBET Information

What is the HOBET? The Health Occupation Basic Entrance Test is a computerized test administered by College of The Albemarle at the Owens Center, on the Elizabeth City campus, & at the Dare County campus for most of the Health Sciences programs. It is a diagnostic test used to help provide information on a prospective student's aptitude for success by identifying skill development in math and reading comprehension related to the competitive Health Science programs. In addition, the HOBET provides valuable information on learning style, test-taking skills, and other components essential for student success in the health science programs.

How can I prepare for the HOBET? The coursework you have already completed is probably the best preparation for this test. However; if you would like additional preparation, two copies of the HOBET study guide are available for review at the Owens Center from **Kiesha Knight, office 107** or **Vivian Bridgers, office 102**, however; you will only be allowed to use these copies at the Owens Center and cannot take them out of the facility. We also suggest a Google websites search for additional study guides and sample practice test.

How do I sign up for the HOBET? You must complete the pre-admission requirements for the Health Science program(s) you wish to apply for before you can request to take the HOBET. Verification of completed pre-admission criteria is done through a HOBET Validation form with **Annette Roberson, Admission Technician office AE 133, ext. 2221**. You will need to take the form to the business office and pay for the test and bring the form back to Ms. Roberson with your payment receipt to verify payment. Your file will then be forwarded to the Owens Center for review of pre-admission requirements. You may call **335-0821 ext. 2304**, or stop by the Owens Center (**office OC 107 or OC 102**) after completing the validation form to schedule a date and time for testing.

How long does it take and when will I get my results? The timed test will be taken on a computer in the Owens Center and will last approximately three hours. Results will be available immediately after completing the test.

How are scores used? The most recent HOBET test score is used for qualification and ranking. Students must score the minimal required scores for their program(s) of interest in Math, Reading and Composite scores within a single HOBET test. The Composite percentage score is also used as 50% of the competitive ranking process. If you do not score at the minimal scores, the test will give you feedback on your strengths and weaknesses so you can work to improve these areas or consider other career options.

How much does it cost? A \$30.00 fee will be charged for each opportunity to take the HOBET and is due at time of validation of pre-admission criteria, with a copy of the receipt from the business office attached to the validation form.

How many times can I take the test? You may take the test once and then are allowed one retake within a 365 day period, as long as 30 days have lapsed from the previous attempt. The 365 day period is calculated from the first test date. If an applicant schedules but does not show for the HOBET test, it will be considered as one of the applicant's testing opportunities.

How long are my scores good for? Once passing minimum scores have been achieved for all three sections within a single HOBET assessment, the scores are good for three years from the test date. Applicants should be aware that if they score lower on a HOBET retake, that lower score will be used as the most recent score for qualification and ranking consideration.

How do I secure reasonable accommodations for testing if I am a student with a disability? If you are seeking reasonable accommodations for the HOBET, please see Andrea Temple, Director of Disability Support Services, at 335-0821 ext. 2277, atemple@albemarle.edu, or visit AE 119.

IMPORTANT!!!

A PICTURE ID (Student ID or Driver's License) IS REQUIRED FOR TESTING. CALCULATORS, PENCILS AND SCRAP PAPER WILL BE PROVIDED.

COLLEGE OF THE ALBEMARLE \ ELIZABETH CITY CAMPUS
(252) 335-0821 EXT. 2221 (ADMISSIONS OFFICE)

PRACTICAL NURSING PROGRAM GUIDANCE SHEET

This guidance sheet for students and their advisors is designed to serve as an abbreviated version and check-off sheet for the requirements of the PN admission process. Students and their advisors should refer to the PN Admissions Fact Sheet for specific information related to each phase and criteria of the admission process.

PHASE I: PRE-ADMISSION REQUIREMENTS:

Applicants seeking admission into the Practical Nursing program must complete the following steps by **March 15, 2010** in order to be considered for acceptance for the **Fall Semester 2010**.

- _____ A. **Complete and submit a written COA Application for Admission**
- _____ B. **Bring or send an official high school transcript and official post-secondary transcripts.**
- _____ C. **Achieve minimum English, Math, and Reading competencies.**
- _____ D. **Achieve and maintain a 2.0 minimum cumulative grade point average** on the transcript of record and the COA transcript, when applicable.
- _____ E. **Applicants must have completed one unit of biology in high school** with a grade of “C” or higher or the equivalent at a post-secondary institution (BIO 090 or higher)

REQUIREMENTS A, B, C, D, and E must be met in entirety before applicants may apply for requirement F. Once a student has met criteria A-E completely, they should contact the Health Sciences Admissions Technician (Annette Roberson, Ext 2221) for validation of requirements and to receive an eligibility form to take the HOBET at a cost of \$30.00. Proof of payment for the test will be required with the validation form.

- _____ F. **Achieve at or above all the set scores for the HOBET test for the practical nursing program within a single test administration.**

PHASE II: PRACTICAL NURSING APPLICATION REQUIREMENTS:

- _____ G. **COMPLETE THE PN ADMISSION APPLICATION by 5 p.m. on March 15, 2010.**
- _____ H. **ATTEND THE PN PRE-ADMISSION MEETING** Qualified applicants will receive a letter of notice and must attend a pre-admission meeting with the nursing faculty.

PHASE III: SELECTION PROCESS:

_____ **NUMERICAL RANKING PROCESS:** system is utilized to determine the most qualified students based on their performance on the HOBET Composite percentage score (50%), cumulative GPA (**The most recent transcript containing a minimum of twelve (12) semester hours or eighteen (18) quarter hours of non-developmental course work will be used**) (25%), and points awarded for courses completed in the nursing curriculum, previously earned degree(s) and health related work experience (25%). The admission process ceases and the alternate list is void beginning with the first day of class in fall semester. Any qualified applicants or alternates who do not enter the program must begin the admission process again and resubmit all paperwork in order to be considered and re-compete for the next year’s admissions.

_____ **OTHER REQUIREMENTS:** if selected for entrance into the program, applicants will be required to complete a health physical with immunization requirements and proper CPR certification by June 15, 2010. Students should also be aware that a criminal background check and/or drug testing may be required by clinical sites prior to participation in the clinical component of the program.

COLLEGE OF THE ALBEMARLE

Fall

2010

PRACTICAL

NURSING

ADMISSION

FACT SHEET

**EACH APPLICANT MUST PROVIDE CORRECT CONTACT
INFORMATION TO THE ADMISSIONS DEPARTMENT**

**INFORMATION CONTAINED IN THIS FACT SHEET IS CURRENTLY
UNDER REVIEW AND THEREFORE SUBJECT TO CHANGE**

COLLEGE OF THE ALBEMARLE
PO BOX 2327
1208 NORTH ROAD STREET
ELIZABETH CITY, NC 27906-2327
 COLLEGE OF THE ALBEMARLE \ ELIZABETH CITY CAMPUS
 (252) 335-0821 EXT. 2221 (ADMISSIONS OFFICE)

PRACTICAL NURSING PROGRAM FACT SHEET

In accordance with the standards set forth by the North Carolina Board of Nursing, the admission process outlined in this fact sheet was developed by the Practical Nursing faculty and is to be implemented by the Admissions Office with Practical Nursing faculty oversight.

PHASE I: PRE-ADMISSION REQUIREMENTS:

Applicants seeking admission into the Practical Nursing program must complete the following steps **by March 15, 2010**, in order to be considered for acceptance for the Fall Semester 2010. (At the discretion of the PN Program Coordinator, some applications may be considered after the deadline.)

- _____ A. **Complete and submit a written COA Application for Admission**, which expresses interest in the Practical Nursing program, to the Admissions Office, Elizabeth City Campus.
- _____ B. **Bring or send an official high school transcript and official post-secondary transcripts**, if applicable, to the Admissions Office.
- _____ C. **Achieve minimum English, Math, and Reading competencies.**
 Minimum English, Reading, and Math competencies may be accomplished by achieving the minimum scores listed below on the college placement test or SAT/ACT exams. Students who do not achieve these minimum scores may retest once or complete the applicable developmental course(s), with a grade of “PC” or better, from a regionally accredited institution. Placement tests will be waived if the student has completed, with a minimum grade of “C” or better before the application deadline, ENG 111 and/or MAT 080 or their equivalents, or courses beyond these, from a regionally accredited institution. (MAT 115 does not satisfy the math competency requirement.)

This requirement may also be accomplished by completion with a minimum grade of “PC” or “C” on ENG 090 and RED 090 or ENG 111 or their equivalents, or courses beyond these, from a regionally accredited institution and completion with a minimum grade of “PC” or “C” on MAT 080, or it’s equivalent, or courses beyond these, from a regionally accredited institution.

PLACEMENT TEST/SAT/ACT MINIMUM SCORE CHART

For those who took SAT/ACT **after 2005**, the following scores apply.

	COMPASS	ASSET	SAT	ACT
Reading	81	41	440 *	19 *
English	70	41	440 *	19 *
Math	47 Pre-Algebra	41 Numeric		
Math	66/Beginning Algebra	41/Intermediate Algebra		

- **SAT and ACT scores prior to 2005 will not have scores for Reading. These test scores require a Verbal Score of 440 for the SAT and a English score of 19 for the ACT.**

_____ D. **Achieve and maintain a 2.0 minimum cumulative grade point average** on the transcript of record **and** the COA transcript, when applicable. Achieve a minimum of “C” grade on each relevant COA or transfer course. Only grades of “C” or better will be accepted for point earning, transfer purposes, and program completion.

_____ E. **Applicants must have completed one unit of biology in high school** with a grade of “C” or higher or the equivalent at a post-secondary institution (BIO 090 or higher). An official transcript must be provided.

REQUIREMENTS A, B, C, D, and E, must be met in entirety before applicants may apply for requirement F. Once students have met criteria A-E completely, they should contact the Health Sciences Admissions Technician (Annette Roberson, Ext 2221) for validation of requirements and to receive a validation form to take the HOBET (Health Occupations Basic Entrance Test). HOBET Validation forms will be submitted to the PN Nursing Office by the Allied Health Admissions Technician. One week after submitting HOBET Validation forms, students may contact the Health Sciences Administrative Assistant (Owens Center, Office 107, Ext. 2304) who will confirm their form has been received and at that time the applicant may select and schedule an appointment to take the HOBET.

_____ F. **Achieve at or above all the set scores for the HOBET test for the Practical Nursing program.** Students must achieve the minimum score or above for all three scores within a single test attempt. Not meeting the score of any one section will result in not meeting the requirements of this criterion.

The required minimum scores for the HOBET are:

Essential Math Skills Percentage Score	Reading Comprehension Percentage Score	Composite Percentage Score
50%	45%	50%

A \$30.00 fee will be charged for each opportunity to take the HOBET and is due at time of validation of pre-admission criteria, with a copy of the receipt from the business office attached to the validation form. Students who do not provide proof of payment with their validation form will not be allowed to schedule a time for the HOBET.

Applicants are allowed one retake of the HOBET within a 365 day period, as long as 30 days have lapsed from the previous attempt. The 365 day period is calculated from the first test date. **Only the most recent HOBET test score available is used for qualification and ranking for the program. Applicants should be aware that if they score lower on a HOBET retake, that lower score will be used as the most recent score for qualification and ranking consideration.**

If an applicant schedules but does not show for the HOBET test, it will be considered as one of the applicant’s testing opportunities.

Once passing minimum scores have been achieved for all three sections within a single HOBET assessment, the scores are good for three years from the date the test was taken. If an applicant retakes the HOBET after achieving minimal score requirements, the more recent scores will be used for qualification and ranking for the program, even if any or all scores are lower.

PHASE II PRACTICAL NURSING APPLICATION REQUIREMENTS:

G. COMPLETE THE PRACTICAL NURSING ADMISSION APPLICATION.
Once students have met all preadmission criteria A,B,C,D, E, and F - students must complete an application to the COA Practical Nursing Program.

Applications may be obtained at the Health Science Administrative Assistant's office (Owens Center, Office 103) or from Kiesha Knight, Recruitment/Retention Specialist (Owens Center, Office 107). Applications will only be given to students who demonstrate completion of preadmission requirements A-F.

Only those students who have completed an application form in its entirety will be considered for the admission ranking process. Applications must be received in the Health Sciences Administrative Assistant's office (Owens Center, Office 107) by 5 p.m. on March 15, 2010. Late applications will NOT be accepted for any reason.

H. ATTEND THE PRACTICAL NURSING PRE-ADMISSION MEETING

After meeting the minimum PRE-ADMISSION qualifications for admission to the Practical Nursing program and submitting the Practical Nursing application, qualified applicants will receive a letter of notice and must attend a pre-admission meeting with the nursing faculty. The purpose of the pre-admission meeting is to inform prospective nursing applicants about the nursing program and answer questions or concerns of the applicants. During the meeting, applicants may be requested to validate the accuracy of the academic data contained in their file. This academic data will be utilized in the ranking process.

Applicants failing to report at the scheduled time for the pre-admission meeting will have their names withdrawn from consideration unless they have previously notified the Health Sciences Administrative Assistant's office, Owens Center, Office 103, Extension 2283 or Extension 2304. It is the applicant's responsibility to maintain communication with the college via the Health Sciences Administrative Assistant's office, Owens Center, Office 103, Extension 2283.

PRACTICAL NURSING PROGRAM NUMERICAL RANKING PROCESS

All students who have met all the required academic and testing criteria, have a complete Practical Nursing Program application on file, have attended the pre-admission meeting, and have validated the accuracy of the compiled academic data will be ranked based on a numerically objective and weighted ranking system if there are more applicants than allotted slots.. This system is utilized to determine the most qualified students based on their performance on the HOBET (50%), college or high school cumulative GPA (25%), and points awarded for courses completed in the Practical Nursing curriculum schema, previously earned degree(s), and health related work experience (25%).

The numerical ranking system assigns points from the following three different areas:

1) HOBET Score – 50%

The applicant will receive the number of percentage points based on their **COMPOSITE PERCENTAGE SCORE** on the HOBET

2) POINTS System – 25%

The applicant will receive a point total based on specific courses within the nursing program that have already been completed, previous degrees earned, and previous health care experience. Points are awarded as follows:

SPECIFIC COURSE POINTS

The Course Points section of the ranking process assigns points based on academic performance from these five (5) academic courses. All of the courses are required for the PN program.

BIO 163 – Basic Anatomy & Physiology (If a student elects to meet the Biology requirement by taking the higher level BIO 168 and 169 courses, the ranking process will give **points** for the BIO 168 score as the grade for computing the 5 credit hour point total for BIO 163 (whether or not the student has completed BIO 169). BOTH BIO 168 and 169 courses must be completed with a “C” or better to receive **course credit** and both must be completed by the end of the Fall semester to continue to progress in the Practical Nursing program.).

PSY 110 or PSY 241– Life Span Development or Developmental Psychology

ENG 111 - Expository Writing

ACA 111 or ACA 118– College Student Success or College Study Skills

CIS 111 or CIS 110- Basic PC Literacy or Introduction to Computers

Points will not be assigned for BIO 163, PSY 110/241, ENG 111, ACA 111/118, and CIS 111/110 if the course(s) was/were completed five years or more prior to enrollment in first semester nursing classes. Points will not be assigned for courses the student has enrolled in more than twice.

POINTS FOR PREVIOUSLY EARNED DEGREE(S)

10 points will be assigned for a bachelor’s degree which was earned at a regionally accredited institution. (Limit of one degree)

5 points will be assigned for a master’s degree which was earned at a regionally accredited institution. (Limit of one degree)

POINTS FOR PREVIOUS HEALTH CARE EXPERIENCE

One point will be assigned for every full year of paid fulltime (32 hours or more per week) health care related work experience within the past 10 years, not to exceed a total of 10 points. Acceptable fields of work experience are CNA I, CNA II, Paramedic (EMT), Surgical Technology, Medical Assisting, and Phlebotomy. Awarding of points for other health related occupations will be at the discretion of the Practical Nursing Program Coordinator, whose decision is final. **Proper documentation must be provided when submitting the PN application or by the deadline date** and must include a dated statement on official letterhead from the Personnel/Resource Officer of the health care facility where the applicant worked. The letter must include the following information:

- Beginning and ending dates of work
- Basic description of job duties
- Average number of hours worked per week
- Applicant’s current employment status

Awarding of all points related to previous health care experience is at the discretion of the PN Program Coordinator, whose decision is final.

3) OVERALL GRADE POINT AVERAGE - 25%

The cumulative OVERALL GRADE POINT AVERAGE section of the ranking process assigns points from **the most recent college transcript**. **This transcript must contain a minimum of twelve (12) semester hours or eighteen (18) quarter hours, of non-developmental course work.** High school transcripts will be used for ranking purposes if college transcripts do not meet the necessary criteria.

PHASE III: SELECTION PROCESS

- A. Results from the HOBET Composite Percentage Score, Points System, and Overall Grade Point Average point assignment will be added together for the total points assigned to each applicant.
- B. Applicants will be ranked in a descending numerical order which is based on total points.
- C. Letters of contingent acceptance will be sent to the top applicants for the number of program slots available.
- D. Letters to other applicants who qualified, but did not place within the allotted number of slots, will be sent and these applicants will be assigned an “alternate” number based on their total ranking points.
It is from this alternate list that any vacancies that occur prior to the first day of classes may be filled at the discretion of the PN Program Coordinator, whose decision is final, starting with “Alternate 1.”
- E. The admission process ceases and the alternate list is void beginning with the first day of class in fall semester. Any qualified applicants or alternates who do not enter the program must begin the admission process again and resubmit all paperwork in order to be considered and re-compete for the next year’s admissions.
An applicant who has concerns about the admissions process to the Practical Nursing Program should address the problem with the Program Coordinator of the Practical Nursing Program (Owens Center, Office 104, Ext. 2308).

OTHER IMPORTANT INFORMATION RELATED TO THE PN PROGRAM

Upon conditional acceptance, but prior to enrollment in the PN program, applicants will be required to provide additional information including:

- A. **Documentation of current CPR Certification (must be either American Heart Association - Health Care Provider or American Red Cross – Professional Rescuer) provided to the Health Sciences Administrative Assistant’s office by the specified date. Students who do not meet this requirement may be dropped from consideration for the PN program, even if they have met all other criteria and have initially been accepted into the program.**
- B. **A completed COA health care examination form indicating physical and emotional health and record of immunizations must be received in the Health Sciences Administrative Assistant’s office by the specified date. Students who do not meet this requirement may be dropped from consideration for the PN program, even if they have met all other criteria and have initially been accepted into the program.**
- C. **Criminal Background Check**
A criminal background check and/or drug testing may be required by clinical sites prior to participation in the clinical component of this program. Progress toward graduation will be limited by any inability to complete the clinical portion of the program. Students with certain misdemeanor or felony convictions may have limited license and employment opportunities.

National Council Licensure Exam (NCLEX) Eligibility Form

The Board of Nursing “has determined that criminal behavior is highly relevant to an individual’s fitness to practice professional nursing. Therefore, all criminal convictions must be reported.” * (“A mandatory criminal background check is required for all applicants for initial licensure in North Carolina.”) * “If an applicant has ever been convicted of a misdemeanor and/or felony (other than minor traffic violations) or has any charges pending whatsoever,” * the applicant may be ineligible for the National Council Licensure Exam. NCLEX eligibility forms are distributed at the Nursing Programs Orientation Sessions held for contingently accepted applicants and are to be returned to the Program Coordinator the first day of class in Fall Semester (PN). The NCLEX Eligibility Form provides information about data related to previous and/or current convictions and/or charges an applicant must submit to the North Carolina Board of Nursing when applying for licensure. The NCLEX Eligibility Form has no bearing on an applicant’s admission status.

* Source - North Carolina Board of Nursing Application for Licensure Packet 2007

READMISSION PROCESS

Definition of Re-Admit: A student who has previously been enrolled in any practical nursing program.

- A. Applicants applying for readmission into the first semester of the Practical Nursing program should contact the Health Sciences Administrative Assistant’s office, Owens Center Office 103, Extension 2283, and the PN Program Coordinator (ext. 2308) for information concerning this special situation.
- B. Students who have successfully completed one semester of a Practical Nursing Program and are seeking admission to College of The Albemarle’s Practical Nursing program should contact the Practical Nursing Program Coordinator (ext. 2308).

PN CURRICULUM SCHEMA

Fall Semester		Spring Semester		Summer Semester	
ACA 111 College * Student Success	1	NUR 102 Practical Nursing II	12	NUR 103 Practical Nursing III	10
NUR 101 Practical Nursing I	11	PSY 110 Life Span ** Development	3		
BIO 163 Basic * Anatomy and Physiology	5	CIS 111 Basic PC ** Literacy	2		
ENG 111 Expository * Writing	3				
TOTAL Semester Hours	20		17		10

Total Credit Hours Required for Graduation = 47 Semester Hours

* If not previously taken must be taken fall semester

** If not previously taken must be taken spring semester

*** If not previously taken must be taken summer semester

**ESTIMATED EXPENSE
COLLEGE of the ALBEMARLE PN PROGRAM**

FALL SEMESTER	
TUITION/FEES <i>(in-state)</i> \$42 x 20	840.00
TUITION/FEES <i>(out-of-state)</i> \$233.30	4,666.00
BOOKS	400.00
UNIFORMS	150.00
SHOES	60.00
SCISSORS	10.00
WATCH	30.00
STETHOSCOPE	40.00
PENLIGHT	10.00
IMMUNIZATIONS (varies)	100.00
PHYSICAL	200.00
LIABILITY INSURANCE	22.50
TRAVEL	200.00
TOTAL <i>(in-state)</i>	\$2,062.50
TOTAL <i>(out-of-state)</i>	\$5,888.50
SPRING SEMESTER	
TUITION/FEES <i>(in-state)</i> \$42 x 17	714.00
TUITION/FEES <i>(out-of-state)</i> \$233.30	3,966.10
TRAVEL	200.00
TOTAL <i>(in-state)</i>	\$914.00
TOTAL <i>(out-of-state)</i>	\$4166.10
SUMMER SEMESTER	
TUITION/FEES <i>(in-state)</i> \$42 x 10	420.00
TUITION/FEES <i>(out-of-state)</i> \$233.30	2,333.00
GRADUATION FEE	50.00
PIN AND PINNING UNIFORM	100.00
TRAVEL	200.00
NCLEX PN APPLICATION	300.00
TOTAL <i>(in-state)</i>	\$1,070.00
TOTAL <i>(out-of-state)</i>	\$2,983.00
TOTAL PROGRAM <i>(in-state)</i>	\$4,046.50
TOTAL PROGRAM <i>(out-of-state)</i>	\$13,037.60

Revised 7/7/08

Tuition is established by the North Carolina State Legislature and is subject to change without prior notification.