Hocking College
LPN to RN Nursing Program
(For Nursing applicants who are currently a Licensed Practical Nurse)
Checklist for Admission File Completion

All Nursing program applicants are accepted into the Associate of Science (AS) program and may begin taking general classes. The AS program is a pathway to the Nursing program and allows you to complete general education requirements for Nursing.

Completion of the Nursing TEAS Exam at the proficient level or higher will determine whether you qualify for a Nursing program. Students who meet file completion requirements by the deadline for the upcoming semester will progress to RN Semester 2 based on availability. Grade point average will be considered if the number of students meeting the file completion requirements exceeds the available seats. File completion does not guarantee admission to the upcoming semester. TEAS Exam scores are valid for two years.

It is your responsibility to monitor admission file completion status. Nursing program admission file completion requirements can be viewed in WebAdvisor (Students menu) by clicking on the My Documents link under the Communications tab. All Nursing communication will be sent to your Hocking College email account. If you have questions regarding file completion requirements, please contact your academic advisor or the Registrar's Office (by phone at 740-753-7068, in person in JL 184 or by email at admissionfile@hocking.edu).

Other things to note:
- Completion of a Practical Nursing program and successful completion of the licensure exam for Practical Nursing is required before acceptance. Credit will be awarded for the following courses once your official PN transcript is received -
    - Fundamental Concepts of Nursing
    - Health Assessment
    - Anatomy and Physiology I
    - Anatomy and Physiology II
- Students convicted of a felony are not eligible for entrance to the Hocking College Nursing programs. Non-felony convictions will be reviewed by the Program Manager, and admission will be considered on a case-by-case basis. The program complies with the criminal records check laws in Ohio specific to healthcare workers. The Board of Nursing is no longer permitted to automatically deny an application or license based on an applicant's convictions.
- Students are required to complete and pass a drug screen upon acceptance into the Nursing program. This is a requirement of our affiliate healthcare agencies. We will notify you when you need to complete the drug screen.

Step 1: Completion of the LPN to RN Transition Course

☐ **1. Practical Nursing Transcript**
Submit an official transcript from the school of Practical Nursing from which you graduated. Official transcripts must be mailed directly from your school of Practical Nursing to the Hocking College Registrar's Office, Hocking College, 3301 Hocking Parkway, Nelsonville OH 45764 or submitted through a formal transcript service such as Parchment or National Student Clearinghouse. Faxed, emailed or hand carried transcripts are not accepted. (Note: If you completed the PN program at Hocking College you do not need to submit a PN transcript).

Once your official PN transcript is on file you are eligible to take the NT-1400 - LPN to RN Transition course. Successful completion of this course is required for admission to Semester 2 of the RN program.

Step 2: Requirements to Progress to RN Semester 2

☐ 1. **LPN to RN Transition Course**
Complete **NT-1400 – LPN to RN Transition** with a grade of "C" or higher.

☐ 2. **Nursing TEAS Exam**
The Nursing TEAS Exam determines eligibility for the Nursing program. You are allowed 4 hours to complete the exam which consists of the following: math, reading, science and English. A composite score of proficient level or higher is required for admission to the Nursing program.

You must schedule an appointment to take the Nursing TEAS Exam. Testing dates are available online (https://www.atitesting.com/teas/register) or in the Nursing Office (DVD 217). A limited number of seats are available each testing date and are filled on a first come first served basis. See the Nursing web page for information on scheduling a Nursing TEAS test date. The exam costs $82 (subject to change) and must be paid online when you schedule your testing appointment. The exam is given in the Hocking College Testing Center (DVD 108). You must present a picture ID and have a valid email address available at the time of testing. You must also know your Hocking College student ID number.

The test can be taken a maximum of 3 times with a minimum of 14 days between each test date. Each testing session requires a separate appointment and payment of the $82 (subject to change) testing fee. TEAS scores do not expire.

You are encouraged to review prior to taking the exam. Resource: Official ATI TEAS Study Manual 2022-2023, 7th Edition. ISBN-13: 978-1565332393. Additional online resources can be found at nursehub.com.

If you have used all three assessment attempts and do not meet the minimum proficient level you are not eligible for admission to the Nursing program until scores have expired and you are eligible to retest. You are encouraged to meet with your academic advisor to discuss other career options.

TEAS scores for Nursing can be sent from any testing location as long as they meet the following criteria: 1.) It must be administered in-person at an approved proctored site. No remote exams are accepted. Scores are valid for 2 years. 2.) The test must have exactly the same subjects (Math, Science, Reading and English & Language Usage) our TEAS covers – no more, no less. Your official score transcript (ordered through the ATI website) must be sent directly to nursing@hocking.edu. Additional fees may be required to have scores sent.

☐ 3. **Proof of Valid PN License**
Provide proof of a valid, non-restricted PN license. You may submit your license information printed from the Board of Nursing website. License information should be submitted to the Hocking College Registrar's Office, Hocking College, 3301 Hocking Parkway, Nelsonville OH 45764 or emailed to admissionfile@hocking.edu.

☐ 4. **High School Transcript or GED**
Submit an official high school transcript indicating graduation from an accredited high school or proof of successful completion of the General Education Development (GED) test. Official transcripts must be submitted to the Hocking College Registrar's Office through a formal transcript service (i.e., Parchment, National Student Clearinghouse) or mailed directly from your high school to the Hocking College Registrar's Office, Hocking College, 3301 Hocking Parkway, Nelsonville OH 45764. GED certificates must be submitted to the Registrar's Office in the official format of the state in which you completed the GED. Faxed, emailed or hand carried transcripts are not accepted.
- If you are/were home schooled, submit a notarized homeschool transcript showing graduation from an approved homeschooling curriculum. The transcript must be submitted to the Registrar's Office. If you did not complete an approved homeschool curriculum, you may be asked to submit General Education Development (GED) scores.
- If you completed high school outside of the United States, submit original transcripts (translated to English by a formal translation service if necessary) for schooling equivalent to a United States high school. Once received your transcript will be reviewed to determine if it meets the transcript requirement. It is recommended that you submit official documents in person. Original documents will be copied and returned to you. If you are unable to obtain an official transcript, it is recommended that you complete the General Education Development (GED) test.

☐ 5. **Online Nursing Program Orientation**
Complete the online Nursing program seminar in Blackboard. You will be added to the Allied Health and Nursing Blackboard organization page once you have been assigned an advisor.

☐ 6. **Pre-Clinical Course Completion**
- Satisfactorily complete the following courses with a grade of "C" or higher. You may take a class no more than two (2) times to earn the "C" or higher grade. Students who become ineligible for the nursing program due to two (2) course failures, may reapply to restart at the beginning of their program after three (3) years from the date of the final semester in which the student was not successful.
- Courses completed at another college/university must have a "C" grade or higher, be documented on an official college transcript and posted as transfer credit. Official college/university transcripts must submitted to the Hocking College Registrar's Office through a formal transcript service (i.e., Parchment, National Student Clearinghouse) or be mailed directly from the awarding institution to the Hocking College Registrar's Office, Hocking College, 3301 Hocking Parkway, Nelsonville OH 45764. Faxed, emailed or hand carried transcripts are not accepted.

☐ 6a. Complete **ENGL-1510 - English Composition I** with a grade of "C" or higher or have transfer credit posted showing completion of the course at another college/university with a "C" or higher.

☐ 6b. Complete **MATH-2250 - Introductory Statistics OR MATH-1113 - College Algebra** with a grade of "C" or higher or have transfer credit posted showing completion of the course at another college/university with a "C" or higher.

☐ 6c. Complete **MICR-1201 – Microbiology** with a grade of "C" or higher or have transfer credit posted showing completion of the course at another college/university with a "C" or higher.

☐ 7. **Required Immunization**
Provide documentation or positive titer for the following: MMR series of 2, Varicella series of 2 (If you've had chickenpox, you must show proof of a positive titer), Hep B series of 3 and Tdap every 10 years. Email immunization records to healthrecords@hocking.edu.