



**HOPKINSVILLE**  
**COMMUNITY COLLEGE**

# PRACTICAL NURSING PROGRAM

## ADMISSION INFORMATION PACKET

**Admission Cycle: Fall Semester**

HCC General Contact Information:

720 North Drive **or** P.O. Box 2100

Hopkinsville, KY 42241-2100

Switchboard: 270-707-3700

Website: <https://hopkinsville.kctcs.edu>

Nursing Department Contact Information:

Department Phone: 270-707-3840

Department Fax: 270-707-3989

Program Director: Joyce Lambruno, MSN Ed, RN ([joyce.lambruno@kctcs.edu](mailto:joyce.lambruno@kctcs.edu))

Administrative Assistant: Kristi Martin ([kmartin0238@kctcs.edu](mailto:kmartin0238@kctcs.edu))

Website <https://hopkinsville.kctcs.edu/education-training/program-finder/nursing.aspx>



*KCTCS is an equal opportunity employer and education institution.*

*HCC's Practical Nursing Program Is Fully Approved by Kentucky Board of Nursing. [www.kbn.ky.gov](http://www.kbn.ky.gov)*

## HELPFUL CONTACTS

HOPKINSVILLE COMMUNITY COLLEGE REGISTRAR'S OFFICE – For transcript evaluation  
Phone (270) 707-3811

HOPKINSVILLE COMMUNITY COLLEGE ADMISSIONS AND RECORDS – For admission to HCC  
Phone (270) 707-3810

HOPKINSVILLE COMMUNITY COLLEGE FINANCIAL AID  
Phone (270) 707-3830

HOPKINSVILLE COMMUNITY COLLEGE ADVISING CENTER – For students new to HCC  
Phone (270) 707-3820

If you are already a student at HCC and would like to request an appointment with a nursing advisor, please call the Nursing department at (270) 707-3840.

### NURSE AIDE COURSE (NAA100)

Veronica Tolbert, Department Assistant  
Phone (270) 707-3858  
Email: [vtolbert0002@kctcs.edu](mailto:vtolbert0002@kctcs.edu)

Brenda Hickland, NAA100 Instructor  
Phone (270) 707-3851  
Email: [bhickland0001@kctcs.edu](mailto:bhickland0001@kctcs.edu)

## ADMISSION CYCLES

Fall admission cycle (nursing courses begin in August): Deadline to apply May 15<sup>th</sup>

## ADMISSION REQUIREMENTS

- Apply to HCC if you are not already a KCTCS student. All college admission requirements must be met.
- Submit official college transcripts to Admissions Office for Registrar to evaluate transfer credit. Current students should not have to resubmit any transcripts already posted to their account unless Admissions advises otherwise.
- Submit ACT or SAT scores to HCC Admissions Office to be added to the student account. Applicants to the nursing program may submit an unofficial score report with their application to ensure they are included in the application process.
  - ACT composite of 18 or higher
  - SAT combined score of 860 or higher in critical reading and math
  - Writing portion is not required for the Nursing Program
  - Waivers to the ACT/SAT requirement are listed in the box below
- Attend one Nursing Pre-Admission Conference (PAC) to obtain nursing application.
- Complete the National League for Nursing's Pre-Admission Exam (PAX-RN) exam.
  - Minimum score to be eligible is a composite of 99
  - Retake policy is once every six (6) weeks
  - Scores expire after three (3) years
  - Register at <https://ondemand.questionmark.com/400030/ext/nlntesting/> or [www.nlnonlinetesting.org](http://www.nlnonlinetesting.org)
- Submit nursing application to the Nursing Department staff by 4:30 p.m. on or before the application deadline for the appropriate admission cycle.
- Be in good academic standing with the College with at least a 2.0 GPA with a grade of C or higher in all math, science, and pre-requisite courses.

### **WAIVERS TO ACT/SAT TESTING REQUIREMENTS – PN PROGRAM**

Minimum ACT/SAT scores are a prerequisite. This requirement may be waived if the applicant meets one or more of the following:

- Has completed an Associate degree or higher from an accredited University/College;
- Has documented military experience as a medic;
- Obtains a composite score of 115 or higher on the NLN Pre-Admission Exam (PAX-RN).

## PREREQUISITE COURSES

- BIO137 Anatomy & Physiology I – 4 credits
- PSY110 General Psychology – 3 credits
- AHS115 Medical Terminology – 3 credit (alternate options: CLA131 or MIT103)
- ENG101 Writing I – 3 credits
- Must be at “College-Ready Math” level (either placement test score equivalent to MAT65 or higher OR completion of MAT65 or higher)
- NAA100 Nursing Assistant I – 3 credits
  - Upon completion of this course, you must pass the nurse aide state certification exam to obtain your nurse aide certification.
  - If you already have a valid nurse aide certification from Kentucky or any state, you do not have to take the NAA100 course. However, you would need to provide your certification number on your nursing application.

## IMPORTANT INFORMATION ABOUT PREREQUISITE COURSES

- If seeking Fall admission, applicants must complete BIO137, PSY110, AHS115, and ENG101 with a minimum grade of C as well as the “College-Ready Math” level by the end of the Summer term. This means students may enroll in the courses during Summer term. However, if these courses are not successfully completed by a student who is accepted to the program, the student **MUST** decline his/her seat and reapply for a later admission cycle.
- If seeking Spring admission, applicants must complete BIO137, PSY110, AHS115, and ENG101 with a minimum grade of C as well as the “College-Ready Math” level by the end of the Fall term. This means students must be enrolled in the courses during the Fall term even if they are not completed by the October 30 deadline. If an applicant is accepted to the program and does not successfully complete the prerequisite courses by the end of Fall term, he/she **MUST** decline the seat and reapply for a later admission cycle.

## IMPORTANT INFORMATION ABOUT NURSE AIDE CERTIFICATION REQUIREMENT

- If seeking Fall admission, applicants must be on a state nurse aide registry with an active certification in good standing by the end of Summer term.
  - Applicants should **not** expect to be able to take the NAA100 course during the Summer term and be able to take the state nurse aide exam to be on the state nurse aide registry by the end of Summer term. Generally, the Summer term does not allow enough time to complete this process.
- If seeking Spring admission, applicants must be on a state nurse aide registry with an active certification in good standing by December 31.
  - Applicants should **not** expect to complete a NAA100 course during the Fall term that ends in December and have time to take the state nurse aide exam to be on the state nurse aide registry by December 31.

## SELECTION PROCESS

The HCC Nursing Admissions Committee reviews all eligible applicants. An offer of admission may be granted to applicants who have:

- ALL admission materials submitted by the application deadline;
- All the application requirements met;
- The highest PAX-RN composite scores.

Students must be in good academic standing with the College with at least a 2.0 overall GPA with a grade of C or higher in all math, science, and pre-requisite courses.

## ADMISSION PROCEDURE

**Only students with completed files will be considered for admission to the HCC Nursing Program. It is the student's responsibility to ensure the file in the nursing department has all documents necessary for admission.**

- On the basis of the PAX-RN composite score, the Nursing Admissions Committee recommends to the Academic Dean the names of those who will be admitted to the nursing program.
- Applicants will be notified in writing if they have or have not been selected for enrollment in the nursing program. Letters for acceptance, waiting list, or denied admission will be mailed on June 15 for the fall admission cycle. **No selection information will be available by phone or email.** Please allow up to one week from these dates for mail delivery.
- A waiting list may also be selected. Applicants on the waiting list may be admitted to fill positions vacated by admitted students prior to the beginning of the semester. Due to privacy issues, location on waiting list cannot be given to applicants. The waiting list is **only** used for the current admission cycle. The waiting list does not carry over to the next admission cycle.
- In the event that a tie should occur in relation to PAX-RN scores, preference may be given to the student with the highest ACT and GPA generated from the program curriculum pre-requisite courses.

## ELIGIBILITY

Nursing at the technical level involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skilled performance of nursing functions. Admission to the program is open to all qualified students regardless of economic or social status and without discrimination, on the basis of race, color, sex, marital status, beliefs, age, national origin or disability.

All applicants for the nursing program should possess:

- sufficient visual acuity, i.e. to accurately prepare and administer medication and to participate in the observation necessary for client assessment and nursing care.
- sufficient auditory perception to receive verbal communication from client and members of the health care team as well as to assess health needs of people through the use of monitoring devices such as cardiac monitors, stethoscopes, IV infusion pumps, dopplers, fire alarms, etc.;
- sufficient gross and fine motor coordination to respond promptly and to implement the skills, including the manipulation of equipment, required in meeting health needs;
- sufficient communication skills (speech, reading, writing) to interact with individuals and to communicate their needs promptly and effectively as may be necessary in the individual's interest;
- sufficient intellectual and emotional functions to plan and implement care for individuals;
- the ability to lift and/or move up to 50 pounds and;
- the ability to be on feet for 8 – 12 hour clinical.

Enrollment in the Practical Nursing Program may be limited because of available laboratory facilities in the community, as well as limited faculty and financial resources at the community college.

## TIME COMMITMENT

The Practical Nursing Program is a vigorous and intensive program of study. Success in the program requires a major commitment to make studying a priority. Study outside of class is a requirement as well as practice time for nursing skills. Working more than 20 hours/week is discouraged due to the time requirements in the program. Students need to have good time management skills as well as assistance with childcare and finances.

## IMPORTANT TO REMEMBER

It is the student's responsibility to keep informed of current admission guidelines. The student must be responsible for the status of his/her own nursing file.

Upon admittance into the PN program, students must have completed or be registered for the first semester co-requisite course BIO139 Anatomy & Physiology II. Due to the nursing course schedule, evening, Saturday, or on-line co-requisite courses may be necessary.

Each NPN course is a pre-requisite for the following semester of NPN courses and must be taken in the sequence listed. NPN courses cannot be taken in an earlier semester.

Each co-requisite course must be taken in semester indicated or before.

The Kentucky Board of Nursing may deny licensure to a nursing graduate who has been convicted of a misdemeanor or felony that involves acts that bear directly on the qualifications of the graduate to practice. For more information, go to [www.kbn.ky.gov](http://www.kbn.ky.gov).

**Students are encouraged to schedule an appointment to meet with a Nursing advisor to ensure they have met or have a plan to meet the general education courses and testing requirements to be eligible for admission.**

RE-APPLICATION POLICY – for students who are not accepted in an admission cycle

If an applicant is not accepted into the program and wishes to reapply during a different admission cycle, he/she must attend a Pre-Admission Conference and submit a new nursing admission application by the desired admission cycle deadline to be considered.

All program enrollment requirements must be satisfied for the desired year of application. These materials must be submitted by the admission cycle deadline of the semester for which re-application is requested.

TRANSFER POLICY – for students who have been enrolled in another program’s nursing courses

Applicants who have been enrolled in another program’s nursing courses and would like to transfer to the Hopkinsville Community College Associate Degree Nursing Program should follow these steps.

- Meet all admission requirements as stated on Page 2;
- For transfers into 1<sup>st</sup> Semester, you must have an active status on a State Nurse Aide Registry. For transfers into 2<sup>nd</sup> Semester or later, your status on a State Nurse Aide Registry can be active or lapsed as long as you have completed equivalent 1<sup>st</sup> Semester courses with a grade of “C” or higher;
- Notify the Director of the Practical Nursing Program in writing, stating anticipated entry date and reason for transfer;
- Have a faculty member from the program previously attended submit a letter of recommendation to the receiving institution;
- Submit documents to Admissions Committee of previous courses passed as requested (i.e. course syllabi, course content, course skills, etc.); and
- Complete a transfer testing process to demonstrate competency of content by:
  - Passing with a score of 75% or greater, an exam equivalent to the comprehensive final exam for the previously passed nursing courses; and
  - Passing a skills competency review (check off) reflective of previously passed nursing courses.
  - Students must successfully pass both competency requirements to be considered for acceptance.



## ESTIMATED EXPENSES AND FINANCIAL ASSISTANCE

Financial assistance is available in the form of scholarships, grants, loans, and work-study. Information on financial assistance can be found on the college website <https://hopkinsville.kctcs.edu/affording-college/index.aspx> and at [www.kbn.ky.gov/education](http://www.kbn.ky.gov/education).

In addition to tuition costs, nursing students are responsible for supplemental expenses such as: transportation to various clinical facilities, purchase of professional liability insurance, textbooks, blood tests, uniforms, etc.

### Anticipated Additional Expenses not including tuition (\$3,583-4,143):

1. Professional Liability Insurance: \$11 per semester (\$33 total program)
2. Uniforms and lab coat: \$150
3. White shoes, hose/socks, watch with second hand, stethoscope, goggles, and bandage scissors: \$150
4. Books, Kits, Access Codes (total for all three semesters): \$1,450
5. Travel to school and clinical facilities: \$200
6. Nursing lab supply kit: \$100-200
7. HKANS & NSNA Membership Fees (optional): \$50
7. Background Check (provider selected by Nursing Department): \$35
8. Drug Screen (provider selected by Nursing Department): \$35-40
9. Blood tests/Immunizations: \$200
10. CPR Training (American Heart Association BLS Healthcare Provider): \$50-100
11. Kaplan course material – course charge added to tuition: approximately \$520
12. Nursing pin (optional): \$80-480
13. NCLEX Exam: \$200
14. Licensure Fee (Varies by state): \$100
15. Exit Exam: \$65
16. Other fees associated with licensure application – fingerprints, background check, Jurisprudence Exam, etc:\$100
17. Graduation Expenses (cap, gown, tassel, diploma cover, announcements): \$65-70

### **Tuition Rates for 2018-2019**

<https://hopkinsville.kctcs.edu/affording-college/tuition-costs/index.aspx>

In-State	\$169 per credit hour
Out-of-State Reciprocity Students	\$169 per credit hour
Out-of-State Contiguous Counties	\$338 per credit hour
Out-of-State	\$592 per credit hour
Mandatory Fee for all courses	\$8 per credit hour

*Note: All fees are approximate and subject to change without notice.*

## ITEMS FOR PLANNING PURPOSES FOR STUDENTS WHO ARE OFFERED A SEAT IN THE PROGRAM

Applicants who receive an acceptance offer will be given a “checklist” of items to complete. **Students will not submit any of this documentation prior to acceptance to the Nursing Program.** However, they can begin to plan for how they will obtain these requirements.

Some of the required items are listed below. A final list of requirements will be provided with the acceptance letter.

- Provide documentation of results of these lab tests:
  - Tuberculosis (TB) Skin Test (2-step) – within past one (1) year
  - Varicella (immunization or titer) – within past ten (10) years
  - Measles, Mumps (Rubeola), Rubella (MMR immunization or titer) – within past ten (10) years
  - Hepatitis B (immunization or titer) – within past ten (10) years
- Provide documentation of Tetanus shot – within past ten (10) years
- Provide proof of health insurance
- Provide proof of CPR certification for the healthcare provider through American Heart Association (cannot accept CPR through American Red Cross)
- Complete criminal background check – Information on background check company will be provided
- Complete nine-panel drug screening – Information on what lab to use will be provided

## CONTINUING YOUR EDUCATION WITH A LPN TO RN BRIDGE PROGRAM

Upon obtaining the Practical Nursing license, graduates are encouraged to consider options to continue their education toward becoming a Registered Nurse.

Hopkinsville Community College offers the opportunity for Licensed Practical Nurses who maintain a nursing license to apply for admission into the second semester of the Associate Degree Nursing Program if the criteria for admission is met and the Admissions Committee recommends acceptance.

The LPN To RN Bridge Program at HCC consists of 24 credit hours of general education courses plus 26 credit hours of RN nursing courses. Many of the general education courses are the same as what is required for the PN program so some LPN To RN Bridge students may only have a few general education courses to complete with the RN courses.

## CURRICULUM REQUIREMENTS

**\*\*Effective for Fall 2018, the PN Program is now considered to be an 11-month program with the last semester completing in the Summer term. The PN courses will run from August through June.**

**Student must be at “College-Ready Math” level (either placement test score equivalent to MAT65 or higher OR completion of MAT65 or higher)**

Catalog Number	Course Title	Credits
Pre-requisite courses		
^+ BIO 137	Anatomy & Physiology I	4
^+ PSY 110	General Psychology	3
^+ AHS 115	Medical Terminology	3
Active status on a state nurse aide registry OR Complete +NAA100 (Nursing Assistant I) and pass the state nurse aide exam		0-3
^+ ENG 101	Writing I	3
CPR 100	CPR for Healthcare Professionals	0-1
<b>Total Pre-requisite Courses</b>		<b>13-17</b>
First Semester (FALL)		
+ NPN 106	Fundamentals of Nursing Care (full semester)	6
+ NPN 108	Pharmacology (1 <sup>st</sup> 8 weeks)	3
+ NPN 125	Mental Health (2 <sup>nd</sup> 8 weeks)	3
^+ BIO 139	Anatomy & Physiology II	4
<b>Total First Semester Courses</b>		<b>16</b>
Second Semester (SPRING)		
+ NPN 140	Nursing Care I (1 <sup>st</sup> 8 weeks)	3
+ NPN 201	Childbearing Family (2 <sup>nd</sup> 8 weeks)	3
+ NPN 208	Nursing Care II (full semester)	10
<b>Total Second Semester Courses</b>		<b>16</b>
Third Semester (SUMMER)		
+ NPN 210	Practicum	4
+ NPN 215	Nursing Trends and Issues	1
Documentation of digital literacy must be demonstrated by either IC3 digital literacy competency exam or ^ CIT 105 Introduction to Computers course		0-3
<b>Total Third Semester Courses</b>		<b>5-8</b>
<b>Total Practical Nursing Program Credits</b>		<b>50-57</b>

^ General Education Courses: The general education coursework may be taken prior to nursing courses or as they are listed in the nursing curriculum. Students cannot progress to the next semester without completion of the NPN and general education course/courses for that semester.

+ Must earn a minimum of a “C” in all pre-requisite, science, math, and nursing courses to progress in the program. Each NPN course is a pre-requisite for the following semester of NPN courses and must be taken in the sequence listed.

Grading Scale for Nursing (NPN) courses:

- A: 92 – 100
- B: 84 – 91
- C: 75 – 83
- D: 65 – 74
- E: 0 – 64