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). The PCC Nursing Program is a competitive, closed entry program.

APPLICATION DEADLINE:

FEBRUARY 15, 2016 at 5:00 p.m.

All application materials must be submitted to the Health Admissions Office, SY CC 208, by this deadline. **Materials postmarked but not received by the deadline will NOT be accepted.** If submitting your application within two weeks of the application deadline, hand delivery of your application materials is the only way to guarantee receipt by the 5:00 p.m. application deadline. Due to PCC centralized mail distribution process, expedited mailing options are not directly received by the Health Admissions Office on the delivery confirmation date. Application materials may not be faxed, e-mailed, or scanned.

APPLICATION MATERIALS SHOULD BE MAILED OR HAND DELIVERED TO:

Portland Community College  
Health Admissions Office – SY CC 208  
P.O. Box 19000  
Portland, OR 97280-0990

MINIMUM APPLICATION ELIGIBILITY REQUIREMENTS:

Applicants are eligible to apply to PCC’s Nursing program if they meet ALL of the following requirements:

- At least 30 of the 45 credits of prerequisites must be completed by the end of fall term 2015 (December 13th, 2015)
  - BI 231** must be completed by the end of fall term 2015.
  - Math 95***, MTH 105***, MTH 111** or higher OR placement test** demonstrating placement into Math 111 or higher must be completed by the end of fall term 2015.
- The remaining prerequisites must be completed by the end of spring term 2016 (June 12, 2016).

**Course/requirement has 7-year expiration. Course/requirement must be dated 2009 and more recent.

Grade requirements:

- Cumulative GPA of prerequisite courses must be at least a 3.0.
- Individual prerequisite courses must be taken for a letter grade and must be completed with a grade of "C" or higher.
Nursing program admission applications are evaluated on a three tier point system:

**TIER I ADMISSION PROCESS: APPLICATION EVALUATION**

Applicants are evaluated using a 70 point system. Points can be earned in the following areas:

- Prerequisite GPA
- Completion of A&P sequence by the end of fall term prior to the application deadline
- Completion of all 45 prerequisite credits by the end of fall term prior to the application deadline
- Completion of a prior degree
- Local Criteria Points (prerequisites completed at PCC, Veteran status, Microbiology, and Healthcare Experience)

Please be aware that completion of nursing prerequisite requirements does not guarantee admission to the program.

**TIER II ADMISSION PROCESS: PROCTORED ESSAY**

Based on application point totals from Tier I, the top 200 applicants will be invited to participate in an on campus, timed, proctored essay worth up to 30 points. Essays are held at the Sylvania Campus. The 70 application points from Tier I will be added to the 30 essay points from Tier II to determine who will be offered a seat in the program. Up to 80 applicants with the highest combined point totals from Tier I & II will be offered a seat in the nursing program.

Applicants will be notified of invitation to the proctored essay via their PCC email address. This is the only method of notification. Applicants who do not check their PCC email address should forward their PCC email address to one they check more frequently.

**TIER III ADMISSION PROCESS: POST-SELECTION REQUIREMENTS**

Students offered a seat in the PCC Nursing Program must successfully complete the following additional requirements prior to beginning the nursing program in the fall:

- Pass a criminal background check *
- Pass a 10 panel drug screen *
- Submit proof of current immunizations and CPR certification *
- Completion of outstanding prerequisites by the end of spring term with a C or higher (if in-progress at the time of application)
- Attend two mandatory nursing program orientations prior to fall term

*Applicants should NOT pursue meeting these requirements prior to being offered formal placement into the PCC Nursing Program. Students offered placement will receive specific directions from PCC’s Nursing department on how to fulfill these requirements. Failure to successfully complete any of the above requirements will result in a rescinded admissions offer.*

Instructions Page-Do not submit with your nursing application materials
TIMELINE FOR FALL 2016 ADMISSION

- **February 15, 2016 by 5:00 p.m.: APPLICATION FILING DEADLINE.** This is NOT a postmark deadline. Applications must be received in SY CC 208 by this deadline. No exceptions.
- **Late-March, 2016 (Tier I admission):** Applicants are notified by PCC email of proctored essay invitation.
- **Mid-April, 2016 (Tier II admission):** Proctored essay held at the Sylvania Campus. Invited applicants must attend to be considered for the program.
- **Mid-May, 2016 (Tier III admission):** Up to 80 applicants offered placement in the Nursing Program. Notification letters will be e-mailed to your MyPCC email address. All admission decisions are final.
- **Summer 2016 (Tier III admission):** Students offered a place in the program must meet post-selection requirements as well as attend two mandatory orientations before being eligible to begin the program in the fall.
- **Fall 2016:** Program begins.

COMPUTER LITERACY REQUIREMENT

Students in PCC’s nursing program must be computer literate, meaning proficiency in word processing, spreadsheets, data entry, Internet and email use, and basic understanding of computer terminology. PCC does not require proof or documentation of computer literacy. It is the applicant’s responsibility to ensure they are prepared to use computers prior to beginning the nursing program.

OFFICIAL TRANSCRIPT POLICY

A transcript is a copy of a student's permanent academic record from a college or university including all courses taken, all grades received, and all degrees and certificates conferred to a student. Official transcripts are issued directly from a college or university’s registrar. Official transcripts are required from all colleges or universities where courses were attempted and must be in a sealed envelope from the institution where work was completed. Official transcripts must be submitted with your nursing program application by 5:00 p.m. on February 15, 2016. Other PCC departments, including Student Records, will not be able to accept official transcripts required for the nursing application, even if previously submitted for transfer credit evaluation.

Applicants who applied the previous year (2015) do not need to resubmit all official college transcripts unless new work was completed at an institution other than PCC. Official transcripts submitted to the Health Admissions Office after February 15, 2016 at 5:00 p.m. will not be considered. Failure to submit official transcripts for all coursework attempted at all previous colleges and schools will render your application ineligible. If PCC is the only institution attended, applicants must list PCC under the education information section on page one of the application and the health admissions office will generate PCC transcripts to match up with the applicant file. For questions or concerns regarding this policy, please contact the Health Admissions Office at (971) 722-4795.

BEFORE YOU SUBMIT YOUR APPLICATION

Did you remember to:

- Become a credit seeking admitted student to PCC (unless already admitted)?
- Sign and date the 2016-2018 Nursing application applicant data form and checklist?
- Submit payment for the $40 application fee (check or money order)?
- Include official transcripts from ALL colleges and universities attended (other than PCC)?
- Include ALL required work experience documentation?

APPLICANTS ARE RESPONSIBLE FOR COMPLETING AND SUBMITTING ALL REQUIRED FORMS AND MATERIALS BY THE APPLICATION DEADLINE. INCOMPLETE APPLICATIONS WILL BE RENDERED INELIGIBLE.
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 evaluation for transferrability.

For specified courses, you are required to list your most recent grade per OCNE regulations. For courses such as social science prerequisite and general education prerequisite electives, it is to your benefit to use your highest grade.

1. Anatomy and Physiology sequence, BI 231*, 232* & 233* (7-year expiration, courses dated 2009 and more recent): 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, MTH 105, MTH 111 or higher* (7-year expiration, courses dated 2009 and more recent): Applicants may use Intermediate Algebra, Explorations in Mathematics, College Algebra or a higher-level math course. Applicants who have met the math requirement by testing into College Algebra or higher at a non-PCC testing center must provide documentation of placement test results in the form of raw test scores. The placement test must be completed by December 13, 2015, the last day of Fall Term. PCC accepts COMPASS, ASSET, or Accuplacer test results. Applicants who use a placement test to meet the math competency must use the math section to substitute credits with approved general education courses for the math credits. In order to graduate with the AAS Degree, applicants who use a placement test to meet the math competency will be required to complete a math course (MTH 65 or higher) prior to graduation.

3. English Composition I and II, WR 121 & 122 (No expiration): Applicants may also use WR 123, WR 222, or WR 227 in place of WR 121 or WR 122.

   **APPlicants with a prior bachelor’s degree**: Writing requirement is waived. You can do the following:
   a.) Use your writing credits
   b.) Use General Education credits to substitute the writing credits. Indicate on the form which general education credits you wish to substitute. You can use the writing section OR the general education section.

4. Nutrition, FN 225* (7-year expiration, courses dated 2009 and more recent): 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, courses dated 2009 and more recent): Acceptable Human Development courses must cover the human development through the lifespan from birth to death.
6. **Social Science Prerequisite Electives (No expiration):** At least 6 credits must come from the Social Science category. Courses from the following categories are pre-approved for social science:

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

Courses from categories not listed above that were completed for social science at an institution other than PCC may be acceptable.

7. **General Education Prerequisite Electives:** Additional general education prerequisite courses may be needed to fulfill the 45 credit requirement, once the applicant has completed all of the specified prerequisite requirements. **General Education credits MAY NOT be used to substitute any of the above specified prerequisite courses that are in progress after fall term 2015.** General education should be used to substitute waived writing and math credits. Applicants may use upper division level courses. **BI 234 (Microbiology) MAY NOT be used toward the 45 prerequisite credits.**

Courses from the following categories are acceptable for use as general education prerequisite electives:

   - **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 (February 15, 2016). The last year accepted for the 2016 Nursing Application is 2009. Courses dated 2008 and earlier will not be accepted.
Check here if you applied to PCC’s nursing program in 2015.
(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

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<tr>
<th>Last Name</th>
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<th>Middle Initial</th>
<th>Previous Last Name(s)</th>
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PCC Student ID Number (G #)  Date of Birth (mm/dd/yyyy)

Current mailing address number and street  City  State  Zip

Primary Phone  Alternate Phone

EMAIL NOTICE:
PCC will use email to communicate notification of admission status. PCC will only email correspondence regarding your admission status to a PCC email address. If you do not regularly use your PCC email address, you will need to forward your PCC email address to one that you check regularly.

I have read and understand the email notice statement regarding correspondence of admission status notification.

Education Information

LIST ALL COLLEGES OR UNIVERSITIES PREVIOUSLY ATTENDED including PCC (if applicable). Official transcripts must be submitted with your nursing program application for all institutions attended. Failure to list all schools attended and/or failure to submit official transcripts with your nursing application will render your application ineligible. For additional information about PCC’s nursing program application official transcript policy, please refer to page 3 of the nursing application instructions.

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<tr>
<th>For office use only</th>
<th>College/University</th>
<th>State</th>
<th>Dates of attendance</th>
<th>Degree earned</th>
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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. I agree to receive email communications from PCC through my PCC email address.

Signature: ___________________________  Date: _______________
2016-2018 OCNE/PCC Nursing Program Checklist

PCC Nursing Program Application Packet: Page 2

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

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 as a credit seeking student.
   (Students can apply online at: www.pcc.edu/admissions)

☐ 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 and that submitting an application to PCC’s Nursing Program does not guarantee admission. 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.

☐ I have read and understand the email notice statement regarding correspondence of admission status notification. I understand that I am responsible for checking my PCC email address regularly. I understand that if I do not regularly check my PCC email, it is my responsibility to forward my PCC email address to an email address that I check regularly.

☐ 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 2016 – 2018 PCC Nursing Program Application Packet. I understand that failing to complete and sign all required documents will 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. Checks and money orders can be addressed to Portland Community College. DO NOT MAIL CASH WITH YOUR APPLICATION.

☐ I understand that all application materials must be submitted to the Health Admissions Office, SY CC 208, by 5:00 pm on February 15, 2016. I understand that materials postmarked but not received by the deadline will NOT be accepted. I understand that if I am submitting my application within two weeks of the application deadline, hand delivery of my application materials is the only way to guarantee receipt by the 5:00 pm application deadline. I understand that my application may not be faxed, e-mailed, or scanned.

By signing and dating below, I am verifying that I understand the above stated policies on this first page:

Signature: ______________________________________________________
Date: _____________________________
Please complete BOTH PAGES of this verification checklist as a part of your PCC Nursing Program Application.

□ 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 2015 (December 13, 2015) with a 3.0 GPA or higher.

□ 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 raw tests scores showing completion of the placement test by the end of fall term, 2015 (December 13, 2015).

□ I understand that in order to graduate from PCC with the Associates of Applied Science Degree (AAS), I must show successful completion of a math course (MTH 65 or higher).

□ I understand that any prerequisite credits (a minimum of 45 credits) in progress at the time of application must be completed by the end of spring term 2016 with a grade C or higher. Failure to complete the prerequisites in progress by the end of spring term, 2016 will result in a rescinded admission offer.

□ I have included with my application official transcripts from ALL institutions (other than PCC). I understand that other PCC departments, including Student Records, will not accept transcripts on my behalf. I have read and understand the official transcript policy outlined on page 3 of the nursing program application instructions.

□ 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. (PCC does not require documentation of computer literacy.)

Required documentation for Health Care Experience (check if applicable)

□ I have earned points for health care experience and have attached a Health Care Experience Documentation form, completed and signed by my direct supervisor or a human resource representative and all required documentation listed on the form, including copies of certifications/and or licensure if applicable.

By signing and dating below, I am verifying that I understand the above stated policies on this second page:

Signature: ________________________________________________________ Date: _____________________________
### PREREQUISITE COURSES

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<tr>
<th>Course Description</th>
<th>Credits</th>
<th>Institution</th>
<th>Course Number</th>
<th>Quarter or Semester?</th>
<th>Term / Year</th>
<th>Grade</th>
<th>Credits</th>
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<tr>
<td>1. ANATOMY &amp; PHYSIOLOGY I, II, III: 12 credits</td>
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<td>PCC</td>
<td>BI 231</td>
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<td>BI 231 Anatomy &amp; Physiology I (within 7 years)**</td>
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<td>BI 232 Anatomy &amp; Physiology II (within 7 years)**</td>
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<td>BI 233 Anatomy &amp; Physiology III (within 7 years)**</td>
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<td>2. MATHEMATICS: 0–5 credits</td>
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<td>MTH 95 Intermediate Algebra or higher (within 7 years)**</td>
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<td>Placement into MTH 111 or higher**</td>
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<td>3. ENGLISH COMPOSITION: 6-8 credits</td>
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<td>4. NUTRITION: 3-4 credits</td>
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<td>5. HUMAN DEVELOPMENT: 3-4 credits</td>
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<td>PSY 215 (within 7 years)**</td>
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<td>6. SOCIAL SCIENCE PREREQUISITE ELECTIVES: At least 6 credits of social science prerequisite electives must be completed (Does not include PSY 215).</td>
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<td>7. GENERAL EDUCATION PREREQUISITE ELECTIVES: Arts, Humanities, Social Science, Mathematics (100 level and above), Natural Science. Additional General Education Credits may be needed to complete the 45 credit requirement. General Education electives may be used to substitute waived writing and math credits. General Education credits MAY NOT be used to substitute any of the above courses that are in progress after Fall term 2015. BI 234 (Microbiology) MAY NOT be used toward the 45 prerequisite credits.</td>
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**For prerequisites with a 7-year expiration, the last year accepted for the 2016 Nursing Application is 2009. Courses dated 2008 or earlier will not be accepted.**
2016-2018 OCNE/PCC Nursing Program
Health Care Experience Documentation Form
PCC Nursing Program Application Packet: Page 5

Applicant Name: ___________________________ PCC Student ID Number: _______________________

TO BE COMPLETED BY THE APPLICANT

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

☐ I have a CNA, LPN, EMT, Paramedic, or CMA (Certified Medical Assistant) certification AND have obtained a minimum of 100 hours of 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, 2015). A copy of the certification card OR printed verification from the 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, 2015.
- A copy of current position description or detailed written description on the following page

☐ I have a CNA, LPN, EMT, Paramedic, or CMA (Certified Medical Assistant) certification and have less than 100 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, 2015).
- A copy of the certification card or printed verification from the state board website is 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 contact hours completed as of December 31, 2015.
- A copy of current position 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 contact hours completed as of December 31, 2015.
- A copy of current position 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, 2015. Health care experience completed after December 31, 2015 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, 2016 at 5:00 pm.

Signature: ___________________________________________ Date: ____________________________
Applicant Name: ____________________________________________________________

PCC Student ID Number: ___________________________ Date: ________________________________

TO BE COMPLETED BY THE SUPERVISOR

Name of Company/Facility: _______________________________________________________________________________________

City and State: _______________________________________________________________________________________

Position Title: _______________________________________________________________________________________

Is this position paid employment or volunteer? (Please check one) Full-time □ Part-time □ Volunteer □

Beginning Date: ___________________________ End Date: ___________________________

Total number of hours completed: ______ OR Average weekly hours completed: ______

(Only count hours completed through 12/31/2015.)

Is a certification required for this position? Yes □ No □

If yes, please specify certification type: __________________________________________

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

________________________________________________________________________________________________________

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________________________________________________________________________________________________________

The following 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, 2016 by 5:00 p.m. for applicants to receive work experience points. For questions regarding this form or the PCC Nursing Application process, please contact the Health Admissions Office at (971) 722-4795.