ROGUE COMMUNITY COLLEGE

2015 Application and Information for Students Seeking Entrance to the 2016 Class of the

PRACTICAL NURSING (PN) CERTIFICATE PROGRAM

STEP ONE: Select this link Practical Nursing Certificate Online Application to complete the online portion of the application. Online Application must be submitted no later than 5:00PM on SEPTEMBER 8, 2015.

STEP TWO: Please deliver or mail all hardcopy application materials in a sealed envelope (include a complete return address including applicant’s name on the outside of the envelope) by 5:00PM on SEPTEMBER 8, 2015 to:

Rogue Community College
Enrollment Services, Attention: Nikki Koenig, RVC-G Practical Nursing Application
117 S. Central Ave. (if hand delivered); 114 S. Bartlett St. (if mailed)
Medford, Oregon 97501

Hardcopy Required Application Materials include:
• The $60 non-refundable fee (check or money order made out to RCC).
• Your completed and signed Application Agreement Form.
• Your completed Prerequisite/Course Completion Chart.
• Completion certificate from an OSBN approved Nursing Assistant course (if course not completed at RCC) or proof (copy showing certification number, date of issue, renewal, and expiration) of current unencumbered OSBN CNA-1 status from OSBN website: http://osbn.oregon.gov/OSBNVerification/Default.aspx.
• CNA Work Experience Verification Form (if requesting associated selection points).

Application may be submitted between 6/1/15 and 9/8/15; Reservation for required test must be made by September 8, 2015; Official Notifications Will Be Sent by Email. Please read this entire packet before calling with questions, and please visit our website at http://go.roguecc.edu/department/nursing/practical-nursing for additional program information.
APPLICATION PROCEDURE
Rogue Community College
Practical Nursing Certificate Program

1. Complete the following with a "C" (Passing) or better BEFORE SEPTEMBER 8, 2015.

   BI121  Elementary Anatomy & Physiology I with lab within last 7 years (or BI231 and 232 within 7 years with labs also acceptable)

   MTH65  Fundamentals of Algebra II or higher level math

   NA101  Basic Nursing Assistant (class, skills lab and clinical) [proof of OSBN CNA-1 certification valid through November 1 required by November 1, 2015 (course waived if proof of completion of an OSBN approved CNA course completed since June of 2015 or current OSBN CNA-1 certification active through at least November 1, 2015 attached to application)]

   WR115  Introduction to Expository Writing or RCC placement test score that places student in WR 121 (or completion of WR121 before application deadline)

2. Submit OFFICIAL transcripts to Enrollment Services office. Transcripts for ALL courses the student has completed outside of RCC that apply to RCC Practical Nursing Program graduation requirements must be submitted by the time of the application deadline. After acceptance, students may not submit additional courses if they were completed prior to the application deadline. Transcripts must be received in the Enrollment Services Office or postmarked by September 8, 2015, 5:00PM.

Rogue Community College
Enrollment Services Office, Riverside Campus
117 S. Central Ave. (if hand delivered); 114 S. Bartlett St. (if mailed)
Medford, Oregon 97501

3. Students with transcripts from an institution other than RCC must submit their official transcripts to the Enrollment Services Office and submit the online Transfer Credit Evaluation request available at www.roguecc.edu/TransferCreditRequest (if not previously completed for the Practical Nursing graduation guide) before the September application deadline. Students who have never been admitted to RCC need to also apply to RCC and obtain a student ID number. The RCC general admission application form can be found at: http://www.roguecc.edu/Students/start.asp, then select your profile. Students who do not submit all official transcripts from previous colleges or universities will not be eligible for anatomy and physiology “non-repeat” points.

4. Submit non-refundable $60 Fee (includes application and test fees) and Practical Nursing Certificate Program Application Forms

   - To be eligible to apply, students must be in good standing at RCC (not on academic probation or suspension). Applicants must have a minimum 2.0 cumulative GPA (for all courses completed at RCC, or at the college where anatomy and physiology was completed if the applicant is new to RCC). Applications cannot be processed for any student who has a financial hold at RCC.
unless that hold is cleared by the application deadline and remains clear throughout the application/selection process.

- Submit the application pages of this packet with copy of electronic verification of Oregon CNA-1 certification (from website below; or proof of course completion if OSBN CNA exam has not yet been taken and passed) securely attached.

- By November 1, 2015, all applicants must provide the program with proof (copy showing certification number, date of issue, renewal, and expiration) of current unencumbered Oregon CNA-1 certification valid through at least November 1, 2015—if not already attached to the application--to retain acceptance or alternate status.

- Students seeking selection points for CNA work experience must also attach the “CNA Work Experience” form completed by their employer/supervisor. The form must be in a sealed envelope (preferably a company letterhead envelope) with the employer’s or supervisor’s signature across the seal. To obtain the work experience points, the name on the OSBN CNA certification and OSBN CNA verification site must match the student’s name on their RCC record and PN application, or proof that they match must be submitted no later than the application deadline. Also, to obtain the work experience points, the experience must be as an OSBN certified CNA, in a position in which the CNA certification is required and within the previous 1 year. The applicant’s OSBN CNA certification must also be current through November 1, 2015 for the student to receive the work experience points. Work experience points will not be awarded unless a copy of a current online verification of unencumbered CNA status obtained from OSBN website at http://osbn.oregon.gov/OSBNVerification/Default.aspx is attached to the application and the “CNA Work Experience Form” is completely filled out. It is the applicant’s responsibility to stress to their supervisor/employer the importance of responding to all questions on the form.

- Applications (including check made out to RCC for $60) MUST be postmarked or received in the RCC Riverside Campus Enrollment Services Student Records Office (G Building) no later than 5:00PM on SEPTEMBER 8, 2015. Applications must be in a sealed envelope and should be delivered in person or via the U.S. mail to the address below. It is the student’s responsibility to ensure the application is complete and includes the required $60 check. Incomplete applications will not be considered during the selection process.

  Practical Nursing Program Application: Attention Nikki Koenig
  Rogue Community College Enrollment Services, Riverside Campus
  117 S. Central Ave. (if hand delivered); 114 S. Bartlett St. (if mailed)
  Medford, Oregon  97501

5. Take TEAS V (Test of Essential Academic Skills from ATI) and Complete Essay/Short Answer Questions.

  [ ] Go to http://www.atitesting.com/ to create your own ATI student account. Click on the "Create an account" button, located below the password field in the Secure Sign On area and follow the directions (fill in all the blue fields). You will need the information to access your results after you’ve completed the test. Bring your RCC student ID number and ATI account information (user name, email address you provide ATI for the account and ATI issued ID number) to the test.

  [ ] As soon as possible (no later than 5pm September 8, 2015) arrange with the program secretary for a test session (see below for dates). Only email reservations for the test will be accepted: email your preferred date to the program secretary: chenney@roguecc.edu. Since only 23 spaces are available each day of the test and
seats are reserved in the order that applicants contact the secretary, it is possible individuals will not be able to reserve a seat on their preferred date. Note: Calculators may not be used on the math portion of the exam. A picture ID must be shown to the test proctor before taking the exam. Identification does not have to be a driver's license, but must include a current photograph, the applicant’s signature, and a permanent address.

Test and essay date/times/location: Thursday, September 24 or Friday, September 25, 2015, 8:00 a.m. - 12:00 p.m., HEC 120, Riverside Campus, Medford. (. After the TEAS V is completed—approximately 2 hours for instructions and exam—students will take a break and then be escorted to a computer lab, HEC124, for completion of the essay/short answer portion of the application which will take 1 hour following instructions.) Plan to come early—no one will be admitted to the testing room after 8:05 a.m.

As indicated, there are a limited number of spaces available for each session. The cost of the test is included in the $60 check that must be attached to your application. **Students who have a financial hold on their RCC account will not be allowed to take the test.** All applicants must take the TEAS V and respond to essay questions even if they did so the previous year. **NOTE TEST ID, SECURITY, AND STUDY INFORMATION BELOW:**

**Identification (ID):**

A picture ID that includes a signature and permanent address (driver’s license, passport, etc.) must be shown to the test examiner before taking the exam and must match the name given for the test reservation. Only applicants on the sign-up list held by the proctor will be allowed into the testing room. The student must have time to create individual accounts with ATI for the test, so no one will be allowed to sign up for the test after September 8.

**Security During Pre-Entrance Test & Essay Administration:**

- Materials required for taking the examination will be provided. Examinees may have car keys and picture ID in the room. No other items are allowed in the testing room.
- Breaks will be given at specific times. Applicants participating in the test should not expect to leave the testing room at other times until they have completed and turned in their materials.
- If an examinee leaves the room without permission, the examinee’s test materials will be collected and the examinee will not be permitted to return.
- Examinees will not communicate with each other in any way during the examination or return to a previous section of the test or go ahead to the next test section without direction from the test proctor. If the proctor suspects that an examinee is copying the answers of another or obtaining information from another in any way or in a test section of the booklet other than the appropriate section, the proctor will observe the examinee(s) for a period long enough to confirm such suspicion. Such activity will be reported to appropriate RCC faculty/administration and may result in the individual’s application/test being invalidated.
- Any examinee found to be using or making notes other than on the scrap paper provided will be dismissed from the examination and not permitted to return. The examiner will take the notes and return them to the appropriate RCC faculty/administrator.
- The above security rules also apply to the period of time allotted for completion of the essay/short answer questions on the computer.
- It is unethical and considered cheating to share any essay questions given to you with any other
student at any time. Because integrity is essential to practical nursing, it is expected that you never discuss any essay questions with anyone regardless of your application or admission status to the Rogue Community College Practical Nursing Program. Any such occurrence that comes to the attention of the program faculty will result in the student’s test/essay results being invalidated.

**Recommended study guides for the Test of Essential Academic Skills (TEAS V)**

The TEAS Pre-Test Study Manual is available online from ATI at [http://www.atitesting.com/ati_store/product.aspx?zpid=1175](http://www.atitesting.com/ati_store/product.aspx?zpid=1175). Or, if you wish to purchase the study manual from another source, you will need the ISBN number: 978-1-933-107-98-1. The study guide is also on reserve in the college library at RVC.

**Tips for Essay Responses:**

a. You will be asked to respond to four questions that address the concepts of diversity, conflict resolution, tolerance for stress, and personal values/ethics. Read each question carefully. You will have 60 minutes to read the questions and respond using the computer.

b. Start planning your responses as soon as you have your four essay questions. You may use the scratch paper provided to make an outline or write notes about your responses.

c. Organization and correct use of English are important. Essays that have a main idea directly related to the question and that provide information in a coherent, logical, and non-repetitious way will be scored higher. Essays that avoid serious errors in grammar will also be scored higher.

d. Allow yourself a little time at the end to check your responses and make any needed changes.

e. Your responses will be read and scored by two to three different individuals (raters). Your identity will not be apparent to the raters.

f. If you need practice or a refresher in “on demand” writing, we suggest you contact the writing tutors. Essay writing tips can also be found online by using “Google” or some other search engine (enter phrase such as “Nursing Application Essay”).

Applicants will be notified of the results of the selection by email only no later than November 21, 2015. Applicants WILL NOT be given this information by phone or in person. Applicants must notify the secretary at [chenney@roguecc.edu](mailto:chenney@roguecc.edu) if their email address changes after they have submitted their application. It is the applicant’s responsibility to read and respond to emails from RCC, and applicants should make sure their email provider service accepts emails from roguecc.edu.
STUDENT COPY OF APPLICATION—PLEASE RETAIN
Rogue Community College
Practical Nursing Certificate Program

Last Name  First Name  Middle Initial  Previous Last Name(s)

Social Security Number  Student ID Number  Email address

PLEASE NOTIFY THE PROGRAM SECRETARY (Cindy Henney) OF ANY ADDRESS or EMAIL CHANGE AFTER APPLICATION SUBMITTED.

TRANSCRIPTS FROM OTHER SCHOOLS: (If applicable general education courses completed at other schools) I have verified that OFFICIAL transcript(s) from OTHER colleges/universities are on file in the Rogue Community College Enrollment Services Office or have attached them to this application. Rogue Community College transcripts do not need to be attached.

COURSE SUBSTITUTIONS (If previously obtained):
I have obtained the following course substitutions and they are on file in the Enrollment Services Office (do not attach to application):

1. ____________________________________________  2. ____________________________________________

I agree to follow and abide by the application procedure outlined in this packet. I understand that my application will be reviewed by a selection committee consisting of representatives from Practical Nursing, Science and/or other departments. I understand that to be considered eligible I must have completed all prerequisites with a “C” or higher (or “Pass” for courses graded only as P/NP) by the end of summer term and be in good academic standing. A student is considered to be in good academic standing and making satisfactory academic progress if the student is not on academic probation or suspension, and has a minimum 2.0 cumulative GPA (for all courses completed at RCC, or at the college where anatomy and physiology was completed if the applicant is new to RCC). I understand my application cannot be processed and I cannot take the TEAS exam or essay if I have a financial hold at RCC unless it is cleared by September 8, 2015 at 5pm.

I understand that if I am not accepted to the term for which I am applying, or if I do not enroll for the term to which I am accepted, I will need to re-apply for admission. If accepted into the program, I understand that I must have current certification of testing for tuberculosis, immunization for rubella and rubeola if born after 1957, varicella immunization, seasonal flu immunization, verification of tetanus immunization in past 10 years, and certification of initiation of hepatitis B immunizations (or signed declination of immunizations with reasons acceptable to the state) by January 5, 2016 to retain my acceptance in the program. (Proof of completion of hepatitis immunization must be provided to the program in the appropriate time frame.)

I understand that if I am accepted into the program I will be expected, with or without accommodation, to demonstrate the RCC Practical Nursing Program technical standards outlined in the
2016 Program Information (available from website or practical nursing office) to successfully complete the program.

I understand that a nursing assistant course must be completed before the application deadline and students accepted into the practical nursing program must show proof (copy showing certification number, date of issue, renewal, and expiration) of unencumbered certification from the Oregon State Board of Nursing as a CNA-1 current through at least November 1, 2015 in order to retain acceptance and be admitted to the first Practical Nursing course, PN 101 in winter term 2016.

I understand that I must successfully complete CS 120 Concepts in Computing I or higher level course (or documented computer proficiency) and WR 121 English Composition I and the anatomy and physiology sequence (either BI 122 or BI 233 depending on sequence started) within time limits shown on the graduation guide by end of fall term 2015 in order to enroll in PN 101.

I understand that if accepted, I must complete general education courses, if not already completed prior to winter admission, during the term they are listed on the advising guide.

I have reviewed the criminal history background check information on the program’s website at http://go.roguecc.edu/department/nursing/practical-nursing-program-information and understand that if I am accepted I will be required to undergo and pass a criminal history check and urine drug screen (and understand that due to clinical site policies there is a no tolerance policy for medical marijuana) prior to the January beginning of the practical nursing program courses. I understand that if I am accepted into the program, for the purposes of public safety and health, if I have or develop any type of psychological, medical, drug or alcohol problem that impairs my ability to provide safe client care, or if I have an arrest or conviction history that would disqualify me from patient care in a clinical facility or licensure by the Oregon State Board of Nursing (OSBN), the practical nursing faculty/selection committee may consult with legal counsel and/or the OSBN and reject or dismiss me from the program. (Upon application for licensure, applicants are asked the questions by the OSBN provided on the 2016 Practical Nursing Program website. Certain crimes may disqualify an applicant from licensure.) Any individual who supplies false or incomplete information to the Board regarding the individual's criminal conviction record will be denied licensure. Specific questions regarding these issues should be directed to the OSBN at 17938 SW Upper Boones Ferry Road, Portland, OR 97224, (971) 673-0685, check web site for general information at www.oregon.gov/osbn.

I understand that, while carpooling to class or clinical sites is an option during much of the program, if accepted there will be times when I will have to travel to clinical sites in Jackson County or Josephine County by myself and I will need reliable transportation.

I understand that I must attend two program orientation sessions to be scheduled the mornings of the last two Fridays of fall term (December 4 and 11) and that homework requiring on-line access will be part of the requirement for that orientation. I understand that use of the Internet and email is an integral part of all practical nursing courses and access to a computer with software that includes Word and Internet access (at home or at the College) will be required on a daily basis (computer requirements are as listed in the program information).

Please securely attach a copy of the following to your application form:
1) Verification of unencumbered CNA-1 certification obtained from OSBN website at http://osbn.oregon.gov/OSBNVerification/Default.aspx (valid through November 1, 2015) if course and OSBN test have been passed and/or seeking work experience points.
2) Proof of CNA work experience document (see following pages if seeking those 2 to 4
selection points). Only experience in positions requiring CNA certification will be considered for selection points. (Points will not be awarded if form is not completely filled out by employer or supervisor, or if proof of current unencumbered OSBN certification as a CNA is not attached, or if last name on RCC records and OSBN CNA certification do not match.)

3) Specify the TEAS V (Test of Essential Academic Skills) date/time that you’ve reserved (through PN Program secretary): ______________

A completed application may be submitted any time between June 1, 2015 and 5 p.m. September 8, 2015. Reading and following directions is critical to success in the Practical Nursing Program. It is the student’s responsibility to ensure the application is complete, including college admission, official transcripts not already on file in Enrollment Services, and any required attachments with application in a sealed envelope. No application will be reviewed until October. Students who turn in incomplete applications will be notified by late October that they are ineligible.

In compliance with state and federal laws, Rogue Community College does not discriminate on the basis of race, religion, color, national origin, age, gender or disability in employment, or in any of its educational programs, or in the provision of benefits to students. For information about Rogue’s policy of non-discrimination, contact the Title IX coordinator at 956-7003 or the Section 504 coordinator at 956-7213. In addition, the practical nursing program adheres to the Oregon State Board of Nursing rules which prohibit discrimination in selection and progression of students based on sexual orientation or marital status.

Students requiring academic or testing accommodations:
Any student who feels that she or he may need an academic accommodation for any disability should make an appointment with the Disability Services office. Contact the office of Disability Services at (541) 245-7537 (Riverside Campus, Medford) well in advance of the application deadline. Once the Disability Services office notifies the program director of a requested accommodation, reasonable accommodations will be made. Because the program is based in Medford, any accommodated testing will need to occur at RVC within dates/time designated by program director (September 24 or 25). As indicated, request for accommodation must be made to the Disability Services office and that office must make a request to the program director by the September 8 application deadline. These accommodations will not substitute for the basic requirements for entrance or technical standards required for successful completion of the practical nursing program.

PLEASE RETAIN THIS COPY OF YOUR APPLICATION FORM FOR YOUR RECORDS.
APPLICATION
Practical Nursing Program Application:
Rogue Community College
Enrollment Services, Attention: Nikki Koenig, RVC-G
Practical Nursing Application
117 S. Central Ave. (if hand delivered); 114 S. Bartlett St. (if mailed)
Medford, Oregon 97501

Must be received or postmarked by: September 8, 2015, 5:00PM
(Applications should be delivered in person or via the U.S. mail)

Please type or print neatly in blue or black ink and complete all requested information

________________________________________________________________________________________

Last Name First Name Middle Initial Previous Last Name(s)

Social Security Number Student ID Number Email address

PLEASE NOTIFY THE PROGRAM SECRETARY (Cindy Henney) OF ANY ADDRESS OR EMAIL CHANGE AFTER APPLICATION SUBMITTED.

TRANSCRIPTS FROM OTHER SCHOOLS: (If applicable general education courses completed at other schools) I have verified that OFFICIAL transcript(s) from OTHER colleges/universities are on file in the Rogue Community College Enrollment Services Office or have attached them to this application. Rogue Community College transcripts do not need to be attached.

COURSE SUBSTITUTIONS (If Previously Obtained):
I have obtained the following course substitutions and they are on file in the Enrollment Services Office (do not attach to application):

1. ________________________________ 2. ________________________________

I agree to follow and abide by the application procedure outlined in this packet. I understand that my application will be reviewed by a selection committee consisting of representatives from Practical Nursing, Science and/or other departments. I understand that to be considered eligible I must have completed all prerequisites with a “C” or higher (or “Pass” for courses graded only as P/NP) by the end of summer term and be in good academic standing. A student is considered to be in good academic standing and making satisfactory academic progress if the student is not on academic warning or probation, and has a minimum 2.0 cumulative GPA (for all courses completed at RCC, or at the college where anatomy and physiology was completed if the applicant is new to RCC). I understand my application cannot be processed and I cannot take the TEAS exam or essay if I have a financial hold at RCC unless it is cleared by September 8, 2015 at 5pm.

I understand that if I am not accepted to the term for which I am applying, or if I do not enroll for the term to which I am accepted, I will need to re-apply for admission. If accepted into the program, I understand that I must have current certification of testing for tuberculosis, immunization for rubella and rubeola if born after 1957, varicella immunization, seasonal flu immunization, verification of tetanus immunization in past 10 years, and certification of initiation of hepatitis B immunizations (or signed
declination of immunizations with reasons acceptable to state) by January 5, 2016 to retain my acceptance in the program. (Proof of completion of hepatitis immunization must be provided to the program in the appropriate time frame.)

I understand that if I am accepted into the program I will be expected, with or without accommodation, to demonstrate the RCC Practical Nursing Program technical standards outlined in the 2016 Program Information (available from website or practical nursing office) to successfully complete the program.

I understand that a nursing assistant course must be completed before the application deadline and students accepted into the practical nursing program must show proof (copy showing certification number, date of issue, renewal, and expiration) of unencumbered certification from the Oregon State Board of Nursing as a CNA-1 current through at least November 1, 2014 in order to retain acceptance and be admitted to the first Practical Nursing course, PN 101 in winter term 2016.

I understand that I must successfully complete CS 120 Concepts in Computing I (previously known as CS101) or higher level course (or documented computer proficiency) and WR 121 English Composition I and the anatomy and physiology sequence (either BI 122 or BI 233 depending on sequence started) within time limits shown on the graduation guide by end of fall term 2015 in order to enroll in PN 101.

I understand that if accepted, I must complete general education courses, if not already completed prior to winter admission, during the term they are listed on the advising guide.

I have reviewed the criminal history background check information on the program’s website at http://go.roguecc.edu/department/nursing/practical-nursing-program-information and understand that if I am accepted I will be required to undergo and pass a criminal history check and urine drug screen (and understand that due to clinical site policies there is a no tolerance policy for medical marijuana) prior to the January beginning of the practical nursing program courses. I understand that if I am accepted into the program, for the purposes of public safety and health, if I have or develop any type of psychological, medical, drug or alcohol problem that impairs my ability to provide safe client care, or if I have an arrest or conviction history that would disqualify me from patient care in a clinical facility or licensure by the Oregon State Board of Nursing (OSBN), the practical nursing faculty/selection committee may consult with legal counsel and/or the OSBN and reject or dismiss me from the program. (Upon application for licensure, applicants are asked the questions by the OSBN listed on the 2016 Practical Nursing Program Information. Certain crimes may disqualify an applicant from licensure.) Any individual who supplies false or incomplete information to the Board regarding the individual's criminal conviction record will be denied licensure. Specific questions regarding these issues should be directed to the OSBN at 17938 SW Upper Boones Ferry Road, Portland, OR 97224, (971) 673-0685, check web site for general information at www.oregon.gov/osbn.

I understand that, while carpooling to class or clinical sites is an option during much of the program, if accepted there will be times when I will have to travel to clinical sites in Jackson County or Josephine County by myself and I will need reliable transportation.

I understand that I must attend two program orientation sessions to be scheduled the mornings of the last two Fridays of fall term (December 4 and 11) and that homework requiring on-line access will be part of the requirement for that orientation. **I understand that use of the Internet and email is an integral part of all practical nursing courses and access to a computer with software that includes Word and Internet access (at home or at the College) will be required on a daily basis (computer requirements are as listed in the program information).**
A completed application may be submitted any time between June 1, 2015 and 5 p.m. September 8, 2015. Reading and following directions is critical to success in the Practical Nursing Program. It is the student’s responsibility to ensure the application is complete, including college admission, official transcripts not already on file in Enrollment Services, and any required attachments with application in a sealed envelope. No application will be reviewed until October. Students who turn in incomplete applications will be notified by late October that they are ineligible.

In compliance with state and federal laws, Rogue Community College does not discriminate on the basis of race, religion, color, national origin, age, gender or disability in employment, or in any of its educational programs, or in the provision of benefits to students. For information about Rogue’s policy of non-discrimination, contact the Title IX coordinator at 956-7003 or the Section 504 coordinator at 956-7213. In addition, the practical nursing program adheres to the Oregon State Board of Nursing rules which prohibit discrimination in selection and progression of students based on sexual orientation or marital status.

Students requiring academic or testing accommodations:
Any student who feels that she or he may need an academic accommodation for any disability should make an appointment with the Disability Services office. Contact the office of Disability Services at (541) 245-7537 (Riverside Campus, Medford). Once the Disability Services office notifies the program director or faculty of a requested accommodation, reasonable accommodations will be made. Because the program is based in Medford, any accommodated testing will need to occur at RVC within dates/time designated by program director (September 24 or 25). As indicated, request for accommodation must be made to the Disability Services office at least four weeks before the scheduled test. These accommodations will not substitute for the basic requirements for entrance or technical standards required for successful completion of the nursing program.

Please securely attach a copy of the following to your application form:
1) Verification of unencumbered CNA-1 certification obtained from OSBN website at http://osbn.oregon.gov/OSBNVerification/Default.aspx (valid through November 1, 2015) if course and OSBN test have been passed and/or seeking work experience points.
2) Proof of CNA work experience document (see following pages if seeking those 2 to 4 selection points). Only experience in positions requiring CNA certification will be considered for selection points. (Points will not be awarded if form is not completely filled out by employer or supervisor, or if proof of current unencumbered OSBN certification as a CNA is not attached, or if last name on RCC records and OSBN CNA certification do not match.)
3) Specify the TEAS V (Test of Essential Academic Skills) date/time that you’ve reserved (through PN Program secretary): ______________

An application will be considered incomplete without a signature. Incomplete applications will be disqualified.

________________________________________  __________________
Signature of Applicant                       Date
## Pre-requisite/Course Completion Chart

Must be received or postmarked by: September 8, 2015, 5:00PM

Student Name: ___________________________ RCC ID #: ______________________

<table>
<thead>
<tr>
<th>PRE-REQUISITES</th>
<th>GRADE (must be C or better)</th>
<th>EARNED AT COLLEGE/UNIVERSITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>BI121 Elementary Anatomy &amp; Physiology I with lab or BI 231 Anatomy &amp; Physiology I with lab and BI 232 Anatomy &amp; Physiology II with lab (within last 7 years)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MTH65 Fundamentals of Algebra II or higher math</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NA101 Basic Nursing Assistant (including skills lab and clinical; or other OSBN approved NA course with completion certificate; course transcript or certificate waived for students with proof of current OSBN CNA certification attached to application)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WR115 Introduction to Expository Writing or placement test score or other requirement to place student in WR121 (not required if WR121 already completed)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### COMPLETED NON-NURSING COURSES

| *CS120 Concepts in Computing I w/Lab (or higher level course or documented computer proficiency within 10 years) |                             |                              |
| *BI122 Elementary Anatomy & Physiology II with lab or BI233 Anatomy & Physiology III with lab (within 7 years) |                             |                              |
| *WR121 English Composition I (or high school AP English Language & Composition Exam with score of 3 or better on official sealed College Board Score report) |                             |                              |
| PSY101 Psychology of Human Relations or BT 101 Human Relations in Organizations |                             |                              |

*Students who have not completed these asterisked courses (or documented proficiency in the case of computers) before the application deadline must complete them and an approved CPR course by the end of fall term in order to retain acceptance or alternate status. (BI 233 is needed only if BI 231 and 232 were completed to meet the prerequisites.)*

### Additional/Optional Selection Point Items

<table>
<thead>
<tr>
<th>Additional/Optional Selection Point Items</th>
<th>Circle Your Response</th>
<th>Additional Information</th>
<th>College/University</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have previously earned an Associate’s Degree or higher at a regionally accredited College/University</td>
<td>YES</td>
<td>Highest Degree Completed:</td>
<td></td>
</tr>
<tr>
<td>I have repeated BI121 or BI122 or BI231 or BI233 at least once in the past 7 years (W &amp; AU attempts count as repeats)</td>
<td>YES</td>
<td>Term/Year Completed:</td>
<td></td>
</tr>
<tr>
<td>I have completed MO100 or AH100 Medical Terminology from a regionally accredited college (must have passed 3 credits for points)</td>
<td>YES</td>
<td>Grade Earned:</td>
<td></td>
</tr>
<tr>
<td>I have submitted the signed Work Experience Form and my current OSBN unencumbered CNA certification valid thru 11/1/15 verifying ≥ 200 hours as a CNA (within the previous 1 year)</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CNA WORK EXPERIENCE  
Rogue Community College  
Practical Nursing Program  
2015 Application for 2016 Entry

Student Name: ______________________________ Date: __________________

Dear Employer/Supervisor:

The above individual is planning to apply to the RCC Practical Nursing program in 2015 (for January 2016 entry) and can earn 2 additional points in the selection point process with proof of ≥200 hours work experience (since August of 2014) as a CNA (following OSBN certification and beyond any required facility orientation hours) or 4 additional points with proof of 800 or more hours of CNA work experience since August of 2014. To assist this applicant with the process, please fill in the requested information responding to all questions, seal it in an envelope (preferably a company letterhead envelope) and sign your name across the seal. Points will not be awarded if the form is incomplete. To obtain the work experience points, the applicant must hold current OSBN CNA certification, must have regular supervision by a licensed nurse, and the work must be such that the OSBN will grant CNA certification renewal because of that work.

The applicant must attach the sealed envelope to the application and submit it no later than 5:00 p.m. on September 8, 2015 to earn the points. If you have any questions you may call the program secretary at (541) 245-7504. Thank you for your help.

Sincerely,

Linda Wagner, RN, MN  
Nursing Department Chair

To earn the 2 or 4 points, CNA experience must qualify the individual for renewal of CNA certification by the Oregon State Board of Nursing (OSBN). In other words, the individual must have been performing “authorized duties” as defined by the OSBN and must have received ongoing or regular supervision by a licensed nurse, and must have been performing duties for which the OSBN will grant CNA certification renewal.

Can you verify that this applicant has worked as a CNA for the hours you’ve listed below (200 or more hours for 2 points or 800 or more hours for 4 points) at your facility since August of 2014 (performing duties for which OSBN issued CNA certification renewal will be granted) and in which regular supervision by a licensed nurse occurs? Yes _____ No _____

If not, how many hours of CNA work experience (performing duties for which OSBN issued CNA certification renewal will be granted) have they obtained at your facility? (Applicants may submit this form from more than one employer.) ______

Does this position require a CNA certification or has the OSBN told you that CNA certification will be granted because of the duties performed? Yes _____ No _____

Does a licensed nurse regularly supervise this individual? Yes _____ No _____

Total number of hours employee has worked as a CNA at this facility since August 2014: __________

Name/ Signature of Supervisor ___________________________  Printed Name ___________________________

________________________
Facility

________________________
Position/Title/Phone Number