



## PRACTICAL NURSING PROGRAM LAKE WORTH CAMPUS

Summer 2012

**APPLICATION DEADLINE:  
APRIL 2, 2012**

Submit completed application to the Registrar's office

PALM BEACH STATE COLLEGE at LAKE WORTH

4200 Congress Avenue

Lake Worth, FL 33461-4796

Limited Access Office: 561 868-3044

Web Site: <http://www.palmbeachstate.edu/lpn.xml>

Equal Opportunity Institution

### Program Information

#### About the Program

The Practical Nursing Program is designed to prepare students for employment as licensed practical nurses. Clinical experiences are included as an integral part of this program. The program is approved by the Florida State Board of Nursing. Program completers are eligible to take the examination to practice as a licensed practical nurse. **Attendance at a mandatory Information Session is required during the current application cycle.** Please check above website for dates and times.

**Program Begins:** May 9, 2012

**Program Length:** 1350 clock hours, approximately 16 months in length

**Program Schedule:** Monday through Thursday: Classroom Hrs. 8am – 1:30pm Clinical Hrs. 7am -3:30pm.  
Lake Worth location/Clinical locations vary; some Friday clinical may be required

**Salary Range:** \$26,790 - \$35,963 annually

#### What are the costs for the program?

These costs are approximate and subject to change. Entire registration fees are *not* due upon acceptance into the program. Registration fees are due upon registration for each individual course. In-state Student (Florida resident) \$2.78 per clock hour  
Out-of-State Student (Non-Florida resident) \$10.90 per clock hour

Financial aid is available for this program and it is recommended that you apply early. You can also apply online at <http://www.palmbeachstate.edu/FinancialAid.xml>

Tuition (in-state residents) \$ 3753.00

Textbooks (approximate) \$ 1500.00

Miscellaneous \$ 700.00

Total approximately \$ 5953.00

#### Course ID Course Title

#### Clock Hours

HSC0003	Health Care Concepts ( <i>Applicants with medical certification can download the waiver form for Health Care Concepts at <a href="http://www.palmbeachstate.edu/~s6160.xml">www.palmbeachstate.edu/~s6160.xml</a> Process initiated after acceptance to program. A minimal fee will be assessed.</i> )	78
PRN0022	Body Structure and Function	69
PRN0500	Principles of Basic LPN Skills	90
PRN0005	Fundamentals of Nursing	100
PRN0021	Growth/Development and Nutrition	96
PRN0371	Introduction to Medical/Surgical Nursing I	78
PRN0372	Introduction to Medical/Surgical Nursing II	104
PRN0030	Introduction to Drug Therapy	100
PRN0211	Medical Surgical Nursing I	104
PRN0212	Medical Surgical Nursing II	115
PRN0213	Medical Surgical Nursing III	123
PRN0214	Medical Surgical IV Including Pediatrics	101
PRN0100	Maternal and Newborn Health	86
PRN0010	Comprehensive Nursing & Transitional Skills	106

## Requirements for Consideration for Selection

The following criteria must be completed and the relevant documentation on file at the Palm Beach State Admissions Office, Lake Worth, by **April 2, 2012**. Meeting criteria for selection does not guarantee admission to the Practical Nursing Program. Final selection will be based on the applicant pool and space available. These criteria supersede any other information.

### 1. COMPLETE PALM BEACH STATE COLLEGE APPLICATION

**First time students:** Submit a completed general application at [www.palmbeachstate.edu/admissionsapplications.xml](http://www.palmbeachstate.edu/admissionsapplications.xml). All you need to do is click on Apply on the website to be directed to the application page. In addition you must pay the appropriate fee by the deadline date. This one-time fee is \$20 for U.S. citizens, \$30 (U.S. currency) for international students and is non-refundable. Be sure to insert your current and active e-mail address where requested; be specific regarding your program of study by using the correct program objective. (LPN = #5234) Once submitted, a confirmation page with conditions of admission will be sent to the e-mail address provided in the college application. Print the confirmation page and follow the instructions within. **Attend an LPN Information Session.**

### 2. COMPLETE PRACTICAL NURSING APPLICATION

Applicants must also submit the program application contained in this packet and submit to the Admissions office.

**Non first-time Palm Beach State Students:** Must complete the attached Practical Nursing Application and submit to the Admissions Office.

**Transfer Request/Advanced Placement:** Anyone applying as a transfer student from another nursing program must attach a cover letter of intent with their Practical Nursing Application. Transfer/advanced placement applicants must take all entrance exams. In addition please read Experiential Learning Portfolio Process at [www.palmbeachstate.edu/x6160.xml](http://www.palmbeachstate.edu/x6160.xml)

### 3. ACADEMIC HIGH SCHOOL DIPLOMA OR GED

Official transcripts must be submitted to the **Admissions Office** proving a standard high school diploma, GED, or validated foreign equivalent. *Transcripts are considered official if sent directly to Palm Beach State College from the previous institution or be hand-delivered in a sealed envelope sealed by the issuing institution* All applicants – new, current, and college transfer students - must have their official high school or GED transcript on file at the college. You may download the transcript request form from our website at [www.palmbeachstate.edu/x3997.xml](http://www.palmbeachstate.edu/x3997.xml). Students who received a Florida GED can request their scores using the downloaded form at [www.palmbeachstate.edu/x3997.xml](http://www.palmbeachstate.edu/x3997.xml). Transcripts must be on file at the College Admissions Office in Lake Worth by deadline date.

### 4. COLLEGE TRANSCRIPTS

**Official college transcripts** (*transcripts are considered official if sent directly to Palm Beach State College from the previous institution or are hand-delivered in a sealed envelope sealed by the issuing institution*) from **ALL** post-secondary institutions attended must be submitted. You may download the transcript request form from our website at [www.palmbeachstate.edu/x3997.xml](http://www.palmbeachstate.edu/x3997.xml). All post-secondary records from out of the country must be submitted with a commercial evaluation. If you have attended college, we still require proof of a standard high school diploma, GED or validated foreign equivalent. Commercial evaluation of foreign transcripts must be conducted by approved evaluators listed at <http://www.palmbeachstate.edu/x6341.xml>. Transcripts must be on file at the College Admissions Office in Lake Worth by deadline date.

### 5. TESTING INFORMATION      a.      TEST OF ADULT BASIC EDUCATION (TABE)

All applicants **MUST** take the Test of Adult Basic Education (TABE), Survey, Level D or qualify for an exemption, to be included in the applicant pool. To be eligible for program completion students must achieve scores of 11 or higher in all sections of the TABE (Reading, Language and Mathematics). Your scores are valid for two years. The Student Learning Center (SLC) at each College location provides TABE remediation courses for students who need additional skills to pass the TABE test. For more information, please call 561/868-3795 (VPI Lab)

**Exemptions:** Students with an A.A.S./A.S./A.A. degree or higher; students who have successfully completed the College Level Academic Skills Test (CLAST); or students who have already met the minimum cut scores, within the past two years, on the FCLEPT (CPT), SAT1 or ACT-E, are exempt from the exam. Documentation required. There is a \$25.00 fee for this exam. Please pay the cashier and report to the testing center (with photo ID) to arrange to take the exam. Testing Center Phone Numbers:

Belle Glade	(561) 993-1125	Boca Raton	(561) 862-4324
Lake Worth	(561) 868-3011	Palm Beach Gardens	(561) 207-5359

#### b.      PRE-NURSING PROCALC TEST

All applicants must test 80% proficiency on the Pre-Nursing Procalc. Testing may be arranged through the Testing Center at the Lake Worth location. There is a \$5.00 testing fee. Please see page 3 for further information about this test. Scores accepted with the past two years

#### c.      TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS)

All applicants must take the Test of Essential Academic Skills (TEAS). You must achieve a **Cumulative average of 55** in the Reading, Math, Science and English subsets score. This test can only be taken **ONCE** during the application period and must be taken at Palm Beach State College. Scores are valid for two years; however, only the most recent score will be used for admission. If the TEAS is mistakenly taken more than once during an application cycle, only the first score will be accepted. Further information about this test is on page 4. A study guide is available in the bookstore. There is a \$45.00 fee for this exam and is offered at the Testing Center at the Lake Worth location. Please pay the cashier and report to the Testing Center (with photo ID) to arrange to take the exam.

# Practical Nursing



## Pre-Admission Test Information

### Test of Adult Basic Education (TABE)

#### I. Preparing for the Test

1. This is a timed test to evaluate math, language and reading skills. Study materials are available at public libraries (ask for TABE, GED, ACT, or SAT study guides) or you may purchase them at a bookstore for approximately \$25.00.
2. The SLC/VPI lab, which is located on the 2<sup>nd</sup> floor of the ETA Building in Room 235, provides TABE remediation courses in Reading, Language and Math Computation, and Applied Math for students who have taken the TABE and need remediation in the specific areas identified by his/her scores. Students receive classroom instruction and use the computer software to improve their skills. Each TABE remediation course is approximately 2 ½ weeks long and is offered at various times during the day. The fee for each course is \$30 and each course requires a workbook. You must obtain an application for a TABE remediation course and a class schedule in the VPI Lab – ETA235.

### Math Proficiency – “Pre-Nursing Procalc”

The math test required for admission to the Practical Nursing program will be available on computer at the Lake Worth Testing Center. There is a \$5.00 testing fee.

#### I. Preparing for the Test

- A. All students are encouraged to prepare for the Math Proficiency Exam.

Strategies **may** include:

1. Independent review of math materials
2. Practice in the Math Lab ETA230 (Pro Calc Dosage Calculations):
  - Abbreviations and Equivalencies
  - Drugs and Solutions Practice
3. Access the website [www.palmbeachstate.edu/Nursing.xml](http://www.palmbeachstate.edu/Nursing.xml) click on Pre-RN Procalc on the left side of screen.
4. Access the website [www.dmac.edu/medmath1](http://www.dmac.edu/medmath1)
5. Practice disks are loaded on computers on the 1<sup>st</sup> floor of the Library Learning Resource Center (LLRC)
6. Attendance at a Procalc Workshop offered by Math Lab. See Schedule at [www.palmbeachstate.edu/lpn.xml](http://www.palmbeachstate.edu/lpn.xml) for dates/times

- B. The Math Competency Exam will contain the following types of questions:

1. Metric conversions (mcg, mg, g)
  - metric/apothecary conversions (gr, mg, g)
  - metric/apothecary conversions (g, kg, oz)
  - metric/household conversions (tsp, tbs, ml)
2. Calculations (#of tabs, caps, or ml to prepare)
3. The directions for rounding numbers will be given with each test question.

C. The following equivalencies will be used to determine test answers. You must learn these before taking the test.

1000 mcg	=	1 mg
1000 mg	=	1 g
1000 g	=	1 kg
2.2 lbs	=	1 kg
16 oz.	=	1 lb
1 tsp	=	5 ml
1 tbs	=	15 ml
1 gr	=	60 mg

**Remember: This is a math test! Do not be confused by the names of drugs and solutions!**

### Test Administration Procedure

- You must pay \$5.00 fee at the cashier and present photo ID to the testing center.
- The exam will contain twenty questions.
- One hour will be allotted to complete the exam and a calculator may be used (will be provided)
- A score of at least 80% is required to pass. (No more than four questions can be missed).
- Scrap paper will be provided and must be turned in prior to leaving the testing area.
- After the exam, the results are available before logging out of the testing program.

There is no limit to the number of times the exam can be retaken. A different version of the exam will be available each time. **Only one exam can be taken per day.**

### Test of Essential Academic Skills (TEAS)

#### **I. Preparing for the Test**

The TEAS is a 170 item, four option, multiple-choice timed computerized scholastic aptitude test designed to predict the academic readiness of applicants.

The general areas are:

- Math (whole numbers, metric conversion, fractions and decimals, algebraic equations, percentages and ratio/proportion).
- Reading (paragraph comprehension, passage comprehension and inferences/conclusions).
- English (punctuation, grammar, sentence structure, contextual words and spelling).
- Science (science reasoning, science knowledge, biology, chemistry, anatomy and physiology, basic physical principles and general science).

The Pre-test Study Manual for the TEAS is available at the Palm Beach State College Bookstore. It is also available for purchase through Assessment Technologies Institute at 1-800-667-7531 or on their website at [www.atitesting.com](http://www.atitesting.com). There is a \$45.00 testing fee for the TEAS test. **Only TEAS scores taken at the Palm Beach State College testing center will be accepted.** TEAS test can only be taken once during the application period. Scores are valid for two years. If the TEAS test is mistakenly taken twice during an application cycle, only the original first test score will be valid. Students must achieve a cumulative average of 55 based on **their individual score in** Math, Language, Science and Reading.

# Applicant Point System for Selection

After all eligibility requirements for placement into the selection pool have been satisfied, the following point system will be utilized for selection into the program. Only one point value from each category will be awarded. In the event of a tie, a lottery selection system will be used.

**I. TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS) AVERAGE SCORE**

(Average of the Reading, Math, Science and English individual subsets score.)

86 – 99 .....	8
76 - 85 .....	6
66 - 75 .....	4
56 – 65 .....	2
55 .....	1

**II. RESIDENCY STATUS (Based on application information)**

Palm Beach County Resident .....	1
----------------------------------	---

**III. HEALTH RELATED WORK EXPERIENCE**

Proof of work experience must be provided in the form of a letter from your employer on company letterhead. All work experience must be: directly patient-care related, (hands-on) within the past two (2) years and for six (6) months consecutively to earn points.

The letter must provide a contact name and phone number for verification, dates of employment and responsibilities. Letter must be received by the deadline date to receive points.

Currently working in patient- care related health field.....	2
--	---

**IV. EDUCATION:**

A degree from a regionally accredited institution at college level (one area only)

AAS/ AS or AA degree .....	2
Bachelor’s degree .....	3
Master’s degree or higher.....	4

**IV. PROGRAM COMPLETERS**

Completion of a Health Occupation program from a regionally accredited school with a minimum of 150 clock hours.

\*Must present official certificate (s) of completion and transcript to receive points.....2

Check [www.Facts.org](http://www.Facts.org) for schools that are regionally accredited.

**V. STRATEGIES FOR COLLEGE SUCCESS (SLS1501) .....** 2

(Course must be completed within past 10 years with a grade C or higher in order to receive points)

<b>MAXIMUM POINTS POSSIBLE .....</b>	<b>19</b>
--------------------------------------	-----------

Your criteria for selection can be viewed at [www.palmbeachstate.edu/pantherweb.xml](http://www.palmbeachstate.edu/pantherweb.xml) under Limited Access Application through following steps:

**After submitting your application:**

1. Go to [www.palmbeachstate.edu/pantherweb.xml](http://www.palmbeachstate.edu/pantherweb.xml).
2. Log on using your Palm Beach State student ID number and pin.
3. This takes you to your student pantherweb page.
4. Click on "Limited Access Application status"

**Status and all communication will be sent to your [my.palmbeachstate.edu](mailto:my.palmbeachstate.edu) e-mail account including all acceptance documentation. You will need a valid student ID and e-mail account to access this information.**

**Applicants who are selected will be notified approximately two weeks after the deadline date by Palm Beach State e-mail. If an applicant is selected and does not complete the registration process, the applicant must reapply and is not guaranteed acceptance in any subsequent selection process.**

The acceptance notice will include:

- (1) Registration information
- (2) Medical exam form
- (3) Criminal Background Check – (Includes Social Security number verification)
- (4) Drug screening form
- (5) Date of orientation

After admission, the above documentation must be on file with the Practical Nursing Program Office.

All students are conditionally accepted and will be required to obtain criminal background checks and drug screenings (at their own expense) prior to the start of class. Further information will be provided when admitted into the Practical Nursing Program. Failure to provide such documentation will result in termination of application.

Please Type or Print Clearly **Return page 7 to the Admissions Office PROGRAM CODE 5234**

1. **Palm Beach State College STUDENT ID** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

2. **NAME** \_\_\_\_\_  
LAST FIRST MIDDLE SUFFIX

Please list all previous names under which documents may be sent \_\_\_\_\_

3. **LOCAL ADDRESS** \_\_\_\_\_  
NUMBER AND STREET ADDRESS CITY  
 \_\_\_\_\_  
COUNTY (or PROVINCE) STATE ZIP CODE

4. **HOME TELEPHONE** ( ) \_\_\_\_\_

5. **WORK TELEPHONE**( ) \_\_\_\_\_  
**CELL PHONE** ( ) \_\_\_\_\_

6. **EMAIL ADDRESS** \_\_\_\_\_ @ \_\_\_\_\_

7. **DATE OF BIRTH** \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

**TRANSCRIPTS**—Official transcripts must be sent directly to the College from issuing school/agency. All applicants, including college transfers, must submit high school or GED transcripts directly to Palm Beach State. College transfer students must submit official transcripts from all colleges in which applicant has enrolled.

8. **HIGH SCHOOL GRADUATE?**  Yes  No **or** **GED?**  Yes  No

9. **COLLEGE/UNIVERSITY**

List all postsecondary colleges or universities you have enrolled. Omission of any constitutes falsification of records and voids application.

NAME OF INSTITUTION	CITY/STATE	DATES	DEGREE	CREDIT

*To list more colleges/ universities, attach a separate page.*

10. Have you taken the **Test of Adult Basic Education (TABE)**  
 (TABE scores can not be older than 2 years)  Yes  No  Exempt

11. Have you taken the Pre-Nursing Procalc Test? **Procalc scores can not be older than 2 years**  Yes  No  
 If yes, did you score 80% proficiency?  Yes  No Date of Testing \_\_\_\_\_

12. Have you taken the **Test of Essential Academic Skills (TEAS) test?**  
**TEAS scores can not be older than 2 years**  Yes  No Date of Testing \_\_\_\_\_  
 If yes, did you meet a **minimum average of 55** for the English, Reading, Science and Math individual subset scores?  
 Yes  No

If you did not meet the minimum average in the subset scores you will not be able to re-take the TEAS test until the next application period and will not be considered for the current application period.

13. Do you currently work in a patient care health related field?  Yes  No If yes, how long? \_\_\_\_\_  
 Employer \_\_\_\_\_ Employer's Telephone \_\_\_\_\_  
 Position Title \_\_\_\_\_ Responsibilities \_\_\_\_\_

14. Have you completed a Health Occupation Program?(regionally accredited) (minimum 150 hrs)  Yes  No  
 Name of school \_\_\_\_\_ City/State \_\_\_\_\_ Program \_\_\_\_\_

15. Have you successfully completed with a C grade or higher, Strategies for College Success (SLS1501)?  Yes  No

16. Did you attend an LPN information session? (mandatory)  Yes  No Date attended \_\_\_\_\_ Date plan to attend \_\_\_\_\_

17. Have you received a degree from a regionally accredited college?  Yes  No Highest degree achieved \_\_\_\_\_  
 I understand that falsification or omission of any information may result in my dismissal or rejection from the College.  
 I have read and understand all of the instructions pertaining to the PN program as explained in the this PN packet.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_