

Practical Nursing (PN) 2021-2022

Application Process

Applications accepted beginning October 5, 2020

Initial TABE TEST must be taken by April 30, 2021

Application Deadline is 4:00 p.m. May 7, 2021

TEAS Exam will be given the week of May 10th – 14th, 2021

Interviews will be held May 18, 19, 20, & 21, 2021

(Only top applicants will be interviewed)

Orientation will be held in June 2021

Topics in this Packet

- General Information
- Attendance Policy
- Program Costs
- Criminal History Information
- Admission Requirements
- Application Process and Checklist
- Selection Process
- Post-Selection Process

GENERAL INFORMATION

The Practical Nursing program is a 1350-hour program, 11-month program that begins in August and completes in July. Classroom instruction will be at RIVEROAK Technical College, located at 415 SW Pinewood Drive, Live Oak, Florida. Clinical Instruction will be at the following institutions: Good Samaritan Center-Dowling Park; Suwannee Valley Nursing Center-Jasper; Suwannee County Health Department, and Suwannee Health Care Center-Live Oak. Other clinical facilities not mentioned may be utilized. Clinical instruction will include Nursing Fundamentals,

Medical Surgical Nursing, Pediatric Nursing, Maternity Nursing and Nursing throughout the Life Span

STUDENTS WILL BE EXPECTED TO PROVIDE THEIR OWN TRANSPORTATION TO AND FROM

ATTENDANCE POLICY

CLINICAL SITES.

RIVEROAK Technical College, in accordance with the State Board of Nursing, requires Practical Nursing Students to complete 1350 hours of instruction and training. Over 40 hours of absence for any reason, will result in the student being removed from the program. The Practical Nursing Handbook supersedes any information given in this packet.

Due to the strict attendance policy, students are urged to have back-up baby sitter and alternate means of transportation.

PROGRAM COSTS

The total cost of the program is approximately \$7,711.78 (NOTE: Cost of the program is subject to change from year to year). A deposit of approximately \$650, which includes the purchase of uniforms, textbooks, and supplies will be due at the time of orientation in June. Tuition is due each term as mandated by the State Legislature. Student must meet with the financial aid specialist to set up a payment plan for the remaining balance. This is due from students who do not qualify for the PELL grant.

Upon Completion of the program, students are required to take the state licensure exam. The NCLEX-PN cost is \$404.00 and is included in summer fees.

STEP 1-ADMISSION REQUIREMENTS

- Applicants must have taken the TABE Full Battery test by April 30, 2021.
- TABE scores of 11.0 grade level in Reading, Math and Language on the Level A, version 11 or 12 are required. **TABE test may be taken at other locations.**
- TEAS Exam (must score at least 55%)
- Applicants who need to retest on the **TABE will ONLY ONE HAVE ONE OPPORTUNITY TO RETEST DURING THE APPLICATION YEAR.**
- At least 18 years of age.
- Standard high school diploma or high school diploma through the GED program. Diplomas will not be accepted from non-accredited sources.

STEP 2-APPLICATION PROCESS AND CHECKLIST

Applications will be accepted in the RIVEROAK Technical College's Student Services office.

The Deadline for applications is 4:00 p.m. on May 7, 2021.

Mailed applications received after this date and time will not be accepted.

Applications must include the following items:

___ Completed RIVEROAK Technical College application form.

___ Submitted \$50.00 non-refundable application fee.

___ TABE testing (\$30.00) and required score met.

___ TEAS Exam \$65.00.

___ High School transcripts or copy of diploma.

___ Two (2) proofs of Florida residency form (see the RTC application).

___ Copy of Birth Certificate.

___ Copy of Social Security Card.

___ Copy(s) of certificate/transcript if needed for bonus points (**copy of license in not considered documentation**).

___ Employment verification on letterhead.

IT IS THE APPLICANT'S RESPONSIBILITY TO PROVIDE ALL DOCUMENTATION.

STEP 3- THE SELECTION PROCESS

The Allied Health Committee will use the following criteria to determine eligibility of applicants for acceptance into the program. Documentation must be received by application deadline. Points are awarded in the following areas:

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|---|--------------------------|
| ❖ 1. WORK EXPERIENCE | Maximum points: 2 |
| ➤ Work as PCT,CNA, or EMT (6 months or more)
Must provide a letter verifying employment. | |
| ❖ 2. TABE SCORES (11/12 TABE) | Maximum points: 3 |
| ➤ 12.0 or above (Reading, Language, Math). | |
| ❖ 3. INTERVIEW | Maximum points: 5 |
| ➤ To be scheduled in May. | |
| ➤ Points awarded derived from panelist average. | |
| ❖ 4. BONUS POINTS | Maximum points: 9 |
| ➤ PCT/CNA, or EMT program graduate.
Must provide a copy of the certification. | 1 Point |
| ➤ AA Degree or BS Degree | 2 Points |
| ➤ U.S. Veteran | 2 Points |
| ➤ TEAS score 55% or above | 4 points |

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STEP 3 Continued...

Applicants will be ranked according to points earned and will be notified in writing in May regarding acceptance. Do not assume you are accepted until you receive an acceptance letter. In case of a tie, the earliest application date will have priority.

- ❖ **All decisions by the selection committee are final. Points assigned are non-negotiable. NOTE: Most applicants not selected are due to low point values on the TABE, TEAS, or interview.**
- ❖ **To accept a position in the Practical Nursing program, you must attend the mandatory orientation in June and pay the required fees.**

STEP 4 POST-SELECTION PROCESS

❖ June- Orientation

- Mandatory for all selected students and alternates.
- Deposit of \$650 due at orientation, excluding alternates. (If not PELL eligible)
- The following must be submitted to the Nursing department by the first day of class:
 - **Immunization Record and Titters**
 - Varicella Titer
 - Hep B series (started and completed)
 - MMR and Tdap
 - PPD (TB skin test) within 6 weeks of program start date
 - **Physical Examination**
 - Must have been completed within one year of entry into the program
 - **Technical Standards Form**
 - Signed by physician upon acceptance to program
- **Level 2 background check** (\$65). Must be paid by cash, money order, or credit card. Pay RIVEROAK bookkeeper at orientation. ***Please be aware that some convictions may prevent you from entering the program. See list below.***
- **Drug Testing** (\$45). Must pass a mandatory drug test if the student does not pass the drug screening, immediate dismissal from the program will occur. Must be paid by cash, money order, or credit card. Pay RIVEROAK bookkeeper at orientation.
- **Health Insurance**
 - Proof of personal or school health insurance
 - Must be submitted on the 1st day of class

Criminal History that would deny admission or cause immediate dismissal from the program.

According to 464.018 (1) Florida Statute, the following acts constitute grounds for denial of a license or disciplinary action. Accordingly, being found guilty, regardless of adjudication, of any of the following offenses will result in denial of admission into nursing related programs or immediate dismissal from these programs:

Having been found guilty of, regardless of adjudication, or entered a pleas of nolo contendere to or guilty to, any offense prohibited under 435.03 Florida Statute or under any similar statute of another jurisdiction; or having committed an act constitutes domestic violence as defined in 741.28 Florida Statutes.

<u>Chapter</u>	<u>Offenses</u>
39	Relating to child abuse, abandonment, and neglect
415	Relating to protection from abuse, neglect, and exploitation
776	A forcible felony
782	Relating to murder and homicide
784	Relating to assault, battery, and culpable negligence

787	Relating to kidnapping and false imprisonment
794	Relating to sexual battery
796	Relating to prostitution
798	Relating to lewd and lascivious behavior
800	Relating to lewdness and indecent exposure
806	Relating to arson
812	Relating to theft, robbery, and related crimes
825	Relating to aggravated abuse
826	Relating to incest
827	Relating to child abuse
847	Relating to obscene literature

NOTE: DUI convictions may also exclude a candidate from admission into nursing related programs.

IMPORTANT NOTICE: Pursuant to Section 446.0635, Florida Statutes, health care boards or the department shall refuse to issue a license, certificate or registration and shall refuse to admit a candidate for examination if the applicant has been convicted, plead guilty or nolo contendere to a felony violation of:

Chapter	Offenses
409	Medicaid fraud relating to protection from abuse, neglect, and exploitation
817	Relating to fraudulent practices
893	Engaging or attempting to engage in the possession, sale, or distribution of controlled substances