We are accepting applications for Practical Nursing wait list only.
This admission packet is for informational purposes only and all its
information is subject to change. The admission packet for Fall 2010 will be
available for download on June 30, 2009.
PRACTICAL NURSING PROGRAM ADMISSION APPLICATION PACKET
FALL 2009

Information for Prospective Applicants:

Thank you for your interest in the Practical Nursing Program. This application packet contains important
information about admission requirements, the admission process, and program requirements. PLEASE
READ THE FOLLOWING INFORMATION CAREFULLY AND RETAIN IT FOR FUTURE REFERENCE.
Admission to the Practical Nursing Program is highly competitive. It is your responsibility to assure that
you accurately understand the information in this packet and follow it accordingly. If you do not submit a
completed application as described in Section 1 of this packet, your application will not be processed and it will be returned to you.

Section 1: Minimum Requirements to apply to the Practical Nursing Program
This section outlines the items that are required in order to apply to the Practical Nursing Program. Once they are complete, you can submit your application.

Important Notes:

ALL of these items have to be completed. None of the items can be in progress (i.e. you are still working on completing the item). For example, it is not acceptable that you are enrolled in a chemistry course now or are scheduled for the CNET exam but haven’t taken it yet. Although this may cause you to submit your completed application later than you had hoped, this is the requirement.

We strongly recommend that you submit your items in person so that we can review them with you to make sure that your application items are complete. You can mail the items to us (see application form for address). However, if any of the required items are incomplete/missing, your application material will not be processed. We will mail it back to you and the mailing time may negatively impact your ability to submit your material within the priority consideration time period.

1. NSCC Admissions Application and Residency Form
This must be completed for the year in which you are applying. Therefore, if you have previously submitted an application, it does not count. You must complete a new application and residency form, regardless of whether you are a new student or current student. Application and residency forms are available in the Enrollment Center in Danvers and Lynn or on our web site:
http://www.northshore.edu/enroll/index.html

2. Successful completion (pass) of communications and math proficiency
You may achieve proficiency in a number of ways: CPT testing (call 978-762-4000 ext. 4376 for hours of testing), a previous degree, transfer credit, TEAS scores etc. Specific information about proficiency is available on our website http://www.northshore.edu/programs/basic.html

3. High school transcript or GED score report
If the Enrollment Office already has this on file, please let us know this when you submit the other required items listed in this section.
4. **Official transcripts from all Colleges previously attended**
   If the Enrollment Office already has this on file, please indicate this when you submit the other required items listed in this section. Transfer students from another NLN accredited school of professional nursing or practical nursing program or a practical nursing program approved by the Massachusetts Board of Registration in Nursing must also provide:
   - an official transcript from previous school of nursing or practical nursing program within the last 10 years
   - Recommendation from the Practical Nursing Program Director (complete a copy of the Admission Reference Form in this packet)
   - course syllabi from all previous nursing courses

   **Please note:** Students transferring from other schools of nursing or Practical Nursing Programs will be evaluated for admission and advanced placement in nursing on an **INDIVIDUAL BASIS**. An informational interview may be required by the Department Chairperson.

5. **Practical Nursing Program Admissions Questionnaire**
   This must be completed for the year in which you are applying. Therefore, if you have previously submitted a questionnaire, it does not count. You must complete the questionnaire in this packet.

6. **Verification Form**
   The Practical Nursing Student Handbook is available in North Shore Community College’s Library Reference section on the Danvers and Lynn Campus. You need to read the Student Handbook in its entirety and sign the Verification Form in this packet. The Practical Nursing Student Handbooks will be available for review by September 15, 2008. Also, the Verification Form has a section indicating that you have read the information in this packet in its entirety.

7. **Nursing Entrance Exam**
   The Test of Essential Academic Skills (TEAS) **must** be taken at North Shore Community College, Danvers or Lynn Campus in the Center for Alternative Studies. Further information about the exam, an application for the exam, and a schedule of testing dates are included in this packet. A candidate may repeat the test according to CAS policy (see additional information in this packet). Test scores may be used for up to 5 years prior to application.

   Applicants are strongly encouraged to study and prepare for the test. Your scores will determine eligibility for admission and affect your standing among all applicants. A TEAS Study Guide is available at the NSCC College Bookstores in Lynn and Danvers or online at www.atitesting.com.

8. **Admission Reference Forms**
   A master copy of this form is in this packet. You will need to make copies so that you can distribute a copy to each of the following people:
   - immediate supervisor
   - employer or teacher
   - friend of at least 2 year’s duration

   **Please note:** If you are transferring from another nursing program, you will also need to have the Program Director from your former program complete and submit an Admission Reference Form (this is in addition to the three listed above).

   Once the people listed above complete their respective admission reference form, they can mail them directly to North Shore Community College, Enrollment Services, 1 Ferncroft Rd. Danvers, MA 01923 please be advised that it is the applicants responsibility to ensure that the recommendations are completed and submitted to the Enrollment Center. They should verify this fact with the individuals that are completing the recommendation. An application will NOT be considered complete until these forms are received by the Enrollment Center.

9. **Attendance at a Mandatory Information Session conducted by the Practical Nursing Department**
   A schedule of upcoming Information Sessions is listed in this packet. All sessions begin promptly at the stated time. Do not be late. During the information session, you will learn important information about the program. At this time, you will also be required to complete a written answer to a question pertaining to relevant topics in Nursing. You do not need to study for this activity. It will be a general
question similar to the questions on the questionnaire. This must be submitted at the conclusion of the session and will be considered as part of your admission application.

Section 2: Application Dates
When you have the items listed above in Section 1, this constitutes a completed application and you can submit these items to the Enrollment Center on the Danvers or Lynn Campus.

- We will begin accepting completed applications on September 22, 2008.
- Completed applications received by January 14, 2009 will receive priority consideration.
- Completed applications received after January 14, 2009 will be considered on a space available basis or for wait list status.

Once the 40 seats in the Program are filled, as well as the wait list, no further applications will be accepted. When applications are closed, notification will appear on the Practical Nursing Program’s web page that can be accessed at http://www.northshore.edu/departments/index.php Select Practical Nursing.

If an applicant applies by January 14, 2009, the applicant will be sent notification of his/her admission decision that will be postmarked by April 1, 2009. If offered admission, a $100.00 non-refundable deposit will be required to secure your acceptance to the Practical Nursing Program. If you are accepted to the Practical Nursing Program, you MUST attend a Mandatory Orientation/Registration day scheduled for June 9, 2009. THIS DATE HAS BEEN CHANGED as of January, 2009!

Section 3: Additional Evaluation Criteria
In addition to the minimum requirements in Section 1, additional consideration will be given to:

- The quality of the questionnaire (e.g. word processing, correct grammar/spelling, accuracy and completeness of answers)
- Related Healthcare work experience
- Earned Certificate or Degree from a College or University that is accredited by a national accrediting agency recognized by the U.S. Secretary Of Education
- Grade Point Average for college courses such as Algebra, Biology, Chemistry, Anatomy and Physiology, and/or other Biology courses, Composition 1, and Human Growth and Development.
- For recent high school graduates only (within 15 months of September 2008): The following can be submitted for consideration along with the minimum requirements listed in section 1: SAT scores; extracurricular/volunteer activities (please list on the 1st page of the questionnaire in this packet); and a letter of recommendation from a guidance counselor or teacher.

Section 4: Additional Important Information
1. The program will accept approximately 40 students for Fall 2008. The decision in response to your application will be "accepted to Practical Nursing" or "waiting list for Practical Nursing" or "accepted to another program at the College."

2. Transfer credit will be granted for comparable courses taken at a College or University that is accredited by a national accrediting agency recognized by the U.S. Secretary Of Education, in which grades of "C" or better were earned, provided the courses are equivalent and an official transcript has been received. Please note, only Anatomy and Physiology and Microbiology courses have time limits that affect graduation requirements as follows:

Transfer credit for Anatomy and Physiology and Microbiology courses must be completed with a C or better within 10 years of the date of date of entry into the Practical Nursing Program. If these courses were completed more than ten years from the date of entry into the Practical Nursing Program, then the student must also pass the Excelsior College Examination with a cut off score equivalent to a "C" or better at NSCC (www.excelsior.edu or 888-647-2388) or take the course again.
and earn a C or better.

1. **Working as a Nurse is physically, mentally, and emotionally demanding.** Applicants who are offered admission must document their ability to perform all essential tasks with or without reasonable accommodation in order to begin the professional courses. A list of those essential tasks is in this packet under the section entitled, “Technical Standards for The Practical Nursing Program”. For those applicants offered admission, this must be signed by the student.

2. **All students must document immunity to** Hepatitis, Measles, Mumps, Rubella, and Varicella (Chicken Pox); tetanus/diphtheria immunization within the last 10 years; and results of a TB (Mantoux) test (must be in June or July prior to start of academic program) in order to begin the professional courses. Students without immunity must be immunized prior to beginning the Practical Nursing program. **If accepted to the Program**, a Health Packet will be mailed to you with further details pertaining to the specifics of these requirements. It must be completed by your physician or nurse practitioner **AS SOON AS POSSIBLE**, but **no later than July 9, 2009**. **Also, if accepted to the Program**, you will be sent and will need to sign the Technical Standards form (a copy is included in this packet for your review as part of the admission application process).

3. **If you are accepted** to the Practical Nursing program, you **MUST** attend a Mandatory Orientation/Registration day scheduled for **Tuesday, June 9, 2009**. **THIS DATE HAS BEEN CHANGED as of January, 2009!**

4. During the program, **students are responsible for their own transportation** to a variety of clinical facilities (which may or may not be accessible by public transportation).

5. Prior to beginning clinical placements, students must subscribe to **Student Liability Insurance**.

6. Prior to beginning clinical placements, students must document that they have **CPR certification** at the health provider level.

7. **All Practical Nursing students will be required to undergo a Criminal Offender Record Information (CORI) and/or Sex Offender Record Information (SORI) check.** Depending on the contents of student’s CORI or SORI, participation in clinical, internship, or field placement course(s) may be denied and this will result in dismissal from the Practical Nursing program. Please be advised that some students may have to take a **urine drug test** for clinical field placement.

8. **In order to practice Nursing in Massachusetts, individuals must obtain a license,** which according to law requires that individuals must graduate from an approved program of Practical Nursing, apply to the Board of Registration in Nursing, be of good moral character, pass a licensure examination, and pay the appropriate fee. The license application requires individuals to answer specific questions about disciplinary actions (if any), other licenses (if any), and felony/misdemeanor convictions (if any). Individuals may need to submit documentation in accordance with the Board’s **Good Moral Character Licensure Requirement Information Sheet**. After reviewing information submitted by an applicant, the Board will determine whether the applicant meets the statutory requirement of “good moral character.” For additional information, refer to the Board’s web site at: [www.state.ma.us/reg/board/rn](http://www.state.ma.us/reg/board/rn).

Thank you for your interest in the Practical Nursing Program at NSCC and for your careful attention to the information provided in this packet. Please retain this letter for future reference.

Sincerely,

Maryanne Atkinson
Maryanne Atkinson, RT(R), R.N., M.Ed.
Coordinator of the Enrollment Centers
Application for Admission

How to Apply for Admission

GENERAL INSTRUCTIONS
• Complete ALL information requested on the application form. An incomplete application will delay admissions processing.
• Submit proof of high school graduation, GED, a passing score on a federal Ability to Benefit test, or its equivalent. Some programs may require high school transcripts or GED scores.
• Submit official transcripts from each previous college listed on the application.

SUBMITTING YOUR APPLICATION
Submit all documents to the following mail address:
North Shore Community College, Enrollment & Student Records, PO Box 3340, Danvers, MA 01923-0840

INFORMATION
• NO application fee is required.
• NSCC has an open admissions policy and accepts students on a first-come, first-served basis.
• Some programs have specific selection procedures and interviews may be required. Prospective students are encouraged to call or visit the Enrollment Office in Danvers at 1 Ferncroft Road, or the Lynn Campus at 300 Broad Street.
• Students interested in participating in an academic program that involves working with children, the disabled, or the elderly, or includes a clinical affiliation, internship, or field placement with a private or public health care provider, may be required to undergo a Criminal Offender Record Information (CORI) check and/or SORI (Sex Offender Registry Information) check. Depending on the contents of a student’s CORI and/or SORI, participation in a clinical affiliation, internship, or field placement may be denied.
• For more information, please call 781-477-2107 or 978-762-4188. Admissions questions may also be emailed to: info@northshore.edu.

STUDENT FINANCIAL SERVICES
• Financial aid is available to matriculated students in eligible degree and certificate programs.

A matriculated student is one who has met all admission requirements and has been accepted into a program of study as a degree or certificate candidate.

A non-matriculated (non-degree status) student may enroll in a course or courses, but is not considered to be pursuing a degree or certificate and is not eligible for financial aid.

• Application materials are available in NSCC’s Office of Student Financial Services (978-762-4189, 781-477-2191) or online at www.fafsa.gov.
Credit Degree & Certificate Programs

Welcome to NSCC!

NSCC offers a wide variety of Associate Degree and credit Certificate Programs. To learn more about specific programs, such as locations, schedules and admissions requirements, please visit our website, email us, or call NSCC's Admissions Department on the Lynn or Danvers campuses for more information.

www.northshore.edu • info@northshore.edu
NSCC Admissions Department: 781-477-2107 (Lynn) • 978-762-4188 (Danvers)

CREDIT DEGREE PROGRAMS
Accounting
Animal Care Specialist ★
Aviation Management
Aviation Science Professional Pilot
Biotechnology ★
Business Administration
Third Semester Abroad
Business Administration Transfer @
Computer Applications
Computer Information Systems
Computer Networking
Computer Programming ★
Computer Science Transfer ★
Criminal Justice
Culinary Arts & Food Service
Developmental Disabilities
Digital Graphic Design
Drug & Alcohol Rehabilitation
Early Childhood Development
Early Childhood Education
Elementary Education Transfer Program
Engineering Science Transfer ★
Energy Utility Technology ★
Executive Administrative Assistant
Fire Protection & Safety Technology
Floriculture
Food Science & Safety
Health Science
Horticulture
Hotel Management
Human Services Practitioner

Credit Degree Programs, continued
Interdisciplinary Studies
Legal Administrative Assistant
Liberal Arts @
Liberal Arts International Management
Marketing
Medical Administrative Assistant
Nurse Education ★
Nutritional Science & Diet Technology
Occupational Therapy Assistant ★
Occupational Therapy Assistant Accelerated Option ★
Paralegal
Physical Therapist Assistant ★
Pre-Engineering
Radiologic Technology ★
Respiratory Care ★
Travel, Tourism & Hospitality
Veterinary Technology ★

CREDIT CERTIFICATE PROGRAMS
Advanced Aesthetics & Skin Care ★
Aesthetics & Skin Care ★
Animal Care Specialist ★
Biotechnology ★
Computer Aided Design ★
Computer Applications
Computer Networking
Cosmetology ★

Credit Certificate Programs, continued
Criminal Justice
Culinary Arts & Food Service
Developmental Disabilities Direct Support
Digital Graphic Design
Early Care & Education: Infant/Toddler Child Care
Energy Utility Technology ★
English as a Second Language (Certificate of Completion)
Fire Protection & Safety Technology—FPS Professional Development
Floriculture
Gerontology
Gerontology/Activities Specialist
Law Enforcement
Legal Office Support
Medical Assisting ★
Medical Coding
Medical Office Support
Mental Health
Office Support
Paraeducator ☺
Paralegal ★
Practical Nursing ★
School Age Educator
Substance Abuse Counseling
Surgical Technology ★
Web Development @
Wellness & the Healing Arts ★
Youth Worker

★ Fall-start only programs
@ Evening-only programs
◆ Clock-hour programs
◆◆ Special admissions process (Some programs have additional admissions requirements.)
Contact Information

CELL PHONE □□□□ - □□□□ - □□□□□
HOME PHONE □□□□ - □□□□ - □□□□□

WORK PHONE □□□□ - □□□□ - □□□□□

EMAIL ADDRESS (PLEASE PRINT NEATLY)

Personal Information

• Ethnicity Information Optional
  ARE YOU HISPANIC OR LATINO? □ YES □ NO

ARE YOU: Please check any that apply.
□ AMERICAN INDIAN OR ALASKA NATIVE □ ASIAN □ BLACK OR AFRICAN-AMERICAN □ NATIVE HAWAIIAN OR PACIFIC ISLANDER
□ WHITE □ I CHOOSE NOT TO RESPOND.

• Military Information
  ARE YOU PRESENT OR FORMER MILITARY PERSONNEL? □ YES □ NO
  ARE YOU THE SPOUSE OR CHILD OF A VETERAN? □ YES □ NO

• Residency Information
  U.S. CITIZEN □ RESIDENT ALIEN (GREEN CARD)

WILL YOU REQUIRE A TEMPORARY STUDENT VISA (F-1) TO ATTEND NSCC? □ YES □ NO

Generally, in order to qualify for the in-state tuition rate, applicants must have proof of Massachusetts residency. A resident is defined as a person who has lived for at least six (6) months in Massachusetts, and who intends to remain in Massachusetts indefinitely. International students and, under most circumstances, Non-Resident Aliens ARE NOT eligible for Massachusetts resident rates.

I, ____________________________, certify that I meet the requirements for Massachusetts residency as defined above.

Please sign your name.

Submit all documents to:
NORTHSHORE COMMUNITY COLLEGE, Office of Enrollment & Student Records, 1 Ferncroft Road, Danvers, MA 01923-0840
Massachusetts Community Colleges In-State Tuition Eligibility Form

LAST NAME

FIRST NAME

MIDDLE NAME

ANY PREVIOUS LAST NAME

ADDRESS

CITY

STATE

ZIP

ENTER SOCIAL SECURITY #

DATE OF BIRTH

Optional, but required if seeking financial aid or tax credit.

MONTH DAY YEAR

STUDENT ID NUMBER

ARE YOU A U.S. CITIZEN? ○ YES ○ NO

IF NOT, PLEASE COMPLETE THE FOLLOWING:

ARE YOU A PERMANENT RESIDENT? ○ YES ○ NO

IF YES, LIST ALIEN REGISTRATION NUMBER

IF YOU ARE NOT A U.S. CITIZEN OR PERMANENT RESIDENT, PLEASE STATE YOUR VISAA OR IMMIGRATION STATUS IN DETAIL:

Please check the in-state or reduced tuition eligibility category that applies to you:

☐ I HAVE BEEN A MASSACHUSETTS RESIDENT FOR SIX CONSECUTIVE MONTHS AND INTEND TO REMAIN HERE.

As proof of my intent to remain in Massachusetts, I possess at least two of the following documents, which I shall present to the institution upon request. These documents* are dated within one year of the start date of the academic semester for which I seek to enroll (except possibly for my high school diploma). The institution reserves the right to make any additional inquiries regarding the applicant’s status and to require submission of any additional documentation if deemed necessary. Please check-off those documents you possess as proof of your intent to remain in Massachusetts.

☐ VALID DRIVER’S LICENSE
☐ VALID CAR REGISTRATION
☐ MASS. HIGH SCHOOL DIPLOMA
☐ RECORD OF PARENTS’ RESIDENCY FOR UNEMANCIPATED PERSON*
☐ UTILITY BILLS*
☐ VOTER REGISTRATION*
☐ SIGNED LEASE OR RENT RECEIPT*
☐ EMPLOYMENT PAY STUB*
☐ STATE/FEDERAL TAX RETURNS*
☐ MILITARY HOME OF RECORD*
☐ OTHER

☐ I AM AN ELIGIBLE PARTICIPANT IN THE NEW ENGLAND BOARD OF HIGHER EDUCATION’S REGIONAL STUDENT PROGRAM.

☐ I AM A MEMBER OF THE ARMED FORCES (OR SPOUSE OR UNEMANCIPATED CHILD) ON ACTIVE DUTY IN MASSACHUSETTS.

Certification of Information

I certify that this information is true and accurate. I understand that any misrepresentation, omission or incorrect information shall be cause for disciplinary action up to dismissal, with no right of appeal or to a tuition refund.

Signature of Applicant

I certify that all above information is true.

Date

Signature of Parent

If applicant is under 18 years of age.

Date

For official use. Do not write in this box.

I have reviewed the above information in order to determine this individual’s eligibility to receive the in-state tuition rate. Based on my review I have determined that this individual:

☐ IS eligible for the in-state tuition rate.

☐ IS NOT eligible for the in-state tuition rate.

☐ I am unable to make a determination at this time. The following additional information has been requested from the applicant:

Authorized College Personnel Signature

Date
Educational Objectives

Please note, in order to be eligible for financial aid, students must enroll in an NSCC Degree or Certificate program of study.

- Please check boxes below which apply to you. I am:

  - [ ] A TRANSFER STUDENT (PREVIOUSLY ATTENDED ANOTHER COLLEGE).
  - [ ] A FIRST-TIME STUDENT (NEVER ATTENDED COLLEGE BEFORE).
  - [ ] AN NSCC GRADUATE SEEKING READMISSION.
  - [ ] A PREVIOUS NSCC STUDENT (NON-GRADUATE). WERE YOU IN A DEGREE PROGRAM?
    - [ ] YES  [ ] NO
  - [ ] I INTEND TO PURSUE A DEGREE OR CERTIFICATE PROGRAM.  
    Please refer to NSCC Degree & Certificate Programs list.
  - [ ] I PREFER UNSPECIFIED STATUS. I DO NOT INTEND TO CHOOSE A PROGRAM OF STUDY AT THIS TIME. I understand I am not eligible for financial aid unless I choose a program of study.

    - [ ] FIRST CHOICE: ____________________________
      Some programs have specific admissions requirements. If you do not meet these requirements, your program of study will default to your second choice.
    - [ ] SECOND CHOICE: ____________________________

If you are applying to an NSCC Degree or Certificate program, select the goal which best describes you.

  - [ ] I AM PLANNING TO GRADUATE WITH A DEGREE OR CERTIFICATE
  - [ ] I AM TAKING ONE OR MORE COURSES TO TRANSFER

If you have not yet selected an NSCC program, select the goal which best describes you.

  - [ ] I AM TAKING ONE OR MORE COURSES TO TRANSFER.
  - [ ] I AM TAKING ONE OR MORE COURSES TO UPGRADE OR LEARN NEW JOB/Academic SKILLS.
  - [ ] I AM TAKING COURSES FOR PERSONAL GROWTH.
  - [ ] I AM NOT READY TO DECLARE AT THIS TIME.

- Educational Background

  1). HIGH SCHOOL EDUCATION  [ ] HIGH SCHOOL GRADUATE  [ ] DID NOT GRADUATE

<table>
<thead>
<tr>
<th>NAME OF HIGH SCHOOL</th>
<th>CITY</th>
<th>STATE</th>
<th>YEAR GRADUATED</th>
</tr>
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<tbody>
<tr>
<td>[ ] YES  [ ] NO IF YOU DID NOT GRADUATE FROM HIGH SCHOOL, DO YOU HAVE A HIGH SCHOOL EQUIVALENCY (OR GED)? YEAR OBTAINED:</td>
<td></td>
<td></td>
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<tr>
<td>[ ] YES  [ ] NO HAVE YOU PASSED A FEDERAL ABILITY TO BENEFIT TEST (ATB)? DATE OF TEST: ______________</td>
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<tr>
<td>[ ] YES  [ ] NO ARE YOU A HIGH SCHOOL TECH PREP STUDENT?</td>
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<tr>
<td>[ ] YES  [ ] NO DID YOUR MOTHER OR FATHER GRADUATE FROM A 4-YEAR COLLEGE?</td>
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</tr>
<tr>
<td>[ ] YES  [ ] NO WILL YOU HAVE RECEIVED A BACHELOR'S OR PROFESSIONAL DEGREE BY THE TIME YOU ENTER NSCC?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

  2). COLLEGE EDUCATION  [ ] COLLEGE GRADUATE  [ ] DID NOT GRADUATE

<table>
<thead>
<tr>
<th>NAME OF COLLEGE</th>
<th>CITY</th>
<th>STATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRADUATION DATE/DEGREE RECEIVED</td>
<td>DATES OF ATTENDANCE</td>
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<th>NAME OF COLLEGE</th>
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<tbody>
<tr>
<td>GRADUATION DATE/DEGREE RECEIVED</td>
<td>DATES OF ATTENDANCE</td>
<td></td>
</tr>
</tbody>
</table>

Signature Required

X

Signature of Applicant
I certify that all above information is true.

Date

Signature of Parent
If applicant is under 18 years of age.

Date
Additional Interests

Did you know? The following opportunities are available to you while attending NSCC. Please review and check below if you would like additional information. Some programs have eligibility requirements.

- Financial Aid
- Career Planning
- Dual Enrollment Program
  Enrichment program for high school students
- Joint Admissions & Transfer Agreements
  Admission to four-year colleges and universities guaranteed provided certain requirements are met. For more details on a list of participating four-year colleges and universities, contact NSCC’s Student Support & Advising Center (978-762-4036, 781-477-2132)
- Honors Program
  An opportunity for academic challenge, social networking, and enhanced transfer opportunities
- Presidential Scholars
  A leadership development opportunity, including a scholarship, for incoming high school graduates
- STEP
  High school or home-schooled students can take college courses to finish requirements for a high school diploma

Or, one of NSCC’s supportive learning communities:

- TRiO/Student Support Services
  An academic and college adjustment program for first generation or low-income students
- Women in Transition
  A program for women who have been out of school for many years
- Project Enable
  An evening program for students with a GED
- Challenges, Choices, and Change
  A full-time program that combines academics and personal development to empower women and build a foundation for success
- Bridges to the STARS
  A program for women and minorities interested in science, math, or technology
If accepted to this Program, you will be required to sign a Technical Standards form (a copy of which appears below for your review as part of the admission application process). **Do NOT sign this form at this time.**

To the student:  As you complete this form please consider your physical and mental/attitudinal ability to meet the Technical Standards associated with the health professions program that you are about to enter. Please carefully consider the General Job Description as you evaluate your ability to meet the Technical Standards specified. Contact the Practical Nursing Program at (978) 762-4000 x1506, if you require more specific information about the physical and mental/attitudinal requirements of the program.

**General Job Description:** Utilizes the nursing process to participate in assessing, planning, implementing, and evaluating client needs. Applies critical thinking skills in performing safe, competent nursing care. Communicates effectively with clients, families, and the healthcare team. Instructs clients regarding appropriate health teachings.

<table>
<thead>
<tr>
<th>PHYSICAL STANDARDS</th>
<th>Freq*</th>
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<tbody>
<tr>
<td>LIFT:</td>
<td>to lift, transfer, and position child or adult patients</td>
</tr>
<tr>
<td>STOOP:</td>
<td>to operate low level equipment; assist patients with ADL</td>
</tr>
<tr>
<td>KNEEL:</td>
<td>to perform CPR; to assist patients who may fall or faint</td>
</tr>
<tr>
<td>CROUCH:</td>
<td>to locate and plug in electrical equipment</td>
</tr>
<tr>
<td>REACH:</td>
<td>approximately 5 feet above the floor) to regulate or attach various equipment (e.g. oxygen, suction, IV materials.</td>
</tr>
<tr>
<td>HANDLE:</td>
<td>to manipulate equipment such as syringes, blood pressure cuffs, and intravenous infusions</td>
</tr>
<tr>
<td>GRASP:</td>
<td>to perform gross motor skills such manipulation accessory equipment such as a bed, scale or stretcher</td>
</tr>
<tr>
<td>STAND:</td>
<td>to stand for extended periods of time</td>
</tr>
<tr>
<td>FEEL:</td>
<td>to assess pulse, skin texture and temperature</td>
</tr>
<tr>
<td>PUSH/PULL:</td>
<td>to transfer patients from bed to stretcher</td>
</tr>
<tr>
<td>WALK:</td>
<td>to walk for extended periods of time and extended distances over an eight hour period</td>
</tr>
<tr>
<td>HEAR:</td>
<td>to hear verbal directions and requests from VOICE pages, health care workers and patients, and listen and respond appropriately to distress sounds from patients.</td>
</tr>
<tr>
<td>SEE:</td>
<td>to read BP manometer, small print on vials, syringes, dials</td>
</tr>
<tr>
<td>ENDURANCE:</td>
<td>to perform all of the above over an eight or twelve hour shift</td>
</tr>
<tr>
<td>PHYSICAL STANDARDS</td>
<td>Freq*</td>
</tr>
<tr>
<td>--------------------</td>
<td>-------</td>
</tr>
<tr>
<td>LIFT: to lift, transfer, and position child or adult patients</td>
<td>F</td>
</tr>
<tr>
<td>TALK: to demonstrate fluency and literacy in English sufficient to communicate effectively with patients and members of the health care team</td>
<td>C</td>
</tr>
<tr>
<td>READ: to note typed, handwritten, computer information such as physician orders and patient information</td>
<td>C</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MENTAL/ATTITUDINAL STANDARDS</th>
<th>Freq*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Function safely, effectively, and calmly under stressful situations.</td>
<td>F</td>
</tr>
<tr>
<td>Maintain composure while managing multiple tasks simultaneously.</td>
<td>F</td>
</tr>
<tr>
<td>Prioritize multiple tasks.</td>
<td>C</td>
</tr>
<tr>
<td>Exhibit social skills necessary to interact effectively with patients, families, supervisors, and co-workers of the same or different cultures such as respect, politeness, tact, collaboration, teamwork, discretion.</td>
<td>C</td>
</tr>
<tr>
<td>Maintain personal hygiene consistent with close personal contact associated with patient care.</td>
<td>C</td>
</tr>
<tr>
<td>Display attitudes/actions consistent with the ethical standards of the profession.</td>
<td>C</td>
</tr>
</tbody>
</table>

*Performance Level: O = occasionally 50-74%; F = frequently 75-89%; C = constantly 90-100%*

*Applicants who are offered admission must document their ability to perform all essential tasks with or without reasonable accommodation in order to begin the professional courses. A list of those essential tasks is listed above. For those applicants offered admission, you will be asked to self certify by signing the Technical Standards which are included in the Health Forms packet that you will be required to complete no later than July 9, 2009.*
has applied for admission to the Practical Nursing Program. S/he has indicated that you are willing to provide a reference. Please complete this form and return it to North Shore Community College, Enrollment Services, 1 Ferncroft Rd. Danvers, MA 01923. Thank you.

Waiver: Applicant waives all rights to review or have access to the completed reference.

1. How long have you known this applicant?

In what capacity?

2. On a scale of 1 (low) to 5 (high), rate this applicant on the following personal characteristics:

   Promptness _______  Enthusiasm _______  Motivation _______

   Dependability _______  Competence _______  Interpersonal Skills _______

   Appearance _______  Self-Direction _______

Comments:

3. What do you believe is a major strength of the applicant?

4. What do you recognize as a possible weakness of the applicant?

5. Please circle one of the following:

   Highly recommend  recommend  recommend with reservation

Name (Print):__________________________  Position:__________________________
Telephone:__________________________

Signature:__________________________  Date:__________________________
This questionnaire is NOT an application for admission. Instructions, page one: Please complete this page by printing all of your answers. Attach additional sheet(s) if needed or submit a resume (make sure your name is on each additional sheet).

Name: ____________________________________________ Soc Sec #:_______________________

Address:____________________________________________________________________________

Day Time Phone: (____)_______________________ Evening Phone: (____)_____________________

Cell Phone: (____)_________________________________ Email:__________________@__________________

Are you applying for advanced placement from another nursing program? Yes ☐ No ☐

Please PRINT all answers (or attach a word processed resume):

<table>
<thead>
<tr>
<th>Your current job:</th>
<th>Employer:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates:</td>
<td>Duties and Responsibilities:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prior job(s)</th>
<th>Employer/Facility:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates:</td>
<td>Duties and Responsibilities:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Health Related Experiences or Site Visits</th>
<th>Employer/Facility:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates:</td>
<td>Duties and Responsibilities:</td>
</tr>
</tbody>
</table>

Please proceed to the next page and follow the instructions.
Instructions, page two: Please provide grammatically correct answers to the following questions. Spelling counts. The answers should be word processed and submitted on a separate page(s). Make sure your name is on each of the page(s) submitted.

1. **How do you plan to manage your academic commitments and your other commitments while enrolled in the Program?** Please explain what you know about the profession of Practical Nursing and NSCC’s Nursing Program. How are you planning to balance your life and academic responsibilities so as to optimize your chances to be successful in this rigorous program?

2. **What is your view of the role of a Licensed Practical Nurse in healthcare today?** Please provide examples of the duties and responsibilities of a nurse.

3. **Discuss two policies in the Student Handbook and the impact they will have on you while in the Program.**

4. **What are your academic and professional goals?** What are the educational requirements to become a Nurse? What are the career opportunities for advancement within the Nursing profession and what are the educational requirements for such advancements? How does this relate to your personal values and goals?

5. **What personal qualities do you possess that will contribute to you being a competent Licensed Practical Nurse?**
MANDATORY INFORMATION SESSIONS
FOR APPLICANTS TO
PRACTICAL NURSING PROGRAM

Applicants to the Practical Nursing Program must attend an information session. Please come to learn more about the admissions process and the program. Please come prepared to ask questions. This information should enable you to make a more informed decision about the Practical Nursing Program.

Information Sessions are held in Maude Hall on the Hathorne Campus in Danvers (Route 62, Danvers). The application packet can be obtained in the Enrollment Center in Danvers or Lynn or on the website on the Practical Nursing Program’s web page, which can be accessed at http://www.northshore.edu/departments/index.php Select Practical Nursing and then click on the Practical Nursing Application Packet link.

All Sessions will be held at the
Maude Hall Room 118
Hathorne Campus – Route 62
(Essex Aggie)

Tuesday, January 27, 2009    1:00p.m.
Thursday, February 26, 2009  3:00p.m.
Tuesday, March 24, 2009     11:00a.m.
Tuesday, April 14, 2009     9:00a.m.
Wednesday, May 20, 2009    12:00p.m.
T.E.A.S. - Testing of Essential Academic Skills

POLICIES AND PROCEDURES

Entrance Examination for Practical Nursing Program

Mail or drop off applications:

Danvers Campus - CAS DM213
Jane Saunders, Test Administrator
1 Ferncroft Road, P O Box 3340
Danvers, MA 01923 (978) 739-5429

Lynn Campus – CAS LE232
Teresa Cheung, Test Administrator
300 Broad Street
Lynn, MA 01901 (781) 593-6722 x 6695

I. GENERAL INFORMATION

The “Test of Essential Academic Skills” (TEAS) is a computerized test composed of multiple-choice questions organized into three* sections, which measure reading ability, basic mathematics skills, and English grammar. It is a timed test published by Assessment Technologies Institute, LLP. Testers should plan to spend approximately 3 hours at the test center.

Students applying to the NSCC Practical Nursing Program MUST take the TEAS test at either the Danvers or Lynn campus of North Shore Community College. Scores from other institutions will not be accepted.

At NSCC, acceptance decisions for the Practical Nursing program are made by the Enrollment and Student Records Office in consultation with the Practical Nursing Education program. Decisions are based on an evaluation of examination scores and other data (e.g., program application, school records and questionnaires). Call ext. 4187 or 4188 with questions regarding program application/admission.

* Note: North Shore Community College does not administer the science section of the TEAS test.

II. ELIGIBILITY

Any individual may take the TEAS Test at the Center for Alternative Studies and Educational Testing. It is recommended that applicants to the NSCC Practical Nursing Program for the Fall Semester of 2009 register to take the test as early as possible. The attached schedule of testing dates is designed to provide ample opportunity for applicants to test and submit applications to Enrollment and Student Records. Once the program is filled, a waiting list may be started and testing dates may be cancelled.

III. PREPARATION

ATI has several study aids available to students wishing to take the TEAS test. The TEAS Study Manual from ATI is available at the NSCC College Bookstores in Lynn and Danvers or online at www.atitesting.com. An online practice test is also available from the ATI website. Students are strongly encouraged to use the practice test and study guide to prepare for this exam. Call the bookstore for availability and price information. For access to study guides designed to provide help with skills in Math, Reading, Test Taking, Time Management, etc. visit www.northshore.edu/services/support/index.html#study
IV. APPLICATION AND PAYMENT PROCEDURES

- Testing appointments will be scheduled only when a MONEY ORDER and completed TEAS testing application have been received at the Center for Alternative Studies and Educational Testing. Applications are processed on a first-received/first-scheduled basis. A letter confirming your testing appointment and receipt of payment will be sent to you.

- TEAS TESTING FEE: $50 MONEY ORDER payable NSCC (non-refundable).

- NO-SHOW Policy: Students who fail to attend their scheduled testing session without notifying the testing center 24 hours in advance will be considered a "no show" and must pay an additional $10.00 fee to reschedule (money order only).

V. ADMISSION TO THE TEST

A photo ID (valid driver's license or school ID with photo) is required for admission to a testing session. Report to ROOM LE232 (Lynn) or ROOM DM213 (Danvers) fifteen minutes before the start time of the test. Applicants should also bring their TEAS TESTING ADMISSION FORM, which is received with test date confirmation.

VI. SCORING & RETEST POLICY

Students receive their individual TEAS score reports immediately upon completion of the exam. Students can also access their score reports through www.atitesting.com. The test administrator will send copies of the student's scores to the Enrollment Office at NSCC for the student's file.

The test may be repeated at the student's request after a 30-day preparation period. Applicants to the Practical Nursing Program may take the test a total of two (2) times in an academic year. Applicants who do not achieve the minimum acceptable percentile scores after taking the test two (2) times are advised to seek remediation in the relevant subject area, either through independent study or by enrolling in an appropriate course at the college or elsewhere.

VII. CONFIDENTIALITY

The Center for Alternative Studies and Educational Testing will not provide information to any external sources regarding an individual's test scores unless written permission is received from the student. This policy is in accordance with the student confidentiality policy of North Shore Community College.

VIII. ACCOMMODATIONS

Students seeking testing accommodations may visit the Disability Services web site at www.northshore.edu/disability to learn about the process of documenting eligibility and requesting appropriate testing modifications.

Please Note: Disability Services kindly ask that you complete and return the documentation for review of requested accommodations at least 4-6 weeks prior to the testing date.

IX. ACADEMIC DISHONESTY

Test rules are posted throughout the Testing Center and are explained prior to testing. Students who fail to comply with these rules may face disciplinary action according to NSCC student guidelines, risk having their scores forfeited, are not eligible for a refund, and may be permanently ineligible for services of the testing center.
Submit all applications for **Danvers** testing to: 
Jane Saunders, 978-739-5429  
1 Ferncroft Road DM213, PO Box 3340  
Danvers, MA 01923

Submit all applications for **Lynn** testing to:  
Teresa Cheung, 781-593-6722 x 6695  
300 Broad Street, Room LE 232  
Lynn, MA 01901

### TEAS TESTING DATES

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Month</th>
<th>Date</th>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>14</td>
<td>Wednesday</td>
<td>3:00 pm - 6:00 pm</td>
<td>January</td>
<td>29</td>
<td>Thursday</td>
<td>9:00 am – 12:00pm</td>
</tr>
<tr>
<td>February</td>
<td>11</td>
<td>Wednesday</td>
<td>3:00 pm - 6:00 pm</td>
<td>February</td>
<td>19</td>
<td>Thursday</td>
<td>9:00 am – 12:00pm</td>
</tr>
<tr>
<td>March</td>
<td>11</td>
<td>Wednesday</td>
<td>3:00 pm - 6:00 pm</td>
<td>March</td>
<td>5</td>
<td>Thursday</td>
<td>9:00 am – 12:00pm</td>
</tr>
<tr>
<td>April</td>
<td>15</td>
<td>Wednesday</td>
<td>3:00 pm - 6:00 pm</td>
<td>March</td>
<td>19</td>
<td>Thursday</td>
<td>9:00 am – 12:00pm</td>
</tr>
<tr>
<td>May</td>
<td>13</td>
<td>Wednesday</td>
<td>3:00 pm - 6:00 pm</td>
<td>April</td>
<td>9</td>
<td>Thursday</td>
<td>9:00 am – 12:00pm</td>
</tr>
<tr>
<td>May</td>
<td>27</td>
<td>Wednesday</td>
<td>3:00 pm - 6:00 pm</td>
<td>April</td>
<td>23</td>
<td>Thursday</td>
<td>9:00 am – 12:00pm</td>
</tr>
<tr>
<td>June</td>
<td>10</td>
<td>Wednesday</td>
<td>3:00 pm - 6:00 pm</td>
<td>May</td>
<td>7</td>
<td>Thursday</td>
<td>9:00 am – 12:00pm</td>
</tr>
</tbody>
</table>

**NO-SHOW Policy:** Students who fail to attend their scheduled session without notifying the testing center 24 hours in advance will be considered a “no show” and must pay an additional $10.00 fee to reschedule (money order only).

Report 15 minutes early to either campus on the day of testing.

A driver's license or other photo ID with signature is required for admission to testing.

Parking is available in college parking lots -- park within the white lines on either campus or in the MBTA garage ($2.00) on Broad Street across from the Lynn Campus. The Lynn campus is accessible by public transportation via the commuter rail from North Station on the Newburyport or Rockport trains, or the bus (#441/442 Marblehead) from Haymarket Square.

### Notes about the Test of Essential Academic Skills - (LPN)

The TEAS (Test of Essential Academic Skills) is a computerized, timed, multiple-choice exam that provides an objective measurement of critical skills and compares them against the level of mastery required for success in college. The test is designed to evaluate basic mathematics, reading comprehension, and knowledge of English grammar and punctuation.

The **TEAS** test evaluates the following three* areas that are considered essential for academic success:

<table>
<thead>
<tr>
<th># of Questions</th>
<th>Time Allowed</th>
<th>% Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Reading</td>
<td>40 questions</td>
<td>50 minutes</td>
</tr>
<tr>
<td><strong>Paragraph comprehension, inferences and conclusions</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Mathematical Skills</td>
<td>45 questions</td>
<td>56 minutes</td>
</tr>
<tr>
<td><strong>Metric conversions, fractions, decimals, percentages and algebraic equations</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. <strong>English and Language Usage</strong></td>
<td><strong>55 questions</strong></td>
<td><strong>65 minutes</strong></td>
</tr>
<tr>
<td><strong>Measures knowledge of punctuation, grammar, and sentence structure</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A Study Guide is available. Contact one of the College bookstores (Danvers: 978-762-4046 Lynn: 781-477-2127) or visit the ATI website: [www.atitesting.com](http://www.atitesting.com)

*NOTE:* North Shore Community College does not administer the Science portion of the TEAS test.
Test of Essential Academic Skills

Practical Nursing Program Admissions Exam

APPLICATION

NAME _________________________________________ Student ID (if any) _______________________________________
  last           first

ADDRESS ___________________________________________ ____________
  street                 city     state            zip

TELEPHONE: HOME ____________________ WORK ___________________ DATE OF BIRTH __________________

EMAIL: ___________________________________________ SIGNATURE ____________________________________________

Have you taken this examination before? Yes ______ No ______

If yes, please specify when: ____________________ (month/year)

Preferred Testing Campus: ____________________ Requested Testing Date: ___________________

To reserve a seat for testing on either campus, submit application and fees to:

Jane Saunders – DM213
North Shore Community College
1 Ferncroft Road, PO Box 3340
Danvers, MA  01923

OR

Teresa Cheung – LE232
North Shore Community College
300 Broad Street
Lynn, MA  01901

All payments must be made by money order only.

⇒ TEAS TESTING FEE $50 MONEY ORDER payable NSCC (non-refundable).

Application and fees must be received in the Testing Center in order to reserve a seat.

NO-SHOW POLICY: STUDENTS WHO FAIL TO ATTEND THEIR SCHEDULED SESSION WITHOUT NOTIFYING THE TESTING CENTER 24 HOURS IN ADVANCE WILL BE CONSIDERED A "NO SHOW" AND MUST PAY AN ADDITIONAL $10.00 FEE TO RESCHEDULE (MONEY ORDER ONLY).
Verification Form

Please read and sign both the “Student Handbook” and “Application Packet” section.

**Student Handbook**

I, ________________________________, have read the Practical Nursing Student Handbook (located in the Library on the Danvers or Lynn Campus) in its entirety. I acknowledge that it is my responsibility to assure my understanding of the content by seeking further information from an Academic Advisor and/or other College personnel.

Signature: _______________________________ Date: _________________________

**Application Packet**

I, ________________________________, have read the Practical Nursing Program Application Packet in its entirety and had any questions answered completely by an Academic Advisor or other College personnel. I acknowledge that it is my responsibility to assure my understanding of the content by seeking further information from an Academic Advisor and/or other College personnel.

Signature: _______________________________ Date: _________________________
Checklist for Applying to the Practical Nursing Program

Use this form to help you organize your application to the Practical Nursing Program.

YES (place “check” next to completed items)

____  NSCC Admissions Application and Residency Form for Fall 2009

____  Successful completion (pass) of communications and math proficiency

____  High school transcript or GED score report

____  Official transcripts from all Colleges previously attended (for students who previously attended nursing school, course syllabi as well)

____  Practical Nursing Program Admissions Questionnaire

____  Verification Form

____  Passed the Nursing Entrance Exam –TEAS (passing scores: Reading 85%, Math 48.9%, English and Language usage 69.1%)

____  Admission Reference Forms - These forms are to be mailed to the Enrollment Center directly by the individuals completing the recommendation. Applicants can place a check next to this item if they have distributed a copy of the form to the required parties (See Section 1, # 8 for more details). However, please be advised that it is the applicants responsibility to ensure that the recommendations are completed and submitted to the Enrollment Center. They should verify this fact with the individuals that are completing the recommendation. An application will NOT be considered complete until these forms are received by the Enrollment Center.

____  Attended a mandatory Information session

"When all the items are checked “yes”, submit these items to the Enrollment Center. You can either drop these items off to the Enrollment Centers on the Lynn or Danvers Campus, or mail these items to 1 Ferncroft Road, P.O. Box 3340, Danvers, MA 01923-0840. We strongly recommend that you drop the items by as previously stated on the first page of this packet."