



Practical Nursing Program

INFORMATION PACKET & APPLICATION

Application Period:
March 2, 2018 – March 2, 2019

GENERAL INFORMATION

- **Read all instructions carefully as procedures may change between application cycles**
- **Complete all applicable information and sign in the appropriate places**

APPLICATION DEADLINE

To begin Practical Nursing coursework in **Fall 2019 (August 2019)**,

Deadline to submit Practical Nursing admission application:

March 1, 2019

(All prerequisites must be completed prior to this deadline)

NOTICE OF ADMISSION

Students will be notified by mail and via their Manhattan Tech email address of their admission status approximately 4-6 weeks after the deadline date. It is the responsibility of the student to notify admissions if there is an address change after submission of application.

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Letter of Greeting Practical Nursing Program

Dear Prospective Practical Nursing Student,

The faculty and staff of the Division of Nursing and Allied Health appreciate your interest in our Practical Nursing (PN) Program. This packet will help guide you through the Application Process and provide you with the information about our Admissions Criteria and Selection Process.

The PN program is approved by the Kansas State Board of Nursing. It is a two-semester, fast-paced program that requires several prerequisites in science and general education courses. Individuals will complete academic and clinical courses to earn a certificate in Practical Nursing. The PN graduate is then eligible to take the NCLEX-PN licensing exam; successful completion enables the graduate to practice as a Licensed Practical Nurse (LPN).

Admission into the program is competitive. Applicants must meet the minimum requirements of Manhattan Area Technical College and the Division of Nursing and Allied Health to be considered for admission to the Practical Nursing program.

Note Deadline: Your Manhattan Tech online Admissions Application as well as the required Practical Nursing Admissions Packet and the documents listed within must be received on or before the 1st business day in March to be considered for admission into the Practical Nursing program. Additionally, Manhattan Tech requires students to complete advising appointment before first business day in December

Enclosed is information that is critical for a successful application—please read the entire packet carefully. I encourage you to make an initial advising appointment by contacting the Student Services office at 785-587-2800, for information about college admissions and the Practical Nursing program. The college website at www.manhattantech.edu also provides additional information about our programs.

Specific program requirements, program selection and acceptance criteria are subject to change at any time and without notice. It is the applicant's responsibility to keep informed of current program requirements.

We look forward to your application,

Laurie Stegeman, MSN, RN
Director of Nursing

Neil Ross
Director of Admissions

The MATC Board of Directors supports and complies with Title VI and Title VII of the Civil Rights Act of 1964 as amended, Section 504 of the Rehabilitation Act of 1973 and Amendments, The Americans with Disabilities Act, Title IX and all requirements imposed by or pursuant to the regulations of the Department of Health and Human Services and the Department of Education. It is the policy of the Board of Directors that no person in the United States (on the grounds of gender, race, color, national origin, disability, sexual orientation, gender identity, religion, age, genetic information, parental status, military status, or veteran status) shall be excluded from participation in, denied the benefit of, or otherwise subjected to discrimination under any program or activity of, or employment with, Manhattan Area Technical College.

Specific complaints of alleged discrimination should be referred to Title IX/Section 504/ADA Coordinator/ HR Director, 3136 Dickens Ave., Manhattan, KS 66503, 785.587.2800.

Admission Checklist Practical Nursing Program

Completed	Complete By	Task to Complete
	Semester prior to application – on or before December 1, 2018	SCHEDULE AN APPOINTMENT WITH ADVISOR <ul style="list-style-type: none"> This is recommended to ensure that you have met all requirements for application and understand application process thoroughly. Phone appointments are encouraged for out of state students. Additional meetings can be set up throughout the application process to answer any questions. To schedule an advising appointment call (785) 587-2800
	At least 30 days prior to application deadline	CALL WITH QUESTIONS <ul style="list-style-type: none"> As the deadline gets closer we get extremely busy and are not able to respond to every last minute inquire, so please contact us early if you have questions.
	Completed by Feb 1, 2019	APPLY TO MANHATTAN AREA TECHNICAL COLLEGE <ul style="list-style-type: none"> Applications can be completed online at: APPLY NOW.
	Completed prior to the application deadline	SEND OFFICIAL TRANSCRIPTS <ul style="list-style-type: none"> Send Official high school transcript or GED Certificate. Send Official transcripts from ALL current and previously attended colleges/universities for which transfer credit is anticipated. <p><i>Transcripts must be official—sent directly from the college where you took a course to the Registrar at MATC. If the Institution has the capability, official transcripts can be sent via email, to registrar@manhattantech.edu. Please apply to the college before sending transcripts.</i></p>
	Completed prior to the application deadline	COMPLETE PREREQUISITES (must attain a minimum grade of “C”) <ul style="list-style-type: none"> Anatomy & Physiology, Human Growth and Development, Nutrition, Intermediate Algebra or Higher. Additional information can be found on page 5.
	Completed prior to the application deadline	OBTAIN KANSAS CNA LICENSE <ul style="list-style-type: none"> Additional information can be found on page 5.
	Completed prior to the application deadline	REQUIRED IMMUNIZATIONS & NURSING ESSENTIAL SKILLS AND FUNCTIONAL ABILITIES <ul style="list-style-type: none"> MMR, Chickenpox, Tetanus, & Hepatitis B Documentation. Review the Nursing Essential Skills and Functional Abilities and have a healthcare provider sign off. Additional information can be found on page 6.
	Completed prior to the application deadline	SCHEDULE AND COMPLETE THE TEAS ADMISSIONS EXAM - BY THE APPLICATION DEADLINE <ul style="list-style-type: none"> For information on how to schedule the exam, see pages 9-10. It is important to schedule the exam in advance to ensure a seat is available.
	If applicable, completed prior to application deadline	IF APPLICABLE, SUBMIT TOEFL <ul style="list-style-type: none"> Additional information can be found on page 5.
	Send out as soon as completed or at least 1 week prior to application deadline	<u>COMPLETE PRACTICAL NURSING APPLICATION – SEPARATE FROM COLLEGE APPLICATION</u> <ul style="list-style-type: none"> Fill out the application thoroughly and completely. Print application and sign the pages that require a signature. Mail completed application (pages 13-16) to the college: <p style="text-align: center;">Manhattan Area Technical College - Practical Nursing Application ATTN: Director of Admissions 3136 Dickens Ave Manhattan, KS 66503</p>
<p>*All application materials must be received BY THE APPLICATION DEADLINE in order to be considered for that application cycle. *Late or incomplete applications will not be reviewed. This includes completion of the TEAS Entrance Exam.</p>		

***It is the responsibility of the student to ensure that all required materials for application are received by 5:00 pm on the application deadline date.**

Academic Criteria

To be considered for admission in the Practical Nursing program, applicants must meet the following criteria and submit all requested credentials and documentation:

Applicants must have completed the following four prerequisite courses *with a grade of C or higher*:

Note: ALL prerequisite courses must be COMPLETED PRIOR TO THE APPLICATION DEADLINE to be considered for admission.

Course Number	Course Title	Credit Hours	Notes
BSC 125	Anatomy and Physiology	5	Course has a prerequisite of Biology
PSY 125	Human Growth and Development	3	
NTR 105	Nutrition	3	
MAT 110	Intermediate Algebra or higher	3	Prerequisite of College Placement/ACT

Prerequisites exist for some courses. Check the Manhattan Tech catalog requirements and contact your advisor for more information. College Placement testing may be required to determine where you place in math and English. Consult your advisor for more information, and check well in advance of the semester when you plan to enroll in a math course.

The following criterion applies to **ALL** applicants:

Test of Essential Academic Skills (TEAS)

- The Test of Essential Academic Skills (TEAS) is a requirement for program entry. The test must have been taken within three (3) years of applying to the program. Registration for the TEAS is through the ATI website at www.atitesting.com. Effective mid-August 2018 registration will take place through Manhattan Tech. Study guides may provide help with exam preparation. TEAS tests are limited to two attempts each academic year. The highest score will be used when ranking applicants in the event of a tie. An information sheet that outlines the registration process for the exam is available on [pages 9-10](#) of this packet.
 - Applicants **must score at least a fifty (50) in the math section** and have an **overall proficiency of at least basic** to be eligible to submit an admissions packet.
 - Study guides for the TEAS may be helpful. The ATI version is available on their website. Generic ones are also available at bookstores. Look for Nursing Entrance Exams. Additionally, there are resources through Manhattan Tech's Learning Resource Center and online through Brainfuse.
 - Students that complete their TEAS test at Manhattan Tech will not have to provide results. The Office of Admissions will verify the TEAS test scores. However, students that complete their TEAS test at another institution will have to follow ATI's process for ordering a [TEAS transcript](#) and have it sent to Manhattan Tech.

Kansas Certified Nurse Aide (CNA) certificate

- All Practical Nursing applicants are required to have an active Kansas Certified Nurse Aide (CNA) certificate. CNA classes are available at Manhattan Tech.
 - Manhattan Tech schedules CNA courses each semester. Applicants who hold an active CNA license from another state must complete the [Kansas Department of Aging and Disability Services \(KDADS\) Interstate transfer application](#) and have a schedule time to test prior to the application deadline. Contact the Kansas Department of Aging and Disability Services (KDADS) at 785-296-6877 to receive more information about this option.
 - Active certificates can be viewed from the KDADS website at www.ksnurseaidregistry.org

The following criterion applies, **IF APPLICABLE**, to applicants:

Test of English as a Foreign Language (TOEFL)

- Practical Nursing applicants whose primary language is not English must demonstrate English language proficiency before being accepted into the Practical Nursing program. The test used to measure English proficiency as set by Manhattan Tech, is the Test of English as a Foreign Language (TOEFL):
 - Writing: 20
 - Speaking: 20
 - Reading: 19
 - Listening: 20

Each area must meet the minimum requirements in the categories listed above. Registration forms for testing may be obtained from the Office of Testing of Programs and Services (Room 101) of Holton Hall on the campus of Kansas State University. A student can reach their office at 785-532-6492 or email them at testing@k-state.edu.

Non-Academic Criteria

The following criterion applies to **ALL** applicants:

Immunizations

These requirements are in place for the health and safety of Manhattan Tech PN students and their patients. By contract with your academic institution, all students participating in patient care in this institution must meet the following health and safety requirements. All documentation must meet requirements at all times during a clinical course. **The requirements outlined below must be current to apply to the PN program and participate in clinical hours.**

- 1) **MMR Documentation**
 - a. Two (2) doses or proof of immunity by titer
- 2) **Chickenpox (Varicella)**
 - a. Two (2) doses or proof of immunity by titer
 - b. Will NOT ACCEPT HISTORY OF CHICKENPOX - Chickenpox is an immunization that is often incomplete. We can only accept proof of vaccination or a titer. We cannot take anyone's testimony that you had chickenpox, not even a physician's. Make sure that you have either vaccines or a titer. Paperwork for a low titer will not be accepted.
- 3) **Tetanus (TDAP)**
 - a. One (1) dose taken less than 10 years ago - Current practice is to give TDAP has resurfaced recently. Some clinical sites are indicating that they are going to require it for our students. So, please ask your healthcare provider to give you that vaccine.
- 4) **Hepatitis B (Hep B)**
 - a. Three (3) doses or proof of immunity by titer - Hepatitis B is required by vaccine or titer. If your titer is low, you should get the vaccine. Paperwork for a low titer will not be accepted. As the Application Information and Instructions state, you should get the Hepatitis B early, as it takes 6 months to complete the series as required.

Nursing Essential Skills and Functional Abilities

The Practical Nursing Program is a practice discipline with cognitive, sensory, affective and psychomotor performance requirements. Based on these requirements, [the following list, highlights the Nursing Essential Skills and Functional Abilities](#) that have been developed. Each standard has an example of activities which a student will be required to perform, with or without an accommodation, while enrolled in the PN program at Manhattan Tech. The Nursing Essential Skills and Functional Abilities should be used as a guide to assist applicants in determining whether or not accommodations or modifications are necessary in order to meet program participation requirements.

Applicants who identify potential difficulties with meeting the Nursing Essential Skills and Functional Abilities should communicate their concerns to the Director of Nursing. If the concern is related to a documented disability, applicants are responsible for contacting the Student Retention Specialist. Determination of reasonable and appropriate accommodation will be made on an individual basis in consultation with the Student Retention Specialist. Additionally, applicants should assess their aptitude and ability to perform professional duties by reviewing the Nursing Essential Skills and Functional Abilities and discussing them with their healthcare provider.

Background Check – COMPLETED UPON ACCEPTANCE INTO THE PRACTICAL NURSING PROGRAM

The completion of a criminal background check is one of the admission requirements to the practical nursing program. Specific requirements in regards to the background check will be given at orientation. The background check is required to ascertain:

- 1) The ability of students to eventually become licensed in the profession AND
- 2) The ability of students to attend mandatory clinical rotations at external facilities in accordance with the requirements of the program.

Because a criminal history can have different effects at the educational, licensure, and employment levels, when a person is considering pursuing a nursing career, it is best to have as much information as possible prior to deciding to enroll in a nursing program. Manhattan Tech encourages individuals who have criminal histories and who are interested in pursuing a nursing career to:

- 1) Contact approved nursing education programs and ask about the programs' enrollment criteria with respect to criminal convictions;
- 2) Review the criminal history information available on the Board's website (<https://ksbn.kansas.gov/wp-content/uploads/NPA/65-1120.pdf>); AND
- 3) Contact healthcare facilities and inquire about hiring criteria with respect to criminal convictions.

Acceptance Process

Admission to the Manhattan Tech Practical Nursing program is determined through a competitive selection process. Submission of an application does not guarantee a position in the program. Refer to page six (6) for the Practical Nursing Admissions Scoring Rubric.

After the application deadline, completed files will be scored utilizing the Practical Nursing scoring rubric and applicants that completed a Practical Nursing Packet will be notified in writing of their acceptance, alternate, or denied status. **Notification usually occurs the last week of March or the first week of April.** Applicants offered a seat in the program must complete a letter of intent indicating their plan to accept or decline enrollment in the nursing program by the date designated in the notification letter. In addition, a non-refundable \$100 deposit must be paid when accepting a seat in the program and will be applied toward program tuition and fees at the start of classes.

Failure to respond will result in forfeiture of a seat in the Practical Nursing Program.

Student Responsibilities Upon Acceptance

After acceptance to the program, students will be required to attend program orientation (generally held in May). Students will be notified of the date and time of the orientation in the acceptance letter. Specific Information about the requirements bulleted below will be provided at program orientation, which is usually scheduled 6-8 weeks before the first day of classes, and will need to be completed by the first day of classes. Please do not submit TB skin tests before you receive information at orientation. Students are required to provide documentation of the following items prior to the first day of class:

- **Comprehensive Physical Exam** — A 'Physical Exam' form will be provided. Students are required to have a current physician's exam within 1 year prior to the program start date to verify that there are no major health issues that may affect full participation in the practical nursing program and the clinical and lab exercises.
- **TB Skin Test (one or two may be needed)** — Students are required to have a TB Skin test performed and provide documentation of the test results.
- **BLS certification**—Students are required to have a Healthcare Provider Level BLS certification from American Heart Association that will be active throughout the nursing program.
- **Background Check** – <http://scholar.verifiedcredentials.com/?organization=matc> (The student is responsible for the additional fee).
- **Health insurance**—students are required to hold health insurance during their enrollment in the Manhattan Tech nursing program.

Reapplication

Applicants who are not selected for admission are encouraged to submit a new Practical Nursing packet for the following year. Manhattan Area Technical College Admissions Applications are good for three (3) years. Those not selected for admission are encouraged to talk with their advisor about how to increase their admissions scores.



Practical Nursing Admissions Scoring Rubric

Applicant Information			
Last Name:	First Name:	MI:	MATC Student ID:

Since the Practical Nursing program is a selective admission program the scoring rubric (located below) will be used to determine the applicants selected. The completion of the PN Admissions Packet does not guarantee a position in the program. Any tiebreaker will be based upon the TEAS overall test score. **Additionally, students must score at least one point in each area of the rubric below to be considered for admission into the program. If an applicant does not have a score in a particular section, then the student does not qualify for admission.** Students that do not qualify for admission are encouraged to follow up with an academic advisor to see what they can do in order to improve their score.

Points	1	2	3	4	Scores
Letter Grade for: • Anatomy and Physiology	N/A	C	B	A	
Letter Grade for: • Human Growth and Development	N/A	C	B	A	
Letter Grade for: • Intermediate Algebra or Higher	N/A	C	B	A	
Letter Grade for: • Nutrition	N/A	C	B	A	
TEAS Academic Preparedness Level	Basic	Proficient	Advanced	Exemplary	
TEAS Mathematics Adjusted Individual Score • Enter Exact Percentage of Score: _____	50-69	70-79	80-89	90-100	
Total Scores					

Any applicant utilizing a class higher than Intermediate Algebra on this rubric will score an additional bonus point in the math section.

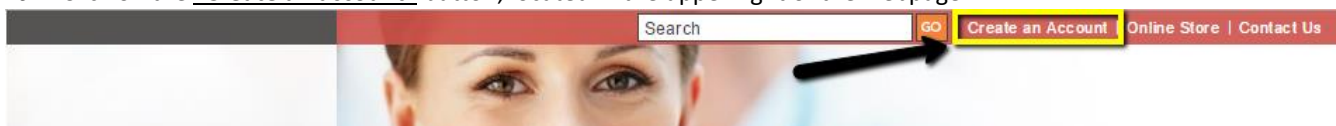
Note Deadline: Your Manhattan Tech Admissions Application AS WELL AS the required Practical Nursing Admissions Application and the documents listed within must be received on or before the 1st business day in March to be considered for admission into the Practical Nursing program.

How-To: Register for TEAS for Practical Nursing

These are the registration instructions for Practical Nursing applicants ONLY.

Step 1: Create a New Account

- Go to www.atitesting.com
- Click on the **"Create an account"** button, located in the upper right of the webpage.



- Fill in all of the **asterisked fields**. Asterisked fields are required information necessary to create a new account. If you have already created an ATI account, please update your profile information. At page 4 enter "Manhattan Area Tech College PN."

Institution Info

✕ CLOSE
Required*

Institution*

Student ID

Credentials

PhD, RN, BSN, MSN, MS, NP, AACE

Expected Graduation Date*

Non-degree seeking

PREVIOUS

Step 4 of 7

CONTINUE

Input Student ID Number. This can be found on MATC Online or through any admissions letter you have received.

Enter your date of expected graduation.

- After creating an account, select the **"Register for TEAS"** option listed on the ATI homepage.

curriculum, revamp courses and faculty development, improve student test outcomes and lower attrition rates.

[Learn More](#)

the experience. And it shows. Right now, we're working with more than 20,000 nurse educators, 2,100 colleges and universities nationwide and 225,000 students. And counting.

[Learn More](#)

▶ Virtual ATI Login

▶ Register for TEAS

e. Select the following information from the drop-down menu options.

REGISTRATION

Please select the city and state and then click Next.

Program Type	TEAS for Nursing Students ▼
Country	USA ▼
State	Kansas ▼
City	Manhattan ▼

Cancel

Next

The schools listed above reflect a small number of the institutions currently offering the TEAS test. These schools have elected to handle TEAS registration and payment through our website. If you do not see your school listed here please contact them to find out how to register for the TEAS exam.

If you have been referred to our website by your institution but do not see them listed above, you may consider taking the TEAS exam at a PSI testing center as an alternative. Additional information about PSI can be found [here](#).

Step 2: Select the test session you wish to register for by clicking on the “Register” button. You can also click on the “Learn More” button to get specific information/instructions on the session.

Step 3: Once you click on “Register” you will be directed to the shopping cart. Once you have confirmed that you are registering for the correct session, click on the “Check Out” button.

Step 4: Enter/Confirm you mailing address and click “Proceed to Payment Details”.

Step 5: You will then need to enter your Payment Details. This includes: card number, expiration date and security code. Click on “Submit”.

Step 6: Once you click “Submit”, you will receive a Customer Receipt which includes any additional instructions for your assessment. Your receipt will also be emailed to you to the email address listed in your profile.

If you are having difficulties at any point, feel free to call customer service at 800.667.7531

NOTE: You will be taking the TEAS test. Study Guides can be obtained to help prepare for this exam through various places, for example: www.atitesting.com, www.amazon.com, local libraries, Android Marketplace & Apple Store.

On Test Day: bring your customer receipt and photo ID to the TEAS test site.

Reminder: Students are encouraged to take the TEAS test at Manhattan Tech because TEAS score results are provided to Manhattan Tech automatically. Students taking the TEAS at locations other than Manhattan Tech must order an official TEAS transcript from the ATI online store. Any fees associated with ordering official TEAS transcripts will be the student’s responsibility.

Explanation of Immunization Requirements

All immunizations below need to be completed prior to the first business day in March.
Some series below take 6 months to complete so plan accordingly.

MMR (Measles/Rubeola, Mumps, & Rubella)

Options to meet this requirement:

1. Provide a copy of proof showing a positive IgG antibody titer for Measles/Rubeola, Mumps and Rubella.
 - a. If the titer results are POSITIVE, attach a copy of the lab results to the nursing admissions application.
 - b. If the titer results are NEGATIVE or EQUIVOCAL, you must get your MMR series. After the first shot you will be required to complete the second MMR after 28 days and proof submitted to Manhattan Tech.

OR

2. Complete one series of MMR immunizations. One "series" of immunizations includes immunization for each disease on separate dates at least 28 days apart.

Varicella (Chickenpox)

Options to meet this requirement:

1. Provide a copy of proof of positive IgG antibody titer for Varicella
 - a. If the titer results are POSITIVE, attach a copy of the lab results to the nursing admissions application.
 - b. If any of the titer results are NEGATIVE or EQUIVOCAL, you must get your first Varicella vaccination and the second Varicella must be completed after 30 days and proof submitted to Manhattan Tech.

OR

2. Show proof of or complete one series of Varicella immunizations. One "series" of immunizations includes two shots separated at least 30 days apart.

Tetanus/Diphtheria/Pertussis (Tdap)

Options to meet this requirement:

1. You must provide proof of Tdap vaccination, followed by a Tdap booster every 10 years.

Hepatitis B (Hep B)

Options to meet this requirement:

1. If you have not received the injections in the past, do not get a titer. Provide a copy of proof showing a positive IgG antibody titer for Hep B.
 - a. If the titer results are POSITIVE, attach a copy of the lab results to the nursing admissions application.
 - b. If the titer results are NEGATIVE or EQUIVOCAL, you must get your Hep B series. You must obtain the first injection then the second injection is given 1 to 2 months after the first dose and the third injection is 4 to 6 months after the first dose.

OR

1. Show proof of or complete one series of Hep B immunizations. You must obtain the first injection then the second injection is given 1 to 2 months after the first dose and the third injection is 4 to 6 months after the first dose.

***Due on or before the 1st business day in March.
Please type or print legibly.***



**Practical Nursing Admissions Application
Program Information Form**

Applicant Information			
Last Name:	First Name:	MI:	Date of Birth:
Street Address:		Apt #:	
City:	State:	Zip:	
Cellular Phone:	Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No		
MATC Email address:	MATC Student ID:		
Have you ever applied to this program before? No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, when?			

Please provide the following information for all courses:

Pre-Requisite	Course Number	College	Grade
Anatomy and Physiology			
Human Growth and Development			
Nutrition			
Intermediate Algebra or higher			

Please provide the following Test of Essential Academic Skills (TEAS):

TEAS Category	Percentage/Ranking
Adjusted Individual Total Score	
ATI Academic Preparedness Level	
TEAS Mathematics Adjusted Individual Score	

Students that complete their TEAS test at MATC will not have to provide results. The Office of Admissions will verify the TEAS test scores. However, students that complete their TEAS test at another institution will have to follow ATI's process for ordering a [TEAS transcript](#) and have it sent to MATC.

Please provide the following Kansas Certified Nurse Aide (CNA) Credential Information:

Kansas CNA Credentials	
Aide ID Number	
Date of Issue (Month/Date/Year)	
Date of Expiration (Month/Date/Year)	

Office of Admissions will verify active credential status via www.ksnurseaidregistry.org.

Please check the box below and if applicable attach the following Test of English as a Foreign Language (TOEFL) score information to the packet:

- Not Applicable (English is Primary Language) Test Scores Attached (English is Not Primary Language)

**Practical Nursing Admissions Application
Student Record of Immunization Form**

Directions for completing form:

The following is the list of immunizations that are a part of the Practical Nursing packet. Please use the checklist below the Immunization Record to make sure that you have completed **ALL immunizations**, and have attached all copies of your immunization records. **Please place the information in the order listed on the checklist, highlight on the copies where it reflects the vaccines or titer was administered.**

Student Immunization Record						
Vaccination		Titer		Dosages		
1	MMR Documentation • Two (2) doses or proof of immunity by titer	Month/Date/Year	Or	1 Month/Date/Year	2 Month/Date/Year	
2	Chickenpox (Varicella) • Two (2) doses or proof of immunity by titer • Will NOT ACCEPT HISTORY OF CHICKENPOX	Month/Date/Year	Or	1 Month/Date/Year	2 Month/Date/Year	
3	Tetanus (TDAP) • One (1) doses less than 10 years old	Month/Date/Year				
4	Hepatitis B (Hep B) • Three (3) doses or proof of immunity by titer	Month/Date/Year	Or	1 Month/Date/Year	2 Month/Date/Year	3 Month/Date/Year

Additional Vaccination Information:

- For additional information please refer to the Explanation of Immunization Requirements.
- TAKE TIME to verify that copies of immunizations are, highlighted, and attached to the PN packet.
- Chickenpox is an immunization that is often incomplete. We can only accept proof of vaccination or a titer. We cannot take anyone's testimony that you had chickenpox, not even a physician's. Make sure that you have either vaccines or a titer. Paperwork for a low titer will not be accepted.
- **Current practice is to give TDAP has resurfaced recently. Some clinical sites are indicating that they're going to require it for our students. So, please ask your healthcare provider to give you that vaccine.**
- Hepatitis B is required by vaccine or titer. If your titer is low, you should get the vaccine. Paperwork for a low titer will not be accepted. As the Application Information and Instructions state, you should get the Hepatitis B early, as it takes 6 months to complete the series as required.

Due to the clinical requirements, we must adhere to the above dosage amounts of the immunization record listed above.

The Practical Nursing Program is a practice discipline with cognitive, sensory, affective and psychomotor performance requirements. Based on these requirements, the following list, highlights the Nursing Essential Skills and Functional Abilities that have been developed. Each standard has an example of activities which a student will be required to perform, with or without an accommodation, while enrolled in the PN program at Manhattan Tech. The Nursing Essential Skills and Functional Abilities should be used as a guide to assist applicants in determining whether or not accommodations or modifications are necessary in order to meet program participation requirements. Applicants who identify potential difficulties with meeting the Program Performance Standards should communicate their concerns to the Director of Nursing. If the concern is related to a documented disability, applicants are responsible for contacting the Student Retention Specialist. Determination of reasonable and appropriate accommodation will be made on an individual basis in consultation with the Student Retention Specialist. Additionally, applicants should assess their aptitude and ability to perform professional duties by reviewing the Program Performance Standards below and discussing them with their healthcare provider.

TAKE THIS TABLE AS WELL AS THE HEALTH CARE PROVIDER SIGNATURE FORM TO A HEALTH CARE PROFESSIONAL TO BE COMPLETED

Issue	Standard	Examples
Critical Thinking	Critical thinking sufficient for clinical judgment.	Competent assessment of patient in timely manner; correct interpretation of assessment; readily respond with appropriate interventions and treatment plans; ability to work alone and to make correct independent decisions as needed.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural, and intellectual backgrounds.	Life and death situations; working with families stressed by the condition of a loved one; working with other healthcare providers in stressful situations.
Communication	Communication abilities sufficient for interaction with others in verbal and written form.	Ability to follow verbal and/or written instructions. Must communicate patient response to therapy with others; document therapeutic procedures performed on patient; consult with other healthcare providers in a professional manner.
Mobility	Physical abilities sufficient to move from room to room and walk in hallways; maneuver in small spaces; Includes the strength necessary to lift patients as needed.	Walking to and from departments to patient rooms; walking room to room to take care of all patients on a team; assisting in patient transport.
Tactile and Motor Skills	Gross and fine motor abilities sufficient to safely and effectively perform nursing care. Tactile ability sufficient for physical assessment and to provide nursing intervention.	Perform vital signs, CPR, transporting patients, physical assessment, manipulating equipment. Perform palpation; give injections; intravenous initiation; provide sterile and non-sterile dressing changes; urinary catheterizations; assist patient with daily activities.
Hearing	Auditory ability sufficient to monitor and assess health needs.	Auscultation of BP, breath sounds, heart sounds, bowel sounds; hearing alarms in units, call bells, telephones, and conversing with patients, family, and staff.
Visual	Visual ability sufficient for observation and assessment.	Reading patient charts/flow sheet/monitors; drawing up and administering medications; assessing patient skin color; reading thermometers.



Practical Nursing Admissions Application Health Care Provider Signature Form

Instructions for completion of Health Care Provider Signature Form:

A health care provider must sign the Health Care Provider Signature Form within six (6) months of program admission and indicate whether the applicant will be able to function as a nursing student. Health care providers who qualify to sign this declaration include a licensed physician (M.D., D.O.), a nurse practitioner, or physician's assistant.

(Please Print)

Applicant Name: _____ Student ID Number: _____

It is essential that nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. Additionally, nursing students must be able to sit for long periods of time in a classroom environment. Students who have a chronic illness or condition must be maintained on current treatment and be able to implement direct patient care. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application.

I have reviewed the Manhattan Tech Nursing Essential Skills and Functional Abilities. I believe the applicant:

_____ **WILL** _____ **WILL NOT** be able to function as a nursing student as described above.

If not, explain:

Licensed Healthcare Examiner (M.D., D.O., N.P., P.A.):

Print Name: _____ Title: _____

Signature: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____

**Practical Nursing Admissions Packet
Student Certification and Checklist Form**

Please carefully read and initial next to each line item indicating that you have fully completed or met the requirements for admittance into the PN program.

Checklist for Complete Application	Initials
I have completed an Admissions Application to Manhattan Area Technical College and paid the \$40 application fee. If separated from Manhattan Tech for 3 years or more, a new college application and fee is required.	
I have completed all required college testing and developmental course work, if applicable.	
I have met with an academic advisor before or on the first business day in December.	
All official transcripts from each college/university and high school I have attended have been submitted to Manhattan Tech for transfer credit prior to the application deadline.	
I have completed the ATI TEAS Test within the last 3 years. If TEAS was taken at another testing center, I have ordered my TEAS transcript through ATI. Additionally, if applicable, I have tested and attached TOEFL results.	
I have completed all the prerequisites required and achieved a grade "C" or higher.	
I have completed all pre-application requirements listed in the application information and instructions.	
I certify that I do not have any conduct or criminal violations from Manhattan Tech or any other college attended and/or I understand that the Admissions Committee will verify.	
I have completed the immunization record and attached copies of ALL required immunizations. I have placed the information in the order listed on the Student Immunization Record and highlighted the required vaccines/titers submitted.	
I have attached all the documents required in the order specified below.	

Please attach all required documentation as well as Practical Nursing Packet in the order below:

- 1) Program information form – Page 1
- 2) Student Record of Immunization Form – Page 2
- 3) Health Care Provider Signature Form – Page 4
- 4) Student Certification and Checklist Form – Page 5
- 5) Copies of Immunization Records – Vaccines/titers highlighted
- 6) If Applicable, TOEFL Scores Printed Off

I certify, under penalty of disciplinary action up to and including automatic withdrawal from the PN Program, that all of the information is complete and accurate. I agree to supply the PN Program with supporting documentation related to my application, if I am requested to do so. I further understand that submitting this application does not guarantee admission to the PN program. Additionally, I acknowledge incomplete packets will not be considered.

Student Signature

Date