Nursing Information & Policy Booklet - LPN-RN Online Program

CONTENT

Program Introduction
  ➢ Accreditation

Admission Overview
  ➢ Clearances
  ➢ Foreign Transcripts/Closed Schools

Criteria
  ➢ Applicants with college credit
  ➢ Prior nursing program attendance
  ➢ Applicants without college credit

Pre-Admission Checklist

Clinical Components
  ➢ Clinical agency
  ➢ Clinical preceptor

Online Program Entrance Exam Policy

Entrance Exam Registration Protocol

Nursing Exams - Proctor Policy and Procedure

Statement of Academic Integrity & Honor Code

Estimated Program Costs

Computer Requirements for Exam Proctors
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. Nurses are in increased demand due to the dramatic changes that are taking place in the health care field. Nursing is a challenging profession wherein men and women have a variety of specialty and position choices, earn competitive salaries, and have opportunities for advancement.

Recognizing the varied needs of the region, the traditional 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. We now offer an RN completion track for currently Licensed Practical/Vocational nurses with two years of full time experience which is completed via distance learning.

The Associate Degree Nursing Program including the LPN-RN online track option is approved by the Maryland Board of Nursing and 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 is not a separate program. It is not listed on the Maryland Board of Nursing website as an "approved online program", as it is considered a program option for our long standing traditional program, which is fully accredited. Our online program option is recognized by several states listed at www.allegany.edu/onlinelpn-rn. 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. We also have articulation agreements with a few online Bachelor of Science in Nursing (BSN) programs.

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

Applicants are HIGHLY encouraged to contact the College Registrar before enrolling in courses outside of Allegany College of Maryland to ensure courses from other institutions transfer in to meet requirements. lpnrn@allegany.edu if you do not find your answers to questions about the LPN to RN Online track option within this document or on the website at www.allegany.edu/onlinelpn-rn

We "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.
PROGRAM OVERVIEW

Nursing is a profession that is open to men and women with various aims, interests and capabilities. 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.

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.

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

Students contemplating applying for admission are advised to consider this program a “full-time” program of study in relation to the amount of time commitment and effort required to be successful in this program. Students in the online program option should anticipate to spend a minimum of 20 hours per week completing online activities. Additional time will be required for reading, studying, working on course assignments and completing clinical hours in the clinical courses.

** For financial aid purposes, the program may not meet “full-time” criteria in relation to credit hours. Contact the financial aid office for questions related to student aid.

Admissions into the Associate Degree Nursing programs are selective and on a competitive basis. Admission criteria is listed at www.allegany.edu/onlineLPN-RN under the Admission Criteria tab

The LPN-RN Online program selects students twice a year- Spring and Summer semesters for conditional acceptance into the 5 week LPN-RN Online Transitions course. Upon successful completion of the Nursing Transitions Course, procurement of acceptable clinical sites and clinical preceptors, and satisfactory completion of background and drug screening, students are then offered formal letters of acceptance into the clinical phase of the Nursing program. Students commence clinical courses the next semester following the Transitions course. Students must complete the program within the allotted 18 months and must therefore complete courses in each sequential semester and may not ‘sit out’ a semester.

The application process to the LPN-RN online track varies from the traditional application process. Applications for this option are reviewed months in advance of commencement of classes. Interested applicants should refer to the website for application dates to avoid missing deadlines. Not every applicant who applies to the program is guaranteed acceptance.

Applicants to the LPN-RN Online program who have met the standing admission criteria must successfully pass a national nursing entrance exam. Applicants are encouraged to prepare for the entrance exam by studying from a current NCLEX-PN review book as the exam focuses on content knowledge at the practical nurse level. Applicants who were selected to take the entrance exam are reviewed again once entrance testing is complete. Provisional admission is then offered to applicants based upon overall GPA, entrance exam scores, letters of recommendation, professional conduct and interactions, and space/seats availability.
As part of the admission requirements, students must obtain background clearances and pass urine drug screening tests. **ALL** students must **complete federal and state background clearances** which include criminal record checks. If the student is a **resident of Pennsylvania** or plans to complete clinical hours in a Pennsylvania site, the student must also **complete a Child Abuse History Clearance**. Other states may also require this clearance and **students are expected to know what clearances are required by their state in order to complete clinical hours and apply for national licensure exams**. **During enrollment, any official change or the initiation of any governmental proceeding affecting the information revealed by the criminal background or child abuse background check must be reported immediately to the Online Program Coordinator.**

A satisfactory health record including immunizations and **blood titer levels** must be on file **prior** to commencing the Transition Course. Students admitted to clinical courses must have documentation of receiving a current flu vaccine. Students are responsible to complete and pay for the above screenings and physical exam as directed in acceptance letters. **Students should NOT complete any physicals or clearances until instructed to do so.**

The **general college application** and **LPN-RN Online program nursing application** may be found at LPN RN Online Admission Steps

Applicants should follow the **5 STEP Admission Process** listed there to apply. Applicants must submit **ALL** required documents, including the application, by the posted due dates.

**Applicants should return to the website and complete the Self-Assessment Form in Step 1 after receipt of the Student ID number and email address.**

**Incomplete or Late Applications will NOT be Accepted. Only ONLINE Applications are considered**

A post card will be mailed to each applicant verifying your **nursing application** was received after completing Step 3. This post card is **not** a confirmation of acceptance into the program.

**A separate letter from the College will be mailed to each applicant welcoming them as a student, containing a unique Student ID number and Student Email account. Once this letter is received, applicants are to return to Step 1 of the Admission Process on the LPN-RN website and complete the Self-Assessment Form. The letter from the college is NOT a letter of acceptance into the Nursing Program.**

**Foreign Transcripts or Closed Schools:** Applicants with a foreign country High School transcript or those whose schools, including LPN/LVN schools, have ‘closed’ should contact the Admission Office on how to secure copies of the required transcripts. Admissions Office: 301-784-5199.

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. Please refer to specific sections of this booklet.
A. **General Admission Information:** 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 including use of email, creating word documents and files, copying and pasting, creating power points, and navigating/searching on the Internet. These skills are not taught in the program.*

*Applicants are expected to be competent in the nursing skills listed in Section E.*

The online nursing program is designed to be completed in **12 months** after meeting general education course requirements. Students **must** complete the program within **18 months** of their original start date in the Transitions course. 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.

Students accepted into the Nursing program are required to read the Nursing Program Policy book and sign a form acknowledging they have read the policy book. The policy book contains information regarding Eligibility for Application for Registered Nurse Licensure Legal Limitations Notification information. This information serves 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. **Applicants with College Credits.** The application process is laid out on the website under the **5 Step Admission Process** tab at [www.allegany.edu/onlinelpn-rn](http://www.allegany.edu/onlinelpn-rn) Applicants are reminded to complete Phase 2 in Step 1 upon receipt of their student ID and student email.

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. LPN Transcripts required to be submitted.
- Must have a minimum of **two** (2) years full time LPN work experience, verified by employer(s)
- Submit three (3) letters of recommendation; one must be a Professional Reference.
- Must be CPR certified **by** either: 1) American Heart Association Health Care Provider/Course C or, 2) American Red Cross 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.
- Maintain professionalism during the application process and throughout the program.
- 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 online nursing program:
* English 101 English Composition 3 credits
* Math 102 College Algebra 3 credits OR Math 221 – Elements of Statistics 3 credits
* Humanities elective – 3 credits (6 credits must be completed to graduate)
* 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 course to be completed prior to applying 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 for transfer of credit.

**In addition** to the above required courses, **students must also complete the following to graduate from the program:**

- Sociology 101 – 3 credits
- Second 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 Death and Dying), Speech, Art or Music Appreciation. Please refer to the college catalog for a complete listing. Click here to find the college Course Catalog

- Applicants with prior college credits should have Official Transcripts from each college or university attended sent directly to the Admission Office for formal review of transfer for credit.

- Students may apply to the program without having completed Sociology 101 and the second humanities elective. However, the online program option is very rigorous and it is **HIGHLY** recommended students complete ALL of the required general education courses PRIOR to commencing the clinical courses in order to concentrate on the nursing curriculum and be successful. Students accepted into the online program must complete all remaining general education requirements while simultaneously enrolled in the nursing program in order to graduate within the required time frame.

- **Students should check with the College Registrar prior to enrolling in courses outside of ACM to ensure those courses will meet transfer criteria and fulfill course requirements for the program.** Courses taken at institutions using quarter hours instead of semester hours are not accepted. Questions related to general education courses should be directed to the College Registrar Office and not to the Nursing Department.

- Applicants who are successful on the Entrance exam and are offered conditional acceptance will be awarded 18 credits of nursing, equivalent to the first year of the two year program. Nursing courses from prior programs are **not** accepted for transfer.

- **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 entrance exam to be considered for admission to the LPN-RN Online program.** It is recommended applicants study a NCLEX-PN exam book prior to the entrance exam. Applicants are encouraged to review their entrance exam feedback on the day of the test to identify areas of strength and areas for improvement.
Once selected to test, the entrance exam fee will be placed on the students account. It is the applicant’s responsibility to contact the Business Office and pay for the entrance exam in order to register for a test date and time prior to the exam registration date closing. Applicants who miss paying for and registering for the entrance exam will need to reapply for the next class with no guarantee of acceptance to test.

Applicants selected to test are responsible to secure an exam proctor no less than two (2) weeks prior to the entrance exam testing period commencing. Refer to Entrance Exam Registration Protocol following the link Online Program Entrance Exam or submit 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. Program Admission: 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 Nursing Transitions Course and meeting clinical requirements, applicants will be offered formal admission into the Nursing program to commence the clinical nursing courses.

**Prior Nursing Program Attendance: Students who have previously attended a nursing program and did not complete the program are directed to the information below:**

A. **Termination** - Applicants who have been terminated from another nursing program are automatically ineligible for admission to this program and will not be accepted.

B. **Clinical Failure** - Due to the parameters associated with the clinical components of the online program option, a prior clinical failure in another nursing program automatically precludes consideration for admission into the online program option.

C. **Theory Failure** – Applicants who previously attended another nursing program and were unsuccessful due to a theory failure or who withdrew from the program will be considered for admission on a case by case basis. Applicants under this category will be given last priority for admission if the overall consensus of the online program faculty and director is to offer conditional acceptance into the program. Applicants falling under a theory failure are required to submit a Letter of Recommendation from the previous program director supporting their application to the LPN-RN Online program. The letter of recommendation must either be (a) on official college/program letterhead of the prior program or (b) completion of the Prior Program Form located on the website in Step 4 of the admission process. The program director letter or Prior Program Form must be sealed and mailed directly by the former program director to the Nursing Department at Allegany College of Maryland. Prior Program Forms or individual recommendation letters from program directors which are submitted by the applicant will not be accepted.

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 conditionally accepted** into the LPN-RN Online program will need to complete the additional requirements below prior* to beginning the introductory 5 week course – LPN-RN Transitions.

- Purchase the required products to secure personal medical information (Castle Branch).
- Complete and submit by due date the confidential Health Careers Medical Health Exam/Student Health Profile including verification of adequate immunizations and current flu vaccination.
- Satisfactory completion of Background Checks and Clearances for respective state.
- *Completing and passing (negative) urine drug screening prior to entering the clinical phase of the program will be required upon successful completion of the Transitions course. Students should not complete this requirement until notified to do so for clinical courses.
- 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 dismissal from the program.
- Secure reliable access to the Internet on a daily basis and meet minimal technical requirements.
- Submit required forms to commence approval of clinical sites and preceptors for clinical courses identify appropriate clinical preceptors and submit required forms for preceptor approval.

Students should allow **3-8 weeks** to obtain clinical agency and clinical preceptor agreements. This process may take longer depending on review of contract requests by legal counsel for the agencies and/or college.

*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.*

E. **Once conditionally admitted** to the LPN-RN Online Nursing Program, students will be eligible to register for the 5 week Online LPN Transitions Course. Students do NOT need a clinical site for this course. The Transitions course is scheduled in the semester prior to the clinical courses commencing to permit time to secure clinical sites and preceptors.

- **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 Course and procurement of approved clinical sites and preceptors. Students who are not able to secure approved sites and preceptors by the completion of the Transitions course will not be offered formal admission.

- Students will be oriented to the ACM nursing program, including forms and tools needed to be successful in the clinical courses while completing the Transitions course.

Students 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 medications
- Sterile technique including catheterizations, dressings, and tracheotomy care
- Care of nasogastric and peg tubes

**Students are expected to have basic computer skills** upon entering the Transition course including how to: use email, create files and word documents, copy and paste in documents, create power points, navigate and perform searches on the Internet and keep their computer updated to meet technical requirements.
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.

- Take Placement Exams – referred to as “Accuplacer” exams for English, reading and math OR successfully complete all required courses including Math 90, Math 93, English 90, English 93, Reading 90 and Reading 93 or their equivalents. Accuplacer Exams should be scheduled through the Student Success Center (SSC) after students have applied for general admission and have a student ID number.

- Applicants needing Placement Testing should contact the Student Success Services at 301-784-5553 to make arrangements to take the exams OR review testing information at http://www.allegany.edu/x91.xml

NOTE: Applicants do NOT need to come to ACM to take these exams. When scheduling exams, please be sure to inform the Student Success Center you are an online nursing student and need to take the Accuplacer exams at a college or university near you. You will need to make arrangements with a college/university testing lab near you to take your exams – there may be a fee for this service at that institution.

There are practice exams applicants are encouraged to complete prior to taking the placement exams. Check with the Student Success Center and on the Internet. Applicants do not need to take all placement exams the same day.

- Students needing Reading 90 or 93 may not take any college level courses unless it is a student development class, CPR or art elective. Students 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 to apply to the program. Overall GPA is tabulated based upon grades from all college courses taken across the student’s academic career.

- 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 should then apply for admission to the LPN-RN Online program as outlined under Section B.

- Applicants interested in starting general education courses with Allegany College of Maryland should apply for General Admission to college by completing Step 1 of the 5 step process at http://www.allegany.edu/admissions

- Questions regarding general education courses should be directed to the Admission Office at 301-784-5199.

**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 and greatest amount of clinical experience 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 after failing a course as the program must be completed within 18 months of the original start date.

The following criteria apply for readmission:

a) A failure in the 5 weeks Transitions course counts as a failed attempt within the program.

b) A student who fails any combination of theory and/or clinical more than one time is not eligible to reapply for future admission.

c) 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 will be notified in writing of their eligibility for readmission and must return the readmission form by the established deadline dates. Students must also secure clinical sites prior to being offered readmission. Both theory and clinical rotations (hours) must be repeated for the readmitted course from which the student failed.

d) A student who fails the clinical component of a course must submit a petition by established deadline dates to the Online 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.

e) ** Any violation of the Nurse Code of Ethics, state or federal laws, clinical policies such as HIPAA or unsafe clinical behavior/practice documented by faculty, clinical preceptors, or clinical agencies is an automatic dismissal from the program and an automatic denial for readmission to the program.

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>
<tbody>
<tr>
<td>Reviewed the information on the website – “Is Distance Learning right for me”?</td>
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<tr>
<td>Secured reliable Internet access and read minimal technical requirements needed to engage in course work</td>
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<tr>
<td>• Computer and Technical Requirements for Online Program</td>
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<tr>
<td>Application for General Admission to ACM completed in Step 1 at 5 Step Admission Process</td>
<td>Selected “Pre PN-RN” as course of study</td>
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<tr>
<td>Received acceptance letter from college with Student ID &amp; student email address. All communications will occur via student email</td>
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<tr>
<td>Completed <strong>Phase 2</strong> of Step 1 Admission Process at 5 Step Admission Process using student ID and student email</td>
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<tr>
<td><strong>Official</strong> High School Transcripts/GED sent to the College Admission Office</td>
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<tr>
<td><strong>Official</strong> College and/or Vo-Tech transcripts for EACH college attended sent to the College Admissions Office.</td>
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<tr>
<td>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</td>
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<tr>
<td>Completed Placement testing (Accuplacer exams) if needed in Step 2</td>
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<tr>
<td>Successfully completed pre-requisite coursework including developmental Courses – General Education Course Requirements</td>
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<tr>
<td><strong>Overall</strong> college GPA of 2.50 or higher</td>
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<tr>
<td>Submitted LPN-RN Online Nursing Application in Step 3</td>
<td>Prior to deadline dates Program Admission Requirements</td>
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<tr>
<td>Completed the following in Step 4: Copy of LPN license or Verification form • Mailed to Nursing Dept.</td>
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<tr>
<td>Copy of current CPR Certification – (must be AHA or ARC cards only) • mailed to Nursing Dept.</td>
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<tr>
<td>2 personal recommendation letters in sealed envelopes • mailed to Nursing Dept.</td>
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<tr>
<td>1 Professional Recommendation/Clinical Experience letter in sealed envelope • mailed to Nursing Dept.</td>
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<tr>
<td>Employer Verification Forms in sealed envelope - mailed to Nursing Dept. **May need to request from multiple employers to accumulate hours.</td>
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<tr>
<td>Submitted Prior Program Form or letter of Recommendation from prior program – if indicated.</td>
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<tr>
<td>Copy of current/valid U.S. photo driver’s license – mailed to Nursing Dept.</td>
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<tr>
<td>Submitted exam proctor/site form: • Proctor Approval Application</td>
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<td></td>
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<tr>
<td>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</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submitted Registration for Entrance Exam</td>
<td></td>
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</tbody>
</table>

**Notes:**
- **Must be AHA or ARC cards only**
- **Step 1 Admission Process**
- **Step 2 Admission Process**
- **Step 3 Admission Process**
- **Step 4 Admission Process**
- **Step 5 Admission Process**
LPN-RN Online Program - Clinical Components

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.

Clinical Sites - may be at preapproved locations with whom the nursing department currently has a contract OR with a clinical site that is agreeable to establishing an agreement with the department and college.

Clinical sites are not required to be established in order to apply for admission or take the entrance exam. Clinical sites must be finalized prior to students being accepted into the Clinical Courses. Deadlines and information related to clinical sites and preceptors are provided with the conditional acceptance letters and students work on securing a site and preceptor during the 5 week Transition Course.

Applicants/students should look for clinical sites near to where they reside. Acute care settings such as a hospital are not mandated to complete clinical hours. However, this option may provide the best option for securing an RN preceptor with a BSN or higher nursing degree.

Other clinical site options may include: long term care facilities with a ‘skilled unit’ are acceptable for some rotations, as well as pediatrician offices, elementary and middle schools that have a school nurse, county outpatient centers for mental health or children’s Head Start programs or Department of Health locations. ALL locations must be approved by the Online Program Coordinator before students are eligible to enroll in clinical courses. Failure to secure an approved site or RN preceptor will necessitate the student forfeiting their seat in the program. Applicants 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 being offered an official acceptance letter.

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.

Students are required to purchase the ACM Nursing badge from the bookstore. This patch/badge is to be sewn onto the sleeve of a teal colored scrub. Students are expected to arrive at clinical sites attired in clean and neat scrubs along with their student patch and student ID badge.

Students are required to submit two (2) passport photo size ID pictures upon entering the Transitions course for ID badges. Failure to submit the proper photo ID will prevent students from enrolling in the clinical course phase.

**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.*
Allegany College of Maryland  
Nursing Department  
LPN-RN Online Program Entrance Exam Policy

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. Applicants must take the test as part of the application process. The score received on the test will be considered part of the selective admissions process. **If applicants fail to take the test, the nursing 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. Exams are scheduled according to **EASTERN STANDARD TIME in ALL instances.**

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 to the applicants ACM Email (student email) after the application deadlines close.

**No testing correspondence or testing reminders will be sent to the student.**
ALL applicants must complete and pass the LPN-RN Online entrance exam as part of the Admission criteria.

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. Applicants should study from a current NCLEX-PN review book as preparing to take LPN licensure exam.

Following is the Protocol for Entrance Exam Registration:

**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. **Applicant files considered incomplete will not be reviewed for entrance testing**. Incomplete files may include those who have not met the prerequisite course requirements, have missing documents from Step 4 of the process (see website), or do not meet other admission criteria.

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

**Step 3:** If approved for exam registration, applicants must check their ACM Email directing them on how to proceed to pay and register for the entrance exam:
1) log into Web Advisor, accessed from the college homepage at www.allegany.edu
2) make payment for exam through web advisor – Exam fee is non-refundable.
3) Allow 72 hours for processing of payment. Once payment is confirmed, applicant will receive email notification in their ACM email account to register for the exam
   • It is the applicants responsibility to have contacted a test proctor with the date and time of the exam to check seat availability and reserve a seat in the testing center.
4) 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 ACM email address from the Test Administrator approximately one - two weeks prior to the exam date. This email will provide detailed information on where to access the entrance exam on an external web site.

**Step 6:** Applicant is responsible to contact their approved test proctor in advance with the date/time of their exam to reserve a seat at the test center/proctor site.
Allegany College of Maryland
Nursing Exams - Proctor Policy and Procedure
Online Program

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 the entrance exam.

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.

Theory and Standardized Exam Proctoring Fees

Students are required to have their course exams proctored remotely by a third party proctor. The service provider will be identified by the nursing program and information will be provided to accepted students on how to access, pay for, and complete remote proctoring in the program courses. Exam fees charged by the proctoring agency are the responsibility of the student to pay and are not included in tuition or course fees.

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.

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 the exam may 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.
   - The exams for the LPN-RN online courses are administered online.
   - 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 Proctor 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 Off-Campus proctoring option.

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: Call: (814)-445-9848 and ask to speak to the Test Proctor

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: lpnrn@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.
### Estimated Nursing Program Costs

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:

<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>Medical Document Manager – “Castle Branch”</td>
<td>Varies - $50- $80</td>
</tr>
<tr>
<td>Textbooks/E-books</td>
<td>$900 – approximately</td>
</tr>
<tr>
<td>Computer Programs - * non-refundable</td>
<td>$600 – 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>$75 – approximately</td>
</tr>
<tr>
<td>Drug Screening</td>
<td>Varies</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, watch with a second hand</td>
<td>$475 - approximately</td>
</tr>
<tr>
<td>National aptitude exam fees - * non-refundable</td>
<td>$260 – approximately</td>
</tr>
<tr>
<td>Third Party Test Proctoring Fees/ Testing center fees for program</td>
<td>$325 – may vary per student- averages $15-30 per exam dependent upon time limitations</td>
</tr>
<tr>
<td>LMS- Course Management Fee- pays for access and ‘seat’ in cloud based course management system</td>
<td>$50 per course</td>
</tr>
</tbody>
</table>
| NCLEX LICENSING FEES FOR GRADUATES: | • $100.00 State Fee (fee varies with each state)  
• $200.00 National Fee (NCLEX-RN)  
• There is also an additional fingerprinting fee that varies with each state |
| Nursing pin | $20 - $125 (optional) |
| Nursing cap | $15 (optional) |

** 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)
  - Google Chrome
- Macromedia Flash Player 8.0 or higher (available as a free download from www.flash.com)
- Cookies and JavaScript must be enabled
- 1024x768 screen resolution or higher
- Adobe Shockwave or equivalent

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