



**HEALTH SCIENCES DIVISION  
PRACTICAL NURSING PROGRAM**  
**Offered only at the Gulf / Franklin Campus (GFC) in Port St. Joe, FL**

Dear Applicant:

**Thank you** for your interest in the **Practical Nursing Program**. Upon successful completion of this twelve (12) month Vocational Certificate Program, you will be eligible to take the state board examination to become a Licensed Practical Nurse (LPN).

Enclosed you will find an application packet that you will need to read and complete to begin the application process. There is also a checklist that gives you information on how to proceed.

The Practical Nursing Program is the first step to an exciting career as a nurse. This program prepares the student to perform safe nursing care under the direction of a Registered Nurse or licensed physician. Gulf Coast State College also offers other nursing programs that prepare you to advance further in the nursing profession. There is never a better time than **TODAY** to begin making choices for your future.

If you have any questions after reading the enclosed information, you may contact Craig Wise, our Assistant Coordinator of Health Sciences Admissions at 850.913.3311, or e-mail him at [cwise@gulfcoast.edu](mailto:cwise@gulfcoast.edu); Ryan Walding, Senior Administrative Assistant, at 850.769.1551, ext. 5522, email [jwalding@gulfcoast.edu](mailto:jwalding@gulfcoast.edu); or myself at 850.913.3317. I can also be reached by e-mail at [dbrzuska@gulfcoast.edu](mailto:dbrzuska@gulfcoast.edu). Nursing program information is also available on our nursing website at the address listed below: [http://www.gulfcoast.edu/health\\_sciences/nursing/pn/degree\\_plan.htm](http://www.gulfcoast.edu/health_sciences/nursing/pn/degree_plan.htm).

For information about our graduation rates, the median debt of students who completed the program, and other important information, please visit [www.gulfcoast.edu/ge/phrs](http://www.gulfcoast.edu/ge/phrs).

I am looking forward to hearing from you.

Sincerely,

Deborah Brzuska, MSN, RN, CMSRN  
Assistant Coordinator, Gulf Franklin Campus Nursing Programs

DB:db

Revised: 07.08.16



# GULF COAST STATE COLLEGE

## Practical Nursing Program

### Admission Requirements:

The *initial* application process to enter the Practical Nursing Program includes:

- \_\_\_\_\_ 1. **Apply for general college admission:**  
If you are a new student to GCSC or it has been more than a year since you have taken a credit course, complete a general college application online at [www.gulfcoast.edu/admissions/steps.htm](http://www.gulfcoast.edu/admissions/steps.htm). Choose Planned Course of Study: VC Pre-Practical Nursing. **Students must pay the application fee; failure to pay the college application fee at the time of submission can result in your ineligibility for program consideration.**
  
- \_\_\_\_\_ 2. **Complete the Health Sciences Division Practical Nursing Program Application:**  
Return the completed application (in this packet) to the main desk at Gulf/Franklin Campus or Building D-101.
  
- \_\_\_\_\_ 3. **Provide official High School, Vocational School, and College Transcripts:**  
Applicant must request that official transcripts from high school or GED (scores required) **and** all colleges attended be sent to GCSC Enrollment Services for evaluation.
  
- \_\_\_\_\_ 4. **Take the Test of Adult Basic Education (TABE); scores must be active (scores more than 2 years old will not be accepted).**  
TABE tests are given at the Gulf/Franklin Campus and the Testing Center on the Panama City Campus. A **minimum score of "10"** is required in each category to enter the program and **a score of "11" or above is required to exit** the program. Call the Gulf/Franklin Campus to schedule your TABE test at 850.227.9670, ext. 5522.

If you have acceptable TABE scores on file with another institution and wish to have those scores considered, an electronic version or a sealed envelope from the institution that administered the test may be forwarded to GCSC testing center for evaluation. The information should include the date the test was taken, the level of the TABE administered and the scores from each subtest along with the complete battery score.

**-OR-**

Active scores (2 years old or less) for the Equivalent College Placement Test (CPT) or Post-Secondary Education Readiness Test (PERT) scores may be substituted; however, TABE scores are strongly recommended. Check with your advisor for further information.

**Based on above test scores, students may be referred to a counselor for advising on remediation or some other preparatory or co-requisite courses to help strengthen reading, English, and arithmetic skills, before entering into the program.**

- \_\_\_\_\_ 5. **See Nursing Faculty Advisor:**  
After meeting the above criteria (1-4), **it is necessary** that the applicant see the Assistant Nursing Coordinator for advising. Contact the Gulf/Franklin Campus to schedule an appointment at 850.913.3317. **All criteria must be completed before the deadline date (the last working day of April) in order to be considered for the program.**

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**UPON CONDITIONAL ACCEPTANCE** into the Practical Nursing Program, the applicant would need to meet the following additional requirements:

- \_\_\_\_\_ 1. **Satisfactory Fingerprint / Criminal Background Check**
- \_\_\_\_\_ 2. **CPR Requirement:**  
It is **mandatory** that each student be certified in adult, infant and child CPR to attend clinical rotations in the hospitals, nursing homes, etc. The requirement for our program is to be certified from either the **American Heart Association (BCLS-C) for Healthcare Provider (Basic Cardiac Life Support)**, or the American Red Cross CPR for the Professional Rescuer. The American Heart Association is usually a 2-year certification and the American Red Cross is only a 1-year certification. Students are expected to present a current CPR card on the **FIRST DAY OF CLASS**.
- \_\_\_\_\_ 3. **Medical Examination – With Satisfactory Results:**  
An applicant must submit a **complete** physical exam report signed by a Physician (MD), Physician Assistant (PA), or an Advanced Registered Nurse Practitioner (ARNP). A form will be provided and applicant will be given a deadline date for submission.
- \_\_\_\_\_ 4. **10-Panel Drug Screening – With Satisfactory Results**
- \_\_\_\_\_ 5. **Current PPD or TB Test or Declination with X-Ray Results (within 1 year)**
- \_\_\_\_\_ 6. **Current Immunization Record:**  
An applicant **must** submit a complete and current immunization record **signed** by a primary care Physician or Health Department Staff. A form will be provided and applicant will be given a deadline date for submission.
- \_\_\_\_\_ 7. **CNAs** Must submit a copy of his or her certification (if applicable).

Applications must have **initial** admission requirements completed (with all the information) by the last working day in **APRIL**. For high school seniors, conditional acceptance can be granted before graduation. However, a high school diploma must be received immediately upon graduation. If space is available, a student may still be considered for acceptance if program requirements are met past the deadline date.

It should be understood that the application process is competitive and satisfactorily meeting minimum requirements does not automatically guarantee admission. Those residing within the service area will be given additional consideration. Applicants will be notified by mail of selection status.

Upon completion of all admission requirements, and acceptance into the Practical Nursing Program, the student must maintain a 2.0 GPA to continue in the program.

**IT IS THE RESPONSIBILITY OF THE STUDENT TO MAINTAIN COMMUNICATION WITH HIS/HER ADVISOR TO ENSURE THAT THE APPLICATION PACKET IS COMPLETE AND UP-TO-DATE WITH CURRENT ADMISSION REQUIREMENTS.**

**VOCATIONAL CERTIFICATE IN PRACTICAL NURSING  
COURSE REQUIREMENTS & CURRICULUM PLAN**

**Recommended Supplemental Courses: (Students are strongly encouraged to take as many of these courses as possible prior to entering the Practical Nursing Program.)**

BSC 2085	Human Anatomy & Physiology	3 Credits	Recommended Course Before Entering the Program
BSC 2085L	Human Anatomy & Physiology I Lab	1 Credit	Recommended Course Before Entering the Program
BSC 2086	Human Anatomy & Physiology II	3 Credits	Recommended Course Before Entering the Program
BSC 2086L	Human Anatomy & Physiology II Lab	1 Credit	Recommended Course Before Entering the Program
HSC 1531	Medical Terminology	2 Credits	Recommended Course Before Entering the Program

**Recommended Courses for Possible Advanced Placement :**

*HCP 0001 *HCP0120C	Health Careers Core Basic Nursing Care	3 Credits 2.5 Credits	If successful completion of both courses is obtained, student may apply for advanced placement into the Practical Nursing Program. Admission is not guaranteed. Successful completion of these courses will allow the student to make application for the state Certified Nursing Assistant (CNA) Exam.
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**PRACTICAL NURSING COURSES**

**After acceptance into the Nursing Program, the following required nursing courses are taken in sequence over 1 year (beginning with Summer C and ending with Summer B):**

Course	Course Number	Course Name	Credits
<b>Summer Semester (Session 2)</b>	*HCP 0001	Health Careers Core	3
	*HCP 0120C	Basic Nursing Care	2.5
	PRN 0001	Fundamentals of Nursing Care	9
<b>Fall Semester</b>	PRN 0022	Structure and Function	2
	HSC 0530	Medical Terminology	0.5
	PRN 0030C	Introduction to Pharmacology / Medication Administration with Safe Dose Calculations	2.5
	PRN 0023	Life Span	0.5
	PRN 0110C	Pediatric Nursing	3
	PRN 0400	Mental Health Concepts	0.5
	PRN 0440	Community Health Concepts	0.5
<b>Spring Semester</b>	PRN 0381C	Medical Surgical Nursing I	7
	PRN 0383C	Medical Surgical Nursing II	10
<b>Summer Semester (Session 1)</b>	PRN 0100C	Maternal Newborn Nursing	4

\* Vocational credit is awarded to the student if the course is completed prior to entering the program. The student will not have to repeat these courses in the program and will enter with advanced placement. Upon completion of these courses in the program, the student is eligible to sit for the state Certified Nursing Assistant examination.

## GULF COAST STATE COLLEGE – PRACTICAL NURSING CORE PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION

ISSUE	STANDARD	EXAMPLES OF NECESSARY ACTIVITIES (Not All Inclusive)
<b>Critical Thinking</b>	Critical thinking ability sufficient for clinical judgment	<ul style="list-style-type: none"> <li>• Identify cause-effect relationships in clinical situations</li> <li>• Develop nursing care plans</li> <li>• Make rapid decisions under pressure</li> <li>• Handle multiple priorities in stressful situations</li> <li>• Assist with problem solving</li> </ul>
<b>Interpersonal</b>	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, educational, cultural, and intellectual backgrounds	<ul style="list-style-type: none"> <li>• Establish rapport with patients/clients and colleagues</li> <li>• Cope effectively with high levels of stress</li> <li>• Cope with anger/fear/hostility of others in a calm manner</li> <li>• Cope with confrontation</li> <li>• Demonstrate high degree of patience</li> </ul>
<b>Communication</b>	Communication abilities sufficient for interaction with others in verbal and written form	<ul style="list-style-type: none"> <li>• Explain treatment procedures</li> <li>• Initiate client education</li> <li>• Document and interpret nursing actions and patient/client responses</li> </ul>
<b>Mobility</b>	Physical abilities sufficient to move from room to room, to maneuver in small spaces and to perform procedures necessary for emergency intervention	<ul style="list-style-type: none"> <li>• Move around in patient's rooms, workspaces, and treatment areas</li> <li>• Administer cardio-pulmonary resuscitation procedures</li> <li>• Walk the equivalent of 5 miles per day</li> <li>• Remain on one's feet in upright position at a workstation without moving about</li> <li>• Climb stairs</li> <li>• Remain in seated position</li> </ul>
<b>Motor Skills</b>	Gross and fine motor abilities sufficient to provide safe and effective nursing care	<ul style="list-style-type: none"> <li>• Calibrate and use equipment</li> <li>• Position patients/clients</li> <li>• Perform repetitive tasks</li> <li>• Able to grip</li> <li>• Bend at knee and squat.</li> <li>• Reach above shoulder level</li> <li>• Lift and carry 25 pounds</li> <li>• Exert 20-50 pounds of force (pushing/pulling)</li> </ul>
<b>Hearing</b>	Auditory ability sufficient to monitor and assess health needs	<ul style="list-style-type: none"> <li>• Hear monitor alarms, emergency signals, auscultatory sounds, and cries for help</li> <li>• Hear tape recorded transcriptions</li> <li>• Hear telephone interactions</li> </ul>
<b>Visual</b>	Visual ability sufficient for observation and assessment necessary in nursing care	<ul style="list-style-type: none"> <li>• Observe patient/client responses</li> <li>• Identify and distinguish colors</li> </ul>
<b>Tactile</b>	Tactile ability sufficient for physical assessment	<ul style="list-style-type: none"> <li>• Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g., insertion of a catheter</li> </ul>
<b>Environmental</b>	Ability to tolerate environmental stressors	<ul style="list-style-type: none"> <li>• Adapt to shift work</li> <li>• Work with chemicals and detergents</li> <li>• Tolerate exposure to fumes and odors</li> <li>• Work in areas that are close and crowded</li> </ul>

**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, 4<sup>th</sup> ed. 1991, Nurse, General Duty.

# GULF COAST STATE COLLEGE – HEALTH SCIENCES DIVISION APPLICATION FOR ADMISSION

## HEALTH SCIENCES DIVISION

5230 West U.S. Highway 98  
Panama City, FL 32401-1058  
(850) 872-3827 or 913-3311  
FAX – (850) 747-3246

## GULF / FRANKLIN CAMPUS

3800 Garrison Avenue  
Port St. Joe, FL 32456  
(850) 913-3317  
FAX – (850) 873-3524

### Practical Nursing (PN) Program

*Answer ALL Questions: Please TYPE or PRINT – (Please submit form as soon as possible)*

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

First
Middle
Last
Maiden Name

Home Address: \_\_\_\_\_  

Street & Number
City
State
Zip
County

GCSC Student ID #: \_\_\_\_\_ SS#: \_\_\_\_\_ Male  Female   
*(absolutely must have this!)*

Permanent or Mailing Address (If different from above): \_\_\_\_\_

Preferred e-Mail: \_\_\_\_\_ Home Phone: (    ) \_\_\_\_\_

Business Phone: (    ) \_\_\_\_\_ Cell Phone: (    ) \_\_\_\_\_

### EDUCATION

**OFFICIAL TRANSCRIPT(s) must be received** by the Office of Admissions & Records.  
**ALL schools and colleges** attended **must** be listed for the application to be complete. **Use additional sheets if necessary**

Name of School	Location of School	From (Month/Year)	To (Month/Year)	Did you Receive Diploma, Degree or Certificate?	What was your Major/Minor?
High School or GED:					
Vocational / Other Technical Program					
College or University:					
College or University:					

### LICENSES AND CERTIFICATION

Type	Issued by Which State or Agency?	License / Cert. Number	Date Issued/Expired

**CONTACT INFORMATION**

Please provide information about three people who will always know where to locate you:

Name	Mailing Address	Telephone Number
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

**HEALTH RELATED WORK EXPERIENCE and/or VOLUNTEER EXPERIENCE**

Use additional sheets if necessary

**1. EMPLOYER:** \_\_\_\_\_

Address \_\_\_\_\_ Phone: \_\_\_\_\_ Extension \_\_\_\_\_  
 Street & Number City State

Supervisor's Name \_\_\_\_\_ Title \_\_\_\_\_

Dates employed: From \_\_\_\_\_ To \_\_\_\_\_ Nature of your Job Duties: \_\_\_\_\_  
 Mo./Yr. Mo./Yr.

Reason for Leaving \_\_\_\_\_ Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_

**2. EMPLOYER:** \_\_\_\_\_

Address \_\_\_\_\_ Phone: \_\_\_\_\_ Extension \_\_\_\_\_  
 Street & Number City State

Supervisor's Name \_\_\_\_\_ Title \_\_\_\_\_

Dates employed: From \_\_\_\_\_ To \_\_\_\_\_ Nature of your Job Duties: \_\_\_\_\_  
 Mo./Yr. Mo./Yr.

Reason for Leaving \_\_\_\_\_ Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_

**PLEASE READ AND SIGN THE FOLLOWING**

I hereby certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any misrepresentation, omission or falsification of information is cause for denial of admission to the program. I understand that illegal use, possession, and/or misuse of drugs are reasons for immediate dismissal from any of the programs in the Health Sciences Division. I further understand that background checks and drug screening are routinely required at most clinical facilities prior to the student being allowed clinical placement.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

**RETURN APPLICATION TO:**  
Gulf Franklin Campus – Practical Nursing  
Gulf Coast State College  
3800 Garrison Avenue  
Port St. Joe FL 32456

**IN CASE OF EMERGENCY NOTIFY:**  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_



**GULF COAST STATE COLLEGE  
PRACTICAL NURSING PROGRAM  
COST SHEET**

**TUITION - \$87.87 per vocational hour (in-state rate)**

Tuition rates are subject to change.

**COMPUTERIZED PLACEMENT TESTING - \$5.00**

**LAB FEES AND INSURANCE** approximately - \$122.00/program year

COURSE TITLE	VOCATIONAL HRS	TUITION (IN-STATE)
Health Careers Core	3	263.61
Basic Nursing Care	2.5	219.68
Fundamentals of Nursing	9	790.83
Structure and Function	2	175.74
Medical Terminology	0.5	43.94
Introduction to Pharmacology / Medication Administration with Safe Dose Calculations	2.5	219.68
Life Span	0.5	43.94
Pediatric Nursing	3	263.61
Mental Health Concepts	0.5	43.94
Community Health Concepts	0.5	43.94
Medical-Surgical Nursing I	7	615.09
Medical-Surgical Nursing II	10	878.70
Maternal/Newborn Nursing	4	351.48
<b>Approximate Total for PN Courses</b>	<b>45</b>	<b>\$3,954.18</b>

**REQUIRED BOOKS:**

*(Required books and prices are approximate and subject to change – does not include tax)*

TITLE	EDITION	COST
PN Case Studies with practice test “Pin Code”		77.50
<b>Bundle:</b> PREP U, 10 <sup>th</sup> Edition; Textbook of Basic Nursing, 10 <sup>th</sup> Edition; Introductory Medical-Surgical Nursing, 11 <sup>th</sup> Edition		239.50
<b>Perfect Package:</b> Davis Drug Guide for Nurses, 13 <sup>th</sup> Edition; Taber’s Cyclopedic Medical Dictionary, 22 <sup>nd</sup> Edition; Davis’s Comprehensive Handbook of Laboratory and Diagnostic Tests with Nursing 5 <sup>th</sup> Edition		115.00
Dean Vaughn Medical Terminology 350	2nd	28.75
Roache’s Introductory Clinical Pharmacology	10th	75.00
Cox et al. Clinical Apps of Nursing Diagnosis: Adult, Child, Women’s Psychiatric, Gerontologic & Home Health Considerations	5th	53.95
<b>Approximate Total for <u>Required</u> Texts :</b>		<b>\$589.70</b>

**NOTE:** Approximate cost of supplemental (optional) books is \$125.00. You are encouraged to purchase the majority of these books when you first enter the program, as they are books that will assist you throughout your nursing education. Books are available through the Gulf Coast State College Bookstore at the Gulf/Franklin Campus.

**GULF COAST STATE COLLEGE  
PRACTICAL NURSING PROGRAM  
COST SHEET (Continued)**

<b>UNIFORM</b>		
<b>Students are required to wear a standard white uniform.</b>		
<b>Uniforms are special order.</b>		<b>Approximate Cost of Two Uniforms</b>
<b>Male</b>	Two Uniforms ( <i>White Top and Black Pants and White Lab Coat</i> )	71.15
<b>Female</b>	Two Uniforms ( <i>White Top and Black Pants and White Lab Coat</i> )	67.95
<b>ACCESSORY ITEMS – approximate costs</b>		
<i>The following items may be purchased at a variety of vendors.</i>		
White Hose, duty shoes		60.00
Student patch		6.25
Stethoscope ( <i>style must have bell &amp; diaphragm</i> )		25.00
Bandage scissors		3.00
Clipboard ( <i>optional</i> )		5.00
Hemostat ( <i>optional</i> )		3.00
Penlight		5.00
Black Ballpoint Pen		1.50
Watch with second hand		20.00
Warm-up jacket ( <i>optional</i> )		25.00
Protective Eye Goggles ( <i>optional</i> ) (OSHA approved)		6.00
Digital Thermometer and sheaths ( <i>optional</i> )		10.00
<b>MISCELLANEOUS – approximate costs</b>		
Hepatitis B Vaccination Series		170.80
Physical Exam		150.00
10-panel Drug Screening		33.00
Fingerprinting / Criminal Background Check		80.00
Health Sciences Orientation		72.00
Nursing Pin ( <i>awarded at graduation pinning ceremony</i> )		75.00
<b>NCLEX-PN</b> ( <i>licensure exam</i> ) application testing fee		390.00

**NOTE: Fees are approximate and subject to change**

## IMPORTANT INFORMATION REGARDING YOUR BACKGROUND

Applicants to the Nursing Programs in the Health Science 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.

Some of our Health Science Programs will require students to submit to a background screening and/or drug screening before being officially accepted into the nursing program. The health science program/s must follow state mandated laws for profession practice which will extend to admission and acceptance. State laws may mandate that student/s who have an unfavorable background screening (certain felonies) must have a clean record for 15 years or more past the initial incident before being allowed to take state licensure exam/s. Certain clinical sites may require a clean background screening in order for students to attend clinical and work with their patients. Students who cannot produce a favorable background check and/or drug screening may not be able to meet their program's admission requirements and clinical obligations, which would jeopardize their ability to successfully complete that program.

Students who graduate from our programs must also pass state licensure exam/s in order to be employable in their program of study. The various state entities that provide testing and licenses for Health Professionals, oftentimes, require background checks / drug screening prior to sitting for the exams and applying for licensure. State laws may mandate that student/s who have an unfavorable background screening (certain felonies) must have a clean record for 15 years or more past the initial incident before being allowed to take state licensure exam/s. It is possible to have successfully graduated from a health science program but be denied the opportunity for licensure because of an unfavorable background check and/or drug screening.

Employers of licensed health professionals can also have a variety of requirements that must be met prior to the granting of employment. These can include background checks of varying depths, and/or drug screenings. It is possible to graduate from a program and obtain the health professional license, but be denied some employment options due to an unfavorable background check or drug screen.

We offer this information so that you can make an informed decision concerning making application to one of our programs.

### CRIMINAL BACKGROUND CHECKS

Gulf Coast State College (GCSC) students who are granted conditional acceptance into a Health Sciences program must receive a satisfactory criminal background check prior to final acceptance into the program. The background check will be scheduled and performed at the discretion of the Division of Health Sciences at GCSC. 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/](http://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 Health Sciences program. In addition to these specific convictions, there are other crimes which may disqualify applicants from entering into the Health Sciences programs and / or clinical rotations.

### **456.0635 (2) Medicaid fraud; disqualification for license, certificate, or registration**

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 or renew 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, has been:

- (a) Convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under chapter 409, chapter 817, chapter 893, 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 pleas ended more than 15 years prior to the date of the application;
- (b) Terminated for cause from the Florida Medicaid program pursuant to s. 409.913, unless the applicant has been in good standing with the Florida Medicaid program for the most recent 5 years;
- (c) Terminated for cause, pursuant to the appeals procedures established by the state or Federal Government, from any other state Medicaid program or the federal Medicare program, unless the applicant has been in good standing with a state Medicaid program or the federal Medicare program for the most recent 5 years and the termination occurred at least 20 years prior to the date of the application.

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 contendere, 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 1<sup>st</sup> and 2<sup>nd</sup> degree felony; 10 years prior to the application for 3<sup>rd</sup> degree felony; and 5 years prior to the application for 3<sup>rd</sup> 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.**