LPN to RN Program
Application for Admission 2013

Application Deadline
August 31st, 2012 for class beginning January 2013
Transcripts must be included!

Revised September 2011
Application Checklist

ARNEC Prerequisite Courses | Credit Hours
--- | ---
English Composition I | 3
English Composition II | 3
Anatomy & Physiology I with lab | 4
Anatomy & Physiology II with lab | 4
Microbiology with lab | 4
Nutrition | 3
Computer Applications OR Intro to Computers | 3
Math for Nurses (non-transferable) | 3
General Psychology | 3
Developmental Psychology OR Human Growth & Development | 3

No more than ONE of the ARNEC prerequisite courses remains to be taken by application deadline and the remaining course will be completed by end of the semester prior to beginning ARNEC classes. NO prerequisite course may be taken with ARNEC nursing classes.

Printout or copy of unencumbered LPN license on application OR Evidence of enrollment in an Arkansas State Board of Nursing-approved practical nursing program, with a completion date that enables you to take the NCLEX-PN and receive results prior to the beginning of ARNEC classes in January

Completed and signed ARNEC application form

Signed Mental & Physical Abilities Statement

Copy(ies) of your transcript(s) from all colleges that you have attended, including the institution where you obtained your LPN/LVN training. You may submit unofficial copies for application consideration, but if you are accepted, OFFICIAL copies must be on file with the college you are attending or you will surrender your place and an alternate will be accepted.
Class begin the second week of January. Pinning ceremonies typically take place the second week in December.

Classes meet from 3:30 pm until 8:30 pm on Tuesdays and Thursdays.

Clinical
Clinical is every other weekend and is typically scheduled for the day shift. Each clinical day is nine hours, including pre and post-conferences. Occasionally, a clinical day may be scheduled for a weekday to accommodate facilities without weekend hours (for example, clinics, schools, or home health agencies)

On particular weekends, the student may be required to travel distances two or more hours away from home for a specific clinical experience, such as pediatrics or mental health. During those times, students often desire to stay overnight close to the clinical facility for convenience. All expenses are incurred by the student.

LPN License Requirements
The applicant must possess a current, unencumbered LPN license at the time the application is submitted and maintain it throughout the program. "Unencumbered" is defined as "A license that is not revoked, suspended, or made probationary or conditional by the State licensing or registering authority as the result of disciplinary action." (U.S. Department of Health and Human Services)

If currently enrolled in a practical nursing program, the applicant must successfully pass the NCLEX-PN exam and possess a current, unencumbered LPN license by the first day of class in January.

It is the responsibility of the student to maintain LPN licensure and its unencumbered status throughout the application process, and program, if accepted.

Prerequisites
A list of courses required, prior to being considered for the ARNEC program, may be found at [www.arnec.org](http://www.arnec.org) under the "Curriculum Information" tab. A link to "General Education Requirements" is provided. An applicant may have one prerequisite remaining to be taken in the Fall semester, prior to the start of classes in January. They must provide evidence of enrollment in that class prior to the application deadline and complete the course with a grade of "C" or better.

Testing out of Math for Nurses: A test is available for Math for Nurses that will provide course credit, if the student is successful, for all schools except Black River Technical College. Students who attend BRTC may register to take the test at any of the other consortium schools. Testing MUST be completed and scores submitted to the college to which you are applying, prior to the application deadline of August 31st if you wish them to be considered as part of the application.
## Curriculum Plan for Nursing Courses

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credit Hours</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring</td>
<td>Nursing Process I</td>
<td>9</td>
<td>Lecture = 8</td>
</tr>
<tr>
<td>16 weeks</td>
<td>Nursing Practicum I</td>
<td>3</td>
<td>Testing = 1</td>
</tr>
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<td></td>
<td>Total</td>
<td><strong>12</strong></td>
<td>18</td>
</tr>
<tr>
<td>Summer</td>
<td>Nursing Process II</td>
<td>6</td>
<td>Lecture = 8</td>
</tr>
<tr>
<td>12 weeks</td>
<td>Nursing Practicum II</td>
<td>3</td>
<td>Testing = 1</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td><strong>9</strong></td>
<td>18</td>
</tr>
<tr>
<td>Fall</td>
<td>Nursing Process III</td>
<td>8</td>
<td>Lecture = 8</td>
</tr>
<tr>
<td>16 weeks</td>
<td>Nursing Practicum III</td>
<td>3</td>
<td>Testing = 1</td>
</tr>
<tr>
<td></td>
<td>NCLEX-RN Preparation</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td><strong>12</strong></td>
<td>19</td>
</tr>
</tbody>
</table>

### Estimated Costs NOT Including Prerequisite Courses

**Note:** Tuition and fees vary by college. For more precise information, contact the Admissions office of the college to which you are applying.

- **The LPN STEP Entrance Exam:** 30.00
- **The entry criminal background check:** 39.00
- **Tuition and Fees:** 4000.00
- **Text Books:** 800.00
- **Uniforms:** 300.00

**Additional costs for Licensure:**
- Arkansas State Board Application to test: 75.00
- Temporary License (optional): 25.00
- Mandated Background Check: 42.00
- National Council NCLEX-RN exam fee: 200.00

**Total (approximate):** 5511.00

Additional expenses for travel, food and lodging to clinical and the annual conference in Little Rock may be required. This is the student's responsibility. Costs may be offset by sharing hotel rooms and carpooling.
Application Process  (You must complete a new application each year you apply)

1. Determine eligibility for admission
   a. GPA of at least 2.5 on a 4.0 scale in the ARNEC prerequisite courses
   b. Completion of ARNEC prerequisite courses. You may be considered eligible to apply if you have only one prerequisite to take in the fall semester and you provide evidence of enrollment for the fall semester.
   c. A current, unencumbered LPN license
      or
   Enrollment in an Arkansas State Board of Nursing-approved practical nursing program, with a completion date that enables you to take the NCLEX-PN and receive results prior to the beginning of ARNEC classes in January.

2. Select one of the eight consortium schools to receive your application. If you have not attended classes at that school, you will need to fill out an application to, and be accepted by, the college.

3. Complete and submit the ARNEC application. You may only apply to ONE consortium school per calendar year, but may be considered for another in your geographic area if you indicate. The application deadline is August 31st. Only COMPLETE (all forms, transcripts, etc.) applications will be considered:
   a. ARNEC application
   b. Mental & physical abilities statement
   c. A copy of your current, unencumbered LPN/LVN license
      Or
   Evidence of enrollment in an Arkansas State Board of Nursing-approved practical nursing program, with a completion date that enables you to take the NCLEX-PN and receive results prior to the beginning of ARNEC classes in January
   d. A copy of your transcript(s) from all colleges that you have attended, including the institution where you obtained your LPN/LVN training. (You may submit an unofficial copy with your application, but if accepted to the program, you must have an official copy sent to the consortium college you are attending by November 1st or you will surrender your place in the class and an alternate will be accepted).

*Note: If you mail the completed application packet, we advise you to call the contact person at the consortium college to which you submitted, to verify that it was received.

Criteria for Admission
ARNEC is a competitive admission program, which means that only the top qualified applicants are accepted into the class. Applicants are ranked based on two criteria:
- Grade point average in the ARNEC prerequisite courses
- Score on the STEP Test, a standardized pre-entrance exam designed for LPNs who wish to be considered for a registered nursing program

In the case of a tie for the last slot, the student who submitted their application packet first will receive the admission invitation. Your application will be dated and timed when you submit it.

Conditional Admission
Conditional admission may be granted based on
- Successful completion (a grade of "C" or better) of one remaining prerequisite by the completion of the Fall semester, prior to beginning ARNEC classes in January.
- Success on the NCLEX-PN for current practical nursing students, by the beginning of ARNEC classes.
If you have completed the admission requirements, you will be notified by phone or email to schedule the STEP Pre-entrance exam. The cost is $25-30, depending where you are testing. The LPN STEP® Proctored Assessment is a pre-admissions tool that consists of an eight topic screening assessment that is based on the NCLEX-PN® test plan. The LPN STEP® Online Practice assessment helps students prepare by identifying topics to improve on in nursing knowledge prior to taking the LPN STEP® Proctored Assessment. The assessments are based on the following areas:

- Adult Medical Surgical
- Fundamentals
- Management
- Maternal Newborn
- Mental Health
- Nursing Care of Children
- Nutrition
- Pharmacology
- All items are tied directly to the NCLEX-PN® Test Plan. The online practice assessment has 100 items and the proctored assessment consists of 150 items plus 30 pre-test items.
- Individual and group total score reports are available in all eight topic areas. National means and percentile ranks are provided as well.
- The student has 180 minutes (3 hours) to complete the proctored assessment.

(From Assessment Technologies Institute, http://atitesting.com/Solutions/PreNursingSchool/LPNSTEP.aspx )

Applicants may wish to purchase access to the LPN STEP® Online Practice Questions at a cost of $25.00 and/or to use recently-published NCLEX-PN review books and practice questions to prepare for the test.

The LPN STEP® Online Practice Questions may be purchased at: http://www.atitesting.com/ati_store/search.aspx?keyword=LPN%20Step or, click on "online store" at the top of the www.atitesting.com webpage and enter "LPN STEP" in the search box.

**Consortium School Contact Information**

<table>
<thead>
<tr>
<th>ASU-Newport</th>
<th>Ozarka (Melbourne)</th>
<th>UACCH (Hope)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phyllis Worthington</td>
<td>Wanda McConnaughhay</td>
<td>Laura Clark, RN, MScN</td>
</tr>
<tr>
<td>Administrative Specialist II</td>
<td>Admissions Specialist</td>
<td>Site Coordinator</td>
</tr>
<tr>
<td>(870) 512-7842</td>
<td>218 College Drive</td>
<td>PO Box 140</td>
</tr>
<tr>
<td>7648 Victory Blvd</td>
<td>Melbourne, AR 72556</td>
<td>Hope, AR 71801</td>
</tr>
<tr>
<td>Newport, AR 72112</td>
<td>Phone: (870) 368-2024</td>
<td>Phone: (870) 722-8278</td>
</tr>
<tr>
<td><a href="mailto:Phyllis_worthington@asun.edu">Phyllis_worthington@asun.edu</a></td>
<td><a href="mailto:wmcconnaughhay@ozarka.edu">wmcconnaughhay@ozarka.edu</a></td>
<td><a href="mailto:laura.massey@uacch.edu">laura.massey@uacch.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BRTC (Pocahontas)</th>
<th>Rich Mountain CC (Mena)</th>
<th>UACCM (Morrilton)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dana Clay</td>
<td>Charla Hollin, RN, BSN</td>
<td>Deborah Rodgers, RN, MSN</td>
</tr>
<tr>
<td>Administrative Assistant, Nursing</td>
<td>Site Coordinator</td>
<td>Site Coordinator</td>
</tr>
<tr>
<td>1410 Hwy 304 E.</td>
<td>1100 College Drive</td>
<td>1537 University Blvd.</td>
</tr>
<tr>
<td>Pocahontas, AR 72455</td>
<td>Mena, AR 71953</td>
<td>Morrilton, AR 72110</td>
</tr>
<tr>
<td>Phone: (870) 248-4000, ext 4150</td>
<td>Phone: (479) 394-7622, ext 1366</td>
<td>Phone: (501) 977-2152</td>
</tr>
<tr>
<td><a href="mailto:danac@blackrivertech.edu">danac@blackrivertech.edu</a></td>
<td><a href="mailto:chollin@rmcc.edu">chollin@rmcc.edu</a></td>
<td><a href="mailto:rogers@uaccm.edu">rogers@uaccm.edu</a></td>
</tr>
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<table>
<thead>
<tr>
<th>CCCUA</th>
<th>South Arkansas CC (El Dorado)</th>
<th>ARNEC Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tiffany Ray</td>
<td>Kathy Modica</td>
<td>Alison DeLong, RN, MS</td>
</tr>
<tr>
<td>Academic Advisor, Nursing</td>
<td>Administrative Assistant, Nursing</td>
<td>P.O. Box 10</td>
</tr>
<tr>
<td>P.O. Box 960</td>
<td>300 South West Ave.</td>
<td>Melbourne, AR 72556</td>
</tr>
<tr>
<td>183 College Drive</td>
<td>El Dorado, AR 71730</td>
<td>Office: 870-368-2058</td>
</tr>
<tr>
<td>DeQueen, AR 71832</td>
<td>Phone: (870) 864-7118</td>
<td><a href="mailto:adelong@ozarka.edu">adelong@ozarka.edu</a></td>
</tr>
<tr>
<td>Phone: (870) 584-4471 x 1154</td>
<td><a href="mailto:kmodica@southark.edu">kmodica@southark.edu</a></td>
<td>ARNEC Administrative Assistant</td>
</tr>
<tr>
<td><a href="mailto:tray@cccua.edu">tray@cccua.edu</a></td>
<td></td>
<td>Heather Gilbreath</td>
</tr>
<tr>
<td></td>
<td></td>
<td>870-368-2065</td>
</tr>
</tbody>
</table>
**STEP-BY-STEP APPLICATION PROCESS**

Step 1: Determine if you are eligible to have your application considered:

- **YES** □  □ **No**  
  No more than ONE of the ARNEC prerequisite courses remains to be taken by application deadline and the remaining course will be completed by end of the semester prior to beginning ARNEC classes. NO perquisite course may be taken with ARNEC nursing classes.

<table>
<thead>
<tr>
<th>ARNEC Prerequisite Courses</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology I with lab</td>
<td>4</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology II with lab</td>
<td>4</td>
</tr>
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<tr>
<td>Developmental Psychology OR Human Growth &amp; Development</td>
<td>3</td>
</tr>
</tbody>
</table>

- **YES** □  □ **No**  
  Your grade point average (GPA) for the ARNEC prerequisite courses is 2.5 or higher

- **YES** □  □ **No**  
  You are an LPN with unencumbered license OR you can provide evidence of enrollment in an Arkansas State Board of Nursing-approved practical nursing program, with a completion date that enables you to take the NCLEX-PN and receive results prior to the beginning of ARNEC classes in January.

*If you answered "Yes" to ALL of the preceding questions, then you are eligible, and may continue the application process.*

Step 2: Select **ONE** ARNEC consortium college for application submission

Step 3: Submit Application to the college that you have selected.

**Checklist of items to include:**

- Completed and signed ARNEC application form
- Signed Mental & Physical Abilities Statement
- Copy or printout of your current LPN/LVN license or Evidence of enrollment in an approved practical nursing program, with a completion date that enables you to take the NCLEX-PN and receive results prior to the beginning of ARNEC classes in January
- Copy(ies) of your transcript(s) from all colleges that you have attended, including the institution where you obtained your LPN/LVN training. You may submit unofficial copies for application consideration, but if you are accepted, OFFICIAL copies must be on file with the college you are attending or you will surrender your place and an alternate will be accepted.
LPN/LVN-TO-RN NURSING PROGRAM APPLICATION FORM

Eight Colleges, One Mission
Date ______________________________

Select the college to which you are applying. SELECT ONLY ONE:

[ ] Arkansas State University / Newport  [ ] Rich Mountain Community College/Mena
[ ] Black River Technical College / Pocahontas  [ ] SouthArk Community College / El Dorado
[ ] Cossatot Community College UA / Nashville  [ ] UA Community College / Hope
[ ] Ozarka College / Melbourne  [ ] UA Community College / Morrilton

Would you like to be considered for other colleges in your geographical area if your first choice is not available?

[ ] YES  [ ] No

COMPLETE ALL SECTIONS. PLEASE TYPE OR PRINT.

Name: __________________________________________________________________________
  Last  First  Middle

SS# ___________________________  DOB: ___________________________

Address: __________________________________________________________  County ___________
  Street or P.O. Box

  __________________________________________________________  Street or P.O. Box
  City  State  Zip

  __________________________________________________________

E-mail

Phone Numbers (include area code):
Home: __________________ Work: __________________ Cell/Other: __________________

**PRE-REQUISITE GENERAL EDUCATION COURSE CHECKLIST:**
(Please complete this section - do not leave blank)

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Date Completed</th>
<th>OR Planned Completion Date</th>
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<tbody>
<tr>
<td>Anatomy and Physiology I w/lab (4 hrs.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anatomy and Physiology II w/lab (4 hrs.)</td>
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<td>Microbiology w/lab (4 hrs.)</td>
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<td>Human Growth &amp; Development (3 hrs.)</td>
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<td></td>
</tr>
<tr>
<td>Computer Applications (3 hrs)</td>
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EMPLOYMENT HISTORY: List all work experience, both full and part-time, beginning with the most recent. Complete this section in full even if you choose to attach a resume. (attach a page if needed)

<table>
<thead>
<tr>
<th>Dates</th>
<th>Employer</th>
<th>City and State</th>
<th>Position and Duties</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>To</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

POST-SECONDARY EDUCATION: List all formal education beyond high school, including LPN/LVN training.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Name of Institution Attended</th>
<th>City and State</th>
<th>Major</th>
<th>CREDENTIAL(S) EARNED (Diploma, Certificate, Degrees &amp; No. of Credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>To</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Do you currently hold an unencumbered LPN/LVN license?

☐ YES ☐ No License number ________________ Expiration ________________

If yes, please attach a current copy or printout of your license.

OR

Are you enrolled in an approved practical nursing program and will complete in time to obtain your LPN/LVN license by the first day of class in January? If yes, attach evidence of enrollment with expected graduation date.

☐ YES ☐ No
Have you ever had a professional license/certificate/registration suspended, restricted, or revoked for any reason?

☐ YES  ☐ No

If yes, please explain:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Have you ever been subject to academic discipline or probation?

☐ YES  ☐ No

If yes, please complete this section:
Name of Program/School/Facility: ______________________________________________________

Complete Address: _______________________________________________________________

Date of academic discipline or probation (months, year(s)): ______________________________________________

Description of incident(s) (attach page if necessary) ____________________________________________________

Please state semesters that are applicable and action taken: ______________________
_______________________________________________________________________________

Have you ever attended another RN program?

☐ YES  ☐ No  If yes, you must include all transcripts with your application

Name of Program/School/Facility: __________________________________________________________________

Complete Address: ______________________________________________________________________________

Reason for not completing _____________________________________________________________

The Arkansas State Board of Nursing (ASBN) requires the following information prior to taking the National Council of Licensure Examination (NCLEX-RN):

1. Have you ever been convicted of a misdemeanor or felony? ☐ YES  ☐ No
2. Have you ever had a nursing license, certificate, or registration disciplined (revoked, suspended, placed on probation or reprimanded) or voluntarily surrendered in any State or jurisdiction? ☐ YES  ☐ No
3. Do you currently engage in drug-related behavior, including the use of mood-altering drugs/substances and/or alcohol that would affect your functional abilities to perform while working as a nurse? ☐ YES  ☐ No
4. In the last two years, have you been the subject of a chemical or alcohol dependency intervention or participated in chemical or alcohol dependency treatment/rehabilitation? ☐ YES  ☐ No

If you answered “Yes” to any of the above statements, please circle the number and explain (attach page if needed):
Circle One: 1 2 3 4
Explanation: ____________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

By my signature below, I certify that the answers given in this application are complete and true. I authorize ARNEC to investigate any or all statements made herein. I am also aware that ARNEC has the right and obligation to report any such information to the State Board of Nursing.

_______________________________________  _______________________________________
Applicant’s Signature  Date of Application

ARNEC-RNAp.610.pmd
MENTAL AND PHYSICAL ABILITIES STATEMENT

Certain mental and physical abilities are required of to successfully meet the objectives of the ARNEC program. The student must be able to:

1. Work in a standing position and walk for extended periods of time.
2. Lift and transfer patients up to 6 inches from a bending position; push/pull/pivot weight up to 3 feet.
3. Lift and transfer patients to accomplish bed-to-chair and chair-to-bed transfers.
4. Apply up to 10 pounds of pressure to bleeding sites and in perform CPR.
5. Respond and react immediately to auditory instruction.
6. Request, and/or monitor equipment.
7. Perform auscultation without auditory impairment.
8. Complete up to nine hours in a clinical laboratory setting.
9. Perform close and distant visual activities which may include but not limited to people, paperwork, objects, depth and color perception.
10. Discriminate between sharp/dull and hot/cold when using hands.
11. Accurately calculate dosages for medication preparation/administration.
12. Communicate effectively, both orally and in writing, using appropriate grammar and vocabulary.
13. React appropriately and professionally under stressful situations.
14. Be able to think critically and use therapeutic nursing judgment; be able to apply theoretical nursing concepts in the clinical setting (i.e., safety, disease processes, medication administration, and client management).

I have read the mental and physical abilities statement and believe that I can successfully complete these tasks during my enrollment in the ARNEC program.

Print your name: __________________________________________________________

Signature: ___________________________________________ Date:______________________