

INTRODUCTION

The nursing program at Allegany College of Maryland began in 1970 and has become a major component within the college. The program enjoys a positive reputation in the community, which has enhanced the recruitment of applicants and the placement of graduates. Graduates of the program can be found in the various health care agencies in the region functioning at all levels of responsibility. Many of our graduates have pursued higher degrees in nursing. With the dramatic changes that are taking place in the health care field, nurses are in increased demand. Nursing is a challenging profession for men and women who wish to have a variety of specialty and position choices, earn a competitive salary, and have opportunities for advancement.

Recognizing the varied needs of the region, the nursing program has offered both day and evening options at the Cumberland Campus and a day program at the Somerset and Bedford Campuses. Credits for prior learning and advanced standing are options available. Transfer credit and transition courses allow students to build on existing knowledge, skills, and abilities while providing new learning needed for registered nursing practice.

The Associate Degree Nursing Program is approved by the Maryland Board of Nursing and is accredited by the National League for Nursing Accrediting Commission, 61 Broadway, 33 Floor, New York, New York 10006; (212) 363-5555. The Pennsylvania Nursing Programs are approved by the Pennsylvania Board of Nursing.

The associate of science degree in nursing directly transfers into Maryland public colleges and universities with students transferring 66 – 70 credits toward a Bachelor of Science degree in nursing.

This booklet is designed to provide the prospective student with information related to the admission process. Please review the admission criteria in Section One that most closely reflects your admission category: current high school student, current college student, or current LPN.

Thank you for your interest in the Nursing Programs at Allegany College of Maryland. I look forward to helping you get started on your path toward a successful nursing career.

Please feel free to contact Fran Leibfreid, Director of Nursing Education, concerning any questions about the Nursing Programs. I may be reached at 301-784-5568 or 814-445-9848 ext 5568 or 814-652-9528 ext 5568. In addition, you may contact me by e-mail at leibfreid@allegany.edu. My assistant, Pat Crawford, may be reached at 301-784-5379 or 814-445-9843, ext 5379, or 814-652-9528, ext 5379. She may also be reached by email at pcrawford@allegany.edu.

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Revised May 2009

PROGRAM OVERVIEW

Nursing is a profession that is open to men and women with various aims, interests and capabilities. Nurses practice in a variety of settings, in many roles within those settings, and with other care providers in the health professions. Today's nurse not only provides care and comfort to patients and their families, but also takes an active role in the health promotion and disease prevention of those same patients. Our programs prepare nurses to meet the challenges of today's health care system and lay the foundation to rise to future challenges as new knowledge and technologies occur.

Nursing as a career may be a very rewarding yet can be a frustrating and exhausting profession. The nursing program is very demanding and rigorous. Therefore, this program is not recommended for students with physical or psychological problems.

The Associate in Science Degree in Nursing is designed to prepare the graduate to function in a beginning staff position in a variety of health care settings including hospitals, long term care, rehabilitation centers, home nursing, school nursing and industry.

The Practical Nurse Certificate Program is designed to prepare the graduate to provide patient care under the direction of a registered nurse.

The instructional curricula for all programs provide the student with the skills and knowledge necessary to be successful in their chosen career.

Admissions into the Associate Degree Nursing and Practical Nursing program are selective and on a competitive basis. Enclosed with this packet is a copy of the criteria used to determine admission to the programs.

In order to participate in clinical experiences, students must obtain a Criminal Record Check prior to entrance into the Nursing Program. If a Pennsylvania resident, the student must also obtain a Child Abuse History Clearance. During enrollment any official change or the initiation of any governmental proceeding affecting the information revealed by the required criminal or child abuse background check must be reported immediately to the head of the nursing program. A satisfactory health record including immunizations must also be on file prior to clinical experience.

At the **Cumberland Campus**, classes are admitted into the Daytime Nursing program in the Fall and Spring Semester and one class a year into the Practical Nursing program in the Fall Semester. To help address the nursing shortage, a second class is admitted in the fall semester in an accelerated option of the program. This class will attend classes year round and graduate in 16 months. One class is admitted every other year in the spring semester of the even years into the Evening Nursing program. At the **Garrett County Campus**, classes are admitted into the Daytime Nursing program every other year in the odd years in the Spring. At the **Somerset Campus**, one class is admitted every year into the daytime Nursing Program in the

Fall Semester. At the **Bedford Campus**, one class is admitted every other year in the odd years in the Fall Semester. The criteria are the same for all programs.

Please note that application deadline for the fall semester is February 28 and for the spring semester September 30. No late applications will be accepted.

The nursing application may be found on page 26; the application for advanced standing as a Licensed Practical Nurse may be found on page 27. Check list to help guide your application process are included with the different options.

Due to the increased demand for our nursing program, not everyone who applies can be accepted. However, you can still take courses at the college and be enrolled in the Pre-Nursing curriculum. Please refer to the Nursing Curriculum section for a listing of courses. I will be happy to help you choose courses to meet your individual needs.

NURSING PROGRAM ADMISSTION CRITERIA

HIGH SCHOOL STUDENT

A total of 10% of the class will be admitted from this category.

A. This category includes the following applicants:

- High school graduates within the last ten years who never attended college; and
- Early placement students who are enrolled as a part-time Allegany College of Maryland student while still attending high school.

B. These persons must meet the following requirements to apply and be considered for admission:

- One year of high school chemistry; biology and two years of algebra (or their equivalent) with a minimum grade of C in each course;
- Pass the Allegany College of Maryland placement evaluation or successfully complete all required courses before the first college semester; and
- A minimum ACT composite score of 23 with no score less than 22 (ACT exams must be taken no later than the January test date)

C. Those eligible applicants will then be ranked and top candidates selected using the following factors in order of priority:

- Composite score on the ACT test;
- Math and science ACT section; and
- Algebra, biology and chemistry high school grades.

If the applicant does not meet the requirements listed in this first category, they may become eligible to apply by meeting the requirements in the second category – College Student Applicants.

D. Students must be CPR certified in the Health Care Provider/Course C and maintain this certification throughout all nursing courses. This certification must be completed prior to entering Nursing clinical courses.

Please use the checklist on the following page as a guide for the application process.

**HIGH SCHOOL STUDENT
CHECK LIST**

Application to Allegany College of Maryland completed _____

High School Chemistry (C or Better) _____

High School Biology (C or Better) _____

High School Algebra (C or Better) _____

Passed Allegany College of Maryland
Placement Evaluation _____

or

Successfully completed coursework as required:

 English Developmental Coursework _____

 Math Developmental Coursework _____

 Reading Developmental Coursework _____

Completed ACT Exam _____

 Scored on ACT a composite of 23 with no score less than 22 on each section (ACT Exams
 must be taken no later than the January test date)

Application to the Nursing Program submitted by deadline date _____

Biological Science 207 in the Summer
or previous semester (C or Better) _____

CPR certification _____

NURSING PROGRAM ADMISSIONS CRITERIA

CURRENT COLLEGE STUDENT – REGULAR OPTION

A total of 80% will be admitted from this category.

A. This category includes the following applicants:

- College students attending Allegany College of Maryland or other institutions; and
- Early placement students who are enrolled as full-time college students and who have waived the senior year of high school.

B. These applicants must meet the following **minimum** requirements to apply for admission to the Nursing Program and to be considered for admission: (Note that this is a selective-admission program and not all applicants can be accepted)

- Pass the Allegany College of Maryland Placement Evaluation or successfully complete all required courses including Math 90, Math 93, English 90, English 93, Reading 90 and Reading 93 or their equivalents;
- A **minimum** overall college grade point average of 2.50 is required just for application. The last class accepted had a grade point average of 3.45.
- Successful completion of Anatomy & Physiology I (Biology 207). In order to be eligible to enroll in this course, students must have completed high school chemistry and earned at least a grade of C in it. A student who does not meet this criteria must take college Principles of Biology (Biology 100), Biology 101, Chemistry 100 or Chemistry 101 and earn a minimum grade of C before enrolling in Anatomy and Physiology 207. Equated coursework from a transferring institution will be considered in meeting this pre-requisite. Current enrollment in Anatomy & Physiology I (Biology 207) will be considered in determining eligibility for admission.
- Schedule and take the TEAS standardized test for the Nursing Program. The test is administered each semester at various times and locations. A list of testing dates is available in the Nursing office, Admission office, and is listed on the college website (www.allegany.edu). It is the student's responsibility to register for the exam by obtaining a Request to Schedule the Nursing Admission Test in the Nursing Office, the Admission Office at each campus or may be printed from the website. The completed form along with the designated fee must be received in the Nursing Office by the deadline listed for test payment. **No late registrations** will be accepted for the testing date. The exam may be taken more than once, but cannot be retaken more often than once every three months. Exam scores no more than two years old will be considered for admission with the highest score being used in the ranking process. A student study guide for the exam is available in the Allegany College of Maryland Bookstore. Detailed review of the study guide is highly recommended. The exam score counts 1/3 of the weight for competitive entrance into the program. The average exam score for an accepted student in the last class was 81, and average points were 53. The last time the test may be taken for Spring admission

consideration is October and for Fall admission consideration is March. Please remember, however, that the exam cannot be retaken more than once every three months.

- C. Again, entrance into the nursing program is competitive. Not all applicants who apply can be accepted due to the availability of qualified faculty and clinical resources.

The previous section dealt with minimum requirements to APPLY for admission. This section relates to the competition for admission.

Applicants will be ranked using the following factors:

- Scores on the standardized exam (weighted 1/3)
- A point system awarding points for each required course completed and grade earned. (weighted 2/3)
 - For Anatomy and Physiology 207; Anatomy and Physiology 208; Microbiology 204; and College Algebra*
 - Each A will be worth 10 points
 - Each B will be worth 8 points
 - Each C will be worth 6 points
 - No points will be awarded for a D or F
 - For all other general education courses required for the Nursing Program (English 101; General Psychology; Human Growth & Development; Sociology; Humanities elective; and Humanities elective)
 - Each A will be worth 5 points
 - Each B will be worth 3 points
 - Each C will be worth 1 point
 - No points will be awarded for a D or F

Current enrollment and mid-term grades will be utilized along with final grades earned in previous semesters in determining a student's final points. Transcripts and mid term grades for students transferring from another college must be in the nursing office no later than March 15th for a fall admission consideration and October 15th for a spring consideration.

In the event of a tie in the ranking process, application dates will be used to rank the tied students with the earliest application date being ranked higher.

- A **minimum** grade of C is required in all science coursework; however, to improve competitive standing and thus probability of admission, grades of A or B are advisable. Laboratory science courses taken ten or more years prior to application for admission will not be considered for admission or for meeting program requirements.

- D. Application to the program must be submitted by the deadline date.
Note: No late applications will be accepted!

E. It is the applicant's responsibility to schedule and take the standardized test by the stated deadline date. **No testing correspondence will be sent to the student.**

F. Students must be CPR certified in the Health Care Provider/Course C and maintain this certification throughout all nursing courses. This certification must be completed prior to entering Nursing clinical courses.

Please note that Anatomy and Physiology 207 must be completed prior to admission to the Nursing Program.

Please use the checklist and applicant ranking sheet on the following pages as a guide to assist you with the application process.

Revised June 2004, June 2005, May 2009
Approved by the ACM Board of Trustees – June 21, 2004

**COLLEGE STUDENT
CHECKLIST**

Application to Allegany College of Maryland completed _____

High School Transcripts/GED sent to the Admissions office _____

College Transcripts (if transferring) sent to the Admissions office _____

Passed Allegany College of Maryland placement evaluation _____

or

Successfully completed coursework as required

 English Developmental Coursework _____

 Math Developmental Coursework _____

 Reading Developmental Coursework _____

Overall college GPA 2.5 or higher _____

Take the Standardized test _____

Application complete and sent to the Nursing Program by the deadline date - See Page 26 _____

CPR certification _____

APPLICATION RANKING SHEET

COURSE	GRADE	POINTS	GRADE	POINTS
<i>Sciences and College Algebra</i>		A=10 B=8 C=6		A=10 B=8 C=6
Anatomy & Physiology 207				
Anatomy & Physiology 208				
Microbiology 204				
College Algebra				
<i>Other required courses</i>		A=5 B=3 C=1		A=5 B=3 C=1
English 101				
General Psychology				
Human Growth and Development				
Sociology				
Humanities elective				
Humanities elective				
Total Points				

<i>TEAS Exam Score</i>	Date	Score	Date	Score	Date	Score

Use this worksheet to determine your individual points which is weighted 2/3 for admission purposes and to track your TEAS Exam scores which is weighted 1/3. The more courses completed coupled with grades of at least a B or A improves chances of acceptance into the clinical courses of the Nursing Program.

COLLEGE STUDENT – ACCELERATED OPTION

In order to help address the nursing shortage, Allegany College of Maryland has developed an accelerated option available to the college student who has completed all of his general education requirements and wishes to complete the program in sixteen months.

A student enrolled in this option will attend nursing clinical classes beginning in the Fall semester and continue year round to the following December when graduation will occur. Due to the rigors of this program, a student must have all science requirements for the program complete before enrolling in the clinical sequence. It is highly recommended that all general education courses required in the curriculum be completed.

The application process and the admission criteria for this program is the same as for the college student – regular option. Please refer to pages 7 - 9 for the guidelines to follow.

ADMISSION WITH ADVANCED STANDING CURRENT LPN'S & TRANSFER STUDENTS

- A. This category includes Licensed Practical Nurses who have graduated from an approved Practical Nurse program and have an active, unencumbered Maryland license or eligible for licensure in the state of Maryland **OR** applicants who are transferring from another nursing program.
- B. These applicants must meet the following requirements to apply and be considered for admission:
- Must have graduated from or have terminated in good standing from the respective school of nursing with a minimum grade of C or better in each course.*
 - Meet the current admission requirements for the nursing program. Please refer to requirements for college students on page 7.
 - Must have an overall college GPA of 2.50 or higher.
 - Successfully complete all required general education requirements listed in the curriculum for the semester of the nursing program in which the student is seeking admission. A minimum grade of C is required in all science courses. It is recommended that all general education classes required in the curriculum be completed.
 - LPN students must complete an assessment of nursing theory test comparable to the first year of the nursing program. Students must score **650 or higher** to be considered for the **second year** of the nursing program. Students scoring **less than 650** will be considered for admission to the **second semester** of the nursing program. The applicant will be advised of areas in need of improvement and encouraged to remediate.
 - Students transferring from a diploma program will be considered for placement within the program based on previous nursing coursework completed. An assessment of nursing theory exam will be required.* Students must score **650 or higher** to be considered for the **second year** of the nursing program. Students scoring **less than 650** will be considered for admission to the **second semester** of the nursing program. The applicant will be advised of areas in need of improvement and encouraged to remediate.
 - Students transferring from an approved nursing program in which they received college credit for nursing coursework completed will be considered on an individual basis.*
 - Satisfactory completion of the Nursing Bridge Course (Nursing 298). **This must be completed within two years before entering the nursing program and will be offered only one time a year in the summer.** The course is a minimum of two credits for admission to the second semester and a minimum of three credits for admission to the second year of the program. For those applicants who did not receive intravenous therapy content in their basic program will be required to complete a four-credit course. A **review** of basic nursing skills is included in the Nursing Bridge Course. Applicants are expected to be competent in the following skills upon entering the second year of the program:
 - Basic hygiene and assisting with activities of daily living
 - Care and maintenance of peripheral IV's
 - Medication administration including oral, intramuscular, sub-cutaneous, and intravenous secondary and piggy back
 - Sterile technique including catheterizations, dressings, and tracheotomy care
 - Care of nasogastric and peg tubes

- The Nursing Bridge Course is waived for those graduates of Allegany College of Maryland's Practical Nursing Program who begin the second year nursing clinical courses within two years of graduating from the certificate program.
- C. All students who have met the advanced standing criteria are admitted on a space available basis, ranked according to GPA.*
- D. Students interested in pursuing advanced standing status should notify the Nursing Office in writing of their intention. Completion of the Advanced Standing application is required. See page 27.
- E. Once admitted to the Nursing Program, students will follow curriculum schedule for Associate of Science Degree Daytime or Evening, as appropriate.
- F. Students must be CPR certified in the Health Care Provider/Course C and maintain this certification throughout all nursing courses. This certification must be completed prior to entering Nursing clinical courses.

*Students who have been terminated from another nursing program will be given last priority in ranking for admission to the program.

CHECKLIST FOR ADVANCED STANDING

Application to Allegany College of Maryland completed _____

High School Transcripts/GED sent to the Admissions office _____

College and Vo-Tech transcripts sent to the Admissions office _____

Copy of LPN license to Nursing Office _____

Passed Allegany College of Maryland placement evaluation _____

or

Successfully completed coursework as required, including developmental courses.

(See curriculum guide – Page 19)

Overall college GPA of 2.50 or higher _____

Application completed by the deadline date– See Page 27 _____

Allegany College of Maryland - Nursing Theory Assessment Test _____

Nursing Bridge Course Successfully Completed _____

CPR Certification _____

See Section Two, pages 18 and 19 for 2nd Year general education and nursing courses required for completion of ADN program.

**ADMISSION WITH ADVANCED STANDING
PARAMEDIC TO RN**

- A. Successful completion of the prerequisite courses, general education, and program requirement courses with a minimum GPA of 2.50;
- B. Two years full-time employment as a paramedic;
- C. Unencumbered Maryland paramedic certification and National Board of Registry certification (MREMTP). Applicants must be graduates of a program accredited by either CAAHEF or the Maryland EMS Board;
- D. Submit three letters of recommendation;
- E. Completion of NURN 006 (CCBC Online course) Dosage for Advanced Placement Nursing;
- F. The most competitive applicants will be invited to participate in an interview.
- G. Once admitted to the Nursing Program, students will follow the curriculum schedule for Associate of Science Degree Daytime or Evening, as appropriate.
- H. Students must be CPR certified in the Health Care Provider/Course C and maintain this certification throughout all nursing courses. This certification must be completed prior to entering Nursing clinical courses.

CHECKLIST FOR ADVANCED STANDING

Application to Allegany College of Maryland completed _____

High School Transcripts/GED sent to the Admissions office _____

College transcripts sent to the Admissions office _____

Copy of Paramedic license to Nursing Office _____

Passed Allegany College of Maryland placement evaluation _____

or

Successfully completed coursework as required, including developmental courses.
(See curriculum guide – Page 18)

Overall college GPA of 2.50 or higher _____

Application completed by the deadline date– See Page 27 _____

CPR Certification _____

See Section Two, pages 18 and 19 for 2nd Year general education and nursing courses required for completion of ADN program.

NURSING PROGRAM COURSE GUIDELINE SHEET

COURSE TITLE & NUMBER	HOURS REQUIRED	GRADE EARNED	FIRST	SECOND	THIRD	FOURTH
English 101	3			3		
Humanities Elective (2 courses)	6			3		3
Laboratory Sciences						
*Biology 207 (Anatomy & Physiology 1)	4					
Biology 208 (Anatomy & Physiology 2)	4		4			
Biology 204 (Microbiology)	4				4	
Psychology						
Psychology 101	3		3			
Psychology 203 (Growth and Development)	3			3		
College Algebra 102	3					3
Sociology 101	3				3	
Nursing						
Nursing 120	9		9			
Nursing 150	9			9		
Nursing 205	6				6	
Nursing 206	3				3	
Nursing 204	1					1
Nursing 215	9					9
TOTAL	70		16	18	16	16

Additional courses such as those required by the Placement Evaluation or in meeting the chemistry pre-requisite are not included.

*Biology 207 is a pre-requisite for Nursing 120

**ASSOCIATE OF SCIENCE DEGREE IN NURSING (DAYTIME)
SAMPLE COURSE SCHEDULE**

CREDIT

SUMMER OR PREVIOUS SEMESTER

Biological Science 207 (Anatomy & Physiology I) 4

FIRST SEMESTER

Biological Science 208 (Anatomy & Physiology II) 4

Psychology 101 (General Psychology) 3

Nursing 120..... 9

SECOND SEMESTER

English 101 3

* Humanities Elective 3

Psychology 203 (Human Growth & Development)..... 3

Nursing 150..... 9

THIRD SEMESTER

Biological Science 204 (Microbiology)..... 4

Sociology 101 (Intro to Sociology)..... 3

Nursing 205..... 6

Nursing 206..... 3

FOURTH SEMESTER

Algebra 102..... 3

* Humanities Elective 3

Nursing 204..... 1

Nursing 215..... 9

Total Credit Hours 70

* Courses such as English Literature, Philosophy, Thanatos, Speech and Art Appreciation may be used for this requirement. All students must take two humanities from two different disciplines. Please refer to the college catalog for complete listing.

**PRACTICAL NURSE CERTIFICATE (DAYTIME ONLY)
SAMPLE COURSE SCHEDULE**

CREDIT

SUMMER OR PREVIOUS SEMESTER

Biological Science 207 (Anatomy & Physiology I) 4

FIRST SEMESTER

Biological Science 208 (Anatomy & Physiology II) 4

Psychology 101 (General Psychology) 3

Nursing 120..... 9

SECOND SEMESTER

English 101 3

* Humanities Elective 3

Psychology 203 (Human Growth & Development)..... 3

Nursing 150..... 9

SUMMER SESSION

Practical Nursing 106..... 1

Practical Nursing 108..... 1

Practical Nursing 110..... 5

*Courses such as English Literature, Philosophy, Thanatos, Speech and Art Appreciation may be used for this requirement. Please refer to the College catalog for complete listing.

ASSOCIATE OF SCIENCE DEGREE IN NURSING (EVENING)

SUMMER

CREDIT

English 101 3

FALL

Basic Science 100 (if needed) 4

Humanities Elective 3

Algebra 102..... 3

SPRING

Biological Science 207 (Anatomy & Physiology I)..... 4

Psychology 101 (General Psychology) 3

SUMMER

Psychology 203 (Human Growth & Development) 3

FALL

Biological Science 208 (Anatomy & Physiology II) 4

Sociology 101 (Intro to Sociology)..... 3

SPRING

Nursing 120..... 9

SUMMER

Biological Science 204 (Microbiology) 4

FALL

Nursing 150..... 9

SPRING

Nursing 205..... 6

Nursing 206..... 3

SUMMER

Humanities Elective 3

FALL

Nursing 204..... 1

Nursing 215..... 9

ALLEGANY COLLEGE OF MARYLAND
NURSING
Pre-Admission Examination
(T.E.A.S.)

NOTICE: APPLICANTS MUST BE REGISTERED TO TAKE THE PRE-ADMISSION EXAMINATION PRIOR TO THE APPLICATION DEADLINE FOR THEIR PROGRAMS.

All students who apply for admission to the Registered Nursing Program or the Practical Nursing Program at Allegany College of Maryland will be required to participate in pre-admission testing. The test is called the Test of Essential Academic Skills (TEAS). This test contains four sections: reading, English, math, and science. You must take the TEAS as part of the application process. The score you receive on the test will be considered as part of the selective admissions process. **If you do not participate in the TEAS, your application will not be evaluated.**

Procedure:

1. The test will be offered on all three campuses. The test is administered in a paper and pencil format. Please see the TEAS schedule for specific dates, times and testing locations.
2. **First Time TEAS Testers – You must register with ATI Testing before you take the test for the first time. Go to www.atitesting.com then follow the directions enclosed. This will insure that you have an ATI number for the pencil and paper test.**
3. **Returning TEAS Testers – Who used Social Security Number – You must register with ATI before you take the test to update your account – Go to www.atitesting.com then follow the directions on the last page of this packet.**
4. You will need to schedule at least four hours to take the test. You must arrive ½ hour prior to the start of the test. Calculators are not allowed. The tests will start promptly at the scheduled times. Late arrivals will not be able to test.
5. There are a limited number of seats available at each testing session. It is to your benefit to register and take the test as early as possible. Once seats are filled, no additional testing times will be added.
6. Testing is scheduled by sending the TEAS registration form to the address listed on the application. Please complete the registration form in full and indicate whether you are a first time TEAS tester or a Returning TEAS tester, so the contact person can mail you directions.
7. Students must **pre-register** and **pre-pay for the test.** The cost is \$40.00, which is non-refundable. **You must prepay with either a personal check, certified check, or money order payable to Allegany College of Maryland. Cash will NOT be accepted. Payments must be received in the Cumberland Nursing Office by 4:00 P.M. for the designated payment deadline. No late payments will be accepted! NOTE: No payments will be accepted at branch campuses or the business office. All payments must be made at the Nursing Office in Cumberland or sent via U.S. mail to the address listed on the application.** Cancelled checks will be used as your receipt unless otherwise requested.

8. Students are required to pay the testing fee prior to the scheduled test date. No exceptions will be made.
9. If you take the test once and feel you could improve your score, you may retake the test only one once every 3 months. You are required to pay for the test each time you take the test.
10. **No refunds will be given for the test after payment.**
11. A study guide for this exam is available at the campus bookstores or at the ATI web site www.atitesting.com. The study guide is the **ATI Test of Essential Skills Study Manual**. The price is approximately \$40.00

In case of inclement weather, call the Allegany College of Maryland phone number – 301-784-5000 and follow the prompts for the campus you are inquiring about. You may also check the college website at www.allegany.edu . If the college is closed or opening late due to inclement weather, the TEAS Test will be cancelled according to the college schedule for that day (i.e. if there is a 2 hour delay, the 12:30 test would still be given but the 8:00 AM would be cancelled and re-scheduled).

IMPORTANT NOTICE!

ATI Testing Registration Information For Your TEAS Paper/Pencil ID Number

First Time TEAS Testers

The following must be done before you take the test for the first time.

- Step One: Go to www.atitesting.com
- Step Two: Create a New Account (“Create a new Account” is located under the sign in box)
- Step Three: Fill out all items highlighted in **blue**
Institution: Allegany College of Maryland should be selected for the Nursing Program
- Step Four: Click on Register (Your ATI number for the pencil & paper test will then be issued. It will begin with an A). **This number is to be used each time you take the test. You must have it with you when you take the test.**
To remember your number you may want to write it on your TEAS registration receipt or store it on your cell phone.

An e-mail from ATI Testing will be sent to you confirming your Username and Password.

You only have to register one (1) time. The ID Number given will be used for all TEAS Tests you take.

Returning TEAS Testers – Who Used Social Security No.

For a student who has used their SS# in the past:

- You will need to update your account.
- You will sign in using your Social Security Number as your: **Username: SS#**
- Your **Password: last 4 digits of SS#**
- You will then create a new Username and Password and fill in the required information.
- Fill out all items highlighted in **blue**
 - *Institution: Allegany College of Maryland should be selected for the Nursing Program*
- After you register, you will receive a **Paper/Pencil ID** like first time users do when they create an account.

You only have to register one (1) time. The ID Number given will be used for all TEAS tests you take. You must have this number with you to take the test!

REQUEST TO SCHEDULE NURSING ADMISSION EXAM

The Nursing Department offers the TEAS admission exam on a schedule basis at the Cumberland, Somerset, and Bedford Campuses. Please check with the nursing office, the admission offices, or the College website www.allegany.edu (Nursing Link) for specific dates. This exam must be taken **at least once** in order to be eligible for the nursing program. **You may take the exam as many times as you desire but not more often than every three months.** The exam is weighted one-third for competitive entrance into the program. **This test is NOT required for LPN's with advanced standing, Paramedics with Advanced Standing, High School Student or Transfer students.**

NAME _____
(Please also list any other last names you may have previously used for the TEAS exam)

ADDRESS _____

CITY, STATE, ZIP CODE _____

TELEPHONE _____ ACM STUDENT I.D.# _____ D.O.B. _____

EMAIL ADDRESS _____

The test will be offered only on the scheduled dates. It is offered each scheduled date at 8 am and 12:30 pm. It takes approximately four hours to complete the exam.

Please enter the date and testing site below that you wish to register for:

Date: _____

Time: 8am _____ 12:30 pm _____

Evening (offered at Cumberland Campus only – see schedule for dates) _____

Testing Site: Bedford _____ Cumberland _____ Somerset _____

You must return this **form with your payment of \$40.00 (non-refundable fee) to the Cumberland NURSING OFFICE no later than 4:00 P.M. of the "Deadline to Pay" date.**

NOTE: Only those who have paid for the exam will be permitted to take the exam. NO LATE PAYMENTS OR REGISTRATION will be accepted after the specified deadline.

Please keep a copy for your record. Please note: no verification or receipt will be sent after payment unless requested. Cancelled checks will serve as proof of payment. Checks or money orders should be made payable to Allegany College of Maryland or ACM. No cash payments will be accepted.

Send completed form along with payment to:

Nursing Education
Attention: Pat Crawford
Allegany College of Maryland
12401 Willowbrook Road, SE
Cumberland, MD 21502

APPLICATION FORM FOR THE NURSING PROGRAM

 Last Name First Name Maiden Name Middle Initial

Other last names you have used: _____

ACM ID# _____ DOB: _____ Telephone Number _____

E-mail address _____ Daytime Telephone _____

Mailing Address _____

Street City State Zip Code

Which of the following programs are you applying for? **Choose one only:**

<p><u>Cumberland</u> Daytime RN Program: Spring _____ Fall _____ Evening RN Program (Spring even years only) _____ Accelerated RN Program (Fall only) _____ Practical Nursing (Fall only) _____ <u>Garrett:</u> (Spring Odd Years Only) Daytime RN Program _____</p>	<p><u>Somerset</u> Daytime RN Program _____ <u>Bedford</u> Daytime RN Program _____ (Fall odd years only)</p>
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Are you an LPN, Transfer Student or Paramedic applying for Advanced Standing? Yes ___ No ___
 (If yes, complete application on next page – do **NOT** submit this application)

Are you currently a High School student? Yes ___ No ___

Have you completed all of the Allegany College of Maryland Admissions requirements **including** college application for admission, placement test (if needed) and sent official copies of **all** other college transcripts? Yes ___ No ___

If you have attended another college or previously attended Allegany College of Maryland, please complete the following:

Name of Institution(s)	Address	Dates of Attendance	Degree or Credit Hours Completed
1.			
2.			

Are you currently enrolled in classes at Allegany College of Maryland? Yes ___ No ___

I certify that all statements given on this application are true and accurate to the best of my knowledge. My signature on this form indicates that I am aware of the competitiveness of the Nursing Program and understand the admission process.

DATE

APPLICANT'S SIGNATURE

Send completed form by deadline date to:

**NURSING PROGRAMS, c/o FRAN LEIBFREID
 ALLEGANY COLLEGE OF MARYLAND
 12401 WILLOWBROOK ROAD, SE
 CUMBERLAND, MD 21502**

Application Deadlines: Fall: February 28th
 Spring: September 30th

ADVANCED STANDING APPLICATION FORM TO THE NURSING PROGRAM

*This form is only to be completed by applicants who are **CURRENT** Licensed Practical Nurses, Licensed Paramedics OR applicants who are transferring Nursing credits from another college.*

Last Name First Name Maiden Name Middle Initial

ACM ID # _____ DOB _____ Telephone Number _____

E-mail address _____ Daytime Telephone _____

Mailing Address _____

Street City State Zip Code

LPN, Nursing School, or Paramedic School Attended _____

LPN License Number (if applicable) _____ Current Employer _____

Paramedic License Number (If applicable) _____ Current Employer _____

Which time of day do you prefer nursing clinical classes?
Day _____ Evening _____ First Available _____

Where do you prefer to attend classes?
Cumberland _____ Somerset (Daytime only) _____ Garrett (Daytime only) _____
Bedford (Daytime only) _____ First Available _____

When do you expect to complete general education prerequisites to enter the clinical phase of the program? All courses from the first year of the nursing program must be completed before beginning the third semester of clinical coursework. Semester _____ Year _____

Have you completed all of the Allegany College of Maryland Admissions requirements **including** college application for admission, placement test (if needed) and sent official copies of **all** other college transcripts? Yes ___ No ___

If you have attended another college or previously attended Allegany College of Maryland, please complete the following:

Name of Institution(s)	Address	Dates of Attendance	Degree or Credit Hours Completed
1.			
2.			

Are you currently enrolled in classes at Allegany College of Maryland? Yes ___ No ___

I certify that all statements given on this application are true and accurate to the best of my knowledge. My signature on this form indicates that I am aware of the competitiveness of the Nursing Program and understand the admission process.

DATE

APPLICANT'S SIGNATURE

Send completed form to:

NURSING PROGRAMS, c/o FRAN LEIBFREID
ALLEGANY COLLEGE OF MARYLAND
12401 WILLOWBROOK ROAD
CUMBERLAND, MD 21502

Application Deadlines: Fall: February 28th
Spring: September 30th