

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, evening, and weekend hybrid options at the Cumberland Campus and a day program at the Bedford campus and Garrett Location. Credits for prior learning and advanced standing are options available, including an online LPN to RN option. Transfer credit and transition courses allow students to build on existing knowledge, skills, and abilities while providing new learning needed for registered nursing practice.

The Associate Degree Nursing Program is approved by the Maryland Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road, NE, Suite, 1400; Atlanta, GA 30326; (404) 975-5000. The Pennsylvania Nursing Programs are approved by the Pennsylvania Board of Nursing and the Accreditation Commission for Education in Nursing (ACEN).

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

This booklet is designed to provide the prospective student with information related to the admission process. Please review the admission criteria in Section One that most closely reflects your admission category: current high school student, current college student, or current LPN. For information regarding the LPN-RN Online option go to:
<https://www.allegany.edu/nursing/lpn-to-rn-online.html>

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.

If you have questions or request more information about our nursing programs, please contact Tonia Letrent, Nursing Advising and Contract Specialist at tletrent@allegany.edu or 301-784-5570

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PROGRAM OVERVIEW

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.

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

The Practical Nurse Certificate Program is designed to prepare the graduate to provide patient care under the direction of a registered nurse. This is only available at the Cumberland Campus.

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

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

In order to participate in clinical experiences, students must obtain a Criminal Record Check according to state requirements, prior to entrance into the Nursing Program. **Please note the following concerning Criminal Background Checks:**

- Many internship sites used by ACM programs require that applicants submit to a criminal background check
- Having a criminal record may prevent an applicant from being placed at an internship site, which means the applicant would not be able to successfully complete program requirements.
- Some employers and/or licensure agencies will not approve a student who has a criminal record, so it is important to choose a field in which you can be gainfully employed.
- Completion of the requirements of the nursing program does not guarantee eligibility or guarantee passing the NCLEX-PN or NCLEX-RN exam(s) for licensure. A student who has been convicted of a felony or misdemeanor may not be eligible for licensure as a Practical Nurse or a Registered Nurse.
- Drug screens are required to attend clinical rotations.

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 appropriate Director of Nursing. A satisfactory health record including physical exam, proof of health insurance, immunizations, PPD's and influenza vaccine must also be on file prior to clinical experience. Additionally, students must have an annual PPD and an influenza vaccine while in the nursing program.

At the **Cumberland Campus**, **Day nursing classes** are admitted in the Fall and Spring Semesters. One class is admitted every year in the fall semester to the **Weekend Hybrid** program. At the **Garrett County Location**, classes are admitted into the Daytime Nursing program every other year in the odd years in the Spring. At the **Bedford Campus**, one class is admitted every other year in the odd years in the Fall Semester.

The admission criteria are the same for all programs.

Once admitted to the Fall nursing program students may opt to complete **Practical Nursing** requirements after the first two semesters and upon successful completion of the Summer session.

Please note that the on-campus Day, Evening, and Weekend Hybrid nursing application deadlines are:

February 28 -- Fall Semester

September 30 --Spring Semester

The applications for the on-campus Day, Evening, and Weekend Hybrid are located on the ACM website at: <https://www.allegany.edu/nursing/nursing-application.html>

Please note that the advanced standing nursing application deadlines are:

February 28 -- Fall Semester

September 30 -- Spring Semester

The Advanced Standing application for the on-campus option is located on the ACM website at:

<https://www.allegany.edu/nursing/lpn-student-face-to-face.html>

The application deadlines for the LPN-RN Online program are:

April 15-- for the following Fall Semester

September 1-for the following Spring Semester

December 1--for the following Summer Semester

The application for the LPN-RN online program is located on the ACM website at:

<https://www.allegany.edu/nursing/lpn-rn-online-apply-form.html>.

Note: No late applications are accepted for any of the nursing programs.

Due to the increased demand for our nursing program, not everyone who applies can be accepted. However, you can still take courses at the college and be enrolled in the Pre-Nursing curriculum. Please refer to the Nursing Curriculum section for a listing of courses. It is recommended that you meet with an Advisor in the ACM Advising Center. It is imperative that you meet with a nursing program advisor to assure the nursing admission requirements are being met.

NURSING PROGRAM ADMISSTION CRITERIA

HIGH SCHOOL/CCTE STUDENT

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

- A. This category includes the following applicants:
- High school graduates within the last year
 - Early placement students who are enrolled as a part-time Allegany College of Maryland student while still attending high school.
- B. These persons must meet the following requirements to apply and be considered for admission:
- One year of high school chemistry; biology and algebra (or their equivalent) with a minimum grade of C in each course;
 - Pass the Allegany College of Maryland Placement Assessment including the Anatomy & Physiology Placement Exam or successfully complete all required courses before the first college semester. Students must be eligible for A&P I by the Summer semester following their High School graduation.
 - Complete nursing entrance exam-(TEAS test)
- C. Those eligible applicants will then be ranked and top candidates selected using the following factors in order of priority:
- Algebra, biology and chemistry high school grades.
 - High school GPA
 - Nursing entrance exam (TEAS test)
- D. Due to the sequencing of classes and availability at the branch campuses, high school students are only admitted annually to the Cumberland Campus and every other year to the Bedford campus in this category. CCTE students can be admitted in the spring or fall semesters.

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

- E. Students must be CPR certified in the Health Care Provider, and maintain this certification throughout all nursing courses. This certification must be completed prior to entering Nursing clinical courses. The course must include Adult, Child, Infant, and AED portions and MUST include a hands-on evaluation.

Please use the checklist on the following page as a guide for the application process. ***Note: High school students are only selected for the Cumberland campus due to the sequence of classes.***

HIGH SCHOOL STUDENT CHECK LIST

Application to Allegany College of Maryland completed _____

High School Chemistry (C or Better) _____

High School Biology (C or Better) _____

High School Algebra (C or Better) _____

Passed Allegany College of Maryland
Placement Assessment Exam including Anatomy & Physiology exam _____

OR

Successfully completed coursework as required:

English Developmental Coursework _____

Math Developmental Coursework _____

Reading Developmental Coursework _____

Anatomy and Physiology Developmental Coursework _____

Completed TEAS exam _____

Application to the Nursing Program submitted by deadline date _____

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

CPR certification
(Healthcare Provider CPR through American Red Cross or the
American Heart Association) _____

NURSING PROGRAM ADMISSIONS CRITERIA COLLEGE STUDENT – REGULAR OPTION

(This category applies to high school graduates, current college students and students who have taken general education college courses. Current LPN's and transfer students with clinical nursing credits should refer to the section on Advanced Standing)

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

A. This category includes the following applicants:

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

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

- Pass the Allegany College of Maryland Placement Assessment including the Science Placement Exam or successfully complete all required courses.
- Have a **minimum** college grade point average of 2.50.
- Successful completion of Anatomy & Physiology I (Biology 207). In order to be eligible to enroll in this course, students must have passed the Science Placement Exam or successfully completed Biology 93, Biology 100 or 101 in lieu of Biology 93 with a minimum grade of "C". Current enrollment in Anatomy and Physiology (Biology 207) will be considered in determining eligibility for admission; however, this course must be completed with at least a "C" grade prior to admission to the program. Equated coursework from a transferring institution will be considered in meeting this prerequisite.
- Apply to the nursing program by the due date.
- Schedule and take the TEAS exam for the Nursing Program by the due date. The exam is administered virtually. The exam may be taken more than once, but cannot be retaken more often than once every three months. The highest score will be used in the ranking process.
- Due dates for the applications and the TEAS test are February 28 for a Fall semester admission, and September 30 for a Spring semester admission.

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

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

Applicants will be ranked using the following factors:

- Scores on a standardized exam
- A point system awarding points for each required course completed and grade earned. (weighted 1/2), all general education grades must be a 'C' or greater.
 - For Anatomy and Physiology 207; Anatomy and Physiology 208; Microbiology 204; and College Algebra/Probability and Statistics*
 - Each "A" will be worth 10 points
 - Each "B" will be worth 8 points
 - Each "C" will be worth 6 points
 - For English 101, Psych 101 and 203, Soc 101, and Humanities elective
 - Each "A" will be worth 5 points
 - Each "B" will be worth 3 points
 - Each "C" will be worth 1 point

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

Students applying who take any of their 10 required general education courses at Allegany College of Maryland will receive a half point per class added to the Course Grades section of the ranking system. These points are added prior to the final calculation of the ranking score.

Note: After completion of the final ranking of all eligible candidates the top candidates ranked will receive an offer of admission. The preferred program option will be offered if the applicant has ranked among the top candidates. If one program option fills, the remaining top candidates will be offered admission into the other program option available.

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

- A **minimum** grade of "C" is required in all coursework; however, to improve competitive standing and thus probability of admission, grades of "A" or "B" are advisable. Laboratory science courses taken elsewhere prior to application for admission will be considered for admission on a case-by-case basis. Application to the program must be submitted by the deadline date.

Note: No late applications will be accepted after the deadline date

- D. It is the applicant's responsibility to schedule and take the standardized exam by the stated deadline date. **No testing correspondence or testing reminders will automatically be sent to the students.** Exam information is available on the ACM website.
- E. Students must be CPR certified in the Health Care Provider, and maintain this certification throughout all nursing courses. This certification must be completed prior to entering Nursing clinical courses. The course must include Adult, Child, Infant, and AED portions and **MUST** include a hands-on evaluation.

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

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

* Pre-Calculus, Calculus or Finite Math could substitute for the College Algebra or Statistics, pending approval from the Math Department Chair. Students should consult with their academic advisor for further clarification.

COLLEGE STUDENT

CHECKLIST

Application to Allegany College of Maryland completed _____

High School Transcripts/GED sent to the Admissions office _____

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

Passed Allegany College of Maryland placement evaluation _____

OR

Successfully completed coursework as required

English Developmental Coursework _____

Math Developmental Coursework _____

Reading Developmental Coursework _____

Anatomy & Physiology Prerequisite _____

College GPA 2.5 or higher _____

Take the TEAS exam _____

Application completed online _____

CPR certification _____

(Healthcare Provider CPR from the American Heart Association)

APPLICATION RANKING SHEET

COURSE	GRADE	POINTS
<i>Science Prerequisite</i>	<i>Students must take the Anatomy & Physiology Placement exam and/or appropriate science course before taking A&P and Microbiology</i>	No points are assigned for prerequisite biology courses.
<i>Sciences and College Algebra</i>		A=10 B=8 C=6
Anatomy & Physiology 207		
Anatomy & Physiology 208		
Microbiology 204		
College Algebra or Statistics*		
<i>Other required courses</i>		A=5 B=3 C=1
English 101		
General Psychology		
Human Growth and Development		
Sociology		
Humanities elective		
Humanities elective		
Total Points		

<i>Admission Assessment Score</i>	Date	Score	Date	Score	Date	Score

Use this worksheet to determine your individual ranking points.

*A Statistics course at any other college may need approval from the Math Dept. Chair.

ADMISSION WITH ADVANCED STANDING CURRENT LPN'S & TRANSFER STUDENTS

- A. This category includes Licensed Practical Nurses who have graduated from an approved Practical Nurse program and have an active, unencumbered Maryland license or eligible for licensure in the state of Maryland **OR** applicants who are transferring from another clinical nursing program.
- B. These applicants must meet the following requirements to apply and be considered for admission:
- Must have graduated from or have terminated in good standing from the respective school of nursing with a minimum grade of C or better in each course. *
 - Meet the current admission requirements for the nursing program. Please refer to requirements for college students on page 7.
 - Must have a college GPA of 2.50 or greater.
 - Successfully complete all required general education requirements listed in the curriculum prior to the semester of the nursing program in which the student is seeking admission. A minimum grade of C is required in all courses. It is recommended that all general education classes required in the curriculum be completed.
 - LPN students must complete an ATI Placement exam. Students must score **95% or higher** to be considered for the **third semester** of the nursing program. Students scoring **70%** will be considered for admission to the **second semester** of the nursing program. Less than **70%** are not eligible to apply. The applicant will be advised of areas in need of improvement and encouraged to remediate.
 - Students transferring from a diploma program will be considered for placement within the program based on previous nursing coursework completed. An ATI placement exam will be required. * Students must score **95% or higher** to be considered for the **third semester** of the nursing program. Students scoring **70%** will be considered for admission to the **second semester** of the nursing program. Less than **70%** are not eligible to apply. The applicant will be advised of areas in need of improvement and encouraged to remediate.
 - Students transferring from an approved nursing program in which they received college credit for nursing coursework completed will be considered on an individual basis. *
 - Satisfactory completion of the Nursing Bridge Course (Nursing 294). **This must be completed within two years before entering the nursing program and will be offered only one time a year in the summer.** A review of basic nursing skills is included in the Nursing Bridge Course. Applicants are expected to be competent in the following skills upon entering the third semester of the program:
 - Basic hygiene and assisting with activities of daily living
 - Care and maintenance of peripheral IV's
 - Medication administration including oral, intramuscular, sub-cutaneous, and intravenous secondary and piggy back
 - Sterile technique including catheterizations, dressings, and tracheotomy care
 - Care of nasogastric and peg tubes

- The Nursing Bridge Course is waived for those graduates of Allegany College of Maryland's Practical Nursing Program who begin the second-year nursing clinical courses within two years of graduating from the certificate program.
- C. All students who have met the advanced standing criteria are admitted on a space available basis, ranked according to GPA. *
- D. **A student transferring to Allegany College of Maryland's nursing program, from another nursing program, must provide a letter from the Director of Nursing from their previous college stating the student had no attendance or professionalism issues *.** Transfer students would be ineligible to repeat any nursing course in the Allegany College of Maryland nursing program, if unsatisfactory progress occurs after acceptance.
- E. Students interested in pursuing advanced standing status should complete the Advanced Standing Application online by the February 28th or September 30th deadlines.
- F. Students must be CPR certified in the Health Care Provider, and maintain this certification throughout all nursing courses. This certification must be completed prior to entering Nursing clinical courses. The course must include Adult, Child, Infant, and AED portions and **MUST** include a hands-on evaluation.

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

CHECKLIST FOR ADVANCED STANDING

Application to Allegany College of Maryland completed _____

High School Transcripts/GED sent to the Admissions office _____

College and/or LPN transcripts sent to the Admissions office via
acmtranscript@allegany.edu _____

Copy of LPN license and unofficial transcripts to Nursing Office _____

Passed Allegany College of Maryland placement evaluation _____

OR

Successfully completed required coursework. _____

College GPA of 2.50 or higher _____

Application completed by the deadline date _____

ATI Placement exam _____

Nursing Bridge Course Successfully Completed _____

CPR Certification (Healthcare Provider CPR) _____

CMA to NURSING PROGRAM

The CMA to Nursing program is for currently certified medical assistants CMA (AAMA). There is specific admission criteria and application deadline date for acceptance into this pathway. Qualified applicants must hold a certification through the AAMA. Interested applicants should contact the nursing office for detailed information. This program option starts in the fall semester only and only if there are adequate qualified applicants. Applications are due May 1.

Refer to website for additional information and the online application:

<https://www.allegany.edu/nursing/cma-nursing-application.html>

LPN/LVN – RN ONLINE NURSING PROGRAM

****Please note that entrance into the LPN/LVN – RN Online nursing program is competitive.**

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.

- Applications and Admission process and criteria are found on the LPN-RN website at <https://www.allegany.edu/nursing/lpn-rn-online-apply-form.html>
- Applicants must be a permanent resident of a state where the program is authorized to be offered.
- Applicants must have actively worked as an LPN the equivalent of 1-year full time *and* (>2000 hours) as part of the eligibility requirements.

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

The online nursing program is designed to be completed in 12-24 months after meeting general education course requirements. **Note: once accepted into the clinical nursing courses the credit load is 9 credits (which is considered $\frac{3}{4}$ of a full-time credit load of 12 credit hours).**

Please note that for Allegany College of Maryland online 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.

Applicants to this program option should **NOT** take the TEAS Admission Assessment exam.

For further INFORMATION regarding the LPN/LVN - RN Online Nursing Program please refer to the LPN-RN website at: <https://www.allegany.edu/nursing/lpn-to-rn-online.html>, contact Tonia Letrent, Nursing Advising and Contracts Specialist at tletrent@allegany.edu or 301-784-5570 or email Lindsay Miller at lmiller1595@allegany.edu.

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

SUMMER OR PREVIOUS SEMESTER	CREDIT
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Biological Science 207 (Anatomy & Physiology I).....	4
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FIRST SEMESTER

Biological Science 208 (Anatomy & Physiology II).....	4
Psychology 101 (General Psychology).....	3
Nursing 120.....	9

SECOND SEMESTER

English 101.....	3
Algebra 102 or Statistics 109*	3
Psychology 203 (Human Growth & Development)	3
Nursing 150.....	9

THIRD SEMESTER

Biological Science 204 (Microbiology)	4
Sociology 101 (Intro to Sociology)	3
Nursing 205.....	6
Nursing 206.....	3

FOURTH SEMESTER

** Humanities Elective	3
** Humanities Elective	3
Nursing 204.....	1
Nursing 215.....	9

Total Credit Hours 70

*This is a *sample schedule* only. Students not coming directly from high school into clinical nursing should meet with their advisor for guidance in selecting the general education courses. All nursing courses must be taken in the sequence listed.

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

*A Statistics course at any other college may need approval from the Math Dept. Chair.

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

CREDIT

SUMMER OR PREVIOUS SEMESTER

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

FIRST SEMESTER

Biological Science 208 (Anatomy & Physiology II).....4

Psychology 101 (General Psychology).....3

Nursing 120.....9

SECOND SEMESTER

English 101.....3

College Algebra 102 or Statistics 109*3

Psychology 203 (Human Growth & Development)3

Nursing 150.....9

SUMMER SESSION

Practical Nursing 1061

Practical Nursing 1081

Practical Nursing 1105

*This is a *sample schedule* only. Students not coming directly from high school into clinical nursing should meet with their advisor for guidance in selecting the general education courses. All nursing courses must be taken in the sequence listed.

*A Statistics course at any other college may need approval from the Math Dept. Chair.

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

SUMMER	CREDIT
English 101	3
FALL	
Basic Science 100 (if needed)	4
Humanities Elective**	3
Algebra 102 or Statistics 109*	3
SPRING	
Biological Science 207 (Anatomy & Physiology I).....	4
Psychology 101 (General Psychology).....	3
SUMMER	
Psychology 203 (Human Growth & Development).....	3
FALL	
Biological Science 208 (Anatomy & Physiology II)	4
Sociology 101 (Intro to Sociology)	3
SPRING	
Nursing 120.....	9
SUMMER	
Biological Science 204 (Microbiology)	4
FALL	
Nursing 150.....	9
SPRING	
Nursing 205.....	6
Nursing 206.....	3
SUMMER	
Humanities Elective**	3
FALL	
Nursing 204.....	1
Nursing 215.....	9

*This is a *sample schedule* only. Students not coming directly from high school into clinical nursing should meet with their advisor for guidance in selecting the general education courses. All nursing courses must be taken in the sequence listed.

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

*A Statistics course at any other college may need approval from the Math Dept. Cha

ALLEGANY COLLEGE OF MARYLAND NURSING

TEAS Test

NOTICE:

All students who apply for admission to the **On-Campus** Registered Nursing Program or the **On-Campus** Practical Nursing Program at Allegany College of Maryland will be required to participate in the nursing entrance exam. The exam is called the TEAS test. You must take the exam as part of the application process. The score you receive on the exam will be considered as part of the selective admissions process. Only one score every three months will be accepted from any student.

If you do not take the exam, your application will NOT be evaluated and ranked for admittance to the program.

Please go to this website and follow the instructions to purchase the TEAS test. This is for students entering the RN, LPN **on-campus** or the Hybrid options.

<https://www.allegany.edu/nursing/documents/TEAS-instructions.pdf>