

# Practical Nursing Application Packet

## Moorhead Campus Spring 2020 Start Priority Application Deadline: August 1, 2019

Dear Nursing Applicant:

Thank you for your interest in Minnesota State Community and Technical College's Practical Nursing program. This document provides information you will need to apply to the Practical Nursing program offered at our **Moorhead campus** for a **Spring 2020 start**. The M State Nursing programs are designed to prepare qualified students for a career in nursing. Graduates of the M State Practical Nursing program may apply to the Associate Degree in Nursing (ADN) - Advanced Standing Option program to continue their education in nursing.

### Important Notes:

- **PSEO students are not eligible to take Nursing courses.**
- **Admission is based on selective criteria contained in this document. Meeting the minimum eligibility requirements does not guarantee acceptance into the program. Please review this entire document carefully.**
- **Curriculum information can be found at [www.minnesota.edu/nursing](http://www.minnesota.edu/nursing).**

We are pleased you are considering M State and look forward to receiving your application. We strongly encourage you to discuss the admission requirements and program requirements with an academic advisor on the campus you plan to attend. For assistance in reaching an advisor, please contact the M State Support Center at 877.450.3322 or email [info@minnesota.edu](mailto:info@minnesota.edu).

## Which M State application process is right for you?

**NEW TO M STATE** - Follow this procedure if you are a student who has never attended Minnesota State Community and Technical College in Detroit Lakes, Fergus Falls, Wadena or Moorhead.

- ✓ Submit an online application for admission at [www.minnesota.edu/admissions](http://www.minnesota.edu/admissions).
- ✓ Submit the \$20 application fee.
- ✓ Submit high school/GED and college transcripts.

*You can apply to the college for general education courses and to the Nursing program at the same time. Your Nursing application will be reviewed for selection only if you are admitted to M State.*

All transcripts, the application fee and application materials for admission should be sent to:

M State Central Processing  
1414 College Way  
Fergus Falls, MN 56537

**RETURNING STUDENT TO M STATE** - Follow this procedure if you have enrolled in M State courses at any of our campus locations or online in the past, but you are not currently enrolled in courses.

- ✓ Submit an online application for admission at [www.minnesota.edu/admissions](http://www.minnesota.edu/admissions).
- ✓ If you have attended another college since you last attended M State, you will also need to submit the official transcripts to:

M State Central Processing  
1414 College Way  
Fergus Falls, MN 56537

**CURRENT M STATE STUDENT** - If you are currently enrolled at M State, continue to the next page.



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## Guidelines for applying to the Practical Nursing program

Location	Moorhead Campus
Apply to M State	<p>To be considered for an M State Nursing program, students must apply and be accepted to M State. For admission to M State, complete the online application at <a href="http://www.minnesota.edu/admissions">www.minnesota.edu/admissions</a>.</p> <p>The application for the Nursing program is separate but can be submitted at the same time.</p>
Assessment Testing	<p>Students who have not completed college-level English and/or college-level math and/or do not have recent* ACT or Accuplacer test scores are required to complete assessment testing prior to applying for the Practical Nursing program.</p> <p>*Reading Accuplacer scores must be within the last three years. Math Accuplacer scores must be within the last two years. ACT scores are valid for five years.</p> <p>Students who need assessment testing should check <a href="http://www.minnesota.edu/testing">www.minnesota.edu/testing</a> for assessment testing dates and locations.</p>
Practical Nursing Program Application	<p>The Practical Nursing program application must be submitted for an applicant to be considered for acceptance to the program. The online application is available at <a href="http://www.minnesota.edu/nursing">www.minnesota.edu/nursing</a>. This document must be read and understood in its entirety.</p> <p><b>The priority application deadline for Spring 2020 is August 1, 2019.</b> Applicants who meet all requirements for admission and provide all of their documents by this deadline will have the greatest chance of being admitted into the program. If the priority deadline has passed, check <a href="http://www.minnesota.edu/nursing">www.minnesota.edu/nursing</a> to see if applications are still being accepted. Click on Practical Nursing Diploma in the Nursing section.</p> <p>If there are more eligible applicants than available seats by the priority deadline, eligible applicants with the highest entrance exam scores will be offered a seat first. Eligible applicants who do not get into the program due to the competition for a limited number of available seats will be placed on the waiting list. If a seat in the program opens, it will be offered to the student with the highest entrance exam score who was eligible to be accepted by the priority deadline.</p> <p>If you have transfer courses from another college, you must supply an official transcript sent directly to us from the college. Please allow <b>three to six weeks</b> for M State to evaluate your courses for transfer. Courses will not count toward your admission to the Nursing program until they have been successfully transferred.</p>



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<p>Admission to the Practical Nursing program is competitive. Students must meet the following eligibility criteria.</p>	
<p>ELIGIBILITY CRITERIA</p>	<p><b>Entrance Exam</b></p> <p>Students must score at the “Proficient” competency level (58.6 percent) or higher on the Assessment Technology Institute Test of Essential Academic Skills (ATI TEAS). Students’ scores on the previous version of ATI TEAS (TEAS V) are valid for two years after the test date. For more information regarding the TEAS, including special accommodations, exam dates and how to register, visit <a href="http://www.minnesota.edu/nursing/entrance-exam">www.minnesota.edu/nursing/entrance-exam</a>. Nursing applicants who take the ATI TEAS exam at a site other than M State must request that their test results be sent prior to the application deadline to M State Processing Center, 1414 College Way, Fergus Falls, MN 56537. <b>Nursing program applicants are ranked by their TEAS scores.</b></p>
	<p><b>High School Status</b></p> <p><b>High school graduates</b> are encouraged to register for college general education courses while they pursue acceptance into the program. <b>Current high school students</b> must complete their junior year before applying and supply a high school transcript with a GPA of 3.00 or higher upon completion of their junior year. Students must graduate from high school prior to starting PNSG courses. <b>PSEO students</b> are not eligible to take core Nursing program courses (courses with a PNSG or NURS prefix). <b>GED completers</b> need a score of 500 or greater on the GED. Applicants unable to obtain a score report may still apply; eligibility will be based on space availability in the program.</p>
	<p><b>Math and English Requirements</b></p> <p>Math scores on the Accuplacer/ACT must be current and place the student into Math 1020 Intermediate Algebra or higher. If assessment testing indicates developmental course work is required, the courses must be completed with a grade of C or better prior to starting the program. If the student has completed a developmental course and earned less than a C grade, the student will need to retake the course and earn a grade of C or better prior to the application deadline. If a math course higher than developmental course work is completed with a passing grade, developmental course work grades will not be reviewed. Students must be eligible to take English 1101 College Writing. Students testing into developmental English must complete the highest-level developmental course with a grade of C or higher prior to starting the program. If you have coursework in progress, submit the Practical Nursing program application to maximize your opportunity to be accepted to the program. Students may be conditionally accepted while courses are in progress, but courses must be completed prior to the program’s start. Your application may be reviewed again when grades become available. Please let nursing admissions know when you have additional grades to be reviewed by emailing <a href="mailto:nursing@minnesota.edu">nursing@minnesota.edu</a>. <b>PLEASE NOTE:</b> Program-required general education courses must be completed with a grade of C or better before or during the semester in which they appear in the program plan. Students who do not meet this expectation will not be permitted to continue taking PNSG courses and should work with an advisor to create a revised plan of study.</p>
	<p><b>Nursing Assistant Requirement</b></p> <p>Students must upload evidence of nursing assistant experience to the Student Passport system by December 1 to be eligible to start NURS/PNSG courses in the spring. The following are means of demonstrating experience:</p> <ul style="list-style-type: none"> <li>• Successful completion of a Nursing Assistant course OR Healthcare Core Curriculum with nursing assistant skill set within the last five years with a minimum grade of C or Pass.</li> <li>• Current Certified Nursing Assistant (CNA) in good standing with a Department of Health Nursing Assistant Registry.</li> </ul> <p>Applicants with health care experience other than CNA who feel that experience is equivalent to CNA may test out rather than enroll and complete the CNA course. Students are responsible for all costs and fees incurred as part of the test-out process. Students who do not successfully test out will be required to complete a Nursing Assistant course and upload supporting documentation into Student Passport system prior to the December 1 deadline.</p>



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PROGRAM EXPECTATIONS	Correspondence from the college will provide more information related to the following. However, Nursing program applicants are encouraged to consider these requirements ahead of time.	
	Laptop Computer	All Nursing programs require students to have a laptop computer. The cost will be in addition to the cost of tuition, fees and books. The required computer specifications can be found at <a href="http://www.minnesota.edu/nursing/accepted/#Nursing_Laptop_Requirement">www.minnesota.edu/nursing/accepted/#Nursing_Laptop_Requirement</a> .
	CPR	Students are required to upload official documentation of <b>American Heart Association Basic Life Support</b> certification into the Student Passport by <b>December 1, 2019</b> , in order to be eligible to start PNSG courses in spring. Certification must include a hands-on component.
	Minnesota Department of Health Background Check	Accepted nursing students are required to upload into Student Passport a cleared Minnesota Department of Health background study <b>by December 1, 2019, in order to be eligible to start classes in spring</b> . A \$30 fee will be assessed for processing the background study and fingerprinting/photo. The process for background studies and fingerprinting will be included with acceptance documents.  Accepted students who choose not to complete the background check OR who do not pass the background check may not be permitted to attend clinical experiences or service learning opportunities. In such cases, the college cannot guarantee alternative learning opportunities, which ultimately will affect students' ability to complete the program.
	National Background Check	Accepted nursing students are required to have a cleared National Background Check <b>by December 1, 2019, in order to be eligible to start classes in spring</b> , even if they have completed a National Background Check for employment. National Background Checks are completed through a third-party vendor. Instructions and codes will be provided via official M State email from Joel Hoffman, nursing lab assistant. The cost of the initial background check is \$45.75. Students are responsible for the cost.  Accepted students who choose not to complete the background check OR who do not pass the background check may not be permitted to attend clinical experiences or service learning opportunities. In such cases, the college cannot guarantee alternative learning opportunities, which ultimately will affect students' ability to complete the program.
	Health Forms	Students are required to upload a <b>completed Health Division Health Form</b> into the Student Passport by December 1, 2019. If there is a change in a student's physical or emotional health status, (s)he is required to upload a <b>Change in Health Status Approval Form</b> from a health care provider indicating the specific activities in which (s)he can or cannot engage during clinical and/or lab. Students with clinical and/or lab restrictions must be able to meet all associated course outcomes in order to successfully complete the course(s). Clinical partners may not permit students with restrictions(s) to participate in their facilities, resulting in the students not being able to meet those course outcomes. A list of the nursing program <b>Technical Standards</b> can be found on the Nursing web page at <a href="http://www.minnesota.edu/nursing/accepted/#Technical_standards">www.minnesota.edu/nursing/accepted/#Technical_standards</a> .  Proof of immunization (including a yearly influenza vaccination) is required by clinical facilities. Conscientious objectors may not be able to complete clinical courses at the discretion of the clinical facilities.
Student Passport	Health forms, supporting documentation, American Heart Association BLS (CPR) documentation and evidence of NA experience are required to be uploaded to the Student Passport system <b>by December 1, 2019, in order to be eligible to start classes in spring</b> . Information on Student Passport will be sent to all accepted Nursing students.	

*FAILING TO COMPLY WITH THE ABOVE REQUIRED PROGRAM EXPECTATIONS FOR THE DURATION OF THE PROGRAM WILL RESULT IN PROGRAM PROBATION, FAILURE TO PROGRESS AS PLANNED, AND/OR REMOVAL FROM THE PROGRAM.*

*STUDENTS ARE ENCOURAGED TO KEEP COPIES OF ALL DOCUMENTS (HEALTH FORMS, IMMUNIZATIONS, CPR, NURSE AID) SUBMITTED. STUDENTS WHO BECOME OUT OF SEQUENCE WILL BE REQUIRED TO RESUBMIT ALL DOCUMENTATION.*

*STUDENTS ARE RESPONSIBLE TO MAINTAIN CURRENCY AND UPLOAD UPDATED DOCUMENTATION INTO STUDENT PASSPORT PRIOR TO THE EXPIRATION OF ANY PROGRAM-REQUIRED DOCUMENTS.*



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## Notification of admission status

Each student who has submitted a complete admissions file by the posted deadline will receive an email from the college indicating whether he or she is accepted into the program, placed on the program waiting list or currently ineligible for the program. Please be sure to provide your current email address on your program application.

To complete the Spring 2020 Moorhead Practical Nursing Program Application, visit [minnesota.edu/nursing](http://minnesota.edu/nursing) and select the Practical Nursing application.

If you experience any issues with the application, please email [info@minnesota.edu](mailto:info@minnesota.edu).

**Please be aware that M State's Nursing admission requirements are subject to change in order to assure the quality of the program. Please refer to the currently posted admission requirements when you complete your application.**



MINNESOTA STATE

*Minnesota State Community and Technical College,*  
A member of the Minnesota State system, is an affirmative  
action, equal opportunity educator and employer.

