

Dear Applicant:

Thank you for your interest in the Practical Nursing Program (PNP). A career as an LPN is personally rewarding. You may work in wide variety of workplace opportunities, make a livable wage, and know you are making a difference in others' lives. The LPN is in high demand due to needs of the aging population and growth of the health care field - <https://www.onetonline.org/link/summary/29-2061.00>

Attached is an admission application. Consider attending/scheduling an appointment for an Information seminar in person or via phone call to learn about the Program and the admission process - no cost. See the PNP website for detailed information about the Program www.franklincountylpn.org

Get started - send completed application with a **\$120.00** check or money order payable to **FCCTC-PNP**. The non-refundable fee includes the Kaplan Admission Test, PA Criminal History Record (PA Act 34 Clearance), Medical Terminology Challenge Test, personal interview, and admission processing. Expect a letter in about one week with admission test registration and interview information after the PNP receives your application. Subject to change to online processes with changes in pandemic conditions.

NEW as of July 1, 2020 - The Kaplan Admission Test is a 2.5-hour proctored test taken via computer. The PNP will provide test preparation suggestions, registration instructions, and a test date/time upon receipt of application. An admission interview and Med Term Challenge Test (via computer) is completed on the same day as the Kaplan Test. Recommend – Kaplan Nursing School Entrance Exams Prep book (ISBN-13 9781506234540) as review before taking the test.

Admission to the PNP is competitive and based on testing scores, personal interview, questionnaire, high school transcript grades/GED scores, a PA Act 34 Clearance that meets standards for licensure in PA and clinical eligibility, ability to meet Essential Components. If you attended High School outside of the USA or do not live in PA, call for additional requirements. When the admission process is complete, the qualified applicant is sent an admission offer for the first available class.

Program costs - acceptance/supplies/technology fee (not refundable), tuition, and clinical preparation costs – see PNP website, brochure, explained at the interview. Call for current rates/subject to change.

Receive diploma/school pin at graduation. Graduates apply for license and national licensing exam (NCLEX-PN) after graduation (cost to graduate). The Program does not guarantee eligibility for licensure. The PA State Board of Nursing determines eligibility. License entitles use of the title “Licensed Practical Nurse” or “LPN”. Practice in another state requires application by endorsement.

Office hours: Monday through Thursday - 8:00 a.m. to 3:30 p.m., Friday until 12 noon. Appointments can be scheduled after office hours if needed.



Kathleen Rundquist, MSN, RN
Nurse Administrator
KR:ah Enclosures

7/2021

**FRANKLIN COUNTY CAREER AND TECHNOLOGY CENTER
PRACTICAL NURSING PROGRAM**

ESSENTIAL COMPONENTS OF PRACTICAL NURSING

The applicant will attest that he/she meets the essential components to enter into the program and maintain enrollment at the time of the interview conducted on the day of the Admission Test.

1. Communications: Must read and write English at a proficient level.
Must comprehend and speak fluent English.

2. Visual: With aid of corrective lenses if needed:
Must read labels on Pharmacy prepared medications, and on
 standard unit dose packages.
Must be able to identify marking on standard syringes.
Must be able to read markings on sphygmomanometer.

3. Hearing: With use of hearing aid and/or amplified stethoscope, if needed,
must be able to: (after instruction)
Hear blood pressure readings + or – 2mm/hg
Hear apical pulse + or – 2 beats
Hear and identify various breath sounds.
Hear bowel sounds.
Hear directives with the speaker’s mouth covered with a
 surgical/isolation mask.
Hear call bells and equipment alarms.
Hear amplified phone.

4. Manual Dexterity: Must be able to: (after instruction)
Safely manipulate needles and syringes.
Open suture packages.
Don surgical gloves.
Open unit dose medications.

5. Physical Stamina: Must be able to:
Stand, without sitting, for 2 hours.
Walk up 1 flight of stairs and down 2 flights.
Lift 50 lbs. on a regular basis.
Work continuously in clinical environment with a 15 min. break in am,
 30 min. lunch break, and 15 min. break in pm.
Push and maneuver a stretcher and wheelchair containing
 adults of various sizes.
Participate in clinical experience without restrictions.

ADMISSION APPLICATION

PERSONAL INFORMATION

Name _____
PRINT Last First Middle

Address _____
Street Address City County State Zip

Phone Number (with area code) _____ Email address (required) _____

Have you applied to or been admitted to this Practical Nursing Program before? _____ Yes _____ No
If yes, indicate what year _____

I understand that I am required to have a computer with camera, microphone, Wi-Fi ability and internet for daily class. _____ Yes _____ No

What is the primary language you speak in your home? _____
If primary language is not English, submit TOEFL scores to demonstrate proficiency in speaking, writing, and comprehending English. For information - <http://www.ets.org/toefl>

EDUCATION

High School Attended _____ Graduation Date _____
High school located outside USA? Contact NACES <http://www.naces.org/> for US grade and credit equivalency evaluation. Must also submit a PDE Certificate of Preliminary Education.

If you did not graduate from High School, do you have a GED? _____ Yes _____ No
If GED is not from PA, must also submit a PDE Certificate of Preliminary Education.

Post-Secondary Education (list school/colleges, year attended, primary focus of study):

EMPLOYMENT INFORMATION - List current or most recent job first.

Employer _____ City, State _____ Employment Dates _____

CONDUCT

Have you ever been terminated from your employment for misconduct or poor attendance? Yes _____ No _____
Have you ever been convicted of a crime in any state in the United States? Yes _____ No _____

NAME

When applying to the Pennsylvania State Board of Nursing for licensure, the applicant is required to submit his/her legal name, maiden name, other names previously used. If the State Board deems it necessary, the name may be used to conduct a legal trace. The Practical Nursing Program requests the following information:

Have you ever been known by any other name? _____ Yes _____ No
Former Name(s) _____ Explanation: _____

Practical Nursing Program Admission Application

PA State Law Mandate: As mandated by the Pennsylvania Practical Nurse Law of 1956, and amended January 1986, an individual must be licensed in Pennsylvania to practice as a Licensed Practical Nurse. According to the amendment (S.B. 1117), “The Board shall not issue a license or certificate to an applicant who has been convicted of a felonious act prohibited by the act of April 14, 1972, (P.L. 233, No. 64) known as “The Controlled Substance, Drug, Device and Cosmetic Act”, or convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory or country.” The Board may refuse the licensee who:

1. Has committed fraud or deceit in the practice of practical nursing or in securing his or her admission to such practice or to practical nursing school.
2. Has been convicted or has pleaded guilty or entered a plea of nolo contendere or has been found guilty by a judge or jury of a felony or a crime of moral turpitude in the courts of this Commonwealth, the United States, or any other state, territory, or country, or has received probation without verdict, disposition in lieu of trial or an Accelerated Rehabilitative Disposition in the disposition of felony charges, or has been dishonorably discharged or has been discharged under circumstances amounting to dishonorable discharge from the military forces of the United States or of any other country.
3. Is addicted to alcohol or is addicted to hallucinogenic or narcotic drugs or other drugs which tend to impair judgment or coordination, so long as such dependence shall continue, or if he or she has become mentally incompetent.

I hereby certify that the information on this application is true, and I understand that any omission or false statement may be cause for rejection of my application.

Signature

Date

APPLICATION FEE and ADDITIONAL DOCUMENTS REQUIRED - PLEASE READ

Application Fee – One Hundred Twenty dollars (**\$120.00**), non-refundable, **must be included with application.** Check or money order payable to **FCCTC-PNP**, cash, credit card (3% convenience fee – card must be presented to office for scan). Application valid for one year from date of signature.

High School Transcript - request **official** transcript from high school attended to be sent directly to the Practical Nursing Program, 2463 Loop Road, Chambersburg, PA 17202. Students currently in high school must also have **final** high school transcript reflecting graduation sent directly to the PNP prior to starting Program.

GED - Provide a copy of the Pennsylvania GED certificate and the official scores.

Out-of-state GED or foreign-educated applicants, call for information about additional documents required.

Pre-Entrance Questionnaire – complete/submit on test day. See letter from PNP with scheduled test date/time.

Out of State Background Check - **Applicants who have not lived in PA in the last two years** will provide a state background clearance where previously lived. Submit results to PNP office to continue admission process.

Based on findings from searches below, the PNP reserves the right to cancel the Admission Process.

-Criminal History Record (Pennsylvania Act 34 Clearance)

-OIG Exclusions Database <https://exclusions.oig.hhs.gov/>

-Sex Offender Megan’s Law – <https://www.pameganslaw.state.pa.us>

-Medicheck Verification – <http://dhs.pa.gov/publications/medichecksearch/index.htm>

-System for Award Management (SAM) – <http://www.sam.gov/portal/SAM/#1>

It is the policy of the Franklin County Career and Technology Center not to discriminate on the basis of race, age, color, religion, sex, handicap or national origin in its admissions, educational programs, activities or employment policies as required by Title VI of the civil Rights Act of 1964, Title IX of the 1972 Educational Amendments and Section 504 of the Rehabilitation Act of 1973.

WE ARE AN EQUAL OPPORTUNITY EDUCATIONAL INSTITUTION

Revised 03/01/13, 06/24/16, 3/21/17, 6/24/17, 2/18, 10/19, 5/20, 7/2020