

# PRACTICAL NURSING

Program Information and Selection Process Booklet



Class of Spring 2020 - Fall 2020

>> [NDSCS.edu/Nursing](https://www.ndscs.edu/Nursing)



## Practical Nursing – AAS

### Contact Information

Barb Diederick, department chair  
 alliedhealthcareers@ndscs.edu  
 701-671-2967  
 Mayme Green Allied Health Center 213F

### Delivery Methods

Face-to-Face: Wahpeton  
 Face-to-Face: \*\*Fargo  
 Combination  
 \*\* Fargo cohort is offered on a periodic basis. Contract program for future start dates.

This **two-year** program is available to high school graduates or transfer students who are interested in pursuing a career in nursing. The curriculum is five semesters and awards an Associate in Applied Science degree in Practical Nursing. The graduate has an excellent opportunity for immediate entry into the health profession and/or transfer to an associate or bachelor's program for nursing. All general education courses are transferable within the NDUS system. Application deadlines are April 1 (starting fall semester) and October 15 (starting spring semester). Practical nurses have excellent job opportunities, which include: employment in hospitals, long-term care facilities, clinics, home health, hospice, schools, and industry.

The first two semesters of the program consist of classroom, laboratory, and clinical instruction at the college and local long-term care facilities. The final three semesters of the program include clinical affiliations in adult, maternal-child, psychiatric, long-term care, home health, and clinic nursing. Interactive Video Network (IVN) classroom course work is utilized in Wahpeton or Fargo. Tutoring is available at the Academic Services Center (ASC) for many general education and some nursing courses.

Criminal background checks will be required. A previous conviction may affect clinical rotations and a state board of nursing could deny an application for licensure as a Practical Nurse. If arrested, charged and/or convicted of any felony, the applicant is required to meet with the department chair. A federal criminal history background check will also be required to test for the NCLEX-PN.

The NDSCS Practical Nursing program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, 404-975-5000, and has full approval from the North Dakota Board of Nursing, 919 South 7th Street, Suite 504, Bismarck, ND 58504, 701-328-9777.

This program requires access to a personal computer capable of completing the assignments required by the nursing program (Windows 10 Operating System or newer).

Course Code	Course Title	Credits
NURS 101	Introduction to Nursing	5
NURS 102	Introduction to Adult Nursing	6
NURS 231	Psychiatric Mental Health Nursing	2
NURS 232	Adult Nursing	5
NURS 233	Adult Nursing Clinical	5
NURS 245	Maternal Child Nursing	4
NURS 246	Maternal Child Nursing Clinical	2
NURS 250	Leadership in the Long-Term Care Setting	2
NURS 251	NCLEX-PN Review	1
PHRM 205	Pharmacology for Nursing	3

### Related/General Education Courses

*BIOL 220	Anatomy and Physiology I	3
*BIOL 220L	Anatomy and Physiology I Lab	1
*BIOL 221	Anatomy and Physiology II	3
*BIOL 221L	Anatomy and Physiology II Lab	1
**ENGL 110	College Composition I	3
ENGL 120	College Composition II	3
FYE 101	Science of Success	1
*MICR 202	Introductory Microbiology	3
*MICR 202L	Introductory Microbiology Lab	1
NUTR 240	Principles of Nutrition (and Diet Therapy)	3
PSYC 250	Developmental Psychology	3
SOC 110	Introduction to Sociology	3
Humanities Elective—	PHIL 210 Ethics	3

### Total Required Credits 66

\*This course has an expiration date of completion when transferring into the program. Check with the program.

\*\*A placement test may be required if you have not met the ENGL (110 or higher) requirement.

Practical Nursing (NURS) courses must be taken in sequence. Sequencing is available on the program website at [www.ndscs.edu/nursing](http://www.ndscs.edu/nursing).

### Equal opportunity policy

The NDSCS Department of Nursing adheres to the NDSCS college equal opportunity policy as stated in the *NDSCS Catalog*.

### Admission Requirements\*

Applicants will be admitted to the program following a selection process which needs to be completed prior to the deadline date(s) of **October 15 or April 1**. Applicants that apply after the deadline(s) can complete the admission requirements and be placed on a waiting list. If openings become available they may be selected, based on points, until the first day of class.

1. Complete the NDSCS Application Process for Admission. Refer to the NDSCS website at [www.ndscs.edu/admissions](http://www.ndscs.edu/admissions) for details.
2. Applicants without a United States high school transcript (four years), will be required to complete English language proficiency exam(s) and meet the benchmark score(s) prior to continuing the selection process. Contact the program to schedule the assessments if this applies.
3. Complete the Supplemental Program Application for the Practical Nursing Program.
4. Submit a high school transcript /GED with a 2.0 GPA or higher. If an applicant fails to meet the high school /college GPA of a 2.0, the following requirement applies: they must complete, or be in the process of completing, at least 12 general education credits from the nursing curriculum and achieve a "C" or higher to apply to the program.
5. Submit official ACT and/or placement testing results to Enrollment Services. Results must meet the criteria to enroll in ASC 93 Algebra Prep III the first semester of the program OR submit an official transcript with ASC 93 completed with a "C" or higher.
6. Complete a program admission assessment examination and meet the program benchmark composite score of 45. Exam can be retaken once.
7. Review Essential Functions for Practical Nursing Students and submit the Essential Functions Verification form.

### Criteria for Selection

A point system is utilized based on the following criteria: High School GPA or GED, assessment scores, most current college GPA (12 credits or more), grades in college level BIOL 220/220L, 221/221L and MICR 202/ 202L.

It is highly recommended the applicant contact the program periodically during the selection process to assure file completion. Incomplete files will not be considered for selection.

For accepted students, specific immunizations, background checks, CPR certification (American Heart Associate BLS Provider OR American Red Cross Professional Rescuer for Healthcare Provider ONLY) are required and must remain current while in the program. Additional prerequisites (e.g. drug screening/finger printing) may be required dependent on site-specific student prerequisites. All requirements will be at the students' expense.

**Selection process details contact information and forms are in the Practical Nursing-AAS Program Information and Selection Process Booklet available at [www.ndscs.edu/nursing](http://www.ndscs.edu/nursing) (click on Program Selection Process) or contact the program at [alliedhealthcareers@ndscs.edu](mailto:alliedhealthcareers@ndscs.edu).**

*Program Admission Requirements are subject to revision. Please check the department or program website under Program Admission Requirements for current information.*

### Award

Upon successful completion of the required courses ("C" or higher), students will be awarded an Associate in Applied Science degree in Practical Nursing, and be eligible for the National Council Licensure Exam for Practical Nurses (NCLEX-PN).

Revised: April 2019



Dear Practical Nursing Applicant:

Thank you for your interest in our Practical Nursing (AAS) Program at the NDSCS Wahpeton Campus!

The Practical Nursing Program is a selective enrollment program and has specific criteria for selection. Points are awarded for each criterion with applicants being **selected** according to their **total score**.

Application deadlines are **October 15<sup>th</sup>** (starting spring semester) or **April 1<sup>st</sup>** (starting fall semester). The selection committee will notify the applicants of their admission status via email. *Summarized below is the **critierion** for selection to the program.*

1. Complete the NDSCS Application for Admission. Refer to the NDSCS website at [www.ndscs.edu/admissions](http://www.ndscs.edu/admissions) for details.
2. Applicants without a United States high school transcript (four years), will be required to complete English language proficiency exam(s) and meet the benchmark score(s) prior to continuing the selection process. Contact the program to schedule the assessments if this applies.
3. Complete the Supplemental Program Application for the Practical Nursing Program.
4. Submit an official high school transcript/GED with a 2.0 GPA or higher. If an applicant fails to meet the high school/college GPA of a 2.0, the following requirement applies: they must complete, or be in the process of completing, at least 12 general education courses from the nursing curriculum and achieve a "C" or higher to apply to the program.
5. Submit official ACT and/or placement testing results to Enrollment Services. Results must meet the criteria to enroll in ASC 93 Algebra Prep III the first semester of the program OR submit an official transcript with ASC 93 or higher completed.
6. Complete the admission assessment examination and meet the benchmark composite score of **45**. Exam can be retaken once.
7. Review Essential Functions for Practical Nursing Students and submit the Essential Functions Verification Form located in the Program Information and Selection Process Booklet.

**Applicants must ensure that all requirements outlined above are complete and on file with the Practical Nursing program by the selection deadline.** After that date, incomplete files will be disqualified from the selection process.

It is highly recommended that applicants contact the Practical Nursing Program to ensure that all requirements have been received. To schedule testing, submit selection criteria and check on file completion, call 1-800-342-4325 ext. 32967 or 671-2967, or email us at [sonja.fenske@ndscs.edu](mailto:sonja.fenske@ndscs.edu)

If you have any other questions or concerns, please feel free to contact us.

Sincerely,

A handwritten signature in cursive that reads "Barb Diederick MS RN".

Barb Diederick, MS RN  
Chair, Department of Nursing

## Program Selection Details

The Practical Nursing Program has specific selection criteria required for acceptance into the program. Acceptance by the College does not constitute acceptance into the Practical Nursing program.

Selection will be based on a ranking system of points assigned to admission criteria. The deadline for submission of all selection criteria is **October 15<sup>th</sup> or April 1<sup>st</sup>**. All applicants will receive notification of acceptance, conditional acceptance, alternate status or non-acceptance within two to three weeks of the deadline. Notification will be made by email and it is the applicant's responsibility to have their current email on file with the program. If the applicant has an alternate status, and an opening occurs, the applicant will be notified by email up to the first day of classes.

Applicants who apply after the deadline date(s) (*NDSCS Application is dated after October 15<sup>th</sup> or April 1<sup>st</sup>*), can complete the selection process and be placed on a waiting list. Selection could occur, if all alternates are accepted into the program, and an opening becomes available.

A scheduled visit to the college and the program is encouraged.

It is highly recommended that the applicant checks with the program to ensure that all selection requirements have been received prior to the deadline date. In-complete files will not be considered for acceptance.

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## Selection Process Checklist

The Practical Nursing (PN) Program is a selective enrollment curriculum and applicants are required to submit, in addition to application to the college, specific program requirements by the selection deadline to be consider for acceptance to the program.

*Program Admission Requirements are subject to revision. Please check with the program for current information.*

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### Overview

Applicants will be admitted to the program following a point-based selection process. The following criteria must be met by *October 15<sup>th</sup> (spring selection) or April 1<sup>st</sup> (fall selection)* to be considered for selection to the program. Alternates will be selected, based on points, if openings become available until the first day of classes.

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### Steps for Selection

1. Complete the NDSCS Application for Admission. Refer to the NDSCS website [www.ndscs.edu/apply](http://www.ndscs.edu/apply) at for details.

New Student/Transfer Student	Current Student or Continuing	Returning Student
Application	Change of Program	Re-Application
Forms can be found at <a href="http://www.ndscs.edu/apply">www.ndscs.edu/apply</a>		

2. Applicants without a United States high school transcript (four years), will be required to complete English language proficiency exam(s) and meet the benchmark score(s) prior to the continuing selection process. Contact the program to schedule the assessments if this applies. *Information about this process is in this booklet*

3. Complete the Supplemental Program Application to the Practical Nursing-AAS Program.

Supplemental Application	Format
The Supplemental Application is located at <a href="http://www.ndscs.edu/nursing">www.ndscs.edu/nursing</a> and click on Program Selection Process.	Complete <u>after</u> submitting the Application for Admission to NDSCS

4. Submit a high school transcript/GED with a 2.0 GPA or higher. If an applicant fails to meet the high school/college GPA of a 2.0, the following requirement applies: they must complete, or be in the process of completing, at least 12 general education courses from the nursing curriculum and achieve a “C” or higher to apply to the program. Submit official transcripts from all colleges attended.

*\*Information About Transcripts* can be found at [www.ndscs.edu/get-started/actions-to-take/transfer-to-ndscs/](http://www.ndscs.edu/get-started/actions-to-take/transfer-to-ndscs/)

High School Transcript
The final *official high school transcript will need to be submitted to Enrollment Services (NDSCS requirement) prior to registering for classes.
College Transcript(s)
College transcripts must be * <u>official</u> and submitted to the NDSCS Admissions and Records Office. If the applicant is currently completing courses an in-progress academic record may be submitted for the application process, but an official transcript must be submitted after semester completion.  Once all transcripts have been received; the applicant should request a transcript review by Enrollment Services to determine which courses transfer and which courses still need to be completed.

\*Official transcripts are complete records of your educational background and must be sent to Enrollment Services directly from the high school and/or college’s you have attended. All transcripts must be signed by a school/college official and stamped with the official school/college seal. Photocopies/faxes of transcripts from the school/college attended are not considered official. The request for a transcript must be from you.

**Complete and submit the Self-Reporting Course Completion/Grade Reporting form to the PN program.**

**Self-Reporting Course Completion/Grade Reporting**

Complete the form by indicating which courses have been completed, where they were completed and the final grade. \*If they are in-progress, indicate IP. If courses are being transferred in as a different Course Prefix/Course Title; access the link available on the form to ensure that the course is accepted as a transfer course. All courses must be passed with a “C” or higher.

\*Submit the Documentation of In-progress Grades form if you have indicated any IP courses.

- 5. Submit official ACT and/or placement testing results to Enrollment Services. Results must meet the criteria to enroll in ASC 93 Algebra Prep III the first semester of the program OR submit an official transcript with ASC 93 (or higher) completed.**

Higher Math course would include MATH 102 or 103. Final grade must be a “C” or higher.

- 6. Complete the admission assessment examination. To schedule the examination please contact the program at 701-671-2984 or email [trese.saar@ndscs.edu](mailto:trese.saar@ndscs.edu)**

**Test of Essential Academic Skills (TEAS)**

The TEAS was developed to measure basic essential skills in the academic content domains of Reading, Mathematics, Science and English and Language usage. These entry level skills are important for success in the Practical Nursing Program. The TEAS is a 150 question, multi-choice assessment and the allotted testing time is 209 minutes. The benchmark score to apply is **45**. The cost of the assessment is \$65.00, payable by the applicant the day of testing via credit card.

- 7. Meet the Essential Functions for Nursing Students (see below):**

If applicant cannot meet an essential function, with or without accommodations, please schedule an appointment with the Department of Nursing Chair before completing the application process by calling 701-671-2968 or emailing [barbara.diederick@ndscs.edu](mailto:barbara.diederick@ndscs.edu)

The completed Essential Functions Verification form will need to be submitted to the Practical Nursing Program to meet selection requirements.

## Essential Functions for Practical Nursing Students

### **Emotional Stability**

- Differentiate and establish personal and therapeutic boundaries (e.g. confidentiality/privacy)
- Provide client with appropriate psycho social support
- Deal with unexpected situations
- Maintain attention on task
- Perform multiple responsibilities concurrently
- Handle strong emotions (e.g. grief, anger)
- Have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable way
- Maintain mature, sensitive and effective relationships with clients, students, faculty, staff, and other professionals under all conditions including highly stressful situations
- Possess the emotional/mental health required for the full utilization of his or her intellectual capabilities and the exercise of good judgment necessary for working in any clinical site
- Know if his or her values, attitudes, beliefs and emotions, and/or experiences affect his or her perceptions and relationships with others
- Be willing and able to examine/change his or her behavior when it interferes with productive individual or team relationships.

### **Analytical Thinking**

- Gather data
- Transfer knowledge from one situation to another
- Assess and respond to change in patient's condition
- Integrate information
- Evaluate outcomes (e.g. effectiveness of nursing care)
- Problem solve
- Prioritize nursing care
- Utilize long term memory
- Utilize short term memory
- Organize tasks to completion
- Think critically
- Takes immediate action to meet client requests or needs

### **Critical Thinking Skill**

- Identify cause-effect relationships
- Plan activities for others
- Synthesize knowledge and skills
- Complete tasks in a timely manner
- Model accountability for learning by sharing knowledge and learning from others

### **Interpersonal Skills**

- Manage conflict between persons
- Respect differences in clients/families/co-workers
- Establish and maintain rapport with clients/families/co-worker
- Treat others with respect
- Build effective working relationships

### **Communication Skills**

- Communicate information (e.g. teach client, family, or groups)
  - Explain procedures
  - Give oral and written reports
  - Interact with others (e.g. effective group participation)
  - Use the telephone – communicate summary of data
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Advocate for client  
Direct activities of others  
Convey information orally and in writing (e.g. charting, reports, papers)  
Use computer  
Employ therapeutic communication techniques  
Assess and respond to verbal and non-verbal communication

### **Gross Motor Skills**

Move within confined spaces (e.g. around patient bed)  
Provide standing support to patient  
Manipulate equipment above shoulders (e.g. IVs)  
Reach below waist (e.g. plug(ins))  
Assist transfer of patient (e.g. bed to chair, bed to bed)  
Reach across patient bed  
Maintain patient / client safety at all times

### **Fine Motor Skills**

Pick up objects (e.g. syringe)  
Grasp small objects (e.g. pills)  
Write  
Use a computer  
Pinch/pick or otherwise work with fingers (e.g. syringe, gloving, small equipment)  
Turn knobs with hands on door or equipment  
Squeeze (e.g. eye dropper, IV tubing)  
Put on caps, gown, gloves, and mask  
Apply pressure (e.g. to a wound)

### **Physical Endurance**

Sustain repetitive movements (e.g. CPR, ambu bagging)  
Work entire shift

### **Physical Strength**

Push and pull 25 pounds (e.g. position clients, CPR, apply pressure to wound)  
Support 25 pounds of weight (e.g. ambulate client)  
Lift 25 pounds (e.g. transfer client)  
Move light objects up to 10 pounds  
Move heavy objects weighing from 10 to 45 pounds  
Defend self against combative client; restrain a client  
Carry equipment/supplies  
Use upper body strength (CPR)  
Squeeze (e.g. fire extinguisher)

### **Mobility**

Rotate body to attend to patient and equipment simultaneously  
Move quickly to respond to emergencies/patient needs  
Transfer patient (e.g. chair to commode, clinical sites such as hospital or clients homes)

### **Hearing**

Hear normal speaking level sounds (e.g. to communicate with client)  
Hear faint voices (e.g. elderly, oxygen deprived)  
Hear faint body sounds (e.g. blood pressure, heart and lung sounds)  
Hear in situations not able to see lips (when using masks)  
Respond to alarms (high/low frequency)

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**Visual**

Visualize objects up to 20 inches away  
Visualize objects up to 20 feet away  
Visualize objects more than 20 feet away  
Use depth perception (e.g. injections, assess height or depth of wound)  
Use peripheral vision  
Distinguish color (e.g. patient secretions, and color coded records)  
Distinguish color intensity (e.g. blue complexion, redness of blood)  
Respond to alarms

**Tactile**

Feel vibrations (e.g. pulses, nerve responses, tremor)  
Detect temperature of room, skin  
Feel differences in surface characteristics (e.g. skin texture)  
Feel differences in sizes, shapes (e.g. palpate vein, perform assessment)

**Smell**

Detect odors from client  
Detect smoke  
Detect gases or noxious smells

**Reading**

Read and understand written documents (i.e. patient charts, professional literature)  
Use anatomical design/diagrams correctly  
Display arithmetic competence  
Read and understand columns of writing (e.g. flow charts)  
Read digital displays  
Read graphic printouts (e.g. vital signs, numbers, EKG strips, fetal monitor strips)  
Convert numbers to/from metric

**Motor Functions**

Measure time (e.g. duration)  
Count rates (e.g. pulse)  
Use measuring tools (e.g. thermometer)  
Read Measurement marks (e.g. scales)  
Add, subtract, multiply, divide  
Compute fractions and medication dosages, IV rates, etc.  
Use a calculator  
Write numbers in records  
Maintain client /patient records

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## Additional Requirements (Upon Acceptance)

Applicants that are **selected** to the class must have documentation of the following immunizations/certifications by August 30<sup>th</sup> (\*\**unless specified*). Students will receive more detailed information on how to upload these documents into the clearing house utilized by the program prior to classes starting fall semester. All requirements are at the students' expense.

### Health Record Requirements:

- a. documented evidence of Measles, Mumps, Rubella vaccination or Rubella positive titer.
- b. documentation of three Hepatitis B immunizations, positive titer or a waiver.
- c. documentation of Varicella (Chicken Pox) vaccinations or documented of positive titer.
- d. documentation of Tdap (Tetanus, Diphtheria & Pertussis) vaccination within the last ten years.
- e. documentation of a two-step TB Skin Test (Mantoux), QuantiFERON Gold blood test. If positive, a copy of the lab report or a clear chest x-ray completed within the last year.
- f. \*\*documentation of a flu shot administered during the current flu season. *\*\*This requirement will not be due until October 1 to ensure administration of current vaccination.*

### Certifications:

CPR Certification – American Heart Association BLS Provider CPR or American Red Cross CPR/AED Professional Rescuer course ONLY

### \*\*Background Checks:

- a. Federal Background Check
- b. Minnesota Background Check including fingerprinting

### \*\*Drug Screening:

As a clinical requirement, students will be required to complete a 12-Panel Drug Screen. The program will announce when drug screening will take place and the procedure to follow. A drug screen from another vendor WILL NOT be accepted.

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## **Frequently Asked Questions**

### **When is the deadline to apply?**

April 1 (beginning fall semester) and October 15 (beginning spring semester) for the Wahpeton Campus.

### **Where do I go to apply?**

[www.ndscs.edu/get-started/actions-to-take/apply/](http://www.ndscs.edu/get-started/actions-to-take/apply/)

### **How soon will I know if I've been admitted?**

Acceptance letters are generally *emailed* within two weeks of the deadline date. Alternates will also be selected, and acceptance may occur any time an opening becomes available up to the first day of class. It is the applicants' responsibility to ensure that their correct email address is on file with the Practical Nursing Program.

### **When I receive my notification letter, what do the different status terms mean?**

**Accepted** – File is complete with high overall admission score.

**Conditional Acceptance** – Missing documentation for admission file. Example would be final college transcript, second step in an immunization or waiting for final grades to be posted.

**Alternate** – Means that should an accepted applicant decline their position in the program, an alternate will be accepted in their place.

**Non-Acceptance** – Not accepted in this selection pool; could be for various reasons, including not meeting admission criteria, incomplete file or low overall admission score.

### **How often do you start a class?**

Twice a year, fall and spring semesters at the Wahpeton Campus.

### **How many are admitted to each class?**

30 applicants are selected.

### **What selection requirements do I need to submit and where do I submit them?**

Official high school transcript, official college transcripts (to Enrollment Services), health requirements and midterm grades to the Practical Nursing Program).

### **What is the selection process exam and how do I schedule a date/time?**

The assessment to complete for the current selection process is: *Test of Essential Academic Skills (TEAS)*. You may schedule your exam by calling 701-671-2967 or emailing [sonja.fenske@ndscs.edu](mailto:sonja.fenske@ndscs.edu). The exam is administered at the Wahpeton Campus.

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### **What is the TEAS Assessment?**

This assessment can help identify a student's potential success of program completion of a health career curriculum. The TEAS is a multiple-choice assessment measuring basic academic preparedness in reading, math, science, English and language usage for entry level skills. The cost of the assessment is \$65.00 payable the day of testing via credit card.

### **Is there a benchmark that must be met for the selection process exam to apply?**

Yes, the benchmark score to apply to the program is **45**. Exam can be retaken once.

### **Can I study prior to taking the TEAS?**

Yes, you can visit the website [www.atitesting.com](http://www.atitesting.com) and click on ATI Store for a practice exam. There are also study guidelines available on the Wahpeton and Fargo NDSCS Campuses (but cannot be checked out); please contact the program for more information. There is also a study preparation course available from ATI called TEAS SmartPrep. For more information, visit [www.atitesting.info](http://www.atitesting.info)

### **If I have already taken the TEAS can I use that score for my selection process?**

Yes, a previous TEAS score may be used if it is a current enough version and be submitted to the program via an official transcript order through the ATI website. Scores submitted by the applicant will not be accepted. Please contact the program if you will be using a completed TEAS for more information.

### **Who should I contact to make sure my application/selection file is complete?**

Enrollment Services – [ndscs.admissions@ndscs.edu](mailto:ndscs.admissions@ndscs.edu) , 701-671-2521  
Practical Nursing Program – Sonja Fenske – [sonja.fenske.ndscs.edu](mailto:sonja.fenske.ndscs.edu), 701-671-2967

### **I am not sure if some courses will transfer. Who do I talk to?**

Send high school transcript and an official college transcript for all colleges attended to Enrollment Services. You can also contact the NDSCS Enrollment Services office at 701-671-2521 or visit the website at [www.ndscs.edu/get-started/actions-to-take/transfer-to-ndscs/](http://www.ndscs.edu/get-started/actions-to-take/transfer-to-ndscs/) for more information.

### **If I am not admitted can I re-apply?**

Yes, you may re-apply and the selection process will begin again. You will be advised if your exam scores are current or if you will need to re-test. You will also need to contact the program to have your file rolled over to the next selection process. You can do this by contacting Sonja Fenske at 701-671-2967 or emailing [sonja.fenske@ndscs.edu](mailto:sonja.fenske@ndscs.edu)

### **If I have further questions, or want to schedule a visit who do I contact?**

We encourage questions! Feel free to call any of the names listed on the fact sheet. We strongly encourage interested individuals to schedule a visit to our campus. You can see our excellent facilities, talk to program staff and meet with a program faculty member. To schedule a visit, go to [www.ndscs.edu/tour](http://www.ndscs.edu/tour) or call 800-342-4325 extension 3-2521 or 701-671-2521.

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## Allied Health Applicant English Language Learners (ELL) Placement

English proficiency is required for success as a student in an NDSCS Allied Health Program, and also as an employee in the healthcare field.

Applicants that have not completed **4 years of U.S. high school**, must take the English language proficiency exam(s) (listed below) and **achieve the benchmark score(s)** to apply to this program.

MELAB (includes Grammar, Reading/Comprehension, Vocabulary and Writing)

CaMLA (includes Pronunciation Assessment)

If applicant achieves the benchmark score (in all categories), the selection process to the program can continue. If the benchmark is not achieved (in any category), the applicant cannot continue the selection process. It is then recommended that the applicant complete the ELL Program of Study and retest to meet the benchmark scores. If the scores are met, the applicant can apply for the next available selection process to the program.

### To schedule the English language proficiency exam (MELAB and CaMLA) contact:

Carol Bishop, Coordinator  
 Intensive English Language Program  
 North Dakota State University, Fargo, ND  
 701-231-8850  
[carol.bishop@ndsu.edu](mailto:carol.bishop@ndsu.edu)

**Cost: \$7.00**

**Request test results be sent to: [alliedhealthcareers@ndscs.edu](mailto:alliedhealthcareers@ndscs.edu)**

MELAB Benchmark Scores		
Michigan Score	Writing Score	Placement
Below 80	Below 85	Recommend completion of ELL Program of Study and retest to continue selection process
80+	85+	Applicant can continue selection process to Allied Health Program
CaMLA Scores (Pronunciation Test)		
14 or Below		Recommend completion of specific courses and retest to meet benchmark score to proceed with selection process
15 or Above		Applicant can continue selection process to Allied Health Program (co-requisite courses may be recommended dependent on score)



## Applicant Checklist

Applicant \_\_\_\_\_

Use the checklist below to track your application requirements and the date you submitted them to assure file completion by the deadline date of *April 1<sup>st</sup> or October 15<sup>th</sup>*. Always check with the program to assure receipt of each item as incomplete files will NOT be considered for selection.

This form is for applicants use only and does not need to be submit as part of the selection requirements.

Application Requirement	Date Submitted
*Complete Application for Admission Process	
*Complete the Supplemental Application to Nursing	
*Official and/or In-Progress High school/College Transcript(s)	
**Submit Self Reporting Course Completion/Grade Reporting	
** Submit In-progress Grades (if currently taking college level courses)	
** Assessment Examination (TEAS) results	
** ESL (English as Second Language) test results (if applies)	
**Submit Essential Functions Verification	

- \* Submit to NDSCS Enrollment Services Office
- \*\* Submit to NDSCS Practical Nursing Program

\*NDSCS Enrollment Services Office  
 800 6<sup>th</sup> Street North | Wahpeton, ND 58076  
[ndscs.admissions@ndscs.edu](mailto:ndscs.admissions@ndscs.edu)  
 701-671-2521 | fax 701-671-2201

\*\*NDSCS Practical Nursing Program  
 800 6<sup>th</sup> Street North | Allied Health Center | Wahpeton, ND 58076  
[sonja.fenske@ndscs.edu](mailto:sonja.fenske@ndscs.edu)  
 701-671-2967 | fax 701-671-3410

## **Scheduling and Taking Your Assessment Examination (PN)**

The program you are applying to requires an admission assessment examination. The assessment utilized in this selection process is the Test of Essential Academic Skills (TEAS) by Assessment Technologies Institute (ATI). *Proctoring for this assessment is offered to applicants applying to NDSCS ONLY.*

**Schedule Assessment**

Email: [trese.saar@ndscs.edu](mailto:trese.saar@ndscs.edu) for testing dates/times and to schedule a testing date PRIOR to the selection deadline for the program you are applying to.

Testing Location:        North Dakota State College of Science  
                                 Allied Health Center (GAHC)– 213A  
                                 800 6<sup>th</sup> Street North | Wahpeton, ND 58076

When scheduling your assessment keep in mind, only one retake is allowed per selection process, so it is highly recommended to schedule your assessment date well in advance of the application deadline to allow time to for a retake, if needed.

**Create an Account**

Once you have scheduled your assessment date, you will receive emailed directions for creating an account with ATI. Your account will need to be created PRIOR to your testing date. Bring your login and password with you the day of testing.

If you already have a previous ATI account established, do not create another one.

**Day of Testing**

Arrive 30 minutes prior to start time. Once testing has begun, late arrivals will not be allowed to test and will have to reschedule the assessment.

The examinee should have an ID which is government-issued with a current photograph and examinee's signature and permanent address. If the name and photograph does not match, the examinee will not be allowed to test.

Each tester will also sign the testing roster with their legal name and email address.

Test is payable via credit card by the applicant the day of testing. The cost of the assessment is \$65.00.

Personal belongings will not be allowed at the testing station. Backpack, purses, cell phones, etc. will need to be checked in prior to testing.

Calculators are not allowed. If a calculator is required for a question, one will appear on the testing screen.

Food or drinks are not allowed in the testing room.

A pencil and two pieces of paper will be distributed to each tester prior to the exam. The pencil and both pieces of paper must be turned in at the end of testing for the examinee to receive their score.

If you have already completed a TEAS Assessment and wish to use the score for this selection process, an official transcript must be ordered and sent to the program via ATI. Go to [www.atitesting.com](http://www.atitesting.com) to order an official transcript. \*If you completed this assessment at NDSCS for a different selection process, an official transcript does not need to be ordered. Contact the program to have the assessment moved into this selection process.



## Self-Reporting Course Completion/Grade Reporting Form

Applicant \_\_\_\_\_

### General Education Courses

Course Prefix	Course Title	Credits	College	Dual Credit Yes/No	Completed (indicate final grade)	*In-Progress (indicate IP)	Verified (Office Use ONLY)
BIOL 220	Anatomy and Physiology I	3					
BIOL 220L	Anatomy and Physiology I Lab	1					
BIOL 221	Anatomy and Physiology II	3					
BIOL 221L	Anatomy and Physiology II Lab	1					
ENGL 110	College Composition I	3					
ENGL 120	College Composition II	3					
MICR 202	Introduction Microbiology	3					
MICR 202L	Introduction Microbiology Lab	1					
NUTR 240	Principles of Nutrition	3					
PHIL 210	Ethics	3					
PSYC 250	Developmental Psychology	3					
SOC 110	Introduction to Sociology	3					

*\* If In-progress is indicated, the Documentation of In-progress Grades form needs to be completed and submitted for the selection process.*

If any of the above courses have been completed as a transfer course and have a different course prefix/course title, please list below:

Course Prefix	Course Title	Credits	College	**NNSCS Equivalent Course Prefix	Completed (indicate final grade)	In-Progress (indicate IP)	Verified (Office Use ONLY)

**\*\* Check to ensure the course transfers into NNSCS, and substitutes for a required course, access the Transfer Equivalency Site at:**

[www.ndscs.edu/become-a-wildcat/identify-my-unique-needs/transfer-to-ndscs/](http://www.ndscs.edu/become-a-wildcat/identify-my-unique-needs/transfer-to-ndscs/)

**Submit by email to [alliedhealthcareers@ndscs.edu](mailto:alliedhealthcareers@ndscs.edu) or fax to 701-671-3415**





## Practical Nursing Selection Process Documentation of In-progress Grades

PLEASE PRINT NEATLY!

**Student** \_\_\_\_\_ **ID #** \_\_\_\_\_

**Email** \_\_\_\_\_ **Date** \_\_\_\_\_

If you are currently taking courses toward the Practical Nursing degree, please verify the class and instructor contact information for each course. The program will then contact the instructor(s) prior to the selection process deadline to obtain your current grade in the course(s). Email this completed form to [sonja.fenske@ndscs.edu](mailto:sonja.fenske@ndscs.edu). Email this address if additional forms are needed.

**Class** \_\_\_\_\_ **College** \_\_\_\_\_

**Instructor Name** \_\_\_\_\_

**Email** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

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**Class** \_\_\_\_\_ **College** \_\_\_\_\_

**Instructor Name** \_\_\_\_\_

**Email** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

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**Class** \_\_\_\_\_ **College** \_\_\_\_\_

**Instructor Name** \_\_\_\_\_

**Email** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

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**Class** \_\_\_\_\_ **College** \_\_\_\_\_

**Instructor Name** \_\_\_\_\_

**Email** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

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## Essential Functions Verification

I have reviewed, understand and have the ability to perform the Essential Functions, with or without accommodations, for the program I am seeking admission to. We encourage you to contact us if you have any questions about or are in need of accommodations by calling the NDSCS Student Accessibility Coordinator at 701-671-2623.

\*If you do not have the ability to perform an Essential Function, with or without accommodations, a meeting with the Department Chair of the program you are applying to must be scheduled prior to continuing with the selection process.

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Program Applying to \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_ Email \_\_\_\_\_

Please verify:

English is my first language

English is not my first language

This form must be signed and submitted to the program to complete the selection process requirements.

**Submit the form by emailing [alliedhealthcareers@ndscs.edu](mailto:alliedhealthcareers@ndscs.edu) or faxing 701-671-3403**



## NDSCS HEALTH PROGRAMS

- Dental Assisting
- Dental Hygiene
- Health Information Technician
- Medical Coding
- Nursing
  - Practical Nursing (AAS)
  - Registered Nursing (ASN & AAS)
- Occupational Therapy Assistant
- Emergency Medical Services (EMS)
  - Emergency Medical Technician (EMT)
  - Paramedic Technology
- Pharmacy Technician
- Liberal Arts Transfer
  - Nursing
  - Pharmacy
  - Social Work



North Dakota State College of Science

WHPETON | FARGO | ONLINE

**Equal Opportunity Policy** NDSCS adheres to the NDSCS college equal opportunity policy as stated in the *NDSCS Catalog*.

The North Dakota State College of Science is accredited by The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, 800-621-7440.