

Hocking College

LPN Transition to RN Track

(For Nursing applicants who are currently a Licensed Practical Nurse)

Checklist for Admission File Completion

All Nursing program applicants are accepted into the Associate of Science (AS) program and may begin taking general classes. The AS program is a pathway to the Nursing program and allows you to complete general education requirements for Nursing.

Completion of the Nursing TEAS Exam at the proficient level or higher will determine whether you qualify for a Nursing program. Students who meet file completion requirements by the deadline for the upcoming semester will progress to RN Semester 2 based on availability. The Program Ranking Formula will determine which students are accepted if the number of students meeting the file completion requirements exceeds the available seats. File completion does not guarantee admission to the upcoming semester. TEAS exam scores are valid for two years.

It is your responsibility to monitor admission file completion status. All Nursing communication will be sent to your Hocking College email account. If you have questions regarding file completion requirements, please contact your academic advisor or the Registrar's Office (by phone at 740-753-7068, in person in JL 184 or by email at admissionfile@hocking.edu).

Other things to note:

- Completion of a Practical Nursing program and successful completion of the licensure exam for Practical Nursing is required before acceptance. Credit will be awarded for the following courses once your official PN transcript is received -
 - Fundamental Concepts of Nursing
 - Health Assessment
 - Anatomy and Physiology I
 - Anatomy and Physiology II
- Students convicted of a felony are not eligible for entrance to the Hocking College Nursing programs. Non-felony convictions will be reviewed by the Program Manager, and admission will be considered on a case-by-case basis. The program complies with the criminal records check laws in Ohio specific to healthcare workers. The Board of Nursing is no longer permitted to automatically deny an application or license based on an applicant's convictions.
- Students are required to complete and pass a drug screen upon acceptance into the Nursing program. This is a requirement of our affiliate healthcare agencies. Students will be notified at new student orientation.

Step 1: Completion of the LPN to RN Transition Course

- **1. Practical Nursing Transcript**

Submit an official transcript from the school of Practical Nursing from which you graduated. Official transcripts must be mailed directly from your school of Practical Nursing to the Hocking College Registrar's Office, Hocking College, 3301 Hocking Parkway, Nelsonville OH 45764 or submitted through a formal transcript service such as Parchment or National Student Clearinghouse. Faxed, emailed or hand carried transcripts are not accepted. (Note: If you completed the PN program at Hocking College you do not need to submit a PN transcript).

Once your official PN transcript is on file you are eligible to take the NT-1400 - LPN to RN Transition course. Successful completion of this course is required for admission to Semester 2 of the RN program.

Step 2: Requirements to Progress to RN Semester 2

- **1. LPN to RN Transition Course**

Complete **NT-1400 – LPN to RN Transition** with a grade of "B-" or higher.

- **2. Nursing TEAS Exam**

The Nursing TEAS Exam determines eligibility for the Nursing program. The exam must be completed in person at Hocking College or proctored at a certified testing center. You are allowed 4 hours to complete the exam which consists of the following: Math, Reading, Science and English. A composite score of proficient level or higher is required for admission to the Nursing program.

You must schedule an appointment to take the Nursing TEAS Exam. Testing dates are available online (<https://www.atitesting.com/teas/register>). A limited number of seats are available each testing date and are filled on a first come first served basis. The exam costs \$87 (subject to change) and must be paid online when you schedule your testing appointment. The exam is given in the Hocking College Testing Center (DVD 108). You must present a picture ID and have a valid email address available at the time of testing. You must also know your Hocking College student ID number.

The test can be taken a maximum of three times with a minimum of 14 days between each test date. Each testing session requires a separate appointment and payment of the \$87 (subject to change) testing fee. TEAS scores are valid for 2 years.

You are encouraged to review prior to taking the exam. Resource: Official ATI TEAS Study Manual 2022-2023, 7th Edition. ISBN-13: 978-1565332393. Additional online resources can be found at nursehub.com.

If you have used all three assessment attempts and do not meet the minimum proficient level you are not eligible for admission to the Nursing program until scores have expired and you are eligible to retest. You are encouraged to meet with your academic advisor to discuss other career options.

TEAS scores for Nursing can be sent from any testing location as long as they meet the following criteria: 1.) It must be administered in-person at an approved proctored site. No remote exams are accepted. Scores are valid for 2 years. 2.) The test must have exactly the same subjects (Math, Science, Reading and English) our TEAS covers – no more, no less. Your official score transcript (ordered through the ATI website) must be sent directly to nursing@hocking.edu. Additional fees may be required to have scores sent.

• 3. **Proof of Valid PN License**

Provide proof of a valid, non-restricted PN license. You may submit your license information printed from the Board of Nursing website. License information should be submitted to the Hocking College Registrar's Office, Hocking College, 3301 Hocking Parkway, Nelsonville OH 45764 or emailed to admissionfile@hocking.edu.

• 4. **High School Transcript or GED**

Submit an official high school transcript indicating graduation from an accredited high school or proof of successful completion of the General Education Development (GED) test. Official transcripts must be submitted by your high school to the Hocking College Registrar's Office using one of the methods below. Transcripts emailed by anyone other than the high school, hand carried transcripts, and faxed transcripts are not accepted.

- Through a formal transcript service (i.e., Parchment, National Student Clearinghouse).
- Mailed directly from your high school to the Hocking College Registrar's Office, Hocking College, 3301 Hocking Parkway, Nelsonville OH 45764.
- Emailed from your high school to registrar@hocking.edu. Emailed transcripts must include the signature of a school official.
- GED certificates must be submitted to the Registrar's Office in the official format of the state in which you completed the GED.
- If you are/were home schooled, submit a notarized homeschool transcript showing graduation from an approved homeschooling curriculum. The transcript must be submitted to the Registrar's Office. If you did not complete an approved homeschool curriculum, you may be asked to submit General Education Development (GED) scores.
- If you completed high school outside of the United States, submit original transcripts (translated to English by a formal translation service if necessary) for schooling equivalent to a United States high school. Once received your transcript will be reviewed to determine if it meets the transcript requirement. It is recommended that you submit official documents in person. Original documents will be copied and returned to you. If you are unable to obtain an official transcript, it is recommended that you complete the General Education Development (GED) test.

• 5. **Nursing Information Session**

Attend a Nursing Information Session. Dates can be found on the website at [hocking.edu>majors>registered nursing](https://hocking.edu/majors/registered-nursing).

• 6. **Pre-Clinical Course Completion**

- Satisfactorily complete the following courses with a grade of "C" or higher within two (2) attempts. Students who do not meet this requirement may repeat the course(s) three years after the date of the last unsuccessful attempt to be eligible for the Nursing program.
- Courses completed at another college/university must have a "C" grade or higher, be documented on an official college transcript and posted as transfer credit. Official college/university transcripts must be submitted to the Hocking College Registrar's Office through a formal transcript service (i.e., Parchment, National Student Clearinghouse) or be mailed directly from the awarding institution to the Hocking College Registrar's Office, Hocking College, 3301 Hocking Parkway, Nelsonville OH 45764. Faxed, emailed or hand carried transcripts are not accepted.
- 6a. Complete **ENGL-1510 - English Composition I** with a grade of "C" or higher or have transfer credit posted showing completion of the course at another college/university with a "C" or higher.
- 6b. Complete **MATH-2250 - Introductory Statistics OR MATH-1113 - College Algebra** with a grade of "C" or higher or have transfer credit posted showing completion of the course at another college/university with a "C" or higher.

• 7. **Required Immunization**

Provide documentation of the following immunizations or titers: **MMR**- 2-dose series or positive/reactive titer for each component. **Varicella**- 2 dose series or positive/reactive titer. **Hepatitis B**- completed series or positive/reactive titer. Please note any negative titer results will require vaccination/boosters per the CDC guidelines for healthcare workers. **Tdap**- Last dose within the past 10 years. **Influenza**- Annual immunization or approved exemption. **COVID-19**- A 2-dose series for clinical site reporting purposes or approved exemption. **After submitting your application and registering for the TEAS, you will receive an email with instructions to upload your documentation to ATI before the admission file completion deadline.**