

THE SCHOOL DISTRICT OF LEE COUNTY TECHNICAL COLLEGES PRACTICAL NURSING PROGRAM



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PROGRAM INFORMATION

The Practical Nursing (PN) Program is designed to prepare students to pass the licensing examination and gain **employment** as a Licensed Practical Nurse (LPN). The program includes classroom, simulation and clinical experience in local health care facilities throughout Lee County.

The content includes, but is not limited to, theoretical instruction and clinical experience in medical, surgical, obstetric, pediatric, and geriatric nursing; theoretical instruction and clinical experience in acute, care, long term care and community settings; theoretical instruction and clinical application of vocational role and function; personal, family and community health concepts; nutrition; human growth and development over the life span; body structure and function; interpersonal relationship skills, mental health concepts; pharmacology and administration of medications; legal aspects of practice; and current issues in nursing.

ARTICULATION

This program has an **articulation agreement** with Florida Southwestern College (FSW) and other Florida public colleges. They agree to accept credit toward the Associate Degree in nursing once licensure has been obtained as an LPN and upon acceptance into the Associate Degree program.

ACCREDITATION

CCTC and FMTC are part of the Lee County School District (SDLC). They are accredited by the Commission of the Council on Occupational Education (COE) and Cognia. Governing agencies for this program include the Florida Department of Education (DOE), and the Florida Board of Nursing (FLBON) under the Florida Department of Health (FDOH).

**PRACTICAL NURSING
PROGRAM OF STUDY # H170607**

SEMESTER 1

OCP	Course Number	Course Title	Class Hours	Clinical Hours	Total Hours
A	PRN0098	Practical Nursing Foundations 1	222	78	300
B	PRN 0099	Practical Nursing Foundations 2	126	174	300
B	PRN 0290	Medical Surgical Nursing 1	38	37	75

SEMESTER 2

OCP	Course Number	Course Title	Class Hours	Clinical Hours	Total Hours
B	PRN 0290	Medical Surgical Nursing 1 (continued)	103	122	225
B	PRN 0291	Medical Surgical Nursing 2	108	192	300
B	PRN 0690	Comprehensive Nursing and Transitional Skills	78	72	150



Starting Dates (Full-time)	Starting Dates for Full-Time
April	January
October	July
Starting Dates for Part-Time	Starting Dates for Part-Time
Monday & Wednesday	Tuesday & Thursday

Practical Nursing Program Application Process

The PN program is a 1350-hour program. There are two start times per year for the full-time programs. Classroom instruction is 8:00 am to 2:30 pm. For the part-time program classroom instruction is 7:30 am – 4:00pm. Full-time Clinical hours vary as to the starting time, day of the week and location. Clinical start time is 6:30 or 6:45 am. Clinicals may include evening and/or weekend assignments and may be 6-12 hours long. Clinical times for the part-time are Monday and Wednesdays and hours will vary. **Applicants to this program must be at least 18 years old and have a high school diploma or GED.**

Step 1: Attend **Informational Meeting** and then meet with the school **Admission Specialist**.

- This informational meeting will assist in determining the student plan of admission and provision of information related to next steps in the process of applying to the Practical Nursing Program.

Step 2: Register for the **Test of Essential Academic Skills (TEAS)**. Complete admission essay after taking the TEAS exam in the learning lab, the applicant will be given **30 minutes** to complete the essay.

Please access the following link for ATI TEAS study guide materials:

<https://www.atitesting.com/teas-prep>

Step 3: After completing the TEAS, make an appointment with the Admission Specialist for program registration. The registration fee will be collected at this time. Students will submit all required documents which include:

- Official High School or GED transcript (Lee County high school graduates may complete a transcript request form (available from Guidance or the Health Science Education Department).
- Official transcripts of any post-secondary education related to the nursing field. *Note: Foreign transcripts, whether high school or post-secondary, must be evaluated and certified by an agency recognized by the Lee County School District. Agencies recognized by LCS D can be found on the following website: <http://www.fldoe.org/teaching/certification/foreign-trained-grads/approved-credential-evaluation-agencie.shtml>. Only agencies listed on the above website are acceptable.*
- Documentation of employment or volunteer history in health care field.
- Proof of Florida residency for tuition purposes; (Two documents are required; both must be dated at least one year prior to the student's first day of class. The easiest types of Florida documentation to provide are: driver's license, vehicle registration, and/or voter's registration. See the school websites for a complete list of acceptable documents.)
- Turn in all documents that will complete your application **no later than 3pm on the day of the deadline:** **Please note that LATE or INCOMPLETE applications will not be considered. A complete application contains:**

Checklist

- Admission Specialist to provide the following items: Nursing Schedule, Application Packet, Cost Disclosure, Admission Checklist, FAFSA Brochure, TEAS Information.
- CASAS Schedule
- Official High School or GED Transcript
- Official College Transcript, if applicable
- Employment History, if applicable (letter from current or former health care employer)
- TEAS
- Admission Essay
- All application materials submitted on time

SELECTION OF APPLICANTS

Admission to the PN program is competitive. An Admission Committee composed of school faculty will review all applications and determine admittance. At CCTC an interview may be done as part of the selection. After the application deadline, each application will be evaluated utilizing the selection criteria. The Admissions Committee will determine which applicants will be accepted based on the applicant's score on the Selection Criteria Matrix (below). A letter will be emailed or mailed out approximately 2 weeks after the application deadline, to notify you of your admission status. If an applicant is not selected for the upcoming class, he/she will be notified and will be asked to respond by notifying the school of intentions to resubmit the PN application or to seek enrollment in another course. Please note, it is possible to increase points on the matrix by submitting newly acquired qualifying criteria, such as attending an Articulated Nurse Assistant class, volunteering, or employment etc.

Practical Nursing Selection Criteria Matrix

Total Points Earned:

_____ Date _____ Last Name _____ First Name

School applying to: _____ CCTC _____ FMTC

ATI TEAS Assessment	Score Earned	Points
Reading	72-100	24
	68-71	20
	63-67	15
	55-62	10
	54 or lower	0
ATI TEAS Assessment	Score Earned	Points
Math	69-100	20
	62-68	10
	55-61	5
	54 or lower	0
ATI TEAS Assessment	Score Earned	Points
English and Language	66-100	20
	60-65	10
	55-59	5
	54 or lower	0

TEAS Points Earned (64 Possible): _____

(Students will be considered for admission based on entirety of the matrix and not via TEAS alone. Please speak with guidance/school representatives regarding your admission potential.)

* The TEAS Science category is not used in matrix point allocation.

Work Experience	Total Points Earned	Points
*Maximum 15 points, points given in one area only *Document required for proof of work with letterhead, dates and job title, submit with application	Current Healthcare Worker or Certificate Health Science 1,2,3 from Medical Academy	15
	Healthcare Worker History (last 8 years)	10
	Current Healthcare Volunteer	5

Work Points Earned: _____

Education Background	Total Points Earned	Points
Healthcare Related Courses Official Transcript Required: Grades of B or above. Maximum 16 points	College Courses/Program 4 points per Health-related eligible course, maximum of 16 points	16 or less

Education Points Earned: _____

Admission Essay	Score Earned	Points
Maximum 5 points	Content, spelling, grammar and organization	5 or less

Essay Points Earned: _____

12/03/2020

Total Possible Points = 100

The admission essay will be completed after taking the TEAS test in the learning lab. The essay may not be taken home and must be completed independently, closed note, without resources. The essay will be returned by the learning lab staff to the Health Science Department Chair for the campus that you are applying to. After all admission requirements have been satisfied, the point system will be utilized for selection into the program. In the event of a tie an interview may be done. A letter will be mailed approximately two weeks after the

06-06-2022

deadline date to notify you of your acceptance or denial of admission. If an applicant is chosen and does not respond to the letter of acceptance, the admission acceptance is automatically forfeited. If an applicant is not chosen for this class and does not respond to this letter, consideration for future classes is forfeited. All admitting paperwork turned in will become the property of the school and will not be returned.

IF YOU ARE ACCEPTED:

Once selected you must attend a **mandatory** two to four-hour orientation. Failure to attend will result in forfeiture of the place in the class. Results of all physical admission requirements must be turned in to the school at least **fourteen (14) days prior to the first day of class.**

PROGRAM EXPENSES

The tuition amount is set by the Florida Legislature, approved by the School Board, and subject to change without prior notice. The Fee Disclosure, listing program expenses, will be given to each student, once student is accepted into the program.

FINANCIAL AID

All potential students are encouraged to apply for financial aid. Students with a Bachelor's Degree are not eligible for PELL.

CRIMINAL BACKGROUND and DRUG SCREENING REQUIREMENTS

Introduction

The allied health professions are committed to providing excellence in patient care and services in a safe, productive and quality conscious environment. As such, clinical and community agencies require students to meet standards similar to employees, for criminal offenses and use of illegal substances.

Therefore, health science education students are **required** to consent to and pay for background screening and drug testing. The charge to the student is approximately \$85.00 at the time of online registration with CastleBranch. This is a non-refundable fee. Admission status is "**conditional**" based on results of background and drug screen. If an applicant has a criminal history, the applicant must provide the arrest record(s) and disposition record(s) for each offense to the Program Director, prior to final acceptance into the program. Once completed and cleared, enrollment status will be made final. This must be completed with results returned to the school **fourteen (14)** days prior to the first day of class. Failure to do so may result in forfeiture of a position in the class.

Criminal Offenses

Most Florida professional boards under the Florida Department of Health and national registries perform computerized background checks on all applicants to determine eligibility for licensure. This background check may include the record for all arrests, not merely convictions. Therefore, students will be held to the same standard(s) as set for employment in nursing homes. **Florida Statutes 435.03, Employment Screening is the law used for screening applicants.** Judgments of guilty or pleas of *nolo contendere* to the **Level 2 Screening Standards crimes may disqualify students from entering health programs.**

Florida Statue Section 456.0635, was enacted through the legislative process in 2009. This statute requires the Board to deny applications that meet the criteria of this statute. You may visit the Florida Board of Nursing website to locate specific Florida Statutes as indicated above. That address is <https://floridasnursing.gov>

All background screenings will be accessed via a secure internet site by authorized personnel. No unauthorized faculty or staff will have access to the records without the written permission of the student. These records will become the property of the school when submitted and will not be available for copying or for use to meet the requirements of outside employers. Should a clinical affiliate require copies of the screening results, copies will be provided to the clinical

affiliate only with the written permission of the applicant/student. Failure to submit these copies when requested by the clinical affiliate will prevent the student from participating in clinical assignments at that facility and may prevent the student from completing program requirements.

Any applicant whose background screening shows evidence of substance abuse history may be required to be evaluated by the Intervention Project for Nurses (IPN) as a condition for entry into the PN Program. These students must provide documentation of compliance with IPN recommendations. Failure to do so will result in dismissal from the PN Program.

The student is responsible for notifying the Program Director of any arrests, regardless of adjudication, that occur after beginning the program. If the arrest is for a disqualifying offense, the student will be immediately withdrawn from the program. Failure to promptly notify the Program Director shall be grounds for dismissal from the program.

If a criminal offense deems a student ineligible for admission to, or continuation in a health science education program, an appeal can be filed. The appeals process follows the school's grievance process. The appeals committee will follow the industry standard for employment in the profession as the guide for considering the grievance (details available upon request).

Drug Screening

Area health care agencies, CCTC and FMTC are drug free environments. The centers require drug screening for applicants who will be placed in the area health agencies for clinical rotations. Applicants are required to obtain a ten-panel substance abuse drug screen through CastleBranch. This screening is to be completed with results available to the school **fourteen (14) days before the first day of class**. Students with a positive test result will be given a reasonable opportunity to explain the confirmed test result. If the explanation is unacceptable and cannot be satisfactorily documented by the students' physician, the applicant will not be enrolled in the program.

All students enrolled in a health science education program are required to be drug and/or alcohol free when reporting to the school and while at affiliating agencies (including parking lots and grounds.)

If a positive drug screen deems an applicant ineligible for admission into a Health Science Education program, an appeal can be filed. The appeal process follows the grievance process of the School District of Lee County. The appeals committee will follow the industry standard for employment in the profession, as the guide for considering the grievance (details available upon request). **If a positive drug screen deems an applicant ineligible for admission into a Health Science Education program, the individual may reapply in 6 months.**

INSURANCE

PN students are covered with an accident insurance policy made available through the school. The policy coverage is for the 12-month period of school. It is highly recommended that students also carry personal medical insurance.

COMPUTERS

All students will need a home computer, online accessibility and printer to provide access to web assisted learning/activities/homework, which is required of all students, throughout the program. During school hours CCTC will provide a laptop for student use.

The School District of Lee County does not discriminate on the basis of race, color, national origin, gender, age, disability, marital status, pregnancy, or genetic information in its educational programs, services or activities, or in its hiring or employment practices. The District also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to: Valerie Clark, Equity Coordinator, Fort Myers Technical College, 3800 Michigan Ave., Fort Myers, FL 33916, (Voice/TDD): (239) 334-4544, ValerieAC1@leeschools.net. Or Lisa de Freitas, Equity Coordinator, Cape Coral Technical College, 360 Santa Barbara Blvd. North, Cape Coral, Fl. 33993 239-574-4440, Lisahd@leeschools.net
Lack of English language skills will not be a barrier to admission and participation. The District may assess each student's ability to benefit from specific programs through placement tests and counseling, and, if necessary, will provide services or referrals to better prepare students for successful participation.