Gulf Coast State College

LPN-TO-ADN

GULF COAST
STATE COLLEGE
SINCE 1957

Thank you for your interest in our Associate Degree Nursing Program's LPN to ADN Transition articulation component. The need for registered nurses in the community and nationwide has remained constant, an average salary for staff RNs in Florida ranges from $72,000 depending upon education, experience, and location. The Gulf Coast State College Associate Degree Nursing Program is accredited by the Accreditation Commission for Education in Nursing, Inc.*****

The articulation program is designed to facilitate the transition from the role of licensed practical nurse to registered nurse. Following completion of other prerequisites, applicants will enroll in the five-credit LPN-to-ADN transition course (NUR 1000C). LPN Transition students are then articulated with advanced placement into the traditional weekday program with generic students or into the special weekend option. Upon acceptance into the LPN-to-ADN Transitions track, students will earn 17 credit hours of nursing course credit toward the ADN degree.

Upon graduation, students receive an Associate in Science Degree in Nursing (A.D.N.) and are eligible to sit for the national exam to obtain a registered nurse (R.N.) license. An Associate in Science Degree in Nursing is the first step in professional nursing. It prepares you to begin further studies to progress in the profession for a Bachelor of Science Degree in Nursing, a Master's Degree in Nursing, or a Doctoral Degree.

Attached is the application / information packet. It includes information you will need to read and forms you will need to complete and return if you would like to begin the application process. Current estimated expense sheets for the LPN to ADN program are available online by clicking on the cost sheet link at **https://www.gulfcoast.edu/current-students/academic-divisions/health-sciences/nursing/lpn-adn/index.html**. Applicants desiring admission into the RN program, who have failed to achieve a "C" or better or whose transcripts reveal withdrawals in **ANY** two nursing courses, in any registered nursing program(s) attended, will not be considered for admission. Students who have been readmitted one time to **ANY** RN program are not eligible for admission.

As identified in the packet and brochure, GCSC's LPN-to-ADN program is a **73-credit hour** program that encompasses on-campus classroom and laboratory hours and clinical experience in a variety of local hospitals and facilities. Student who are engaged in this type of program will complete the Practical Nursing program (1 year), take 32 credit hours for pre- and co-requisite course work (1 - 2 years), then two semesters of the nursing program (1 year).

Please read through the attached information. Should questions arise, please contact the program's Administrative Assistant, Ryan Walding, at 850.769.1551, x5522, or via e-mail jwalding@gulfcoast.edu or Alyssa Evans, Academic Program Specialist, at aevans4@gulfcoast.edu. Additional nursing program information is also available on our website at http://www.gulfcoast.edu/academics/programs/nursing-as/index.html.

Good luck with your educational plans!

*Accreditation Commission for Education in Nursing, Inc., can be contacted at 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326, or 1-404-975-5000.

(Updated October 19, 2022)

Gulf Coast State College
Associate Degree Nursing Program
Tracks for Entering

ASSOCIATE DEGREE NURSING:
The program is for the student who enters without prior nursing core courses and intends to complete all the required nursing core courses at Gulf Coast State College. Only offered at the <u>Panama City</u> campus. (This option uses a different application packet.)

LPN to ADN TRANSITION – TRADITIONAL OPTION:
The student is a Licensed Practical Nurse (LPN) and wishes to enter with advanced standing into the Associate Degree Nursing Program <u>Weekday</u> Option at Gulf Coast State College. Classes are full time, Monday through Thursday. (This option requires <u>this</u> packet.)

LPN to ADN TRANSITION – WEEKEND OPTION:
The student is a Licensed Practical Nurse (LPN) and wishes to enter with advanced standing into the Associate Degree Nursing Program <u>Weekend</u> Option on the Gulf Coast State College <u>Gulf Franklin</u> campus. Classes are on Friday for 6 hours, and clinical meets Saturday *OR* Sunday for 12½ hours. (This option requires <u>this</u> packet.)

ADVANCED PLACEMENT INTO THE ASSOCIATE DEGREE NURSING PROGRAM:
The program is for the student who has completed any portion of a Registered Nursing Program's core courses at another College or University and wishes to transfer credit into Gulf Coast State College's Associate Degree Nursing Program. Depending upon a transcript evaluation, the student may be allowed to enter the program with advanced placement if the course work in nursing is less than two years old. The student must complete a minimum of <u>eighteen credit hours</u> at Gulf Coast State College to be eligible for graduation.
(This option uses a different application packet.)

SPECIAL LPN-to-ADN WEEKEND SCHEDULING OPTION

In addition to the Traditional Weekday program, Gulf Coast State College has also implemented a special **"Weekend Option"** that will meet on **Friday afternoons and Saturdays *OR* Sundays**. This option was created in response to requests from LPNs that are unable to attend the "traditional weekday" track because of their work schedule.

The **Weekend Option** is a **rigorous course of study** requiring dedication and stamina. If you add this option to a fulltime work schedule, you will have a very demanding routine over 2 semesters. Between your work, classes, labs, clinical, and study time, you will be busy seven days a week during the program. Obviously, if you have family, they will need to be very supportive and understanding while you are participating in this unique option.

PLEASE REMEMBER TO MARK WHICH OPTION YOU CHOOSE TO PURSUE (OR NUMBER IN ORDER OF PREFERENCE), ON YOUR APPLICATION PRIOR TO TURNING IT IN. IF NO OPTION IS MARKED, IT WILL BE ASSUMED YOU WANT THE TRADITIONAL WEEKDAY OPTION.

The **LPN-to-ADN Transition Traditional and Weekend Options** are **limited access programs**. Admission to the program is **competitive in nature** and **is not guaranteed**. A selection committee ranks all applications, and admission is granted to the most qualified applicants. Applicants can improve their chances of admission by maintaining a high GPA and completing pre & co-requisite courses.

It should be understood that satisfactorily meeting minimum requirements does not automatically guarantee admission.

ASSOCIATE DEGREE NURSING
CHECKLIST FOR LPN to ADN TRANSITION ADMISSION

NOTE: Students who have ever been admitted to any Registered Nursing Program previously must produce a Letter of Recommendation from the previous Nursing Dean / Director. A student whose transcripts reveal withdrawals or failures to achieve a "C" or better in **ANY** two nursing core courses, in any RN nursing program(s) attended, will not be considered for admission. Students who have been readmitted one time to **ANY** RN program are not eligible for admission.

Students should complete the following five checklist items as soon as possible to receive a permanent Nursing Advisor assignment.

Step I: **To INITIATE** the application process and be assigned an advisor, the student MUST have their Florida LPN License and complete the following requirements:

_____ 1.   **APPLY FOR GENERAL ADMISSION TO THE COLLEGE** - (**Choose Planned Course of Study: AS Registered Nurse Applicant**. Failure to declare the correct major can result in lengthy evaluation delays.) Visit GCSC Enrollment Services in person or on the web at **www.gulfcoast.edu/admissions/** to obtain information on the college admissions process, including **the college application fee.**
Returning students who have not taken classes at GCSC in the last year must re-apply for admission.

While working on admission to this program, you may choose the Associate of Arts as your major only if you intend to complete that separate degree either before or after this limited access program. To request a major change, visit: https://www.gulfcoast.edu/admissions/forms.html. Students declaring an unintended major for the sole purpose of receiving financial aid may be subject to penalties, including repayment of any financial aid received. Some support courses listed in Gen AA-Nursing Option are not required for ADN program.

_____ 2.   **COMPLETE AND SUBMIT THE NURSING DIVISION APPLICATION FOR NURSING**
Preferably at the *beginning* of your academic career, the completed application from this package should be submitted to the Nursing Division Office, Health Sciences Building Room 234. In addition to the last four digits of your Social Security Number, be sure to include your Lighthouse student ID number (beginning with "A") on your nursing application; this is a number assigned to you when you apply to be a student at GCSC.

_____ 3.   **PROVIDE OFFICIAL HIGH SCHOOL, VOCATIONAL SCHOOL & COLLEGE TRANSCRIPTS**
An **official** transcript is a transcript that is sent directly from the granting school/institution to **GCSC Enrollment Services**. Transcripts that have been in the student's possession (regardless of whether they are "sealed," stamped, or in a sealed envelope) are not considered official and will not be accepted. Transcripts must be submitted from ALL post-secondary educational colleges or universities attended and must display all periods of enrollment and/or degrees earned. **The applicant is responsible for ensuring that all college transcripts are evaluated prior to the application deadline for which they are hoping to be chosen as an incoming program student.** Evaluations can sometimes take weeks to be completed. Applicants should check their online GCSC academic transcript to see when the evaluation has been completed and to check courses for accuracy

_____ 4.   **DEMONSTRATE COLLEGE LEVEL COMPETENCY IN ENGLISH & READING***
Students must demonstrate competency using **ONE** of the following quantitative methods:

Subject	PERT	Accuplacer (CPT)	ACT	SAT	College Course
English	≥ 103	≥ 83	≥ 17	≥ 440 in Critical Reading or 24 (new)	Completion of ENC 1101 with grade "C" or better
Reading	≥ 106	≥ 83	≥ 19		

NOTE:** Mixed scores from different types of tests will not be accepted.* For example, a reading CPT of 83 and an English ACT of 18 will not be accepted. Competency in BOTH subjects, from either CPT or ACT as specified above, must be demonstrated. *Computerized placement tests are available. Please see note below.

If the applicant wishes to use test scores to demonstrate competency for any of the above, and the test was not administered at Gulf Coast State College, the applicant must have an OFFICIAL score report sent to the GCSC testing office. Test scores that have been in the student's possession (regardless of whether they are "sealed," stamped, or in a sealed envelope) are not considered official and will not be accepted. All applicants are responsible for ensuring that their scores are received and posted to their GCSC computer record prior to the deadline.

Computerized placement tests are given **on the 1ˢᵗ Floor of Student Union West. The fee is $7.50 (see Placement Testing Schedule for additional information or call the Testing Center at 850.769.1551, ext. 2899). Study guides / tutorials are available on the testing page of the College website at: https://www.gulfcoast.edu/admissions/testing-services/college-placement-test/index.html.

_____ 5.   **OBTAIN A NURSING FACULTY ADVISOR**   *(Students should reach this point as quickly as possible).*
After ALL of the above criteria (items 1 thru 4) are met, the student **MUST** contact the Academic Program Specialist and once minimum requirements have been met then you will be eligible to be assigned to a Nursing Faculty Advisor. The Academic Program Specialist can be reached at 850.913.3311 or **HealthSciencesGCSC@gulfcoast.edu**.

NOTE TO ALL STUDENTS: It is the **RESPONSIBILITY** of the **STUDENT** to **MAINTAIN COMMUNICATION WITH** their **ADVISOR** to ensure that their application folder is complete and up-to-date with current admission requirements. Check advisor's door schedule for availability.

Step II: The following must be completed prior to admission into NUR 1000C (LPN to ADN Transitions):

_____ 1. **APPOINTMENT WITH ASSIGNED NURSING FACULTY ADVISOR**
The applicant MUST contact his / her assigned Advisor to review the application folder for completeness.

Dr. Martha Ruder, Main Campus, HS Room 217	**Ms. Debbie Brzuska @ Gulf/Franklin Campus,**
(850) 913-3314	**(850) 913-3317**
mruder@gulfcoast.edu	dbrzuska@gulfcoast.edu

_____ 2. **PROOF OF CURRENT, ACTIVE PRACTICAL NURSING LICENSE IN THE STATE OF FLORIDA**
Official transcripts must be sent to GCSC Enrollment Services, and a copy of current Florida LPN license submitted to Nursing to be placed in the student's nursing file.

_____ 3 **DOCUMENTATION OF A 30-HOUR I.V. THERAPY COURSE (certificate or on GCSC transcript)**

_____ 4. **COMPLETION OF SUPPORT COURSES**
With a minimum grade of "C" according to the Course Requirements and Curriculum Plan in this packet.

NOTE: Students who desire to **improve their probability of success** in ALL NURSING COURSES **may enroll** in **MTB 1371 (previously MTB 0375) – Math for Health-Related Professions**. This course is designed to improve understanding of core nursing concepts, not to reduce the length or number of credits in the Nursing Program.

_____ 5. **COPY OF CURRENT CPR CARD -** American Heart Association (BCLS-C) for Healthcare Provider (Basic Cardiac Life Support) is the only certification accepted.

_____ 6. **TOTAL, OVERALL, UNDERGRADUATE COLLEGE CREDIT (INCLUDING TRANSFER CREDITS) GRADE POINT AVERAGE (GPA) OF 2.5 (MINIMUM)**

_____ 7. **COMPLETION OF THE HESI A2 ADMISSION ASSESSMENT TEST <u>PRIOR</u> TO LPN-TO-ADN TRANSITION COURSE ENROLLMENT /**

GCSC NURSING PROGRAM RECEIPT OF <u>OFFICIAL</u> TRANSCRIPT OF HESI SCORES *(see last section, page 13)*

- Applicants must successfully complete the HESI A2 Pre-Admission Exam for HS programs. It is comprised of exams to assess the academic and personal readiness of prospective students for higher education. Nursing program applicants must achieve a minimum score of 75% on each of four components: **Math, Reading Comprehension, Grammar, and Vocabulary & Knowledge.**

- **The HESI A2 may be taken no more than twice per selection period. Selection periods are defined as October 1 through the end of February, and March 1 through the end of September. All four sections of the test must be taken during every testing attempt, and <u>only</u> the results of the most recent test will be considered. The most recent HESI score will be considered current for a maximum of 2 years.**

- Included in this packet is information on the exam, the study guide, and how to register to take the exam.

_____ 8. **With the assistance of your Nursing Advisor, ENROLL IN NUR 1000C – LPN-to-ADN NURSING TRANSITION COURSE (5-CREDIT** hybrid course at the Gulf/Franklin Campus**).** Students must have nursing advisor approval in order to take this course.

Step III: <u>UPON ACCEPTANCE INTO THE NURSING PROGRAM</u>, THE FOLLOWING WILL BE REQUIRED:

_____ 9. **CURRENT PPD** or **TB TEST** or **DECLINATION WITH X-RAY RESULTS**
_____ 10. **MEDICAL EXAMINATION** with satisfactory results
_____ 11. **SATISFACTORY FINGERPRINT / CRIMINAL BACKGROUND CHECK**
_____ 12. **HIPAA TRAINING COURSE CERTIFICATION*** (Clinical Requirement)
_____ 13. **INFECTION CONTROL COURSE CERTIFICATION*** (Clinical Requirement)
_____ 14. **CURRENT CPR CARD** - American Heart Association (BCLS-C) for Healthcare Provider (Basic Cardiac Life Support) is the only certification accepted.
_____ 15. **SATISFACTORY 10-PANEL DRUG SCREENING**

COURSE REQUIREMENTS & CURRICULUM PLAN
LPN-to-ADN ARTICULATION NURSING PROGRAM (TRADITIONAL & WEEKEND OPTIONS)

Prerequisite Courses: Successfully completed with a "C" or higher prior to acceptance into the Nursing Transition			
Math course With prefix:	MAC, MGF, or STA	3 Credits	Pre-Requisite Course _before_ NUR 1000C Eligible
BSC 2085	Human Anatomy & Physiology I	3 Credits	Pre-Requisite Course _before_ NUR 1000C Eligible
BSC 2085L	Human Anatomy & Physiology I Lab	1 Credit	Pre-Requisite Course _before_ NUR 1000C Eligible
BSC 2086	Human Anatomy & Physiology II	3 Credits	Pre-Requisite Course _before_ NUR 1000C Eligible
BSC 2086L	Human Anatomy & Physiology II Lab	1 Credit	Pre-Requisite Course _before_ NUR 1000C Eligible
NUR 1142	Introduction to Pharmacology **(See Advisor to Enroll)**	2 Credits	Pre-Requisite Course _before_ NUR 1000C Eligible
AMH2020 or POS 2041	US History II or American National Government	3 Credit	Pre-Requisite Course effective Fall 2022 unless continuously enrolled/in progress at GCSC since Fall 2021 **AND** successful completion of the Civic Literacy Competency Exam
DEP 2004	Developmental Psychology	3 Credits	Pre-Requisite Course _before_ NUR 1000C Eligible
HUN 1201	Principles of Nutrition	3 Credits	Pre-Requisite Course _before_ NUR 1000C Eligible

Co-requisite Courses: Courses that may be taken prior to entering **OR** during the nursing program and must be completed with a grade of "C" or higher are indicated below. It is highly recommended that students (particularly those who are taking the weekend option due to speed of delivery of program content) complete all Pre- and Co-Requisites BEFORE entering the program.			
MCB 2004	Microbiology	3 Credits	Before Entering Semester 4 of the Program
MCB 2004L	Microbiology Lab	1 Credit	Before Entering Semester 4 of the Program
Humanities	Humanities I, II, or III	3 Credits	By the End of Semester 4 of the Program
ENC 1101	English Composition I	3 Credits	By the End of Semester 4 of the Program

NOTE: Students must have a **GPA of 2.5 to begin the nursing program.**
All courses must be completed with a C or higher, **GPA 2.0, for continuation in the nursing program.**

Checklist item #8			
Preferably, Semester Prior to Admission	NUR 1000C	LPN-to-ADN Nursing Transition	5 Credits

REQUIRED NURSING COURSES TAKEN OVER TWO SEMESTERS AFTER ACCEPTANCE INTO THE NURSING PROGRAM			
Semester	**Course Number**	**Course Name**	**Credits**
Semester 3:	NUR 2520C	Psychiatric Mental Health Nursing	4
	NUR 2420C	Maternal-Infant Nursing	4
	NUR 2310C	Nursing Care of the Child	4
Semester 4:	NUR 2214C	Advanced Adult Care	11

GULF COAST STATE COLLEGE - ASSOCIATE DEGREE NURSING
CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION

ISSUE	STANDARD	EXAMPLES OF NECESSARY ACTIVITIES (Not All Inclusive)
Critical Thinking	Critical thinking ability sufficient for clinical judgment	• Identify cause-effect relationships in clinical situations • Develop nursing care plans • Make rapid decisions under pressure • Handle multiple priorities in stressful situations • Assist with problem solving
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, educational, cultural, and intellectual backgrounds	• Establish rapport with patients/clients and colleagues • Cope effectively with high levels of stress • Cope with anger/fear/hostility of others in a calm manner • Cope with confrontation • Demonstrate high degree of patience
Communication	Communication abilities sufficient for interaction with others in verbal and written form	• Explain treatment procedures • Initiate client education • Document and interpret nursing actions and patient/client responses
Mobility	Physical abilities sufficient to move from room to room, to maneuver in small spaces and to perform procedures necessary for emergency intervention	• Move around in patient's rooms, workspaces, and treatment areas • Administer cardio-pulmonary resuscitation procedures • Walk the equivalent of 5 miles per day • Remain on one's feet in upright position at a workstation without moving about • Climb stairs • Remain in seated position
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care	• Calibrate and use equipment • Position patients/clients • Perform repetitive tasks • Able to grip • Bend at knee and squat. • Reach above shoulder level • Lift and carry 25 pounds • Exert 20-50 pounds of force (pushing/pulling)
Hearing	Auditory ability sufficient to monitor and assess health needs	• Hear monitor alarms, emergency signals, auscultatory sounds, and cries for help • Hear tape recorded transcriptions • Hear telephone interactions
Visual	Visual ability sufficient for observation and assessment necessary in nursing care	• Observe patient/client responses • Identify and distinguish colors
Tactile	Tactile ability sufficient for physical assessment	• Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g., insertion of a catheter
Environmental	Ability to tolerate environmental stressors	• Adapt to shift work • Work with chemicals and detergents • Tolerate exposure to fumes and odors • Work in areas that are close and crowded • Tolerate the use and wearing of personal protective equipment such as masks, face shields, gloves, and gowns as necessary for your shift (1-12 hours)

SOURCES:
1. Red Alert: The Americans With Disabilities Act Implications for Nursing Education Core Performance Standards for Admission and Progression Framework. Southern Regional Education Board, Southern Council on Collegiate Education for Nursing, March 1993.
2. Dictionary of Occupations and Professions, Vol. II, 4th ed. 1991, Nurse, General Duty.

IMPORTANT INFORMATION REGARDING YOUR BACKGROUND

Applicants to the Nursing Programs in the Nursing Division of Gulf Coast State College work very hard to meet the entry requirements for selection. Our programs make every effort to accept as many academically qualified students as possible. In addition to meeting basic entry requirements, however, applicants must also consider how their personal history and background may affect their ability to meet admission and clinical requirements, sit for various state licensure exams, and ultimately gain employment.

Criminal Background Checks

As part of your provisional acceptance into the nursing program, an acceptable background check (including Level II fingerprinting) and drug screening must be completed. Gulf Coast State College utilizes our Public Safety Division for this service. **Student applicants DO NOT complete background checks until directed to when provisionally accepted into the program. Information and instructions on how to complete the background check will be sent by the program coordinator.** Criminal background checks performed through other agencies will not be accepted. The student must also be aware that clinical agencies may require an additional background check prior to clinical access.

It is possible to graduate from a program at GCSC but be denied the opportunity for licensure because of an unfavorable background check. An applicant must consider how his / her personal history may affect the ability to meet clinical requirements, sit for various licensure exams, and ultimately gain employment. Most healthcare boards in the State of Florida make decisions about licensure on an individual basis. You may visit the Florida Department of Health website (**www.doh.state.fl.us**/) for more information regarding licensure. We offer this information so that you can make an informed decision regarding your future.

Please read the following information carefully: Any student who has been found guilty of, regardless of adjudication, or entered a plea of nolo contendere, or guilty to, any offense under the provision of 456.0635 (see below) may be **disqualified** from admission to any Nursing program. In addition to these specific convictions, there are other crimes which may disqualify applicants from entering into the Nursing programs and/or clinical rotations. The statute listed below can also be found online: http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0400-0499/0456/Sections/0456.0635.html

456.0635   Health care fraud; disqualification for license, certificate, or registration.—
(1)   Health care fraud in the practice of a health care profession is prohibited.
(2)   Each board within the jurisdiction of the department, or the department if there is no board, shall refuse to admit a candidate to any examination and refuse to issue a license, certificate, or registration to any applicant if the candidate or applicant or any principal, officer, agent, managing employee, or affiliated person of the applicant:
(a)   Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under chapter 409, chapter 817, or chapter 893, or a similar felony offense committed in another state or jurisdiction, unless the candidate or applicant has successfully completed a drug court program for that felony and provides proof that the plea has been withdrawn or the charges have been dismissed. Any such conviction or plea shall exclude the applicant or candidate from licensure, examination, certification, or registration unless the sentence and any subsequent period of probation for such conviction or plea ended:
1.   For felonies of the first or second degree, more than 15 years before the date of application.
2.   For felonies of the third degree, more than 10 years before the date of application, except for felonies of the third degree under s. 893.13(6)(a).
3.   For felonies of the third degree under s. 893.13(6)(a), more than 5 years before the date of application;
(b)   Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under 21 U.S.C. ss. 801-970, or 42 U.S.C. ss. 1395-1396, unless the sentence and any subsequent period of probation for such conviction or plea ended more than 15 years before the date of the application;
(c)   Has been terminated for cause from the Florida Medicaid program pursuant to s. 409.913, unless the candidate or applicant has been in good standing with the Florida Medicaid program for the most recent 5 years;
(d)   Has been terminated for cause, pursuant to the appeals procedures established by the state, from any other state Medicaid program, unless the candidate or applicant has been in good standing with a state Medicaid program for the most recent 5 years and the termination occurred at least 20 years before the date of the application; or
(e)   Is currently listed on the United States Department of Health and Human Services Office of Inspector General's List of Excluded Individuals and Entities.

Rick Scott
Governor

FLORIDA DEPARTMENT OF
HEALTH

John H. Armstrong, MD
State Surgeon General

July 1, 2012

Individuals who are considering entering the nursing profession and who have a criminal history often ask about potential barriers to licensure following successful completion of an approved nursing program. While it would be nice to know this prior to making a decision to enter the program, obtaining that information is not possible under current Florida law.

The Board of Nursing makes decisions about licensure based upon a number of questions on the application and on an individual basis. The application (or the background screening) that indicates a criminal history is considered a non-routine application and must be reviewed by the board staff and possibly referred to the Board of Nursing for action.

Each application is reviewed on its own merit. The Board of Nursing has created guidelines for specific offenses to be cleared in the board office; however, the staff cannot make determinations in advance as laws and rules change over time. Applications that involve violent crimes and repeat offenses are required to be presented to the Board of Nursing for review. Evidence of rehabilitation is important to the Board Members when making licensure decisions.

The Board may issue a license under conditions such as placing the license on probation with supervision, requiring additional education, or the Board may deny your application. If drugs or alcohol are a concern, the board may require the applicant to undergo an evaluation and possibly to sign a contract with the Intervention Project for Nurses (800-840-2720).

Each nursing program makes independent decisions about admissions into the program and may require a criminal background screening as part of that process. Clinical facilities may limit or prohibit students with criminal histories from participating in clinical experiences. Other options may not exist for students to complete the required clinical hours in order to obtain a nursing degree; therefore making such a student ineligible for licensure in Florida.

The licensure application requires disclosure of any criminal history and the disposition of all cases prior to board review. Entry into the nursing education program is the prospective student's decision based upon the knowledge that he/she may, or may not, be granted a nursing license. All of the above factors should be taken into consideration prior to making a decision about a nursing career.

Important Notice for Initial Licensure Applicants and Renewals:

Pursuant to Section 456.0635, Florida Statutes, you are being notified that effective July 1, 2012, health care boards or the department shall refuse to renew a license, certificate or registration, issue a license, certificate or registration and shall refuse to admit a candidate for examination if the applicant has been:

1. Convicted or plead guilty or nolo contendre, regardless of adjudication, to a felony violation of: chapters 409, 817, or 893, Florida Statutes; or 21 U.S.C. ss. 801-970 or 42 U.S.C. ss 1395-1396, or similar offenses in other state. unless the sentence and any probation or pleas ended more than 15 years prior to the application for 1st and 2nd degree felony; 10 years prior to the application for 3rd degree felony; and 5 years prior to the application for 3rd degree felony under Section 893.13(6)(a).

2. Terminated for cause from Florida Medicaid Program (unless the applicant has been in good standing for the most recent 5 years).

3. Terminated for cause by any other State Medicaid Program or the Medicare Program (unless the termination was at least 20 years prior to the date of the application and the applicant has been in good standing with the program for the most recent 5 years).

The Florida Board of Nursing receives numerous questions from applicants regarding prior criminal offenses. The following are the most frequently asked questions:

Question: What types of crimes must be reported on the application?
Answer: All convictions, guilty pleas and nolo contendere pleas must be reported, except for minor traffic violations not related to the use of drugs or alcohol. This includes misdemeanors, felonies, "driving while intoxicated (DWI)" and "driving under the influence "(DUI)." Crimes must be reported even if they are a suspended sentence.

Question: Can a person obtain a license as a nurse if they have a misdemeanor or felony crime on their record?
Answer: Each application is evaluated on a case-by-case basis. The Board of Nursing considers the nature, severity, and recency of offenses, rehabilitation and other factors. The Board cannot make a determination for approval or denial of licensure without evaluating the entire application and supporting documentation.

Question: Do I have to report charges if I completed a period of probation and the charges were dismissed or closed?
Answer: Yes. Offenses must be reported to the Board even if you received a suspended sentence and the record is now considered closed.

Question: What types of documentation do I need to submit in support of my application if I have a prior criminal record or license discipline?
Answer:

- Official court document(s) regarding each of your criminal offenses, showing the date(s) and circumstance(s) surrounding your arrest(s), sections of the law violated, and disposition of the case. This includes the complaint or indictment, the judgment, order of probation, docket sheet or other documents showing the disposition of your case(s). You may obtain these documents at the clerk of court where the offense(s) occurred.

- Copies of documents regarding disciplinary action taken against any healthcare license. The documents must come from the agency that took the disciplinary action.

- A detailed description in your own words of the circumstances surrounding your criminal record or disciplinary action. Include a description of the changes in your lifestyle since the time of the offense(s) which would enable you to avoid future incidents. List factors in your life, which you feel, may have contributed to your crime or disciplinary action and what you have learned.

Note: The burden of proof lies with the applicant to demonstrate evidence of positive lifestyle changes. Examples include, but are not limited to:

- Documented evidence of professional treatment and counseling you have completed. Provide a discharge summary, if available.

- Letters of professional recommendation on official letterhead from employers, nursing program administrators, nursing instructors, health professionals, professional counselors, support group sponsors, parole or probation officers, or other individuals in positions of authority.

- Proof of community service, education and self-improvement.

- Court-issued certificate(s) of expungement, proof of compliance with criminal probation or parole.

Applicants with previous arrest(s) or disciplinary action on a license will not be authorized to practice nursing until all documentation is cleared by staff or reviewed by the Board.

PROCEDURE TO REGISTER FOR THE HESI ADMISSION ASSESSMENT (A2):

- Go to the Business Office window on the first floor of the Administration Building. Inform them you are paying for the HESI A2 exam and the date you choose to take it. Pay the exam fee (**$50**) with cash, check, or credit card. *[The Business Office will give you two copies of your transaction receipt. (One is to be brought to the Senior Administrative Assistant, Lisa Tyus, in the Health Sciences Building, Room 229 and attached to the required registration form; the other is required at the time of exam.)* To register after the initial published deadline, an additional $10 fee will be applied; refer to the Test Schedule for deadlines. The cost to take the exam is likely to increase in 2022-2023.
- Come to the Health Sciences Building – Room 229 on the 2nd floor, with your HESI Test transaction receipt. Registration forms are located outside the door (on left side). Complete the registration form and, with one copy of the receipt, place the form (with receipt) in the lock box provided there for your convenience. This should take place no later than the test registration deadline. Refer to instructions posted outside the door.
- *Prior* **to your coming for the test, you must set up an account with Evolve** – there is no charge. Follow this link https://evolve.elsevier.com/cs/product/9781455728916?role=student and click on the shopping cart box that says "register for this now." On the next screen, you will click on the box that says "redeem checkout" which will lead you to further screens for information you will provide to fully set up your account. ***You must come to the test knowing your user name and password.***
- Arrive at the testing site <u>thirty minutes before</u> the scheduled testing time.
- You **MUST** bring a copy of your receipt and **TWO forms of identification;** one must be a current photo ID.
- If you cannot take the exam at the scheduled time, please notify the Senior Administrative Assistant, Lisa Tyus, at (850) 872-3829; however, the fees already paid will be forfeited.
- After completion of the exam, your test results will be sent electronically to the e-mail you provided to Evolve. The official copy of the results will be forwarded to the nursing department.

IMPORTANT NOTICE FOR ALL STUDENTS:

- Applicants must successfully complete the HESI A2 Pre-Admission Exam for HS programs. It is comprised of exams to assess the academic and personal readiness of prospective students for higher education. Nursing program applicants must achieve a minimum score of 75% on each of four components: **Math, Reading Comprehension, Grammar, and Vocabulary & Knowledge**.
- **The HESI A2 may be taken no more than twice per selection period.** Selection periods are defined as October 1 through the end of February, and March 1 through the end of September. All four sections of the test must be taken during every testing attempt. **Scores may be crossmatched from previous testing attempts to achieve the minimum score of 75% on each component. HESI scores are valid for 2 years.**
- A study guide is available for preparation for this exam. It can be purchased at the campus bookstore or online at this link: https://www.us.elsevierhealth.com/hesi-comprehensive-review-for-the-nclex-rn-examination-9780323582452.html.
- **HESI Admission Assessment Exam Review** by HESI Elsevier Title – 6th Edition ISBN-13: 978-0-323-58245-2. *Additionally, several copies may be available for short-term, in-library use only in the GCSC Library.*

STUDENTS WHO HAVE TAKEN ALL OR PART OF HESI-A2 EXAM AT OTHER INSTITUTIONS:

- Like students taking the HESI exam at GCSC, students transferring in HESI A2 exam scores from other institutions are allowed a <u>total</u> of two testing attempts per selection period. Selection periods are defined as October 1 through the end of February and March 1 through the end of September. All four sections of the test must be taken during every testing attempt, and <u>only</u> the results of the most recent test will be considered. The most recent HESI score will be considered current for a maximum of 2 years.

- There will be a fee to obtain HESI A1 <u>official results</u> from having tested at another institution, and the process takes 7-10 days. Official results are those that the GCSC nursing program receives directly from Evolve.Elsevier. Go to this website, https://evolve.elsevier.com/cs/product/9780323324045?role=student, and carefully follow instructions as given. Please indicate on the request form that transcripts should be delivered via **e-mail** to HealthSciencesGCSC@gulfcoast.edu. **The completed transcript request form and the Payment Confirmation page must both be sent via email to transcripts@elsevier.com in order to be processed.**

HESI A2 TEST SCHEDULE 2023 – 2024

Applicants to the Associate Degree Nursing program must complete a computer-based entrance exam called the **HESI Admission Assessment (A2)**. The HESI A2 may be taken no more than twice per selection period. Selection periods are defined as October 1 through the end of February, and March 1 through the end of September. All four sections of the test must be taken during every testing attempt.

Scores may be crossmatched from previous testing attempts to achieve the minimum score of 75% on each component. HESI scores are valid for 2 years.

It is comprised of exams to assess the academic and personal readiness of prospective students for higher education. Nursing program applicants must achieve a minimum score of 75% on each of four components: **Math, Reading Comprehension, Grammar, and Vocabulary & Knowledge**.

EXAM DATE	TIME	LOCATION	REGISTRATION DEADLINE cost is $50	LATE REGISTRATION DEADLINE (*additional* $10)
Friday Nov. 4, 2022	8:30 AM – 1:30 PM	Health Sciences Room 118	Oct. 21, 2022	Oct. 28, 2022
Friday Dec. 2, 2022	8:30 AM – 1:30 PM	Health Sciences Room 118	Nov. 18, 2022	Nov. 25, 2022
Friday Feb. 3, 2023	8:30 AM – 1:30 PM	Health Sciences Room 118	Jan. 20, 2023	Jan. 27, 2023
Friday Feb. 17, 2023	8:30 AM – 1:30 PM	Health Sciences Room 118	Feb. 3, 2023	Feb. 10, 2023
Friday May 12, 2023	8:30 AM – 1:30 PM	Health Sciences Room 118	Apr. 28, 2023	May 5, 2023
Friday Aug. 11, 2023	8:30 AM – 1:30 PM	Health Sciences Room 118	Aug. 4, 2023	Aug. 4, 2023
Friday Sept. 8, 2023	8:30 AM – 1:30 PM	Health Sciences Room 118	Aug. 25, 2023	Sept. 1, 2023
Friday Sept. 22, 2023	8:30 AM – 1:30 PM	Health Sciences Room 118	Sept. 8, 2023	Sept. 15, 2023
Friday Nov. 3, 2023	8:30 AM – 1:30 PM	Health Sciences Room 118	Oct. 20, 2023	Oct. 27, 2023
Friday Dec. 1, 2023	8:30 AM – 1:30 PM	Health Sciences Room 118	Nov. 17, 2023	Nov. 24, 2023
Friday Feb. 9, 2024	8:30 AM – 1:30 PM	Health Sciences Room 118	Jan. 26, 2024	Feb. 2, 2024
Friday Feb. 23, 2024	8:30 AM – 1:30 PM	Health Sciences Room 118	Feb. 9, 2024	Feb. 16, 2024

Registration materials are available at Health Sciences Room 229. The HESI A2 registration process is explained on the reverse side of this page.

NOTE: The HESI A2 begins **promptly** at **the start time noted above**; please be at the testing site 15 minutes before the scheduled time to allow for registration. You **MUST** bring a copy of your receipt and **TWO forms of identification**; one must be a current photo ID. *You must come to HESI test knowing your Evolve user name and password!*