

## Practical Nursing Program Application and Agreement (33-week certificate program beginning winter 2025)

Practical Nursing applications are due September 8, 2024, by 11:59 p.m. **The application must be sent via email** to [practicalnursing@roquecc.edu](mailto:practicalnursing@roquecc.edu) with your name and RCC Student ID number in the subject line. The application fee is \$60 and must be paid online at [RCC Marketplace](#) by September 8, 11:59 p.m.

Application and Agreement, verifications, and other documentation will not be accepted if mailed USPS or hand delivered. **EXCEPTION:** Sealed copies of official transcripts. Hard copies of sealed transcripts are to be mailed to:

**Rogue Community College Attn: Barbara Wicks  
3345 Redwood Highway Grants Pass, OR 97527**  
(Envelope must be postmarked by 5:00 PM on September 8, 2024;  
send certified/return receipt if verification is desired.)

**Note:** Winter 2025 will be the last entry of Practical Nursing students for the RCC PN stand-alone program. Prerequisite, entry and application requirements will change for those applying to the fall 2025 Practical Nursing Program.

Reading and following directions are critical to success in all Nursing programs. It is the student's responsibility to ensure that they have met the eligibility requirements mentioned in this document.

### **TO BE ELIGIBLE TO APPLY:**

- All applicants must have applied for admission to RCC and acquired an RCC Student ID and RCC Student email address. Students can find the admissions process at [RCC Admissions](#). Email communications with applicants will ONLY be done via official RCC student email addresses.
- All applicants cannot have been dismissed from ANY Nursing program, failed ANY nursing course more than once, or failed ANY two nursing courses.
- All applicants must NOT have been on Academic Suspension during the most recent term of attendance preceding the application.
- **Transcripts:**
  - All applicants must include official transcripts from ALL previously attended colleges or universities by the application deadline of the program regardless of applicability to program requirements.
  - All applicants with transcripts outside of RCC must complete the online [Transfer Credit Evaluation Request](#) to generate an official evaluation. Students who have submitted official transcripts previously and have requested a transfer credit evaluation do NOT need to request an evaluation again unless the transcript has NEW courses that need to be evaluated. RCC transcripts do not need to be submitted.
- Applications will not be processed for any student who has a financial hold at RCC. Applications will be held until the hold is cleared. Uncleared holds will result in disqualification if not cleared by the application deadline.
- Practical Nursing Applicants must have a minimum of a 2.0 combined prerequisite/preparatory course GPA.
- Practical Nursing applicants must have current proof of an unencumbered OSBN CNA certificate or show proof of a completed CNA course by the September 8 deadline.

- If providing proof of a CNA course by the application deadline, an Oregon CNA certificate must be provided by November 1.
- All applicants must have a passing TEAS score of 58.7% or higher.
- All applicants must have completed BI121 Elementary Anatomy and Physiology within seven years of the application deadline.
- BI231, BI232, and BI233 w/labs will meet the PN A&P requirements of BI121 and BI122. If utilizing the 200-level A & P series, BOTH BI231 AND BI232 must be completed by the application deadline. Students must follow up and complete BI233 w/lab the fall 2023 term if not already taken within the last seven years. The 200-level of A & P will be required of applicants beginning the Fall of 2025.
- PSY201 prerequisite required in ADN Programs will NOT meet the PN prerequisite requirement of PSY101.
- All applicants must have completed CIS 120, the CIS proficiency exam, or an equivalent course within 10 years of their intended program's application deadline.

**PRACTICAL NURSING PREREQUISITES/CERTIFICATION REQUIRED BEFORE SEPTEMBER 8**

<b>Course No.</b>	<b>Course Title</b>	<b>Credits</b>
BI121/BI121L	Elementary Anatomy and Physiology I/Lab (within last seven years or BI231/BI231L and BI232/BI232L if both are completed with labs within the last seven years)	4
MTH65	Fundamentals of Algebra II (equivalent or higher-level math)	4
PSY101	Psychology of Human Relations (PSY201 does NOT fulfill this requirement)	3
WR115	Introduction to Expository Writing (or designated placement or completion of WR121Z)	0-3
5.400	CNA-1 (OSBN-approved CNA-1 course with completion certificate; course proof is waived for students with a copy of a current OSBN CNA-1 certification attached to the application)	—
	<b>TOTAL PREREQUISITE CREDITS</b>	<b>11-14</b>

**PRACTICAL NURSING PREPARATORY COURSEWORK (COMPLETION REQUIRED BY THE END OF FALL TERM 2024 FOR THOSE CONTINGENTLY ADMITTED OR PLACED ON ALTERNATE LIST):**

Course No.	Course Title	Credits
BI122/BI122L	Elementary Anatomy and Physiology II with lab OR BI233/BI233L w/lab if utilizing BI231/BI231L and BI232/BI232 as prerequisites (seven-year time limit)	4
—	Current CPR Health Care Provider course (HE261 or other AHA adult/infant/child, one- and two-person with AED).	0-1
CIS/CS	Approved Computer Information Science or Computer Science course, CIS120/CS120 or above, or documented computer proficiency within the past ten years	0-2
WR121Z	English Composition I	4
	<b>TOTAL PREPARATORY CREDITS</b>	<b>8-11</b>

**ATI TEAS EXAM – ALL APPLICANTS TO ALL NURSING PROGRAMS:**

- The Test of Essential Academic Skills (TEAS) is a basic admission requirement that assesses a student's preparedness to enter the healthcare field. TEAS exams are taken online and proctored online by ATI.com. A composite score of 58.7% or higher is required of ALL Nursing Program applicants. Submit results via the application email of the program for which you are applying to.
- To establish your ATI account and learn more about the TEAS exam as well as tutorials, practice assessments, and various levels of study manuals, please visit [ATITesting.com](https://www.atitesting.com).
- The TEAS exam can be taken more than once with no less than two weeks between exams. The highest score will be utilized. TEAS Exam scores are valid for two years of the testing date.

**PRACTICAL NURSING ESSAY SESSION SCHEDULE:**

Select one Essay Session to reserve a seat. Requests are done first come first serve and are to be emailed to [mweast@roquecc.edu](mailto:mweast@roquecc.edu) by the deadline noted for each program.

Practical Nursing Essay Sessions – deadline to reserve is September 8, 2024, at 5:00 p.m.

October 16, 2024	October 17, 2024
Session 1: 9:00 a.m.-11:00 a.m.	Session 3: 9:00 a.m.-11:00 a.m.
Session 2: 1:00 p.m.-3:00 p.m.	Session 4: 1:00 p.m.-3:00 p.m.

-----

*In compliance with state and federal laws, Rogue Community College does not discriminate based on race, religion, color, national origin, age, sex, veteran status, marital status, sexual orientation, genetic information, disability, or any other characteristic protected by federal, state or local laws in employment, or in any of its educational programs or services. For information about RCC's policy of nondiscrimination, contact the Title IX Compliance Coordinator at 541-956-7124.*

# PRACTICAL NURSING PROGRAM

## Application and Agreement

Email to [practicalnursing@roquecc.edu](mailto:practicalnursing@roquecc.edu). Your name and RCC ID# must be in the subject line. You must use your official RCC student email address. Do not send USPS or hand-deliver.

_____	_____	_____
Last Name	First Name	Previous Last Name(s)
_____	_____	
Student ID Number	Official RCC Student Email	

Application Agreements, Work Experience Verifications, Transcripts of ATI TEAS composite test scores, copy of CNA course/certificate, and proof of active military or honorably discharged veteran status' must all be emailed with the application by September 8, 2024.

A copy of your current unencumbered OSBN CNA license must be valid through November 1, 2024. Certification must be kept current throughout the program. If you have 400+ hours of work experience and wish to obtain points, complete the "CNA Work Experience Verification" form (included in this Application Agreement packet) completed by your employer/supervisor. The form must be completed in its entirety by the supervisor/employer with hours filled in, and all questions answered, signed, and dated. Work experience points as a CNA can only be earned by performing authorized duties supervised by a licensed nurse qualifying the applicant for OSBN CNA certification renewal. The work experience must be as an OSBN-certified CNA in a position in which the CNA certification is required within the previous 12 months. **A NATIONAL CERTIFICATE AS A MEDICAL ASSISTANT DOES NOT FULFILL THIS REQUIREMENT.**

### INITIAL EACH ITEM BELOW TO ACKNOWLEDGE YOU HAVE READ, UNDERSTAND, AND AGREE TO THE FOLLOWING:

\_\_\_\_\_ I understand winter 2025 will be the last cohort for the current Practical Nursing stand-alone program. A new process with updated prerequisites, entry, and application requirements will begin in fall 2025. If not admitted for Winter 2025, my current courses and qualifications may not meet the new standards for fall 2025.

\_\_\_\_\_ I have verified that OFFICIAL transcript(s) from all OTHER colleges/universities are on file in the Rogue Community College Enrollment Services Office. Rogue Community College transcripts do not need to be attached.

\_\_\_\_\_ 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 comprised of Practical Nursing and I understand that when repeating A & P courses, only the last grade received will be used for my application. If utilizing the 200-level of A & P for additional points, they must also be within the seven-year time limit.

\_\_\_\_\_ I understand I must have a GPA of 2.0 to qualify to apply to the RCC Practical Nursing Program.

\_\_\_\_\_ I understand if I have a financial hold, my application will be disqualified if the hold is not cleared by September 8, 2024, at 11:59 p.m.

\_\_\_\_\_ I must not have been on academic suspension the most recent term attended before the application deadline and my application will be held if there is a financial hold on my account unless it is cleared by September 8, 2024, at 11:59 p.m.

\_\_\_\_\_ I have read the Practical Nursing Program Information and understand if accepted into the program, that I must have met the Oregon Health Authority 409-30-0170 Health Profession Student Clinical Training Administrative Requirements by the date outlined in my acceptance letter.

\_\_\_\_\_ I understand that if not vaccinated for COVID, I am required to submit either a medical or religious exemption form. I understand that although medical and religious exemption form are currently allowed and provided by the Oregon Health Authority, contracted facilities of the RCC Nursing Programs have authority over their facility's COVID vaccination requirements.

\_\_\_\_\_ I understand if COVID restrictions are implemented in facilities providing clinical experiences required for this program, and I am required to obtain a COVID vaccination but do not, I may need to withdraw from the program. Failure to meet clinical requirements due to these restrictions could result in a delay of progress and/or failing the program.

\_\_\_\_\_ 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 to complete the program.

\_\_\_\_\_ I understand I must provide proof of a CNA Course by the application deadline and follow-through with proof of OSBN certification by November 1 unless I am currently licensed as a CNA by the OSBN. My current unencumbered CNA certificate must show certification number, date of issue, renewal, and expiration by the September 8 deadline. I understand my CNA license must be kept current throughout the program.

\_\_\_\_\_ I understand that if accepted, I must complete the remaining required preparatory courses as described above in Preparatory Coursework before Winter term 2025. If I am an alternate and not admitted to the winter term 2025 cohort, I must complete all preparatory courses by the fall term to remain an alternate in addition to meeting the prerequisite, entry, and application requirements of the fall 2025 PN Program.

\_\_\_\_\_ I have reviewed the Criminal Background and Urine Drug Screen Information links on the Practical Nursing webpage. I have also reviewed the Immunization, Testing, and Training Requirements governed by the [Oregon Health Authority Division 30 Policy](#) regarding Administrative Requirements of Higher Education institutions and students in healthcare programs of higher education institutions.

\_\_\_\_\_ I understand that because RCC and its contracted agencies for student clinical experiences receive federal funding, the use or possession of Marijuana is considered a crime under federal law whether recreational or medical. Therefore, RCC Nursing students and staff are prohibited from utilizing Marijuana medically or for recreation while a student or staff at Rogue Community College. If I am admitted, I know that I will be required to pass a 10-panel urine drug screening process that targets amphetamines/ methamphetamines, cocaine, marijuana, opiates, phencyclidine, propoxyphene, barbiturates, benzodiazepines, methadone, and methaqualone. If I have a positive drug test, I will be required to follow the vendor's procedures related to positive drug screening reviews. If the vendor's medical review officer upholds the positive drug screening results, taking into account valid prescriptions and prescribed dosages, I could have my acceptance rescinded. If I have a valid prescription for Medical Marijuana, I will be allowed to seek alternative medications from my PCP that the medical examiner will approve.

\_\_\_\_\_ I understand a failed criminal history background check or urine drug screen could result in my acceptance being rescinded and could be reported to the OSBN. I know accepted students are required to disclose any outstanding warrants or past arrests, charges, and convictions even if outside any time window given on the criminal history documents and must submit an explanation to the Nursing

Programs Office **IF** admitted to the program by the deadline that will be given in my admissions letter. Note that expunged records do still show up on criminal record checks. Disclosures should be provided at the time the criminal background check is ordered to allow sufficient time for the appeals process. Nondisclosure will result in dismissal from the program.

\_\_\_\_\_ I agree to disclose any warrants, arrests, charges, or convictions that arise **while enrolled** in the Practical Nursing Program. Nondisclosure will result in dismissal from the program.

\_\_\_\_\_ I understand that if I am accepted into the program, for public safety and health, if I have or develop any 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, the Practical Nursing Program may consult with college administration, the OSBN and other necessary counsel and that I may be dismissed from the program. I understand that the same information will be asked upon PN licensure of the OSBN, and licensure may be denied. Specific questions regarding these issues should be directed to the OSBN at [www.oregon.gov/osbn](http://www.oregon.gov/osbn).

\_\_\_\_\_ I understand that if accepted to the program, I will be required to travel to different clinical sites and that I will need reliable transportation.

\_\_\_\_\_ I know that I must attend the mandatory orientation sessions scheduled for the first week of the winter term.

\_\_\_\_\_ I understand that the use of the Internet and email is an integral part of all practical nursing courses and access to a computer with software that includes Microsoft (Word) and Internet access (at home or elsewhere) will be required daily.

\_\_\_\_\_ I understand that all exams will be taken online via Assessment Technologies Institute in the classroom setting and access to or acquiring a reliable laptop will be necessary. iPads and Smart phones, and tablets are not compatible with ATI exam software, nor offer full access to Blackboard course materials.

\_\_\_\_\_ I understand that the Test of Essential Academic Skills (TEAS) must be completed before application deadline and that I am to email the official results of my scores to [practicalnursing@roquecc.edu](mailto:practicalnursing@roquecc.edu) by the application deadline. I understand that my score must be 58.7% or higher to qualify to apply. I know that any fees associated with registering and studying for this exam are my responsibility and that my score results must be within the previous two years of September 8, 2024.

\_\_\_\_\_ I understand that if I need academic or physical testing accommodations it is my responsibility to contact the RCC [Access and Disability Services Office](#) in advance to ensure accommodations are in place before matriculation into the Practical Nursing Program (at least six (6) weeks). I understand these accommodations will not substitute for the basic requirements for entrance or [Technical Standards](#) required for the successful completion of the practical nursing program.

\_\_\_\_\_ I understand that all documents of verification are to be provided by me through email to [practicalnursing@roquecc.edu](mailto:practicalnursing@roquecc.edu) and that I will not mail USPS nor hand-deliver documents to any RCC Campus. The only exception is hard copies of official sealed transcripts in my possession that must be mailed via USPS.

\_\_\_\_\_ I understand that participation in one session of the essays is required as part of the selection criteria and that I must reserve a session listed in the above schedule before October 7, 2024.

\_\_\_\_\_ I understand that if I have a change of address, surname, etc., after submission of the application I will notify [studentservices@roquecc.edu](mailto:studentservices@roquecc.edu) AND Melissa Weast at [mweast@roquecc.edu](mailto:mweast@roquecc.edu)

\_\_\_\_\_ I understand that if admitted, I must be fully vaccinated and meet the testing requirements listed in the [OAR 409.030-1080 policy](#) before beginning the program in January 2025. (Exception HEP B – 6-month series). I understand some training is site-specific and will be done while in the program and that I am NOT required to have insurance and liability insurance but may do so of my choosing.

\_\_\_\_\_ I understand that the application fee of \$60 must be paid to the [Rogue Community College Marketplace](#) by September 8, 2024, by 11:59 p.m.

**TO QUALIFY FOR ESSAY SESSION SEATING, THE FOLLOWING MUST BE ON FILE BY SEPTEMBER 8, 2024, AT 11:59 p.m. WITH RCC STUDENT SERVICES.**

**A COMPLETE APPLICATION CONSISTS OF:**

- 1) Practical Nursing Application and Agreement. (Pages 4-6)
- 2) OSBN CNA certification: obtained from the [OSBN](#) valid through November 1, 2024, OR certificate of CNA course completion by September 8, 2024.
- 3) CNA Work Experience document (if seeking selection points). Points will not be awarded if the CNA Work Experience form is incomplete. (Page 9)
- 4) Transcript of ATI TEAS composite test scores.
- 5) Prerequisite/Course Completion Chart (Page 8).
- 6) Active Military Status or honorably discharged veteran status (if requesting points).
- 7) Official transcripts from ALL previously attended colleges or universities regardless of the applicability of courses toward program requirements. Students can verify by emailing a request with their name and student ID to [StudentRecords@roquecc.edu](mailto:StudentRecords@roquecc.edu) listing the college(s) or university(s) previously attended.
  
- 9) \$60 application fee to [Rogue Community College Marketplace](#).

Applications will be considered incomplete without a signature. Incomplete applications will be disqualified.

_____	_____	_____
Printed Applicant Name	Applicant Signature	Date
_____	_____	
Student ID Number	Official RCC Student Email	

# Prerequisite/Course Completion Chart

Student Name \_\_\_\_\_

RCC ID Number \_\_\_\_\_

<b>PREREQUISITES</b>	<b>GRADE (C or better)</b>	<b>EARNED AT COLLEGE/ UNIVERSITY</b>
Must be emailed to <a href="mailto:practicalnursing@roquecc.edu">practicalnursing@roquecc.edu</a> by September 8, 2024, 11:59 p.m.		
<b>BI121</b> Elementary Anatomy & Physiology I with lab <b>or BI231</b> Anatomy & Physiology I w/ lab <b>and BI232</b> Anatomy & Physiology II w/lab ( <i>within the last 7 years</i> )		
<b>MTH65</b> Fundamentals of Algebra II or higher math		
Basic Nursing Assistant (including skills lab and clinical. OSBN approved CNA-1 course certificate; or proof of current OSBN CNA-1 certification emailed with application)	No grade	Specify the source of course:
<b>WR115</b> Introduction to Expository Writing or placement test score or other requirements to place the student in <b>WR121Z</b> (not required if <b>WR121Z</b> already completed)		
<b>PSY101</b> Psychology of Human Relations		
<b>COMPLETED NON-NURSING COURSES</b>		
* <b>CIS120</b> Concepts in Computing I w/Lab (or RCC computer proficiency results) within 10 years		
* <b>BI122</b> Elementary Anatomy & Physiology II with lab <b>or BI233</b> Anatomy & Physiology III with lab (within 7 years)		
* <b>WR121Z</b> English Composition I (or high school AP English Language & Composition Exam with a score of 3 or better on the official sealed College Board Score Report)		
<i>*Students who have not completed these asterisked courses (or the RCC CIS 120 proficiency exam) before the application deadline must complete them and an approved CPR course (or provide proof of current CPR card) by the end of the fall term to retain acceptance or alternate status. (BI 233 is needed <u>if</u> BI 231 and 232 were completed to meet the prerequisites.)</i>		
<b>Additional/Optional Selection Point Items</b>	<b>Yes or No</b>	<b>Additional Information</b>
I am a 2023 Practical Nursing Alternate that finished all preparatory courses with a C or above.		
I have emailed the signed Work Experience Form and my current unencumbered OSBN CNA certification verifying a minimum of ≥400 hours as a CNA (within the previous 1 year) for additional points.		
I am an active military or an honorably discharged veteran (include verification with Application Agreement).		
I have completed BI231, BI232, and BI233 w/labs with a grade of C or above with no repeats (except the 7-year time limit)		
I am a resident of Jackson or Josephine County and I have completed a minimum of 12 credits at RCC in the past.		



# Rogue Community College

## Practical Nursing Work Experience Verification Form

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Dear Employer/Supervisor:

The above individual is planning to apply to the RCC Practical Nursing 2025 Winter Cohort beginning January 8, 2025. To earn additional points in the application process, the applicant must show verification of a minimum of >400 hours of work experience since August 2023 and an OSBN CNA certificate (not including facility orientation hours). To assist this applicant with the process, please fill in the requested information and **respond to all questions**, and **apply your signature electronically or by hand and return it to the applicant. Points will not be awarded if the form is incomplete.**

The applicants must email this document with their application agreement by September 8, 2024, 11:59 p.m. If you have any questions, you may call the program support services specialist at 541-956-7308.

Sincerely,

*Margaret Brewer, MSN, RN, Nursing Programs Administrator*

The CNA work experience must qualify the individual for renewal of CNA certification by the Oregon State Board of Nursing (OSBN) to earn points. 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.**

-----  
Please identify how many hours this applicant has worked **as a CNA** for you in the past year with a **specific number**:

>400 - 799 hours: \_\_\_\_\_ >1200 – 1599 hours: \_\_\_\_\_ >800 - 1199 hours: \_\_\_\_\_

1600+ hours: \_\_\_\_\_

If less than 400 hours, how many hours of qualifying CNA work experience have they obtained at your facility? (Applicants may submit this form from more than one employer.) \_\_\_\_\_ hours.

**Please answer the following no matter which box you checked above:**

Does this position require a licensed CNA or has the OSBN told you that CNA certification would be granted because of the duties performed? Yes \_\_\_\_\_ No \_\_\_\_\_

Does a licensed nurse (LPN or RN) regularly supervise this individual? Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Facility

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Business Phone\*

\*Must include a contact number for verification and/or clarification of duties.