Nursing Information Booklet –
LPN-RN Online Program

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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, Bedford and Garrett Location. 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. In addition, we now offer an RN completion track for currently Licensed Practical/Vocational nurses which is completed via distance learning.

The Associate Degree Nursing Program is approved by the Maryland Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing (ACEN) – (formerly the National League for Nursing Accrediting Commission), 3343 Peachtree Road, NE; Suite 850; Atlanta, GA30326; (404) 975-5000. The LPN-RN Online track option has pending approval from additional states. Prospective students interested in this option should direct their questions to the relevant state Board of Nursing where they reside or plan to apply for licensure.

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.

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

Please feel free to contact the Nursing Department concerning any questions about the Nursing Programs at 301-784-5568.

For questions regarding General Education courses or assistance with evaluation of previously completed courses contact the Admission Office at www.allegany.edu/admissions or 301-784-5199.

For questions specific to the LPN-RN Online program contact: Sharon Walker, LPN-RN Online Coordinator at swalker@allegany.edu or Javan Scheller, Pre-Nursing Advisor Online Program at jscheller@allegany.edu
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 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 programs are selective and on a competitive basis. Admission criteria specific to the LPN-RN Online Program may be found on the Admission Criteria tab at www.allegany.edu/onlineLPN-RN

Once accepted into the nursing program, 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. Other states may also require this 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. Students admitted to clinical course must have documentation of receiving the flu vaccine. For some clinical sites, students may be required to have a completed (negative) Drug Screen within the past 3 months on file. The Drug Screening is the responsibility of the applicant to complete and pay for. Students are responsible to secure clinical preceptors, clinical agency sites, and exam proctors according to policy in order to retain their seat in the program. Students who are not able to secure an exam proctor, clinical sites and/or clinical preceptors must withdraw their acceptance from the program.

The LPN-RN Online program admits students on a conditional acceptance into the pre-requisite LPN-RN Online Transitions Bridge Course throughout the academic year. Upon successful completion of the Transition Bridge course and procurement of acceptable clinical sites and clinical preceptors, students are offered formal letters of acceptance into the Nursing Program and then follow the normal academic semester calendar to complete the second year of the basic program.

Please note: LPN-RN Online program application form and Deadline Dates are posted on the website for each respective semester. Only ONLINE Applications are considered. Interested applicants must submit ALL required documents, including the application, as outlined in the 5 STEP Admission Process on the website by the noted due dates. Incomplete or late applications will NOT be accepted.

A post card will be mailed to the applicant verifying your nursing application was received. This post card is not a confirmation of acceptance into the program. A separate letter will be mailed to each successful candidate when they are officially accepted into the Nursing Program.

The college application and LPN-RN Online program nursing application may be found at LPN RN Online Admission Steps. Applicants should follow the STEPS listed there to apply.
Admission Criteria LPNs/ LVNs for the Online LPN- RN Program

** Please note that entrance into the LPN- RN Online nursing program is competitive.**

A. This program is specifically for Licensed Practical and Licensed Vocational Nurses who have graduated from an approved Practical Nurse program and have an active, unencumbered license in a program approved state or eligible for licensure in the state of Maryland.

*Applicants are expected to have basic computer skills and be competent in the nursing skills listed in Section E.*

The nursing program is designed to be completed in 18 months or less after meeting general education course requirements. It is understood that applicants who receive formal offers of admission will commence nursing courses immediately and continue year round completing nursing courses in consecutive semesters to meet the 18 month completion requirement.

Each student offered formal admission to the nursing major must read, sign, and submit a copy of the Eligibility for Application for Registered Nurse Licensure Legal Limitations Notification form. This form will serve to notify Allegany College of Maryland nursing students that acceptance into the program does not guarantee successful program completion, nor does graduation from a state accredited nursing program mean that the student is automatically eligible to take the state licensure examination. Any student who has been convicted of a crime that has a direct bearing on the person's ability to practice competently or who has committed an act that would constitute grounds for disciplinary sanction will have the application for licensure reviewed on an individual basis by the respective state boards of nursing.

B. To apply and be considered for admission applicants must meet the following requirements:

- Must have an active unencumbered license
- Must have graduated from an approved Practical Nurse program with a minimum grade of 'C' or better in each course.
- Must have a minimum of two (2) years full time LPN work experience, verified by an employer
- Submit three (3) letters of recommendation; one must be a Professional Reference
  * **Note:** Applicants who wish to be considered for admission and previously attended another nursing program and were unsuccessful, are required to submit a letter of recommendation for the LPN-RN Online program from the previous program director. The letter of recommendation must be on official college/program letterhead and mailed directly to the Nursing Department at Allegany College of Maryland.
- Must be CPR certified in either: 1) AHA Health Care Provider/Course C or, 2) ARC CPR/AED for Professional Rescuer, and maintain this certification throughout all nursing courses. Applicant must provide a copy of a current CPR card front/back showing where and when taken, along with the signatures of student and instructor.
- Meet the current college admission requirements for the nursing program.
- Must have an overall college GPA of 2.50 or higher.
- Meet the scholastic standards of Allegany College of Maryland including the English Proficiency Requirements
- Successfully completed the following general education requirements listed below prior to applying to the nursing program:
• English 101 English Composition 3 credits
• Math 102 College Algebra 3 credits
• Humanities elective – 3 credits
• Psychology 101 General Psychology 3 credits
• Psychology 203 Human Growth & Development 3 credits
• Biology 204 ‡ Microbiology w/lab 4 credits
• Biology 207 ‡ Anatomy & Physiology I w/lab 4 credits
• Biology 208 ‡ Anatomy & Physiology II w/lab 4 credits

* Indicates a prerequisite for admission to the program.
‡ All science courses must be completed with a grade of ‘C’ or better to be considered.
≠ Laboratory Science courses taken ten (10) or more years prior to application for admission will not be considered.

• It is recommended that ALL general education classes required in the curriculum be completed prior to applying for the Online program option. ** In addition to the above required courses, students will also need the following to graduate from the program:
  o Sociology 101 – 3 credits
  o Humanities elective – 3 credits (6 total credits needed to fulfill graduation requirements)
    • Humanities courses must be from two different disciplines. Examples of some courses that may fulfill this requirement: English Literature, Philosophy, Thanatos, Speech, Art or Music Appreciation. Please refer to the college catalog for a complete listing. Click here to find the college Course Catalog.

• LPN applicants who received college credits from an approved nursing program may be able to transfer nursing coursework comparable to the first year of the ACM nursing program and will be considered on an individual basis.

• All LPN/LVN applicants must complete an assessment of nursing theory test as part of the admission selection criteria. Applicants must score in the 65th percentile or higher on the specified exam to be considered for the LPN-RN Online program. The applicant will be advised of areas in need of improvement and encouraged to remediate if necessary.
  o It is recommended applicants study a NCLEX-PN exam book prior to the entrance exam.

• It is the applicant’s responsibility to schedule, pay for, and take the standardized LPN-RN Entrance Exam by the stated deadline date. Refer to Entrance Exam Registration Protocol below or go to Online Program Entrance Exam.

• Applicants must secure an approved test proctor for exams, including the LPN-RN Online Entrance Exam, by submitting the Proctor Approval Application online.

• Application to the program, including required documents, must be submitted by the deadline date.
  ~~~ No late applications will be accepted!~~~

• Applicants **without prior college credits** should refer to Section F.

C. Applicants to the LPN-RN Online program who have met the above standing criteria and submitted the required documentation receive a letter of conditional acceptance. Upon successful completion of the pre-requisite LPN-RN Transition Bridge Course 298, applicants will be offered formal admission into the Nursing program to commence the clinical nursing courses.

**Students who have been **terminated from another nursing program** will be given last priority in ranking for admission to the program. A letter of recommendation from the prior nursing program director is required to be submitted along with other admission paperwork.

PLEASE NOTE: Students enrolling at ACM for the first time must speak to an advisor - either in person, via phone, or by email- to register for courses. Admission into the LPN-RN Online nursing program is competitive.
D. **Students accepted** into the LPN-RN Online program will need to complete the additional requirements below **prior** to beginning the pre-requisite Online LPN Transitions Bridge Course.

- complete the confidential Health Careers Medical Health Exam/Student Health Profile
- complete Background Checks and Clearances for respective state
  - the inability of a student to be placed in a clinical site due to a failed background check or failed (positive) drug screening test will result in removal from the program
- may be required to complete and pass (negative) Drug Screening at an approved testing facility at applicant’s expense
- identify appropriate clinical sites for clinical nursing courses and submit required forms for approval of sites*
- identify appropriate clinical preceptors and submit required forms for preceptor approval*
- secure reliable access to the Internet on a daily basis and meet minimal technical requirements
  * allow **3-8 weeks** to obtain clinical agency and clinical preceptor agreements.

*Note: it is ultimately the **STUDENTS** responsibility to locate and secure proper clinical sites and clinical preceptors based on the guidelines provided. **Failure to secure appropriate clinical sites or appropriate clinical preceptors will necessitate the student withdraw their acceptance from the program.**

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E. **Once conditionally admitted** to the LPN-RN Online Nursing Program, students will be eligible to register for the pre-requisite **Online LPN Transitions Bridge Course 298.** **Formal Admission into the Nursing Program and Progression into the clinical nursing courses (205, 206, 215) is contingent upon successful completion of the LPN-RN Transition Bridge Course and procurement of clinical sites and preceptors.**

Applicants will be oriented to the ACM nursing program and review basic nursing knowledge and skills in the course. Applicants are expected to be competent in the following skills upon entering the LPN-RN Online 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

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F. **LPN/ LVN Applicants without Prior College Credits**

Applicants who are licensed practical nurses or licensed vocational nurses but **do not** have any or have limited prior college courses must meet the following **minimum** requirements to apply for admission to the college.

- 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
  - Applicants needing Placement Testing should contact the Student Success Services at 301-784-5553 or review testing information at [http://www.allegany.edu/x91.xml](http://www.allegany.edu/x91.xml)
Students who need Reading 90 or 93 cannot take any college level courses unless it is a student development class, CPR or an art elective. They are able to take other developmental courses such as math or English along with developmental reading.

- A minimum overall college grade point average of 2.50 is required just for application to the nursing program.
- Applicants must successfully complete the required general education courses, including science courses as listed above in Section B.
- In order to be eligible to enroll in Anatomy & Physiology I (Biology 207), students must have passed the Anatomy and Physiology Placement Exam or successfully completed Biology 93. Students may elect to take Biology 100 or 101 in lieu of biology 93.
- Upon successful completion of the required general education courses, students may then apply for admission to the LPN-RN Online program as outlined under Section B.
- Applicants interested in starting courses should apply for General Admission to Allegany College of Maryland through the Admission Office at 301-784-5199 or at http://www.allegany.edu/admissions

**Please note that entrance into the LPN- RN Online nursing program is competitive.**

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

G. Applications are not automatically rolled over to the next semester. If the applicant is not accepted, he or she may submit a new application for the next application cycle if eligible.

- A current copy of a required CPR card, updated license verification, and an updated employer verification form need to be resubmitted. Students will need to reapply to BOTH the college as a general student and to the nursing program.

H. Readmission - Readmission into the Online Program is NOT guaranteed. Students may apply for readmission **ONE time only** for either theory or clinical in the Online Program as the program must be completed within 18 months of the original start date.

   The following criteria apply for readmission:
   a) A student who fails the **theory component** of a course must reapply for admission to the program in the next immediate semester the course is offered. Students must submit the online nursing application located on the website by the established deadline dates. Students must also secure clinical sites prior to being offered readmission.
   b) A student who fails the **clinical component** of a course must submit a petition by established deadline dates to the Nursing Faculty and Online Program Coordinator to be considered for readmission. If approved, the online program application form must also then be resubmitted by established deadline dates.
   c) **Any** violation of clinical policies such as HIPAA or unsafe clinical behavior/practice documented by faculty, clinical preceptors, or clinical agencies is an automatic denial for readmission to the program.
   d) A student who fails out of the program, by failing any combination of theory and/or clinical more than one time is not eligible to reapply for future admission.

Use the [Pre-Admission Checklist](#) on the following page to assist you with the application process.
**PRE-ADMISSION CHECKLIST for LPN-RN Online Program**

<table>
<thead>
<tr>
<th>Action/Document</th>
<th>Completed</th>
<th>Notes</th>
</tr>
</thead>
</table>
| Secured reliable Internet access and read minimal technical requirements needed to engage in course work  
  • Computer and Technical Requirements for Online Program | | |
| Application for General Admission to ACM completed  
  • General Admission Form  
  • Selected “Pre PN-RN” as course of study | | |
| **Official** High School Transcripts/GED  
  • sent to the College Admission Office | | |
| **Official** College and/or Vo-Tech transcripts  
  • sent to the College Admissions office | | |
| Copy of College transcripts  
  • Mailed to Nursing Dept. | | |
| Received acceptance letter from college with Student ID & student email address-  
  * you will need the ID# to complete nursing application & forms  
  * ALL official communications will occur via your student email | | |
| Spoke to an admissions counselor at ACM  
  • students enrolling at ACM for the first time must speak to an advisor to register for 1st semester courses – either in person, via phone, or by email | | |
| Completed Placement testing if needed & successfully completed pre-requisite coursework including developmental Courses  
  General Education Course Requirements | | |
| Overall college GPA of 2.50 or higher | | |
| Submitted LPN-RN Online Nursing Application  
  • Prior to deadline dates  
  • Program Admission Requirements | | |
| Copy of LPN license or Verification form  
  • Mailed to Nursing Dept. | | |
| Copy of current CPR Certification – (must be AHA or ARC cards only)  
  • mailed to Nursing Dept. | | |
| 2 personal recommendation letters in **sealed envelopes**  
  • mailed to Nursing Dept. | | |
| 1 Professional Recommendation/Clinical Experience letter in **sealed envelope**  
  • mailed to Nursing Dept. | | |
| Employer Verification Form in **sealed envelope**  
  • mailed to Nursing Dept. | | |
| Copy of current/valid U.S. photo driver’s license – mailed to Nursing Dept. | | |
| Submitted exam proctor/site form:  
  • Proctor Approval Application | | |
| Submitted payment for Entrance Exam *(must be approved to register)*  
  • Pay in Web advisor on student account  
  ** exam must be prepaid before registration is permitted- this fee is NON-REFUNDABLE | | |
| Submitted Registration for Entrance Exam | | |
Clinical Agency/ Sites

All students must successfully complete a specific number of clinical hours – outlined in course syllabi - in order to pass the clinical nursing courses: 205, 206, and 215. On average, students should anticipate to spend a minimum of 10 hours/week in clinical settings during the semester.

The advantage of our program is it enables you to complete clinical hours in agencies close to where you live. Students should explore potential clinical sites in their area and begin researching possibilities early in the application process. We encourage online nursing candidates to contact the Director of Nursing or appropriate administrator of local agencies to discuss completing clinical hours at their facility. Students will need a clinical site for acute care of medical surgical patients, mental health clients, maternity patients, and pediatric patients. Some options for consideration may include: a local hospital for acute care; physician office; pre-school; elementary school; community support groups; and mental health clinics to list a few. You may wish to review a sample listing of agencies with whom ACM currently holds agreements for students to attend and meet clinical hour requirements at Clinical Affiliations.

It is the student’s responsibility to contact agencies and seek permission to do clinical hours at the facility, under the direct supervision of an approved proctor. Approval of clinical preceptors and clinical sites are to be finalized two (2) weeks prior to beginning each respective clinical nursing course (205,206, 215). Processing and approval of preceptor and clinical site agreements may take 3-8 weeks, so be sure to begin the process immediately upon acceptance into the program. ACM Nursing Faculty must approve all clinical sites. Students will submit the Clinical Agency Agreement Request Form after an applicant has been offered an official acceptance letter into the program.

A student photo ID and proper uniform will be required to identify the applicant as a student in the ACM nursing program at the approved clinical sites.

**NOTE: Applicants who fail to secure appropriate clinical sites or clinical preceptors will not be able to meet course objectives and must withdraw their acceptance from the program.

Clinical Preceptors

Students are responsible to review the Clinical Preceptor Requirements and secure a professional nurse that meets established criteria to serve as a ‘preceptor’ for their clinical experiences. Preceptors are qualified nurses who work one-to-one with the student in the clinical setting to promote attainment of student learning objectives. The student is responsible to have submitted the complete *Clinical Preceptor Agreement Form and obtain final approval of their preceptor two (2) weeks prior to beginning each respective clinical nursing course (Nursing 205/206/215). ACM Nursing Faculty must approve all clinical preceptors. Processing and approval of preceptor and clinical site agreements may take 3-8 weeks.

*This form is to be submitted after an applicant has been offered an official acceptance letter into the program.
All applicants who apply for admission to the LPN-RN Online Program at Allegany College of Maryland will be required to participate in pre-admission testing. You must take the test 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 take the test, your application will not be evaluated.**

The LPN - RN Entrance Exam is offered on a scheduled basis. Please check the LPN-RN Online Program website at LPN-RN Online Entrance Exam for test dates and directions for applying/taking the exam.

The test is administered online in a secure proctored setting. **Applicants are responsible to have secured an exam proctor to be eligible to take the exam.** Refer to the Nursing Exams Proctor Policy and Procedure- Online Program document.

**Important Points:**

- It is the applicant’s responsibility to schedule, pay for, and take the standardized LPN-RN Entrance Exam by the stated deadline date.
- Applicants will have a defined time period to take the timed computerized test.
- It is the responsibility of the applicant to schedule and reserve a seat at their approved test/proctor site to take the exam.
- It is recommended you arrive ½ hour prior to the start of the test.
- Dropdown calculators will be available on the computer screen. No books, notes, or electronic devices are permitted in the immediate test area, unless utilizing headsets for audio clips.
- There may be test items that require the test taker to listen to audio clips. Therefore, you should verify with your test/proctor site that headsets are available for your use during the exam. Audio clips may also be heard from standard speakers.
- The tests will start promptly at the scheduled times. Late arrivals will not be able to test.
- Applicants must score in the **65th percentile or higher** on the specified exam to be considered for the LPN-RN Online program.
- Applicants who do not receive the required score or feel they could improve their score may repeat the test **one time in 4 months.**
- Applicants to the online program may only take the entrance exam a total of two (2) times. You are required to pay for the test each time you take it. **No refunds will be given for the test(s) after payment.**
- The entrance exam score is valid for a period of two (2) years. If the exam score is beyond the two period, applicants will be required to retest.
- To assist in preparation for the exam, it is recommended applicants use as a study guide an NCLEX-PN exam review book.
- Exam test dates, procedure for registration and payment are posted on the LPN-RN Online Program website at: LPN-RN Online Entrance Exam
- Applicants must be approved by the Program Coordinator to register and take the entrance exam which is specific to the LPN-RN Online program. Approval to test will be sent in the mail after application deadlines close.

**No testing correspondence or testing reminders will be sent to the student.**
The entrance exam for the LPN-RN Online program is required for ALL applicants. Applicants are advised to read the LPN-RN Online Program Entrance Exam Policy.

**Applicants will need the ACM student ID number and student email address that was included in the acceptance letter for General Admission from the College in order to begin the registration process for the entrance exam.**

A preview of test Dates/Times for the exam will be posted on the web site approximately 6 weeks prior to test dates for applicants to begin planning.

Following is the protocol for registering for the entrance exam to the LPN-RN Online program.

**Step 1:** Applications for each semester will be reviewed after the deadline dates close. Applicants must have submitted all required documents and meet the other admission requirements to be considered for the entrance exam registration. Students who have not met the pre-requisite course requirements, have missing documents, or do not meet other listed criteria may not be eligible to register for the entrance exam.

**Step 2:** Applicants will be notified by regular mail and their ACM student email address of their eligibility to register for the entrance exam.

**Step 3:** If approved for exam registration, information in the LPN-RN Entrance Exam email will direct the applicant to:
1) make payment for exam through web advisor – Exam fee is non-refundable,
2) once payment is confirmed, applicant will receive email notification to register for the exam
   • It is the applicants responsibility to have contacted a test proctor to with the date and time of the exam to check seat availability and reserve a seat in the testing center
3) submit registration for an exam date/time

**Step 4:** Applicant must complete the exam Proctor Approval Application at least 2 weeks prior to the exam date.
• Applicants who fail to secure an approved exam proctor site will not be permitted to take the entrance exam.
• Applicants are responsible to have read the Nursing Exam Proctor Policy and Procedure- Online Program document for guidelines.

**Step 5:** Applicant will receive a confirmation email to their student email address from the Test Administrator approximately one - two weeks prior to the exam date. This email will provide detailed information on how to set up your account on an external web site to take the entrance exam.

**Step 6:** Applicant is responsible to contact the approved test proctor in advance with the date/time of their exam to reserve a seat at the test center/proctor site.
The Nursing Department at Allegany College of Maryland (ACM) is committed to maintaining academic integrity in all of the courses it offers. To support this standard, applicants to and students enrolled in, the LPN-RN online program are required to have all exams, including the LPN-RN Online Entrance Exam, administered by a qualified proctor. The proctor is responsible for supervising the exam process on behalf of the ACM Nursing Department. **It is the student’s responsibility to secure a proctor/site in order to take exams.**

**Please note:** There may be a fee involved to secure a proctor, which is the responsibility of the student to pay. This cost is **NOT** included in the course fees. Exams taken at any of the ACM campuses do not incur a proctor fee. Regardless of where the student takes required exams, **ALL** students must show a government photo ID (such as a driver’s license) to the proctor before being permitted to take the exam.

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**Exam Proctor Guidelines**

Proctors ensure credibility and integrity. Proctor verification for remote exams is required by the Nursing Department to ensure the academic integrity and credibility of its program.

- An acceptable proctor is someone with no conflict of interest in upholding the Nursing Department’s [Academic Integrity and Honor Code](#). A test proctor must be an objective observer who can attest to the integrity of the student’s academic conduct and the testing environment. A test proctor might be: 1) a university, college, or private testing service; 2) a high school guidance counselor; 3) other - contingent upon approval

**NOTE:** To maintain academic integrity a test proctor cannot be a co-worker, classmate, spouse, relative, friend, or neighbor.

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**Requirement for Serving as a Proctor**

The proctor is responsible for maintaining the academic integrity of the exam process on behalf of ACM Nursing Department. If the proctor believes the academic integrity of the exam process has been compromised, he/she has the right to stop the exam. Whether or not the proctor stops the exam, he/she will report the incident to the Online Nursing Program Course Faculty and will share the information with the instructor of the course, who will decide on the appropriate action, consistent with the college’s policy on academic integrity.

1. The proctor must ensure that all necessary technologies are available and working.
   - At a minimum, the proctor must have a valid, working business e-mail address and telephone number so that the nursing department may communicate with them.
The proctor must have access to a computer at his/her place of business. The proctor should have permission/authority to download exam proctoring software to a designated computer.

It is highly recommended that high-speed (broadband) Internet connections- (such as cable, DSL, T1 or faster) be utilized for proper system response.

Proctors and students should review the list of minimal technical computer requirements for exam proctoring located at Exam Proctor Computer System Requirements in Appendix.

2. Only the proctor may provide the exam login information to the student.
3. No copies, prints or photographs, of the exam are to be made at any time.
4. No person other than the proctor and student may view the exam. The student may have access to the exam only during the time period allowed by the instructor.
5. The proctor must follow the instructor's requirements for administering the exam. These may include a time limit, specific allowable equipment, such as a calculator and inclusion or exclusion of books, notes, etc.
6. Some exams require listening to audio files which will require working speakers on the computer or a simple headset to listen to the clips.

Securing an Exam Proctor

A proctor will not automatically be assigned to you; rather, you must make the necessary contacts to secure a professional who will serve in this capacity. Your proctor must be approved before any exams can be taken. While many proctors will serve on a voluntary basis, you are responsible for paying any expenses incurred in retaining a test site/proctor.

Applicants/ students must identify and obtain approval for an exam proctor at least two weeks prior to taking the LPN-RN Online Entrance Exam. Once approved, the proctor/ site is valid for two years and is to be used for all exams throughout the program.

- The exams for the LPN-RN online courses are administered online using Blackboard.
- Standardized specialty exams are administered by accessing the test administrator website.
- In all instances your proctor will need to have access to a computer at his/her place of business. It is highly recommended that high-speed (broadband) Internet connections- (such as cable, DSL, T1 or faster) be utilized for proper system response. Please keep this in mind when choosing a proctor. A list of minimal computer requirements for your proctor's computer is located in the “Requirements for Serving as a Proctor”.

Students have several options for securing a proctor.

Option A) If you live close to one of ACM’s three campuses*, you may go to the student testing center on a specified campus to have your exams proctored at predetermined scheduled times. You must present a photo ID card, such as a driver’s license, to be admitted to take the exam. Note that with this option you must still submit the Preceptor Information Form in Step 2 below.

Option B) If you do not live within close proximity of one of ACM’s campuses, you will need to arrange to have your exam(s) supervised by a qualified and approved proctor. Refer to the Off-Campus proctoring option.

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* Re: 6/13; 10/12; 4/12; 12/11; November 2010 - Original
**Option A - TESTING CENTER CONTACT INFORMATION**

* Cumberland campus: Charlie Jackson (301)784-5554 or testing@allegany.edu
* Bedford Co. campus: Mary Ann Clark: (814) 652-9528 x 6204 or mclark@allegany.edu
* Somerset campus: Darcy Gagnon: (814)-445-9848 ext. 6135 or dgagnon@allegany.edu

If you plan to utilize the campus testing centers for testing, it is recommended that you contact the testing centers in advance to verify hours of operation and/or make an appointment.

**Option B - OFF-CAMPUS PROCTORED TESTING**

The exam site you choose **cannot** be a residential, workplace, or private (e.g., a church) location. You must arrange a **public** location such as the following:

- University or college testing center
- National testing center (Sylvan, Prometric)
- High school guidance counselor
- Public or academic library
- Other (contingent upon approval)

**Steps to Secure an Exam Proctor**

**Step 1.** Locate an acceptable test site/proctor. Obtain the following information: proctors or testing center director's name, organization, and the Business Email Address for your proctor.

**Step 2:** You must complete a [Proctor Approval Application](#) and submit it at least two (2) weeks prior to the LPN-RN Online Entrance exam date you have chosen.

- If your proctor does not meet the required specifications, you will be notified within 7 to 10 business days via email to your ACM student email address. At that time, you will be required to submit a new request for a different exam proctor.
- Failure to submit a proctor approval form within the required time frame to permit validation and approval may prevent applicants/students from taking exams.

**Step 3:** Once approved, you will need to contact your test site/proctor to confirm the date, time, and location of your exam(s).

**Students are Responsible for Providing Current, Accurate Proctor Information**

1. If you need to change test sites/proctors at any time, you must complete this entire process at least 2 weeks prior to any exams that may be administered.
2. You are responsible to provide updated contact information on your exam proctor, including any change to the business email address. If your exam proctors information changes, it is your responsibility to obtain approval of a new proctor.

If you have any questions, you can contact us by email at: lpn-rndatacenter@allegany.edu
Statement of Academic Integrity

Academic integrity—scholarship free of fraud and deception—is an important educational objective of Allegany College of Maryland (ACM) and the Nursing Department. The nursing faculty believes that individual accountability and integrity are fundamental principles of professional nursing, and the reinforcement of these values is an essential part of professional nursing education. We agree with the Center for Academic Integrity that: ‘Academic Integrity is a commitment, even in the face of adversity, to five fundamental values: honesty, trust, fairness, respect, and responsibility’.

Honor Code

As members of the ACM nursing program academic community, we commit ourselves to honesty. As we strive for excellence in performance, integrity—both personal and institutional—is our most precious asset. Honesty in our academic work is vital, and we will not knowingly act in ways which erode that integrity.

Academic dishonesty is in direct violation of both individual accountability and professional integrity and cannot be tolerated in those who seek to become professional registered nurses. Academic dishonesty can lead to a failing grade. Academic dishonesty includes, but is not limited to:

- cheating
- plagiarism
- fabrication of information or citations
- facilitating acts of academic dishonesty by others
- unauthorized prior possession of examinations
- submitting the work of another person or work previously used without informing the instructor and securing written approval
- submitting assignments in unapproved formats (ex.- submitting documents that are unable to be opened by faculty or classmates)
- tampering with the academic work of other students

It is the responsibility of each student to understand the Honor Code, to pledge to uphold Academic Integrity and to report all infractions of the Honor Code to nursing faculty.
The following list is a guideline of estimated program costs in addition to college tuition and fees. Potential students are advised that additional fees may be incurred throughout the program that is unknown at this time. Established fee items include the cost of:

**Estimated Nursing Program Costs**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>LPN-RN Online Entrance Exam *Exam Fee is Non-Refundable</td>
<td>$90 for test - *additional test center proctor fee may apply depending on location</td>
</tr>
<tr>
<td>Computer, printer/scanner, webcam, camcorder, headset, software</td>
<td>$1200 – approximately</td>
</tr>
<tr>
<td>Textbooks</td>
<td>$900 – approximately</td>
</tr>
<tr>
<td>Computer Programs - * non-refundable</td>
<td>$500 – approximately</td>
</tr>
<tr>
<td>Physical exam</td>
<td>Varies – contact your family physician for fee</td>
</tr>
<tr>
<td>Criminal background check</td>
<td>$50 – approximately</td>
</tr>
<tr>
<td>Drug Screening</td>
<td>Varies – may not apply to all applicants</td>
</tr>
<tr>
<td>Child abuse clearance</td>
<td>not required in all states – fee varies</td>
</tr>
<tr>
<td>Liability insurance</td>
<td>Varies – check with provider</td>
</tr>
<tr>
<td>Student ID and uniforms – including stethoscope, bandage scissors,</td>
<td>$475 – approximately</td>
</tr>
<tr>
<td>watch with a second hand</td>
<td></td>
</tr>
<tr>
<td>National aptitude exam fees - * non-refundable</td>
<td>$260 – approximately</td>
</tr>
<tr>
<td>Testing center fees</td>
<td>$225 – may vary and may not apply to all students</td>
</tr>
<tr>
<td>NCLEX LICENSING FEES FOR GRADUATES:</td>
<td>• $100.00 State Fee (fee varies with each state)</td>
</tr>
<tr>
<td></td>
<td>• $200.00 National Fee (NCLEX-RN)</td>
</tr>
<tr>
<td></td>
<td>• There is also an additional fingerprinting fee that varies with each state</td>
</tr>
<tr>
<td>Nursing pin</td>
<td>$20 - $125 (optional)</td>
</tr>
<tr>
<td>Nursing cap</td>
<td>$15 (optional)</td>
</tr>
</tbody>
</table>

** All prices are estimated and subject to change.
APPENDIX

Computer System Requirements for Exam Proctor/Testing Sites.

You should provide your Test Proctor/ Site a copy of these requirements.

Please check your system to make sure it meets requirements. Testers may also need access to a speaker and/or headset to listen to audio files during the exam.

PC:
- Windows 2000 or XP
  - Pentium 750 MHz (1GHz or higher recommended)
- 128 MB RAM (256 MB recommended)
  - Sound card and speakers or headphones
  - 56k modem or faster, and reliable Internet service (DSL/Cable modem or faster recommended)
  - Internet Explorer 6.0 and Internet Tools or higher or FireFox 1.5 or higher (IE recommended)
- Macromedia Flash Player 8.0 or higher (available as a free download from www.flash.com)
  - Cookies and JavaScript must be enabled
  - America Online users will need to minimize the AOL window and open Internet Explorer 6.0 or higher
- 1024x768 screen resolution or higher
- Adobe Shockwave

MAC
- Macintosh OS 10.2 or higher
- 128 MB RAM (256 MB recommended)
- G4 processor (1 GHz or better)
  - Sound card and speakers or headphones
  - 56k modem or faster, and reliable Internet service (DSL/Cable modem or faster recommended)
  - FireFox 1.5 or higher (limited support for Safari 1.0 or higher)
  - Macromedia Flash Player 8.0 or higher (available as a free download from www.flash.com)
  - Cookies and JavaScript must be enabled
  - America Online users will need 5.0 or higher, and will need to minimize the AOL window and open Safari 1.0 or higher
- 1024x768 screen resolution or higher