

**Pikes Peak State College**

**Associate Degree of Nursing Program**

**Application Packet**

**Fall 2023**

**PPSC Nursing Department**

**Center for Healthcare Education & Simulation (CHES)**

**1850 Cypress Semi Drive**

**Colorado Springs, CO 80921**

**(719) 502-3450**

**Nursing@pikespeak.edu**

The Associate Degree in Nursing (ADN) Program at Pikes Peak State College (PPSC) has been approved by the Colorado State Board of Nursing. Pikes Peak State College is accredited by the Higher Learning Commission and is a member of the North Central Association, 30 North LaSalle Street, Suite 2400, Chicago, IL. 60602-2504, (312) 263-0456.

Pikes Peak State College Nursing Program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN) formerly the National League for Nursing Accrediting Commission, Inc. (NLNAC). Accreditation Commission for Education in Nursing, Inc. 3343 Peachtree Road NE, Suite 850, Atlanta, GA, 30326, (404) 975-5000, <https://www.acenursing.org/>

Please note that the PPSC Nursing Program is a Full-Time Program that may require attendance in lecture or lab Monday through Friday at any time from 8AM to 8PM. Clinicals may be assigned during day, evening, or overnight hours and there is a possibility of weekend and summer clinical assignments. This will require the ability to maintain a flexible schedule from any applicant. **Accommodations for work or personal schedules cannot be guaranteed.**

Students applying to the Pikes Peak State College Nursing Program **must be in good standing with the College.** This includes having no academic or financial holds on one’s accounts with PPSC.

Students interested in the Associate Degree Nursing (ADN) Program and the LPN Exit Option will need to complete all of the following steps and **must be 18 years of age at the time and date of submission of this application** to be considered for admission into the Nursing Program.

**Pikes Peak State College**

**Associate Degree of Nursing Program**

**The application period is June 5, 2023 at 08:00 am through June 9, 2023 at 5:00 pm, for the cohort starting fall 2023. Applications will be accepted from 8-5pm Monday through Friday. Acceptance of applications will be in person only. Application submission is not a guarantee of acceptance into the Nursing Program.**

Upon successful completion of the Nursing Program at Pikes Peak State College, the student will earn an Associate of Applied Science Degree from the college and will be eligible to sit for the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

This program packet is published for informational purposes only. The information in this packet is not to be regarded as an irrevocable contract between the student and the program. The program reserves the right to change, at any time without notice, program completion requirements, fees/other charges, curriculum, course structure/content, and other such matters as set forth in the program information packet in accordance with Pikes Peak State College policies and procedures.

This application packet includes the following information needed to complete the application process for the PPSC Nursing Program:

* **Application Requirements (Steps 1-8)**
* **Application Completion Instructions**
* **Competitive Ranking Process**
* **Provisional Acceptance to the Nursing Program**
* **PPSC Nursing Student Technical Standards/Essential Requirements Policy**
* **Associate Degree Nursing (ADN) Course Map**
* **Nursing Program Cost Estimates**
* **Disqualifying Criminal Offenses**
* **Example of a TEAS Individual Performance Profile Score Sheet**
* **Fall 2023 Application Form**

Admission to the Nursing Program is through the Pikes Peak State College Nursing Department, located at the Center for Healthcare Education and Simulation (CHES) Building at 1850 Cypress Semi Dr., Colorado Springs, CO 80921. The Nursing Department main phone number is **(719) 502-3450**

Information about the Nursing Program can be obtained by viewing the Nursing Information Session at the following link:<https://www.pikespeak.edu/programs/nursing/adn/nursing-application.php> If you have further questions after viewing the video, please call **(719) 502-3450** or email at: Nursing@pikespeak.edu

**Note: It is the student’s responsibility to ensure that all steps of the application have been completed and all information has been submitted. Applications will not be pre-screened during the application acceptance period of June 5th through June 9th, 2023. Students who submit incomplete applications will not be considered for admission to the Nursing Program for that application cycle.**

**Application Requirements**

**Students interested in the Associate Degree of Nursing (ADN) Program need to complete all of the following**

**Steps (1-8) to be considered for admission.**

**Deadline for submission is June 9, 2023 at 5pm.**

1. **Fill out a Pikes Peak State College (PPSC) Admission Form** in the Admissions Office at one of the three campuses, or online at <https://www.pikespeak.edu/admissions/apply.php>

**\*\*\*If you are already enrolled at PPSC, you do not need to repeat this step.**

1. **Request that copies of official transcripts** be sent to: Records@pikespeak.edu **OR** submit official sealed transcripts directly to:

**RECORDS OFFICE**

**Pikes Peak State College**

**5675 South Academy Blvd.**

**Box C-8**

**Colorado Springs, CO 80906**

**\*\*\*if you have already submitted your official transcripts to PPSC, you do not need to repeat this step.**

1. **Include UNOFFICIAL copies of transcripts from all previous colleges attended, including PPSC transcripts.**
* ADN applications that do not include transcripts from all previous colleges or universities attended will not be considered.
* Do not highlight or mark your transcripts
* Do not include you high school transcripts
1. **Watch the Nursing Information Session Video and fill out the Attestation of Information Session Review Form.** This must be completed and included with the ADN application.
2. **Complete the following pre-requisite courses with a minimum grade of C or higher:**
* ENG 121/1021 English Composition (must be current within the last 15 years)
* PSY 235/2440 Human Growth and Development (must be current within the last 15 years)
* BIO 201/2101 Human Anatomy and Physiology I (must be current within the last 7 years)
* BIO 204/2104 Microbiology (must be current within the last 7 years)

**\*\*\*These prerequisites MUST be completed with a grade awarded before the application period.**

All Biology (BIO) prerequisites must be completed within the last seven-year period prior to the ADN application period. No more than one grade of “D” or “F” in the past seven years is allowed in any of the 200/2000 level BIO courses that are required for the Nursing Program.

Students accepted into the ADN Nursing Program must maintain a “C” or higher in each required course. MAT 103/1120 and BIO 202/2102 must be completed by the end of the 1st semester. BIO 216/2116 must be completed by the end of the 2nd semester.

1. **Complete the Nursing Assistant (NUA) coursework within the CCCS system**

**These courses include:**

* NUA 101/1001 Certified Nurse Aid Health Care Skills
* NUA 170/1070 Nurse Assistant Clinical Experience
* NUA 171/1071 Advanced Nurse Aide Clinical

**OR**

Have an active Colorado Certified Nursing Assistant (CNA) certificate. If the CNA is obtained through a private company or through an out-of-state institution, the student must obtain an active CNA certificate.

1. **Take the Test of Essential Academic Skills (TEAS).** TEAS information can be found at <https://www.pikespeak.edu/admissions/testing-center/certification-testing/index.php> The individual Performance Profile provides the Total Score, Reading Score, and Math Score, each of which must be at or above the current national mean. Applicants may take the TEAS exam a maximum of 2 times in the 12 months prior to ADN application submission. An example of the TEAS Individual Performance Profile is provided with this ADN application packet. The student must submit their TEAS Individual Performance Profile score sheet with their application.
2. **Complete the Associate Degree Nurse Program Application Form.** The ADN application must be turned in in person to the front desk located on the first floor of the CHES Campus located at 1850 Cypress Semi Drive, Colorado Springs, CO 80921. **Hand delivery is required.** The ADN application will be accepted between the hours of 8am-5pm during the application period of June 5th through June 9th 2023. Application review for content will not happen during submission of applications. Application review will happen at a later date. The Nursing Department is not responsible for misplaced or failed delivery of application materials. It is the responsibility of the student to ensure the application is complete at the time of submission. Incomplete applications will not be considered for admission.

**Application Completion Instructions**

1. **The Associate Degree Nurse (ADN) Program Application Form must be completed in its entirety.** If there are blank spaces, your application will be considered incomplete and will not be reviewed for this application cycle.
2. **All required documents and forms MUST be included with the application packet,** or the application packet will be considered incomplete and will not be reviewed for this application cycle.
3. **Any student who has failed out of another Nursing Program within the past 5 years will not be eligible to apply to the PPSC Nursing Program.** Your application will be denied and not reviewed. Falsifying, misleading, or withholding information regarding a previous Nursing Program failure may be grounds for immediate dismissal from the PPSC Nursing Program.
4. **A student may not have a current active RN license in Colorado or any other state.**

Applicants who have completed steps 1-8, will have their application reviewed by the Nursing Program Admission Committee at a later date. **The application deadline is June 9, 2023 at 5pm. The Nursing Department will NOT accept any additional application materials after the deadline.** It is the student’s responsibility to ensure their application packet is complete upon submission. The PPSC Nursing Program is not responsible for misplaced or failed delivery of application materials.

Notification letters will be sent to applicants via the student email addresses provided after the Admissions Committee has reviewed all applications. Please note that inquiries about the status of an application before the scheduled notification period will only slow down the process. Pay close attention to the Nursing Department website for updates on the status of the application process and dates for emailing, notifications, etc. Information can be found at the PPSC Nursing Program Website at <https://www.pikespeak.edu/programs/nursing/adn/nursing-application.php>

**All decisions made by the PPSC Nursing Program Admissions Committee are FINAL!!!**

**Competitive Ranking Process**

Provisional admission is based on a merit evaluation of GPA in the 4 prerequisite courses, a previously awarded degree, and CNA/ER Tech work experience as noted in the criteria below. Applicants meeting all admission criteria will be ranked on a point system. A maximum of 44 points will be awarded on the following criteria:

1. **GPA from the 4 required prerequisite courses**, a minimum of 2.5 GPA and a maximum of 4.0 GPA (25-40 points awarded)
2. ENG 121/1021 English Composition I **(3 credits)**
3. PSY 235/2440 Human Growth and Development **(3 credits)**
4. BIO 201/2101 Human Anatomy and Physiology I **(4 credits)**
5. BIO 204/2104 Microbiology **(4 credits)**
6. **A previously awarded degree** (Associate, Bachelor, Master, etc.) from a regionally accredited institution. The Applicant must include a copy of their degree with their application. **ONE POINT ONLY** will be awarded for an awarded degree, regardless of how many degrees have been earned. If the degree was issued in a language other than English, the degree must be professionally translated and notarized, and the translator’s credentials must be included with the application.
7. **CNA/ER Tech work experience. THREE POINTS** will be awarded for 500 or more hours of CNA or ER Tech work experience in the last 5 years. The employment verification form must be filled out completely and submitted with the application.

Competitive ranking is based on a maximum of 44 points. In the rare case of multiple applicants with an identical number of points, selection will be randomized.

*For example: If there is one slot left to fill and there are three applicants that are all competitively ranked with the same number of points, these three applicants will be randomized. The first applicant randomly drawn will fill the open slot. The remaining two applicants may have the option of becoming an alternate position holder for the Nursing Program if the opportunity arises.*

**PLEASE NOTE:** For the purposes of the Nursing Program, students that have taken either (or both) of the BIO prerequisites more than one time will have the letter grades from their first two attempts at the course(s) in the current seven-year period **ONLY** averaged to receive the final letter grade/points awarded for the course. The Nursing Department will average BIO grades **ONLY.**

**\*\*\* See the PPSC Nursing Application Scoring Sheet:** <https://www.pikespeak.edu/programs/nursing/adn/ADN%20Admissions%20Scoring%20Sheet%20Fall%202023%20Cohort.pdf>

**Provisional Acceptance to the Nursing Program**

**A letter of provisional acceptance will be mailed to all candidates that are provisionally accepted into the Nursing Program. Candidates that are provisionally accepted will receive a packet along with the letter of provisional acceptance. The packet will include the following:**

**RETURN FORM**

* Candidates are expected to sign and return this form showing that they either accept or decline the offered provisional position with the PPSC Nursing Program. The Return Form must be returned by the date marked or it is assumed the candidate is declining his or her provisional position. An alternate candidate will be given the open position.

**IMMUNIZATION AND HEALTH ASSESSMENT FORM**

* This form shows all immunizations required by the PPSC Nursing Program and the form MUST be completed and signed by the candidate’s healthcare provider.

**LIST OF REQUIRED DOCUMENTS**

* Dates will be provided for when all documents are required
* Information and instructions will be provided, if needed

**INSTRUCTIONS FOR COMPLETING THE BACKGROUND CHECK**

* Date for completion will be provided

**INSTRUCTIONS FOR COMPLETING THE DRUG SCREEN PROCESS**

* Date for completion will be provided
* Locations for completion of screening will be provided

**LISTS OF IMPORTANT UPCOMING DATES**

* Registration Event (see information on next pages) August 2nd 2023
* Success Workshop (see information on next pages) TBA

**CHECKLISTS TO BE SURE CANDIDATE IS ON TRACK**

**FINAL ACCEPTANCE INTO THE PPSC NURSING PROGRAM IS DEPENDENT UPON COMPLETION OF:**

* Registration Event
* Success Workshop

**CASTLE BRANCH MEDICAL DOCUMENT MANAGER (TRACKER PK32)**

* Task requirements must be completed with uploaded documents by registration event.

**REGISTRATION EVENT**

A **MANDATORY** Registration Event will be held on **Wednesday August 2nd, 2023,** and all candidates must bring in the required documents and forms in order to be registered for the first year, first semester nursing courses (1.1 NUR courses).

Candidates will meet several faculty members and get information on what their upcoming schedule might look like for the semester. It is at this event that candidates can move from the status of “Provisionally Accepted” to “Student Nurse” within the Nursing Program provided all requirements are completed.

**REQUIREMENTS FOR THE REGISTRATION EVENT**

1. **Basic Life Support (BLS):** Must be done through the American Heart Association. Certification must be “Health Care Provider Professional” with “hands-on” training. Online BLS courses are not accepted as the certification **MUST** have a hands-on skills check off. There are **NO EXCEPTIONS**.
2. Skills must be for adult, child, and infant.
3. If you are given a card, you must provide the Nursing Department a copy of the front and back of the card and the card must be signed. If you are provided an electronic copy of your BLS card, you must provide a copy of that electronic copy to the Nursing Department.
4. A BLS card is valid for two years. A nursing student’s BLS cannot expire during an academic semester of the Nursing Program.
5. **Immunization and Health Assessment Report:** This **MUST** be completed by a healthcare professional. All candidates enrolled must also obtain the required immunizations to be fully accepted into the Nursing Program. **Starting in the Fall of 2023, this MUST include a primary series of COVID vaccine.**
6. **Criminal Background Check & 10 Panel Drug Screen:** All students enrolled in health career programs with direct patient contact must be drug tested prior to our registration event. Any student with **a positive drug screen** will be considered ineligible for the Nursing Program and will not be allowed to reapply to the Nursing Program. **Dilute specimens are considered a provisional failed result.** The candidate has the option to repeat a dilute test at the student’s own expense within 24 hours after notification by Human Resources.
7. All background checks & 10 Panel Drug Screens **must be completed and cleared** in order to continue in the Nursing Program
8. Due to Nursing Program clinical facility contracts, previous background checks and drug screens (including those background checks completed for the Nursing Assistant Program) are not accepted for admission to the Nursing Program
9. **DO NOT attempt to complete the background check or drug test before you have been provisionally accepted-you will only have to redo the background check and drug screening process at your own cost if you do anything outside of the Nursing Department’s timeline.**
10. **Transcripts must be provided again from each college or university attended, including from PPSC:** Staff and faculty must verify one last time that candidates have completed each prerequisite course and that any course that has been completed since the application process closed shows up on the current transcripts.
11. **Print off any checklists that are provided** and bring them with you to the Registration Event
12. **Print off the “Epass” Confirmation Page** proving completion of Background Check from CastleBranch. Candidates will be provided a copy of what this page looks like in their Provisional Acceptance Packet.
13. **Print off the Donor or Laboratory Copy Page** proving completion of Drug Screening through Quest Diagnostics. Candidates will be provided a copy of what this page looks like in their Provisional Acceptance Packet.
14. **If anything else is required, the candidate will be notified ahead of time.**

**SUCCESS WORKSHOP**

A **MANDATORY Success Workshop** will be held. This workshop usually takes place the Thursday before the start of classes (Exact date TBA). Nursing Program Students from the 1.1 cohort will spend the day meeting the Associate Nursing Dean, Program Assistant, Nursing Faculty, Students in the Program, and Admissions/Advising Staff. Information about what to expect in the NUR 1009 (Fundamentals of Nursing) and NUR 1012 (Pharmacology I) courses will be discussed. Questions about books, uniform/dress, expectations for the Nursing Program, and so much more will be answered on this day. This will be a full day, normally held from 0900-1600. You will need to plan for your own snacks, drinks, and lunch.

**PPSC Nursing Student**

**Technical Standards/Essential Requirements Policy**

1. Disability Related Information**-**Students are expected to participate fully in activities required by the Program. See the Essentials Skills and Functional Abilities for Nursing Students.
2. Any student having a temporary medical condition that inhibits or restricts his/her activities should contact the Office of Accessibility Services (719-502-3333).
3. Should a student become unable to participate fully in the Program’s activities, he or she may be granted an Incomplete or be administratively withdrawn. Questions regarding a grade of Incomplete or an administrative withdraw should be directed to the Nursing Department.

Students requesting reasonable accommodations should contact the Office of Accessibility Services at 719-502-3333. It is recommended that students set up their initial appointment with Accessibility Services prior to starting the Nursing Program. Specific information regarding the accommodation process is available on the PPSC website. Accommodations may only be provided when the student provides the Accommodations Form from the Office of Accessibility Services to his or her individual faculty. More information about Technical Standards and the Essential Requirements Policy can be found at <https://www.pikespeak.edu/programs/nursing/adn/background-check-info.php>

**Associate Degree Nursing Course Map**

Students who are interested in exploring what nursing courses they will take and the nursing curriculum should visit the Associate Degree Nursing (ADN) Course Map found at <https://www.pikespeak.edu/programs/nursing/adn/nursing-information-session.php>

**Nursing Program Cost Estimates**

Students who are interested in exploring the estimated costs of the Nursing Program should explore the following link:

<https://www.pikespeak.edu/programs/nursing/adn/Nursing-Program-Cost-Estimates-March-2023.pdf>

**Disqualifying Criminal Offenses**

There are criminal offenses appearing on a criminal background check that will disqualify an applicant for admission to CCCS Nursing, Emergency Medical Services (EMS), Fire Science, and Allied Health Programs. A list of these criminal offenses can be found at <https://www.pikespeak.edu/programs/nursing/nursing-assistant/Disqualifying%20Criminal%20Offenses.pdf>

**Example of a TEAS Individual Performance Profile**



**\*\*The National Averages will be based on the date that YOU took the TEAS exam. Your individual scores are compared to the current National Averages and displayed as in the example above.**

****

**Pikes Peak State College Associate Degree of Nursing Program**

**Fall 2023 Application Form**

**\*\*\*Application Submission is not a guarantee of acceptance into the Nursing Program**

**Application Deadline is June 9th at 5pm**

1. Complete all the following requested information.
2. Attach Documentation
	1. Unofficial transcripts (**ALL** transcripts from any college attended, showing the college name, **including PPSC**. PPSC transcript **MUST** show all prerequisites, **including transfer credits**)
	2. Copy of awarded degree (if applicable)
	3. Copy of CNA/ER Tech hours verification form (if applicable)
	4. TEAS results, showing total score, reading score, and math score
	5. Copy of CNA license (if required)
	6. Information Session Verification Form signed by student
3. Hand delivery is required. **The Nursing Department is NOT responsible for misplaced application materials or failed delivery of application materials.**

### **PLEASE PRINT**

**LAST NAME: FIRST NAME: MIDDLE INITIAL STUDENT DATE OF BIRTH STUDENT ID # PERMANENT ADDRESS: STREET**

**CITY STATE ZIP**

**1ST PHONE NUMBER: 2ND PHONE NUMBER\_ COLLEGE E-MAIL ADDRESS:**

**I confirm that all materials submitted with this ADN application are accurate and true to the best of my knowledge. I understand that falsifying, misleading or withholding information may be grounds for dismissal from the PPSC Nursing Program. I understand that decisions made by the PPSC Nursing Program Admissions Committee are final.**

**Applicant Signature Date**

**NOTE: *Future contact will be by mail, phone, or e-mail, so please notify the Nursing Program and Records of any changes.***

**Colleges, technical or professional schools attended (do not include high schools): Please bring copies of unofficial transcripts from each college, including PPSC. Circle One**

**Name: Dates: Major: Completed Degree: Y / N**

**Name: Dates: Major: Completed Degree Y / N**

**Name: Dates: Major: Completed Degree Y / N**

**Name: Dates: Major: Completed Degree Y / N**

**This page left intentionally blank**