



KA'Sandra Leer RN PN Program Coordinator
600 W. Edwards Place, Nevada, MO 64772
Phone: 417-986-4141
Email: kasandraleer@crowder.edu

Crowder College Practical Nursing Department

Application Checklist: *Incomplete applications will NOT be processed*

All steps must be complete & submitted to the Practical Nursing Program by April 15th for the application to be considered complete. For questions call: 417-667-0518, ext. 5233.

Mailing Address

Crowder College ATTN: PN Program, 600 W Edwards Place Nevada, MO 64772

- I. _____ **Apply to Crowder College** on campus or online at www.crowder.edu
- II. _____ **Submit all components** of PN application to PN Program- 600 W. Edwards Place, Nevada MO 64772 including the following:
 - a. Send **Official** high school and college transcripts to records@crowder.edu
 - b. Include with PN application an **Unofficial** high school and college transcript.
 - c. Include with PN application **Professional References (3)** in sealed envelopes, with signed seal (1 must be from previous or present employer)
 - d. **Complete essay** questions; *typed & printed*
- III. _____ **Pay \$40 PN application fee** (non-refundable) by Cash, check, or money order made payable to Crowder College when submitting PN application (prior to TEAS test).
- IV. _____ **Complete the Free Application for Federal Student Aid (FAFSA)** at studentaid.ed.gov- Crowder College School Code: **002459**
For assistance call Crowder College **417-667-0518** ask for **Brett Cline**
Applicants may use the **IRS Data Retrieval** option
- V. _____ **Schedule TEAS pre-entrance exam** email KA'SandraLeer@crowder.edu or TammySisseck@crowder.edu or call 417-667-0518 (\$65 Test Fee to be paid at time of testing. *MUST bring credit/debit card*) *Preferred Total Score 54%* of testing. One time retake opportunity is allowed. TEAS pre-entrance exam will be administered at Crowder College Nevada Campus. **Test dates are subject to change due to inclement weather** February 11th, or March 11th, or April 8th.
- VI. _____ **Sign up for Missouri Family Care Safety Registry** use name on PN application at <https://health.mo.gov/safety/fcsr/> (\$15.25 Registration Fee)
**Failure to register will make applicant ineligible for admission*

APPLICATION & ALL CHECKLIST ITEMS MUST BE COMPLETE BY: 04/15/2022



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ADDITIONAL APPLICATION INFORMATION

I. TEAS Test

Version 7 will be utilized for the Class of 2023

TEAS study guides are available online- ATI is the creator of the TEAS Test, their resources can be found at <https://www.atitesting.com/teas/study-manual>

II. Missouri Family Care Safety Registry

Applicants can verify if they are already on the registry related to employment.

- a. Click on "**Registration**" tab, click "**Register,**" click "**Is a Person Registered**" tab
- b. Enter the requested information and you will be alerted if your Social Security number (SSN) is found in the database
- c. If your SSN was found you have completed the requirements for this step
- d. If your SSN is not in the database you must register. There is a one-time fee of \$15.25 to register
- e. Click the **Continue** button next, then "**To Proceed with Registration.**"
- f. For the Employer name select "**No Employer.**" In the "**Select if No Employer**" field select "**Student.**"
- g. For the "**Registration Type**" select "**Voluntary.**" Continue to follow the on-line prompts to complete the remaining information. You will be asked for your payment information at the end of the process.
- h. You should receive a "**Transaction Successful**" message at the very end of the process. If you have any questions related to this process, please contact the Practical Nursing Program at 417-667-0518, ext. 5238 or ext.5233

III. Additional Admission Criteria

- a. Free of Class A or B felonies on criminal background check
- b. Acceptable drug screen
- c. Adequate finances and reliable transportation
- d. Ability to perform *Required Functional Abilities*

IV. Selection Process

- a. The admissions committee will meet to consider all complete applications, this is a competitive selection process. Each application is objectively scored with points awarded in the following areas: completion, quality and content of essay, TEAS Test score, professional references, transcripts, and organization/neatness. *Additional points can be earned for submission of healthcare certifications.*
- b. All applicants will receive written notification of status: acceptance, alternate, denied



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Application for Admission to Crowder College PRACTICAL NURSING PROGRAM

Fully approved by Missouri State Board of Nursing and the Department of Elementary and Secondary Education

Last name First Name Middle Initial Maiden Name All Previous Alias's

Street Address City State Zip Code

Email address _____ Social Security Number ____ / ____ / ____

Home Phone _____ - _____ - _____ Cell Phone _____ - _____ - _____

U.S. Citizen? Yes No Is English your second Language? Yes No

EMPLOYMENT HISTORY: List last three places of employment beginning with the most recent

1. Employer: _____
Address: _____
Phone: _____ - _____ - _____ Dates of Employment: _____ to _____
Reason for leaving: _____

2. Employer: _____
Address: _____
Phone: _____ - _____ - _____ Dates of Employment: _____ to _____
Reason for leaving: _____

3. Employer: _____
Address: _____
Phone: _____ - _____ - _____ Dates of Employment: _____ to _____
Reason for leaving: _____

I have not been employed outside the home.

Have you ever been arrested or convicted as an adult offender for any crime, including DWI or DUI?
Circle one: Yes No
If yes, explain _____



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EDUCATION:

Name of High School: _____ City & State _____

OR, GED/ HiSET Program Certifications? _____ Date: _____

College, vocational-technical, military, or other schools attended

Check if you have any of these past or current certification: ___ CNA ___ CMA ___ CMT ___ EMT

Other (List) _____ (Attach copies of certificates to receive additional application points.)

Have you ever been enrolled in another school of nursing? ___ Yes ___ No

If yes, School Name: _____ Dates attended _____

Type of program, ___ RN ___ PN

Have you ever been denied or had restrictions on a license as a practical nurse or registered nurse in this state or any other state? ___ Yes ___ No If yes, explain _____

(Use additional paper if needed)

All students must comply with the Missouri Nurse Practice Act, section 335.066 to sit for the NCLEX-PN board examination. The final decision to write the board exam rests with the State Board of Nursing. I have read The Nurse Practice Act (NPA) section 335.066 attached to this packet and understand completion of the program does not guarantee eligibility to take the national licensure exam. Initial box after reading NPA. []

Acceptance into the nursing program is conditional on having an acceptable criminal record check, acceptable family care safety registry check, and acceptable drug screen results before and through the duration of the program.

I authorize investigation of all statements in this application. I understand that misrepresentation or omission of facts called for in this application is cause for dismissal. I understand that health care workers must be investigated for any criminal background, according to state & federal laws as they apply.

Crowder College is an equal opportunity/affirmative action/ educational/ employment institution, and is nondiscriminatory relative to race, religion, color, national origin, sex, age, and qualified disabled. Crowder College is committed to providing educational opportunities to all qualified students regardless of their economic or social status and will not discriminate on the basis of handicaps, race, color, sex, creed, or national origin. The Vice President of Student Affairs, Farber Building, and Human Resources Director, Newton Hall, coordinate efforts to comply with the provisions of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973

Print Name: _____

Signature _____ Date _____

A \$40 non-refundable application fee must accompany this application. Cash, check, or money order only, made payable to Crowder College PN Program. If accepted into the program, you must also meet criteria to apply to Crowder College. There is an additional \$25 fee to apply to Crowder College if you have never been a Crowder student.

APPLICATION & ALL CHECKLIST ITEMS MUST BE COMPLETE BY: 04/15/2022



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Application for Admission to Crowder College PRACTICAL NURSING PROGRAM

Fully approved by Missouri State Board of Nursing and the Department of Elementary and Secondary Education

APPLICATION ESSAY:

On a separate page, please answer the following four (4) questions in 100-250 words for each question. Typed answers are preferred, if handwritten must be legible. These must be submitted with the application to be considered complete.

1. Who or what has influenced you to pursue a career in healthcare?
2. Discuss what you are willing, and may need, to give up to make nursing school a priority.
3. Describe a time when you were involved in a conflict and how the conflict was handled.
4. Describe a positive contribution you would bring to our learning environment.

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Professional References for Admission to Crowder College

Place form in a sealed envelope with signature across the seal & return to the applicant to be submitted with their application

Please complete this reference form, which pertains to: _____
 (Applicant Name)

The applicant has chosen this to be **confidential** _____ **non-confidential** _____ reference.

An honest and complete opinion will be most helpful. Please return this completed form as soon as possible.

- How long have you known this individual *and* in what capacity?
- From your experience with this individual please rate him/her in the following areas as they pertain to the practice of nursing.

	Very Strong evidence skill is present 4	Strong evidence skill is present 3	Some evidence skill is present 2	Evidence of insufficiency at skill 1	Strong evidence skill is NOT present/ Not observed 0
Communication with team					
Coping with stress					
Commitment to task					
Conflict Management					
Problem Solving					
Organization & planning					
Grooming					
Punctuality					

3. Would you recommend this person for the nursing program? Yes _____ No _____

4. Additional Comments: (use back if needed)

Signature/Title: _____

Date: _____

Printed Name: _____

Address: _____

Phone: _____

Email: _____



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Crowder College Practical Nursing Department Program Information

Accepted Applicants:

Must apply and receive acceptance to Crowder College

Program Approval:

The Practical Nursing Program is fully approved by the Missouri State Board of Nursing (MSBN) and the Missouri Department of Elementary and Secondary Education (DESE)

Admission Criteria:

- a. Have a valid high school diploma or the equivalent, such as GED or HiSet
- b. Complete the TEAS pre-entrance exam
- c. Have good moral character as evidenced by references
- d. Free of Class A or B felonies on criminal background check
- e. Enrolled in the Family Care Safety Registry (FCSR) with no disqualifying issues per clinical site determination
- f. Acceptable drug screen clearance
- g. Adequate finances and reliable transportation
- h. Ability to perform *Required Functional Abilities*

Course substitution for students with previous college level courses:

Students accepted into the nursing program may request substitution of Anatomy & Physiology I & II in place of PN 151 Human Structure and Function. Request for course substitution may be submitted in writing to the Program Coordinator. Transcript indicating completion of these courses with a grade of "C" or better is required. A copy of the institution's course syllabus is required to accompany the written request. If a student is granted course substitution, the student must attend the medical terminology lesson of Human Structure & Function and pass the medical terminology exam with an 80% or greater.

Excerpt from Missouri State Board of Nursing: "20 CSR 2200-3.090 Students (D).

"Students who are readmitted or transferred shall complete the same requirements for graduation as other members of the class of which they are admitted."

Criteria for transfer of credits:

- a. Submit request in writing
- b. Submit official college transcript
- c. Submit course description, course objectives, and grading scale for all courses completed with passing grade for which applicant is seeking advanced placement

Course substitution requests must be made at least one month before the start of the practical nursing program or in October, if enrolling in second semester only. Final decision regarding advanced placement rests with the PN Coordinator, PN faculty, and Financial Aid staff. If student receives advanced placement and later drops from the program, the student must retake the entire PN nursing curriculum if requesting to re-enter later.



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Transfer from another nursing program:

Admission of a student from another accredited nursing program will be considered on an individual basis, ensuring graduation requirements are met and transferring curriculum that has been completed is comparable to Crowder Practical Nursing Program curriculum.

Excerpt from Missouri State Board of Nursing: "20 CSR 2200-3.090.

"Students who are readmitted or transferred shall complete the same requirements for graduation as other members of the class of which they are admitted."

Criteria for Transfer Consideration

- a. Submit request in writing
- b. Apply for next available school term from original drop date of previous nursing program
- c. Submit an official transcript
- d. Submit course description, course objectives, course grading scale for each course completed with passing grade
- e. Submit letter of reference from previous director
- f. Submit any competencies achieved
- g. Have no markers on criminal background check or Family Care Safety Registry that disqualify from completing clinical experiences per clinical site determination
- h. Pass a drug screen
- i. Pass program administered placement testing for transfer courses, if necessary, with a minimum score of 80% or above

Final decision regarding advanced placement rests with the PN Coordinator, PN faculty, and Financial Aid staff. If student receives advanced placement and later drops from the program, the student must retake the entire PN nursing curriculum if requesting to re-enter at a later date.

Student Services

Services available upon acceptance will include, but are not limited to:

- a. Assistance with financial aid processes
- b. Counseling and guidance from the Crowder guidance counselor
- c. Job placement services and instruction on interviewing and resume writing
- d. Professional liability insurance
- e. Access to a computer lab and internet services
- f. Access to the Crowder College library and Cottey College library with school ID

Curriculum Plan:

There are no prerequisites except high school diploma or equivalency. This is a hybrid curriculum and online coursework will be required. All practical nursing classes are taken in the following order and each must be passed in order to progress to the next course.



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First Semester:	1st 8 weeks	Credit Hours
COLL 101	College Orientation	1
PN 150	Personal & Vocational Concepts I	3
PN 157	Human Structure & Function	3
PN 152	Fundamentals in Nursing I	4
First Semester:	2nd 8 weeks	
PN 153	Fundamentals in Nursing II	5
PN 158	Medical/Surgical Nursing I	6
NURS 141	Pharmacology I	2
PN 156	Gerontology	3
Second Semester:	1st 8 weeks	
PN 250	Fundamentals III (Clinical Course)	8
PN 258	Medical/Surgical Nursing II	11
PN 255	Mental Health & Mental Illness	3
Second Semester:	2nd 8 weeks	
PN 250	Fundamentals III (Clinical Course-cont.)	8
PN 251	Medical/Surgical Nursing II-cont.	11
PN 254	Personal & Vocational Concepts II	2
PN 256	Maternal Child Nursing	5
Total Hours		56

Program Costs

See *Estimated Expenses*

Refund Policy

Students who have been selected into the program **must** withdraw from the program according to Crowder College withdrawal policy. Failure to attend class does not constitute a withdrawal. Total withdrawal will result in termination of eligibility for financial aid.

Financial Assistance

For more information call the financial aid office at Crowder College, 417-667-0518.