



## 2012-2014 OCNE/PCC Nursing Program Application Packet Directions

Thank you for your interest in the Portland Community College (PCC) Nursing Program. PCC's Nursing Program is a member of the Oregon Consortium for Nursing Education (OCNE). Applications are evaluated on a points system. Applications will be evaluated on an initial 70-point scale and the top 200 applicants will be invited to sit for a proctored essay, worth 30 points. Applicants must be present for the proctored essay or forfeit their application to PCC's Nursing Program. Final selection will be based on the applicant's combined score out of 100 points. Please visit [www.pcc.edu/nursing](http://www.pcc.edu/nursing) and download a copy of the Advising Guide for more detailed information on the selection process.

**APPLICATION DEADLINE: FEBRUARY 15, 2012 at 5:00 p.m.** All items must be submitted to the Health Admissions Office, SY HT 205 by this deadline. Items postmarked but not received by the deadline will **NOT** be accepted. Applications should be mailed at least one week prior to the application deadline or hand delivered directly to the Health Admissions Office. Application materials may not be faxed, e-mailed, or scanned.

### Applications may be mailed or hand-delivered to:

Portland Community College  
Health Admissions Office – SY, HT 205  
P.O. Box 19000  
Portland, OR 97280-0990

### APPLICATION TIMELINE

**Oct. 1, 2011:** Health Admissions Office begins accepting applications

**Feb. 15, 2012:** Applications and all application materials are due in the Health Admissions Office by 5:00 p.m.

**Second week of April 2012:** Applicants notified of essay invitation by mail

**Third week of April 2012:** Essay held at PCC Sylvania Campus. Essay dates will be posted online in early February

**First week of June 2012:** Essay participants notified of final admission status

**Fall term 2012:** 2012-2014 PCC Nursing Program classes begin

### The 2012-2014 OCNE/PCC Nursing Program Application Packet

Please read the following directions carefully. Failure to complete your application correctly or submit appropriate documentation can result in a loss of points or render your application ineligible. It is the FULL responsibility of the applicant to submit all required documentation pertaining to their Nursing Program Application to the Health Admissions Office by the application deadline.

### APPLICANT DATA FORM

- All applicants must also be admitted to PCC. You can complete a free application at [www.pcc.edu/admissions](http://www.pcc.edu/admissions) or by visiting any PCC Admissions Office and submitting a paper form.
- Indicate whether you applied to PCC's nursing program in 2011. Applicants who applied in 2011 do not need to submit new official transcripts unless they completed new work.
- List your PCC student ID number, name, address, and phone numbers as they are on file at PCC. If your information has changed since you began attending PCC, please contact the PCC Admissions Office at 971-722-8888 to update your information. If your contact information changes after you submit your application, contact the Health Admissions Office at 971-722-4795.
- List all colleges or universities, **including PCC if attended**, where you completed a degree, prerequisite course, or foreign language.
- Applicants who did not apply the previous year are responsible for submitting all official transcripts **WITH** their application, even if previously submitted to other PCC departments. Original transcripts are required for every school where a prerequisite course, degree, or foreign language course. Applicants are responsible for ensuring final grades or degrees are posted to the transcript(s).

### APPLICANT CHECKLIST

- All applicants must thoroughly read, complete and sign the checklist.
- Use the Discretionary Point checklist to indicate documentation you have included for discretionary points. If an item doesn't pertain to you, you do not have to check it off.

## **PREREQUISITE COMPLETION CHART**

The PCC/OCNE nursing program requires 45 credits of prerequisite courses prior to beginning the nursing program. Applicants are responsible for properly documenting their prerequisite coursework on the Prerequisite Completion Chart. Courses completed at institutions other than PCC are subject to transferrability.

**Minimum eligibility requirements:** Applicants must have completed 30 of the 45 required prerequisite credits by the end of Fall Term 2011, including Anatomy and Physiology I (BI 231) and Intermediate Algebra (MTH 95) or higher or math placement exam demonstrating placement into College Algebra (MTH 111) or higher. The prerequisite GPA must be a minimum of 3.0.

**1. Anatomy and Physiology sequence, BI 231, 232 & 233 (7-year expiration)\*:** Applicants who have completed two semesters instead of three quarters of Anatomy and Physiology may leave the third section blank. Applicants with more than three sections of Anatomy and Physiology and/or separate lab sections may use a separate sheet to list courses if necessary.

**2. Mathematics, MTH 95 or higher (7-year expiration)\*:** Applicants may use Intermediate Algebra or a higher-level math course. Applicants who have met the math requirement by testing into College Algebra or higher must provide documentation of placement test results if completed at a non-PCC testing center. The placement test must be completed by December 18, 2011, the last day of Fall Term. PCC accepts COMPASS, ASSET, or Acuplacer test results. Applicants who use a placement test to meet the math competency must use this section to substitute credits with approved general education courses for the math credits.

**3. English Composition I and II, WR 121 & 122:** These courses are waived with the completion of a prior bachelor's degree. Applicants who choose to waive the courses must use this section to substitute approved general education courses for the writing credits. Applicants may use also WR 123, WR 222, or WR 227 in place of WR 121 or WR 122.

**4. Nutrition, FN 225 (7-year expiration)\*:** Applicants who completed FN 270 at PCC may use this course to meet the nutrition requirement. Health or fitness courses with a nutrition component are not acceptable.

**5. Human Development, PSY 215 (7-year expiration)\*:** Acceptable Human Development courses must cover the human development through the lifespan from birth to death.

**6. General Education:** At least 6 credits must come from the Social Science category. Additional general education courses may be needed to fulfill the 45-credit requirement, once the applicant has completed all of the above prerequisite requirements. Applicants may use upper division level courses. Courses from the following categories are pre-approved for general education:

**Arts and Letters:** Art, Humanities, Literature, Music, Philosophy, Religion, Speech, Theatre Arts, World Languages, Writing (200-level or higher)

**Social Science:** Anthropology, Economics, Geography, History, Political Science, Psychology, Sociology, and Women's Studies

**Science/Mathematics/Computer Studies:** Biology, Chemistry, Computer Science, Geology, General Science, Mathematics (100-level and higher), Physics

Courses from categories not listed above that were completed for general education at an institution other than PCC may be acceptable. Typically, courses completed for a professional major (business, marketing, journalism, public health, etc.) are NOT considered general education. Applicants may contact the Health Admissions Office at 971-722-4795 if they have questions regarding acceptable general education courses. A list of PCC approved general education courses can be found on the General Education page at [www.pcc.edu/hao](http://www.pcc.edu/hao).

**\*Expiration dates:** Anatomy and Physiology, Intermediate Algebra or higher or math competency, Nutrition, and Human Development must be completed within seven years of the application deadline. The last year accepted for the 2012 Nursing Application is 2005. Courses dated 2004 and earlier will not be accepted.

## **HEALTH CARE EXPERIENCE DOCUMENTATION FORM**

- Students claiming health care experience for points must submit the attached health care experience form and additional supporting documentation.
- Health care experience hours must be verified by the applicant's supervisor or an HR representative. Only hours completed by December 31, 2011 will be considered.
- Applicants without health care experience do not need to submit this form.



For office use only	
Payment type:	
Check # _____	Money Order # _____
Circle: Credit	Debit Cash

## 2012-2014 OCNE/PCC Nursing Program Applicant Data Form

Check here if you applied to PCC's nursing program in 2011. (PCC keeps all application materials on file for one year. Re-applicants do not need to resubmit official transcripts unless they took additional courses.)

### Student Information

Please type or print neatly in blue or black ink

Last Name	First Name	Middle Initial	Previous Last Name(s)
Male <input type="checkbox"/> Female <input type="checkbox"/>		Email address: _____	

PCC G# or Social Security Number	Date of Birth (mm/dd/yyyy)
Current mailing address number and street	City State Zip
Primary Phone	Alternate Phone

### Education Information

**Applicants who did not apply the previous year must submit official, sealed transcripts (other than PCC transcripts) with their program application to the Health Admissions Office**, even if previously submitted to PCC. Applicants who applied the previous year will need to submit official transcripts, other than PCC, if they completed new coursework. Transcripts submitted to the Health Admissions Office after February 15, 2012 at 5:00 p.m. will not be considered and will render your application ineligible. Other PCC departments, including Student Records, will not be able accept Nursing Application transcripts. Students only need to submit transcripts from institutions where a prerequisite course, degree, or other course pertaining to the application, such as foreign language, was completed.

For office use only	College/University	State	Dates of attendance	Degree earned

I give my permission for release of pertinent application information to the OCNE partner schools, including OHSU, and the State Board of Nursing, as necessary to facilitate my program of study and to enhance the application process for future applicants. I verify that all statements on this application are complete and true. I understand that falsification of any information may lead to disqualification or dismissal from the program.

Signature	Date
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**Failure to sign, complete or submit required documents may result in application ineligibility.**

This application and all required materials must be mailed or hand-delivered to:  
 Portland Community College  
 Health Admissions Office – SY, HT 205  
 P.O. Box 19000  
 Portland, OR 97280-0990



## 2012-2014 OCNE/PCC Nursing Program Checklist

**Please complete this verification checklist as a part of your PCC Nursing Program Application.**

**Applications will be accepted beginning October 1st, 2011 through February 15th, 2012 at 5:00 p.m.** It is the full responsibility of the applicant to ensure that all application materials and required documentation are received in the Health Admissions Office by 5:00 p.m. on the application deadline. Faxed, emailed or postmarked applications and documentation will not be accepted.

- I have been admitted to Portland Community College. (Students can apply online at [www.pcc.edu/admissions](http://www.pcc.edu/admissions) or in person at any PCC campus.)
- I have verified that my contact information and mailing address on file with PCC are correct. (Students can update their phone number and mailing address by calling 971-722-8888 or in person at any campus admissions window.)
- I have completed and signed all required documents in the **2012 – 2014 PCC Nursing Program Application Packet**. Failing to complete and sign all required documents may render my application ineligible.
- I understand that I will be required to pay a **\$40 Nursing Program application fee** when I submit the Nursing Program Application Packet. I understand that this fee covers application processing and is non-refundable.
- I have completed the **Prerequisite Completion Chart**, indicating all courses completed or in progress. I have completed at least 30 of the 45 required prerequisite credits, including Anatomy & Physiology I and Intermediate Algebra or math competency by the end of fall term 2011 (December 18, 2011). If I have met the math competency with a placement test taken at a school other than PCC, I have included a copy of my COMPASS, ASSET or ACUPLACER tests scores showing completion of the placement test by the end of fall term. I understand that all 45 prerequisite credits must be completed by the end of spring term 2012.
- I have included with my application **official transcripts** from all institutions, other than PCC, where I completed a prerequisite course, foreign language or earned a degree. I understand that other PCC departments, including Student Records, will not accept transcripts on my behalf.
- I understand that computer literacy is a requirement for admission to PCC's Nursing Program. I have met this competency through previous experience with computers OR by completing a computer skills course. (Recommended CAS 133)

**Required documentation for discretionary points. Please check those that apply:**

- I have earned points for health care experience and have attached a Health Care Experience Documentation form, completed and signed by my direct supervisor, and all required documentation listed on the form.
- I have earned points for foreign language completion. Please check one:
  - I have completed two years of the same foreign language in high school and have included **official** high school transcripts with my application. (Transcripts submitted separately will not be accepted.)
  - I have completed one semester or two quarters of the same college level foreign language and have included **official** transcripts (other than PCC) documenting completion. List college: \_\_\_\_\_

I have read and understand the admission criteria for the nursing program at Portland Community College and OCNE. I understand that it is my responsibility to meet all program and application criteria. I verify that all statements on this application are complete and true. I understand that falsification of any information may lead to disqualification or dismissal from the program.

Signature

Date

# 2012-2014 OCNE/PCC Nursing Program Prerequisite Completion Chart

Please complete this chart to indicate completion of prerequisite courses. If you are in process with certain courses, indicate the term and year you plan to complete them. All prerequisite courses (specified below) must be completed by the end of Spring Term 2012.

**TO BE ELIGIBLE, 30 CREDITS OF THE COURSES SPECIFIED BELOW MUST BE COMPLETED BY THE END OF FALL TERM 2011. THE 30 CREDITS MUST INCLUDE BI 231 AND MATH COMPETENCY.**

PREREQUISITE COURSES	Courses Completed					
1. ANATOMY & PHYSIOLOGY I, II, III: 12 credits	Institution	Course number	Quarter or Semester?	Term / Year	Grade	Credits
<b>EXAMPLE</b>	<b>PCC</b>	<b>BI 231</b>	<b>Quarter</b>	<b>FA /08</b>	<b>A</b>	<b>4</b>
BI 231 Anatomy & Physiology I (within 7 years)**				/		
BI 232 Anatomy & Physiology II (within 7 years)**				/		
BI 233 Anatomy & Physiology III (within 7 years)**				/		
<b>2. MATHEMATICS: 0–5 credits</b> Students who satisfy the MTH 95 requirement by competency (placement test scores) will need to meet the minimum 45 credits required for entry to the PCC nursing program by completing additional general education credits. <b>Use this section to indicate general education credits you wish to use to substitute for math credits waived with placement test.</b> Placement test must be completed by December 18, 2011. COMPASS, ASSET, or ACUPLACER scores will be accepted. Please submit documentation of placement test scores with your application if you completed the test at an institution other than PCC.						
	Institution	Course	Quarter or semester?	Term / Year	Grade	Credits
MTH 95 Intermediate Algebra or higher (within 7 years)**				/		
<b>OR</b>	Institution	Date completed	Score	Test Type		
Placement into MTH 111 or higher						
<b>3. ENGLISH COMPOSITION: 6-8 credits</b> Requirement is waived with completion of previous US Bachelors degree or higher. Applicants with a prior bachelor's degree who choose not to use previous writing courses will need to substitute additional general education electives to fulfill the 45 course credits required for admission to the program. <b>Use this section to indicate general education credits you wish to use to substitute waived writing credits.</b>						
	Institution	Course	Quarter or semester?	Term / Year	Grade	Credits
WR 121 English Composition I				/		
WR 122 English Composition II				/		
4. NUTRITION: 4 credits	Institution	Course	Quarter or semester?	Term / Year	Grade	Credits
FN 225 (within 7 years)**				/		
5. HUMAN DEVELOPMENT: 4 credits	Institution	Course	Quarter or semester?	Term / Year	Grade	Credits
PSY 215 (within 7 years)**				/		
<b>6. GENERAL EDUCATION:</b> See page 2 of the application for a list of approved general education categories At least 6 credits of <u>social science electives</u> must be completed (Does not include PSY 215). Any additional credits needed to meet the 45 credit minimum will be determined by the application evaluator.						
Social Science elective				/		
Social Science elective				/		
General elective - Arts, Humanities, Social Science, Mathematics (100 level and above), Natural Science				/		

\*\*For the 2012 application, courses completed prior to 2005 (courses dated 2004 and earlier) will not be accepted for prerequisites with a 7-year expiration.



## 2012-2014 OCNE/PCC Nursing Program Health Care Experience Documentation Form

Student Name

Student ID# or SSN

Date

**TO BE COMPLETED BY THE APPLICANT**

Please check **ONE** of the following that best describes your work experience:

- I have a CNA, LPN, EMT, Paramedic, or CMA (Certified Medical Assistant) certification and have obtained post-certification patient care hours

**Provide the following documentation:**

- A copy of state or national license with original date of issue (must be issued on or prior to December 31, 2011). A copy of the certification card or printed verification from state board website are both acceptable. Certificates of training completion, diplomas, or transcripts from health care training programs are **NOT** acceptable forms of documentation.
- Completed work experience documentation form (next page), signed by supervisor or Human Resources representative documenting number of patient care hours completed as of December 31, 2011.
- A copy of current job description or detailed written description on the following page

- I have a CNA, LPN, EMT, Paramedic, or CMA certification and have no post-certification patient care hours

**Provide the following documentation:**

- A copy of state or national license with original date of issue (must be issued on or prior to December 31, 2011). A copy of the certification card or printed verification from state board website are both acceptable forms of documentation. Certificates of training completion, diplomas, or transcripts from health care training programs are **NOT** acceptable forms of documentation.

- I have work or volunteer experience without one of the above listed certifications. My experience has been in a medical setting with demonstrated patient contact.

**Provide the following documentation:**

- Completed work experience documentation form (next page), signed by supervisor or Human Resources representative documenting number of patient care hours completed as of December 31, 2011.
- A copy of current job description or detailed written description on the following page

- I have work or volunteer experience in a medical setting without demonstrated patient contact

**Provide the following documentation:**

- Completed work experience documentation form (next page), signed by supervisor or Human Resources representative documenting number of patient care hours completed as of December 31, 2011.
- A copy of current job description or detailed written description on the following page

**ALL HEALTH CARE EXPERIENCE DOCUMENTATION MUST BE SUBMITTED FOR THE APPLICANT TO RECEIVE POINTS.** Health care experience must be completed by December 31, 2011. Health care experience completed after December 31, 2011 will not be considered. Points will not be awarded if forms are incomplete or if documentation is missing. **All required documentation must be received in the Health Admissions Office no later than February 15, 2012 at 5:00 pm.** If you have questions regarding this form, please contact the Health Admissions Office at 971-722-4795.



**2012-2014 OCNE/PCC Nursing Program  
Health Care Experience Documentation Form**

**Student Name**

**Student ID# or SSN**

**Date**

**TO BE COMPLETED BY THE SUPERVISOR**

Name of Company/Facility \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Employee job title \_\_\_\_\_ Certification (if applicable) \_\_\_\_\_

Employment status (please check)    Full-time     Part-time     Volunteer

Employment Beginning Date \_\_\_\_\_ Employment End Date \_\_\_\_\_

Total number of hours completed \_\_\_\_\_ **OR** Average weekly hours completed \_\_\_\_\_

(Only count hours worked through 12/31/2011)

Attach a current position description **OR** provide a detailed description of the position duties in the space provided below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide the following information. Contact information will only be used to verify information provided on this document.

If the applicant's supervisor is unable to complete this document, an HR representative or other management staff may verify the applicant's health care experience.

Supervisor name and title: \_\_\_\_\_

Telephone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_

Thank you for taking the time to complete this form. All health care experience documentation forms and other documentation must be submitted by February 15, 2012 by 5 p.m. for applicants to receive work experience points. If you have any questions regarding this form or the PCC Nursing Application process, please contact the Health Admissions Office at 971-722-4795.