FALL 2016 NURSING CAREER LADDER PATHWAY APPLICATION

Applicants will be considered for the semester specified only. Applicants not selected must complete and resubmit all required documents for future application submissions. Any change of address must be submitted, in writing, to the Health Program Selection Committee via the Office of Recruitment and Admissions. Only completed applications with all documents, transcripts, and test scores verifying basic application requirements and preference points will be accepted. Official transcripts must be submitted with the nursing application even if the transcripts are already on file at OCCC. Questions regarding the application or selection process for the Nursing Program should be directed to the Office of Recruitment and Admissions, (405) 682-7580. Questions regarding the Nursing Program curriculum should be directed to the Division of Health Professions, (405) 682-7507.

Please note:

1. All students admitted to the Nursing Program will be required to provide the Clinical Affiliations Compliance Administrator in the Division of Health Professions with an extensive Nationwide Background Report which includes, but is not limited to, Oklahoma State Bureau of Investigation (OSBI) background searches for sex offender, violent offender, and criminal history. Information regarding this requirement will be forwarded to those students selected for admission.

2. Applicants for Oklahoma licensure as a Registered Nurse must meet all state and federal requirements. Questions regarding these requirements should be directed to the nursing program, (405) 682-7507. Applicants may also obtain information on the Oklahoma Board of Nursing website, www.ok.gov/nursing.

3. All students will be required to pass a randomly administered drug test.

BASIC APPLICATION REQUIREMENTS

All applicants must meet the basic requirements listed below:

1. Admission to Oklahoma City Community College (Prior to the Career Ladder Pathway application deadline.)
   Criteria for admission to Oklahoma City Community College may be found in the College Catalog or on the college website at www.occc.edu/admissions.

2. Proof of payment of Selective Admissions Application Fee (Fee is required each application period.)
   All applicants must provide a printed receipt of payment of the $20.00 Selective Admissions Application Fee. Valid receipts can be printed using the OCCC Bursar Office Online Payment System or can be issued for cash or check payments made at the OCCC Bursar Office. The Office of Recruitment & Admissions DOES NOT ACCEPT payment of this fee. Applicants must provide PROOF OF PAYMENT ONLY when they submit their application. Applicants are cautioned NOT to mail cash or check payments with their applications as they will be automatically rejected as “incomplete”.

3. Eligibility for placement in English and Science courses
   The following courses must be completed in order to be eligible to begin the program through enrollment in NUR 1415 Nursing Role Transition; CHEM 1123 Survey of General, Organic, and Biochemistry AND CHEM 1131 Laboratory for Survey of General, Organic, and Biochemistry OR CHEM 1115 General Chemistry; BIO 1023 Introduction to Nutrition; BIO 1314 Human Anatomy and Physiology I; BIO 1414 Human Anatomy and Physiology II; ENGL 1113 Introduction to Psychology; ENGL 1113 English Composition I. (Students who have not yet completed these courses must provide proof of enrollment in the course(s) by the application deadline.)
   *Students must be accepted into the Career Ladder Pathway program to enroll in NUR 1415.

4. College Retention Grade Point Average (GPA) . . . . . . . Minimum 2.5000
   The College Retention GPA must include a minimum of 12 credit hours earned at a regionally accredited institution in 1000-level or above science, math, social science, or English courses excluding credit awarded by advanced standing. It will include all coursework attempted with the exception of courses forgiven through the Repeat, Reprieve, or Renewal provisions as outlined in the College Catalog. Students who wish to request academic forgiveness must submit a petition to the Office of Records prior to the application deadline. Any student who has requested academic forgiveness must submit a letter with the nursing application to inform the selection committee that the request has been made. Graduate credit may be included in the retention GPA used for admission to a health program. Graduate credit will only be included if a written request is submitted with the nursing application.
   If the applicant has not attempted or completed the minimum of 12 credit hours at a regionally accredited institution of higher learning in 1000-level or above science, math, social science, or English courses excluding credit awarded by advanced standing, a High School Graduation GPA of 2.75 or a GED Transcript Reflecting Average Score of 530 may be utilized. The High School Graduation GPA or GED Average Score may NOT be used if a College Retention GPA as specified is lower than 2.5.

5. Standard COMPASS Reading placement test score . . . . . . Minimum 86
   OR
   CPT ACCUPLACER Reading placement test score . . . . . . Minimum 77

6. Successful completion of the HESI LPN-ADN Entrance Exam or the HESI EMS-ADN Entrance Exam with a score equal to or greater than the national mean. The HESI LPN-ADN Entrance Exam or the HESI EMS-ADN Entrance Exam must have been achieved on or after November 2, 2013. (Applicants within one year of completion and initial licensure as an LPN will be exempt from the HESI LPN-AND Entrance Exam). HESI LPN-ADN Entrance Exam or the HESI EMS-ADN Entrance Exam may be retaken once, a total of (2) times, in each application period. Achievement of the decision score will be considered for two application periods only. All students applying for this program must have a current licensure by the application deadline to be considered.
   Standard COMPASS or ACCUPLACER scores will only be accepted if the test was taken on or after November 2, 2013. Students who wish to raise their standard COMPASS or ACCUPLACER reading score should visit with an advisor from the Office of Academic Advising about retesting guidelines. COMPLETION OF COLLEGE COURSES AND/OR DEGREES WILL NOT BE ACCEPTED IN PLACE OF THE READING TEST SCORE REQUIREMENT.

NO ADDITIONS OR REVISIONS MAY BE MADE TO AN APPLICATION ONCE SUBMITTED
PREFERENCE POINTS

Applicants who meet all basic application requirements will be ranked according to preference points. A maximum of 24 total preference points may be awarded from three categories:

I. ACHIEVEMENT – 12 POINTS POSSIBLE

College Degree (maximum of 2 points) Points Awarded for Highest Degree Earned ONLY

<table>
<thead>
<tr>
<th>Degree Type</th>
<th>Points Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>AA, AS, AAS</td>
<td>1</td>
</tr>
<tr>
<td>Bachelor’s Degree and Above</td>
<td>2</td>
</tr>
</tbody>
</table>

GPA (maximum of 3 points)

<table>
<thead>
<tr>
<th>GPA</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.75-4.0000</td>
<td>3</td>
</tr>
<tr>
<td>3.50-3.74</td>
<td>2</td>
</tr>
</tbody>
</table>

College Retention GPA must include a minimum of 12 college credit hours in 1000-level or above science, math, social science, or English courses, excluding credit awarded by advanced standing. If the applicant has not completed 12 college credit hours as designated, a high school graduation GPA may be used.

OR

High School Graduating GPA

If the applicant has attempted or completed 12 college credit hours, a high school graduation GPA cannot be used.

<table>
<thead>
<tr>
<th>GPA</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.75-4.00</td>
<td>2</td>
</tr>
<tr>
<td>3.50-3.74</td>
<td>1</td>
</tr>
</tbody>
</table>

OR

GED Score

<table>
<thead>
<tr>
<th>GED Score</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>670+</td>
<td>3</td>
</tr>
<tr>
<td>610-660</td>
<td>2</td>
</tr>
<tr>
<td>550-600</td>
<td>1</td>
</tr>
</tbody>
</table>

Science Courses (maximum of 6 points and 3 courses) 2 points per class for a grade of A; 1 point per class for a grade of B

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Maximum Points</th>
<th>Points per Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>High school lab science (1 Unit) or college-level science courses (3 credit hours or more)</td>
<td>6</td>
<td>A - 2, B - 1</td>
</tr>
</tbody>
</table>

NOTE: High school lab science courses will NOT be applicable if at least one college-level science course has been attempted or completed.

II. POTENTIAL —- 10 POINTS POSSIBLE

(Note: CPT ACCUPLACER, COMPASS, CPM-IV, and TEAS scores must be no older than two years from the date this application first becomes available (November 2, 2013). ACT scores must be no older than five years from the date this application first becomes available (November 2, 2010). Accuplacer reading scores may be listed on your score sheet as “Reading Comprehension” and Accuplacer writing scores may be listed as “Sentence Skills.” Compass writing scores may be listed as “English.” Information about these tests can be found at [http://www.occc.edu/acs/assessment.html](http://www.occc.edu/acs/assessment.html).)

Reading (Maximum 2 points)

<table>
<thead>
<tr>
<th>Test</th>
<th>Minimum Score</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT ACCUPLACER Reading</td>
<td>91</td>
<td>2</td>
</tr>
<tr>
<td>or, Standard COMPASS Reading</td>
<td>92</td>
<td>2</td>
</tr>
<tr>
<td>or, ACT Reading</td>
<td>23</td>
<td>2</td>
</tr>
</tbody>
</table>

Writing/English (Maximum 2 points)

<table>
<thead>
<tr>
<th>Test</th>
<th>Minimum Score</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT ACCUPLACER Writing</td>
<td>96</td>
<td>2</td>
</tr>
<tr>
<td>or, Standard COMPASS Writing</td>
<td>91</td>
<td>2</td>
</tr>
<tr>
<td>or, ACT English</td>
<td>22</td>
<td>2</td>
</tr>
</tbody>
</table>

Mathematics (Maximum 2 points)

<table>
<thead>
<tr>
<th>Test</th>
<th>Minimum Score</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT Mathematics</td>
<td>19</td>
<td>2</td>
</tr>
<tr>
<td>or, CPM-IV</td>
<td>70</td>
<td>2</td>
</tr>
</tbody>
</table>

(Note: The CPM-IV and ACT are the only mathematics tests accepted for preference points. The CPM-IV is a mathematics test exclusive to OCCC. Please check with an advisor if you are unsure if you have taken the CPM-IV test. The CPM-IV will be listed as either Test D or Math Assessment 4 on your score sheet. Successful completion of the CPM-IV course or any other mathematics course will NOT be accepted in place of the CPM-IV test.)
Applications are ONLY accepted at the Office of Recruitment and Admissions.

**SELECTION PROCEDURE**

Admissions no later than applicant must submit a completed application including the following documents and verification of all requested preference

To insure each applicant is fully informed of the application procedure, each applicant is encouraged to meet with an advisor from the Office of Academic Advising. Each applicant must submit a completed application including the following documents and verification of all requested preference points to the Office of Recruitment and Admissions no later than 12:00 noon, May 6, 2016:

A. An Oklahoma City Community College Application for Admission. (Students who have previously been admitted to OCCC do not need to submit a new application for admission to the college.)
B. A Fall 2016 Career Ladder Pathway Nursing Program application. This form must be signed by the applicant.
C. A printed receipt of payment of the Selective Admissions Application fee. Valid receipts can be printed using the OCCC Bursar Office Online Payment System or can be issued for cash or check payments made at the OCCC Bursar Office.
D. An official high school transcript reflecting date of graduation; official GED transcript; or official college transcript(s) from ALL colleges/universities. Official college transcripts must be submitted with the nursing application even if the transcripts have previously been submitted to OCCC.
E. An official report of the Standard COMPASS or CPT Reading placement test score. Test scores on file at OCCC should be obtained by the student and submitted with the nursing application. Test scores can be obtained from the Testing & Assessment office.
F. Documentation of eligibility for general education placement through the Oklahoma City Community College admission and assessment process.
G. Verification of completion of the HESI LPN-ADN Entrance Exam or the HESI EMS-ADN Entrance Exam with a score of equal to or greater than the national mean.
H. Present a copy of LPN or Paramedic Oklahoma license. An official copy of the LPN or Paramedic transcript must also be submitted with the nursing application.

**III. EXPERIENCE/CERTIFICATION – 3 POINTS POSSIBLE**

<table>
<thead>
<tr>
<th>Experience/Certification</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate of ACEN Accredited Practical Nursing program</td>
<td>3</td>
</tr>
<tr>
<td>Graduate of non-ACEN Accredited Practical Nursing program</td>
<td>2</td>
</tr>
<tr>
<td>Official current Oklahoma licensure must be submitted, along with an official transcript from the school at which LPN credits were earned. If licensure is submitted without an official transcript from the school at which the LPN credits were earned, it will be assumed that the student attended a non-ACEN accredited program.</td>
<td>2</td>
</tr>
<tr>
<td>Current Certification – OFFICIAL DOCUMENTATION REQUIRED</td>
<td>1</td>
</tr>
<tr>
<td>Advanced Unlicensed Assistant (AU); Certified Nursing Assistant (CNA); Registered Respiratory Therapist (RRT); Certified Respiratory Therapist (CRT); Certified Surgical Technician (CST); Certified Medical Assistant (CMA); Emergency Medical Technician (EMT);</td>
<td>1</td>
</tr>
</tbody>
</table>

**OVERALL TOTAL POINTS POSSIBLE: 24**

**APPLICATION PROCEDURE**

To ensure each applicant is fully informed of the application procedure, each applicant is encouraged to meet with an advisor from the Office of Academic Advising. Each applicant must submit a completed application including the following documents and verification of all requested preference points to the Office of Recruitment and Admissions no later than 12:00 noon, May 6, 2016:

1.Applications on file by 12:00 noon, May 6, 2016, with the highest total preference points will be given priority for admission. All testing must be completed prior to the application deadline. Test scores on file at OCCC must be obtained from the Testing & Assessment office and must be submitted with the nursing application.
2. If applicants have identical preference point totals, individuals will be ranked according to high school grade point average or college retention grade point average as defined in the basic application.
3. An application will be considered complete when the criteria in items 1-6 of the Basic Application Requirements are met. Documentation for preference points must be submitted with the application. Applications will be considered incomplete if ALL college/university transcripts, including an OCCC transcript, are not submitted with the nursing application.
4. The applicants selected for admission to the program will be notified via their OCCC email.
5. All qualified applicants who have not been selected for admission to a class will be placed on an alternate list for that application period only.

**Applications are ONLY accepted at the Office of Recruitment and Admissions. Do not fax or hand deliver applications to the Health Professions Office. Please submit all documents together. Do not submit documents separately.**
FALL 2016 NURSING CAREER LADDER PATHWAY APPLICATION

CHECKLIST

THE FOLLOWING CHECKLIST IS PROVIDED FOR THE APPLICANT'S CONVENIENCE AND IS NOT AN OFFICIAL APPLICATION EVALUATION. APPLICANTS WILL BE NOTIFIED BY MAIL OF THEIR APPLICATION STATUS.

1. ARE YOU CURRENTLY ADMITTED TO OKLAHOMA CITY COMMUNITY COLLEGE?
   □ YES   □ NO

2. HAVE YOU OBTAINED A VALID RECEIPT OF PAYMENT OF THE SELECTIVE ADMISSIONS APPLICATION FEE AS EXPLAINED IN #2 OF THE BASIC APPLICATION REQUIREMENTS?
   □ YES   □ NO

3. ARE YOU ELIGIBLE FOR PLACEMENT IN ENGLISH AND SCIENCE CLASSES AS EXPLAINED IN #3 OF THE BASIC APPLICATION REQUIREMENTS?
   □ YES   □ NO

4. DO YOU HAVE A QUALIFYING GPA AS EXPLAINED IN #4 OF THE BASIC APPLICATION REQUIREMENTS?
   □ YES   □ NO

5. HAVE YOU TAKEN THE CPT READING PLACEMENT TEST OR COMPASS READING TEST AND MET THE MINIMUM SCORE AS EXPLAINED IN #5 OF THE BASIC APPLICATION REQUIREMENTS?
   □ YES   □ NO

6. HAVE YOU TAKEN THE HESI LPN-ADN ENTRANCE EXAM OR THE HESI EMS-ADN ENTRANCE EXAM AND MET THE MINIMUM SCORE AS EXPLAINED IN #6 OF THE BASIC APPLICATION REQUIREMENTS?
   □ YES   □ NO

7. HAVE YOU OBTAINED OFFICIAL TRANSCRIPTS FROM ALL PREVIOUS COLLEGES OR UNIVERSITIES ATTENDED? (Note: Official transcripts must be submitted with the nursing application even if the transcripts have previously been submitted to OCCC.)
   □ YES   □ NO

8. HAVE YOU OBTAINED AN OFFICIAL COPY OF YOUR OCCC TRANSCRIPT?
   □ YES   □ NO

9. DO YOU HAVE YOUR LPN OR PARAMEDIC LICENSE AND TRANSCRIPT READY TO SUBMIT WITH YOUR APPLICATION?
   □ YES   □ NO

NOTE: If you answered “no” to any of these questions, your application may be considered incomplete, and you may not be admitted to the Fall 2016 Nursing Career Ladder Pathway program. Preference points will only be tallied when documentation for the points is submitted with the nursing application. Test scores must be submitted with the nursing application. To receive documentation for test scores on file at OCCC, please visit the Testing & Assessment office.
FALL 2016 – CAREER LADDER NURSING

OKLAHOMA CITY COMMUNITY COLLEGE

Name ___________________________________________ ID# __________

Last                          First                          MI                          Maiden

Address __________________________________________________________________________________________________________

Street                            City                            State                            Zip

E-mail_____________________________________________________________ Phone ( ) _________________________

High School of Graduation ___________________________ Year ______________

GED Certificate: □ Yes □ No Year ______________

I have recently applied for Academic Forgiveness/Reprieve □ Yes □ No

Colleges or universities attended (list all):

______________________________________________________________________________Dates _______________________________

______________________________________________________________________________Dates _______________________________

______________________________________________________________________________Dates _______________________________

______________________________________________________________________________Dates _______________________________

The failure to list ALL previously attended colleges or the submission of false information/academic records is grounds for denial of admission or immediate suspension and application disqualification.

Are you a Licensed Practical Nurse (LPN) in the state of Oklahoma? Yes___ No____
Are you an Advanced Unlicensed Assistant (AUA) in the state of Oklahoma? Yes____ No___

Official current Oklahoma licensure must be submitted, along with an official transcript from the school at which LPN or Paramedic credits were earned.

Applicants will be considered only for the semester specified on this application.
Applicants not selected must reapply to be considered for admission for any other academic semester.

APPLICATION AGREEMENT – READ CAREFULLY

I have read and understand the admissions criteria and selection process for the Nursing Career Ladder Pathway Program. I understand that applications submitted without ALL required documents and signatures will be considered incomplete and rendered ineligible for the application period. I understand that I must submit OFFICIAL transcripts from all colleges or universities I have previously attended even if those transcripts are already on file at OCCC. I understand that I must submit an official copy of my OCCC transcript with my nursing application. I understand that a criminal history and sex offender background investigation must be completed if I am selected for admission. I understand that a random drug test is also required. I understand it is my responsibility to notify, in writing, the Health Program Selection Committee in the Office of Recruitment and Admissions of any change of name or address. I understand that official eligibility for this program is determined in the Office of Recruitment and Admissions. I also understand the deadline for this application is NOON (12 p.m.) May 6, 2016.

Applicant’s signature ___________________________________________ Date ______________________

ONLY COMPLETED APPLICATIONS WITH ALL VERIFYING DOCUMENTS, TRANSCRIPTS, AND TEST SCORES WILL BE ACCEPTED.
NO ADDITIONS OR REVISIONS MAY BE MADE TO AN APPLICATION ONCE SUBMITTED.