



South Seattle Community College

Application Instructions for LPN Program of Fall 2012

Before Applying

The following requirements must be completed before an application to the nursing program can be submitted:

1. Prerequisite Coursework

All applicants must complete the following courses with a minimum grade of 2.5 prior to enrolling in the LPN program. Applications with incomplete coursework will be disqualified. Science courses (BIOL& 241, BIOL&242, BIOL&260 and Chem&121) must be less than 7 years old. All other courses must be no more than 10 years old.

BIOL&241	Anatomy & Physiology I	CHEM&121	Intro to Chemistry
BIOL&242	Anatomy & Physiology II	ENGL&101	English Composition
BIOL&260	Microbiology	PSYC&200	Lifespan Psychology

2. Co-requisite Course

Starting this year all students will be required to complete Math&109: Elementary Statistics before they can graduate from the LPN program. If Math&109 was completed before applying it must be less than 10 years old. No other math course will be accepted in place of Elementary Statistics.

3. Nursing Assistant Certified (NAC)

All applicants must have completed NAC coursework at the time of application. Applicants must sit for and pass the state examination by June 15th. Applicants who fail to pass the state test by the deadline will be disqualified.

4. Orientation

All applicants must attend an orientation prior to submitting their application. Check the nursing website for dates and times. If you do not remember the exact date you attended please put down the approximate date – year and quarter will do.

5. Enrollment

If you are a new student to the Seattle Community College District, you must complete an Online Application for general admission to the college:
<http://www.southseattle.edu/enrolling/apply.htm> Your Student ID (SID) number will be emailed to you, which you will need to fill in on page one of your application.

Submission of the Nursing Application

Read the following steps carefully. Include only items that are requested. Points will be deducted from your application for not following directions.

1. Download and complete an application from the South Seattle Community College website.
2. Download two copies of the Letters of Recommendation form. Select two individuals to complete these forms for you. The letters must not be more than one year old, and should come from individuals who have supervised or instructed you within the last three years. At least one recommendation should be from a work supervisor, preferably in a healthcare setting. Other acceptable references could come from prerequisite or LPN instructors, or from non-healthcare related paid or volunteer supervisors.

Recommendation letters should be returned to you in a signed and sealed envelope, and submitted with your application.

3. Any applicants to the LPN program who are transferring in credits from another school must submit **official, sealed transcripts** and an **Incoming Academic Transcript Evaluation form** with their application. The Incoming Academic Transcript Evaluation form must be filled out for all LPN pre-requisite coursework taken outside the Seattle Community College (South Seattle Community College, Seattle Central Community College, and North Seattle Community College) and can be found in the Registration Office or at the following link:
<http://www.southseattle.edu/services/transcri.htm#eval>.

If your transcripts are already on file at SSCC, but you need an update run for new required classes such as Chemistry or Statistics, enclose an Incoming Academic Transcript Evaluation form with a note requesting an update.

If your transcripts have already been evaluated, just enclose a copy of the letter you received from the Transcript Evaluation department.

4. A non-refundable application fee of \$35.00 must be paid before your application will be processed. Use the Application Fee Payment Slip to make your payment and submit with your application. If you pay the fee at the Cashier's office, just enclose a copy of the receipt.
5. Include a copy of your NAC certificate. A print out of your Provider Credential Search is also acceptable. If your test date is after the application due date, specify your test date on your application. You will have until June 15th to provide us with proof having your NAC license.
6. Applications must be mailed and postmarked by April 6st 2012. **Hand delivered applications will not be accepted.**

Additional Requirements – After Acceptance

1. If you are accepted, be prepared to register and make a deposit of \$150.00.
2. If you are accepted, be prepared to submit the following required documents. It is the responsibility of the student to keep all certifications and immunizations current, and those who do not may be denied attendance at clinical assignments. Without attending clinical assignments you will not be able to pass the course.

- a. Photocopy of your current “CPR for Professional Rescuer” card from the Red Cross, or a copy of your “BLS for the Healthcare Provider” card from the American Heart Association.

- b. Photocopy of your 7 hour HIV/AIDS training. If your HIV/AIDS training is more than three years old, you will need to update it. This can be done at the Red Cross, or in an online class. The following online sites offer HIV/AIDS training approved by the Washington State Department of Health.

<http://www.accesscontinuingeducation.com/>

http://www.atrainceu.com/nursing_ceus.php

<http://www.workshopsexpress.com/>

- c. Evidence of a physical exam within one year by a physician or nurse practitioner. This form can be found on this page:

<http://www.southseattle.edu/programs/proftech/rnapply.htm>

- d. Current Immunizations. Print the attached form and have a healthcare professional complete, sign and stamp the form. Note that the TB test requires 4 visits to the doctor. This must be updated with a one-step test every year, so wait until close to beginning clinical to have this done. PPD positive students must submit a chest x-ray evaluation that is **less than one year old**. This is a firm requirement of our program. The required form can be found here: <http://www.southseattle.edu/programs/proftech/rnapply.htm>

- e. Evidence of Health Insurance. If you do not currently have health insurance, a low-cost program is available through SSCC registration. If you purchase this online, print out a copy of your successful application before you close the web page. This is nearly impossible to bring up again. If you pay by check, photo copy the check before you mail it off. They do not send a receipt.

3. Financial Aid applications must be submitted to the Financial Aid office as soon as possible. If you will be applying for Financial Aid, we advise you to contact the Financial Aid office to discuss appropriate procedures for nursing student applicants.