



HIGHLAND
COMMUNITY COLLEGE

TECHNICAL CENTER

Practical Nursing Program
Application Packet



Highland Community College offers two nursing programs, both located at the Highland Community College Technical Center (HCCTC) in Atchison, KS. Our Practical Nursing (PN) program is designed to prepare students for the NCLEX-PN examination. Successful completion of the NCLEX-PN, along with other state mandated requirements, is required for licensure as a Licensed Practical Nurse (LPN).

HCCTC's Practical Nursing program is an accelerated, two semester program that runs every August to May. It is a full-time, **in-person** setup for both theory and clinical portions, with a typical schedule of Monday through Friday, 8:00am-2:54pm. Limited seats are available, so acceptance tends to be competitive based upon successful completion of all application requirements.

The following pages outline application requirements, information regarding the program itself, and initial information pertaining to licensure requirements for the State of Kansas. Information within this packet is subject to change and it is the responsibility of the applicant to ensure all requirements are met, both for application to the program and for licensure within their state(s) of choice.

Applicants are allowed to have prerequisite courses in-progress prior to the April 1 deadline but all other requirements **MUST** be completed and submitted on time. Those applicants with an eligible file will receive an interview offer before all items are reviewed for acceptance into the program. Applicants accepted into the program with prerequisites in-progress will receive a conditional offer contingent on successful completion of required courses with a "C" or higher. Acceptance into the Practical Nursing program does not guarantee acceptance into HCCTC's LPN to RN Completion program.

We gladly welcome your interest in our Practical Nursing program here at Highland Community College! Please take a moment to review the packet of information and be sure to let us know if you have any questions. We look forward to working with you!

Sincerely,

Patty Palmietto, DNP, MSN, RN
Director of Nursing
Highland Community College Technical Center
1501 W. Riley St., Atchison, KS 66002

revised 05/20/2025

HIGHLAND COMMUNITY COLLEGE TECHNICAL CENTER PRACTICAL NURSING APPLICATION

Application Year _____

Personal Information

Name _____ Maiden Name _____
Last First Middle

Home Address _____
Street City State Zip

Cell _____ Date of Birth _____ E-mail _____

Previous Schools Attended

High School/GED Program _____

Colleges (include ALL schools attended) _____

Do you currently have your CNA license? Yes No If yes, which state? _____

Are you currently enrolled in any prerequisite courses for the program? Yes No
If yes, which class(es) and anticipated date of completion _____

I certify the information on this form is correct.

Signature _____

Date _____



Practical Nursing Application Requirements

Applicant's file must contain the following by **April 1st** in order to be considered for an interview:

1. **Application for admission** to Highland Community College: www.highlandcc.edu
2. **Practical Nursing program application**
3. **Official transcript** from an accredited high school or GED program
4. **ATI TEAS:** **Minimum composite score = 58.7%**. Bring photo ID and arrive 15 minutes prior to start time; plan on 3+ hours; fee is \$80. Previous results must have been taken in the last three years.
5. **WorkKeys:** **Minimum Math level = 5, Reading level = 6**. Bring photo ID and arrive 15 minutes prior to start time; plan on 2+ hours; fee is \$15 each test (\$30 total). Previous results must have been taken in the last five years.
6. **Active CNA** certification in Kansas (or its equivalent from another state)
7. **Letter of reference**, ideally from most recent employer
8. **Official transcripts** from **ALL** colleges attended. Transcripts must verify proof of current enrollment or that a "C" or higher was earned for the following college courses:
 - BS 104: Human Anatomy**
 - BS 105: Human Physiology**
 - PSY205: Human Growth and Development**
 - ENG101: Composition I**

THE SELECTION PROCESS is POINT-DRIVEN:

Once the application deadline arrives all eligible files are scored and evaluated by nursing department staff. Eligible applicants will then be scheduled for an interview. As part of the interview, applicants will be given points for punctuality, attire, and written questions. A point system is used to determine the best qualified applicants. Selected applicants will be mailed a letter of acceptance to the PN program and then be directed to obtain a criminal background check and take a drug screen test. These individuals must respond to their acceptance letter by the date provided on the letter. Failure to accept or reject the acceptance by the date provided will result in loss of a position in the class.

Nursing applicants must be 18 years old by graduation from the Practical Nursing program and able to perform the physical and mental activities required of nurses.



HIGHLAND COMMUNITY COLLEGE TECHNICAL CENTER

Documents

_____ Program Application (**Return to Nursing Department**)

_____ Application for Admission to Highland (www.highlandcc.edu)

_____ C.N.A. Certification

_____ Reference Letter (*Have sent to the Nursing Department*)

Classes

_____ BS 104 Human Anatomy with Lab _____

_____ BS 105 Human Physiology with Lab _____

_____ PSY205 Human Growth & Development _____

_____ ENG101 Composition I _____

Transcripts - Must be sent directly from school

_____ **Official** High School or GED

_____ **Official** from **ALL** Colleges Attended

Tests - Must be completed by April 1st deadline

_____ ATI TEAS (Score of 58.7% or higher)

_____ WorkKeys Math (Score of 5 or higher)

_____ WorkKeys Reading (Score of 6 or higher)



HIGHLAND COMMUNITY COLLEGE TECHNICAL CENTER

Practical Nursing Program - Program of Study

Prerequisites

Human Anatomy w/lab	
Human Physiology w/ lab	5 credits minimum
Human Growth and Development	3 credits
Composition I	3 credits
Active CNA Certification	

Fall Semester

Theory	Credit Hours	Clinical	Credit Hours
NUR 103 PN Success	(1)		
NUR 106 KSPN Foundations of Nursing	(4)	NUR 126 KSPN Foundations of Nursing Clinical	(2)
NUR 109 KSPN Fundamentals of Pharmacology & Medication Administration	(1.5)		(0.5)
NUR 122 KSPN Nursing Care of Adults I	(5)	NUR 127 KSPN Nursing Care of Adults I Clinical	(2)
Total	(11.5) credits		(4.5) credits

Spring Semester

Theory	Credit Hours	Clinical	Credit Hours
NUR 150 KSPN Gerontology Nursing	(2)		
NUR 156 KSPN Mental Health Nursing	(2)		
NUR 157 KSPN Maternal Child Nursing	(2)	NUR 168 KSPN Maternal Child Clinical	(1)
NUR 159 KSPN Nursing Care of Adults II	(5)	NUR 170 KSPN Nursing Care of Adults II Clinical	(2)
NUR 163 KSPN Leadership, Roles, and Issues	(2)		
	(13) credits		(3) credits

Total credits 43 credits (includes prerequisites)
Total clock hours 367.5 hours theory 337.5 hours clinical/lab
 1 credit = 15 clock hours of lecture or 45 clock hours of clinical



Testing Center Schedule

WorkKeys Assessments - Usually given on Monday at 8:30am or Tuesday at 1:00pm (call ahead for an appointment.) All applicants planning to attend a Technical Center program must take the Reading and Math WorkKeys test prior to enrolling.

- *\$15 per assessment; same charges apply for re-takes*

Accuplacer Assessment - Call ahead for an appointment. All applicants to the CMA & EMT classes must take the Accuplacer Reading test. The placement test for Highland Community College Algebra classes is the Accuplacer Algebra test, and the placement test for English courses is the Accuplacer Writing test.

- *No charge for the 1st time; each additional appointment is \$25*

CNA Testing - Appointments for HCC students are made by the class instructor. Out-of-state applicants and those retaking the test must apply to the Kansas Department of Aging and Disability Services. Contact Kimberly Garrett at 785-296-6958, or kimberly.garrett@ks.gov. Once the applicant has received permission to take the test from KDADS, he/she may call the Tech Center for an appointment.

- *\$40 proctor fee for out-of state and those retaking the test*

Nursing Entrance Test – ATI TEAS – by appointment

- *\$80 for the TEAS test*
 - *TEAS Study Guides are available for purchase for \$35*

When making your assessment appointment, please inform testing staff if you are, or ever were, on an Individual Education Plan (IEP) or if you qualified for Special Educational Services while attending K-12. **If so, you may be eligible for special testing accommodations.**

Test-takers must present a photo ID and a Receipt for the testing fees (payable in the main office of Building B) to the Testing Center coordinator on the scheduled assessment date.

PLEASE ARRIVE AT THE TESTING ROOM 5 MINUTES BEFORE YOUR TESTING

APPOINTMENT. To schedule a test, please contact Ronda:

rcrossland@highlandcc.edu * 785-442-6180 ext. 126233

Testing Center is located at:

**Highland Community College Technical Center, 1501 Riley in Atchison, Kansas
Learning Resource Center (Building E)**

WorkKeys Informational Guide

WorkKeys is a national system for teaching and assessing workplace skills that connects knowing with doing and learning with earning. WorkKeys is a national system enabling education and business to work together to strengthen achievement of workplace skills. For additional information about the WorkKeys assessment system, please visit www.act.org

All potential students seeking admission to Highland Technical Center will be tested using the WorkKeys Workplace Documents and Applied Math assessments.

Potential students are reminded that this is not a pass/fail test and that they are not competing against anyone. WorkKeys scores are reported on a scale from <3 to 7; Level 3 is the least complex and Level 7 is most complex. Level 3 is established at the point where a business would begin to show interest in assessing individuals.

Workplace Documents: 35 multiple-choice questions that increase in difficulty. Test time is 55 minutes.

Applied Math: 34 multiple-choice questions that increase in difficulty. Test time is 55 minutes. Students can bring their own calculator or a calculator will be provided to use when taking the Applied Mathematics assessment.

Potential students need to inform testing staff when making their assessment appointment if they are/were ever on an Individual Education Plan (IEP) or considered for Special Educational Services while attending K-12. These students will be given special time consideration.

Technical Program Skill Levels

<u>PROGRAM</u>	<u>Math SKILL LEVEL</u>	<u>Workplace Documents SKILL LEVEL</u>
Business Technology	4	4
Auto Collision Repair	4	4
Automotive Technology	5	5
Construction Technology	4	4
Computer Support Technology	5	5
Diesel Technology	5	5
Early Childhood	4	4
Electrical Technology	5	5
Engineering Graphics and Technologies	5	5
HVAC/Plumbing	5	5
Industrial Welding Technology	4	4
Medical Office Assistant	4	5
Practical Nursing	5	6
Precision Agriculture	5	5

These are the scores that students must have ***prior to graduating*** from Highland Technical Center. Applicants must meet program minimum standards prior to program acceptance (minimum standard is one level below the graduation requirement). Students scoring one level below or more will be advised to make arrangements with the HCCTC Learning Resource Center to help them improve their WorkKeys scores.

NOTE: Students may retake the Math or Reading tests as many times as they would like.
All students retaking a test will be charged a \$15.00 fee per test.



HIGHLAND COMMUNITY COLLEGE TECHNICAL CENTER

EMPLOYER, PLEASE MAIL DIRECTLY TO:

Highland Community College Technical Center
c/o Nursing Department
1501 West Riley
Atchison, KS 66002

Dear Employer:

_____ has selected you to complete this letter of reference as partial requirement for entrance in the practical nursing program of Highland Community College Technical Center. All information provided will be held in strictest confidence. Please rate the candidate in the following areas by using an X in the appropriate box as Excellent, Above Average, Average, Below Average, Poor.

	Excellent	Above Average	Average	Below Average	Poor
Attendance					
Punctuality					
Team Cooperation					
Work Reliability					
Appearance					
Adaptability					

Feel free to use the back for any additional information you would like to add about the candidate. Please elaborate on any poor or below average ratings.

Employer's Name or Company _____

Name of Person Completing Reference _____

Address of Employer _____

Phone _____



Legal Qualifications for LPN Licensure

Admission to the HCC Practical Nursing Program **does not guarantee** graduation from the program, and graduation from the program **does not guarantee** eligibility to take the practical nursing licensure exam (NCLEX-PN).

Before graduation from the program you must submit a written application to the state board of nursing for licensure. The Kansas State Board of Nursing (KSBN) may deny a license to practice nursing as a licensed practical nurse if the applicant has been guilty of a felony or guilty of a misdemeanor involving an illegal drug offense unless the applicant has shown sufficient rehabilitation to warrant the public trust, except that no license shall be granted to a person with a felony conviction of a crime against persons as specified in Article 34 of Chapter 21 of the Kansas Statutes Annotated and acts amendatory thereof or supplemental thereto. Also considered are patterns of practice and to other behaviors exhibiting an apparent incapacity to practice nursing as described in 65-1120 in the Kansas Nurse Practice Act.

Please review the information found at: <http://www.ksbn.org/npa/npa.pdf>. All criminal history must be revealed to and will be evaluated by KSBN before licensure is granted or denied. This information is pertinent to KSBN only. If you are planning to seek licensure in a different state, please check with the Board of Nursing in the state to which you plan to apply.

Disclosure of Criminal Background/Substance Abuse

Clinical affiliates may require criminal background checks and drug/alcohol screens of all students to maintain patient safety. If selected to the practical nursing program, you must consent to a background check to disclose any felony or misdemeanor convictions. Upon admission you will receive detailed information about how to proceed with the background checks and drug screens. Students in the HCC Practical Nursing program are also required to have routine, random drug screens. Students must report directly to HCC's Business Health provider when selected for a drug screen. Additional requirements or disclosures may become necessary during the program. Non-compliance with all mandates may result in termination from the program. Late or incomplete records may result in dismissal from clinical (with unexcused absence) or dismissal from the program if documents are not produced in full as required. Findings on the background check or drug screen may prohibit a student from participating in clinical rotations; and, would therefore prevent progression in or completion of the program.

Health Policy

Students are required to obtain and maintain health insurance coverage for the duration of the program. Students should be aware that they may be in close contact with individuals having a wide variety of health problems in which the cause may not be known. It is the student's responsibility to follow program guidelines for precautions against contracting and transmitting diseases. The student is responsible for all healthcare costs (physical, immunizations, diagnostics, titers, etc.) associated with the program. **Progression in the practical nursing program will be contingent upon satisfactorily meeting the health requirements.** Health restrictions may prohibit a student from participating in clinical rotations which include the provision of total patient care; and, would therefore prevent progression in or completion of the program.

PEOPLE TO KNOW

Name	Position	Email	Phone	Location	Why?
Patty Palmietto	Director of Nursing	nursing@highlandcc.edu	785-442-6180	Highland Technical Center – Atchison, KS	All Nursing Department/Nursing Program Questions
Shailey Caudle	Student Services Coordinator	scaudle@highlandcc.edu	785-442-6210	Highland Technical Center – Atchison, KS	Enrollment questions/signing up for pre-reqs, general guidance
Kristi Blevins	Financial Aid	financialaid@highlandcc.edu kblevins@highlandcc.edu	785-442-6135	Highland Campus – Highland, KS	Financial Aide assistance
Ronda Crossland	Test Proctor	rcrossland@highlandcc.edu	785-442-6180 Ext 126233	Highland Technical Center – Atchison, KS	Schedule tests
Alice Hamilton	Registrar	ahamilton@highlandcc.edu	785-442-6000 Ext 116025	Highland Campus – Highland, KS	VA Benefits, Transcript questions, transferring credits
Michel Scott	Assistant Registrar	miscott@highlandcc.edu	785-442-6000 Ext 116025	Highland Campus – Highland, KS	Transcript questions, transferring credits
Becca Hay	Business office	rhay@highlandcc.edu payments@highlandcc.edu	785-442-6000 Ext 116001	Highland Campus – Highland, KS	Payment plans, balances
Ashton Veach	Administrative Assistant to the VP for Student Services/ Admissions	aveach@highlandcc.edu	785-442-6000 Ext 116020	Highland Campus – Highland, KS	International Student Inquiries
Dorothy Herring	Allied Health Coordinator	dherring@highlandcc.edu alliedhealth@highlandcc.edu	785-442-6180 Ext 126207	Highland Technical Center – Atchison, KS	CNA, CMA, EMT B, EMT A



HIGHLAND COMMUNITY COLLEGE TECHNICAL CENTER

1501 West Riley
Atchison, KS 66002
P: 785-442-6180
F: 785-442-6239

Practical Nursing Program Cost Sheet Estimate for 2025-2026

Fall Semester Fees

16 Cr Hrs

Spring Semester Fees

16 Cr Hrs

PN Tuition	\$2,704.00
Instructional Fees	\$1,168.00
Books (estimate)	\$1,000.00
Testing	\$1,175.00
Uniform	\$30.00
Drug Screen	\$30.00
Background Check	\$15.00

Semester Total: \$6,122.00

PN Tuition	\$2,704.00
Instructional Fees	\$1,168.00
Testing	\$1,175.00
Pinning	\$85.00

Semester Total: \$5,132.00

Program Total: \$11,254.00

\$169.00 Per Cr Hr PN Tuition

\$73.00 Per Cr Hr Instructional Fees



REQUIRED IMMUNIZATIONS/SCREENINGS

The HCC Technical Center's Practical Nursing program contracts with multiple clinical sites that require documentation from a healthcare provider (physician's office, health department, lab, hospital, employer etc.) for the following immunizations before starting the nursing program:

- **Hepatitis B** – One of the following is required: 3 vaccinations OR positive antibody titer* (lab report required). Series must be started by November 15 to have 2 doses completed by the first day of the nursing program.
- **Influenza** – An annual vaccination given between October 1 – December 31.
- **MMR** – Measles, Mumps, Rubella – One of the following is required: 2 vaccinations OR positive antibody titer for all 3 components (lab report required).
- **TB Skin Test - TST (Mantoux or PPD)** - One of the following is required after May 15 of the year the student enters the Practical Nursing program (August 15 for the LPN to RN program):
 - Negative two-step TB skin test procedure within the last year; second test must have been read within 48-72 hours after the first was read
 - Two (2) negative TB skin tests in the past two years
 - Negative QuantiFERON Gold Blood Test (IGRA)
 - *If you have a positive TB test contact the Nursing Department immediately for further requirements.* You may need to get a QuantiFERON Gold Blood Test (IGRA) and a chest X-ray. If the chest X-ray is positive, you must complete medical treatment and be released to attend the nursing program.
- **Tetanus, Diphtheria & Pertussis** - 1 Tdap vaccination as an adult since 2005; then Td booster within the last 10 years
- **Varicella** – One of the following is required: 2 vaccinations OR positive antibody titer (lab report required)
- **COVID-19** – Many facilities that the HCC Nursing Department uses for clinical sites do require the COVID-19 vaccine. If you are not fully vaccinated and alternate clinical sites are unavailable, you will not be able to attend clinical. This will affect your grade in those courses. Failure to complete any courses with the minimum required grade will be cause for dismissal from the program.

Discuss with your physician any other immunizations which maybe in your best interest such as pneumonia, Hepatitis A, human papilloma virus (Gardasil) etc.

*A titer is a test of blood that indicates whether or not you are immune to a disease. Titers can be done for hepatitis B, MMR and varicella if you are unsure of your immunization status.

Students must maintain personal health insurance coverage for the duration of the program.

Items You Are Required To Purchase:

	Approximate Price	Details
Physical Exam	Varies	Forms found in Orientation Packet
Verified Credentials	\$100	Background check, drug screen panel, etc. More information provided at orientation AFTER candidates are accepted
Hepatitis B Vaccine (series of 3)	\$45	Can be obtained at the local Health Department (616 Commercial St in Atchison, KS, (913) 367-5152)
Immunizations Or Titers	Varies	All required immunizations are listed on the <i>Required Immunizations</i> page
Wrist Watch	\$15-\$20	Large face with a second hand, water proof suggested. NO DIGITAL WATCHES
Laptop	Varies	No Chromebooks or Tablets (except Surface Pros)
Scrubs	Approximately \$45.00 per set	Scrub tops and pants must be purchased through the school
Shoes	Varies	MOSTLY WHITE or MOSTLY BLACK , flat heel, with good support. MUST HAVE BACKS no clogs or mules allowed.
PN License Application	Required in March \$125 for Kansas	Application for Kansas Registered Nursing License. Must be a check or money order only made out to KSBN .
Background Check for the State of Kansas	Required in March \$48	Required for Kansas Registered Nursing License. Must be a check or money order only made out to KSBN .
NCLEX-PN	Required in March \$200	Must register online using a credit card



Instructions for International Students Pertaining to Nursing Programs

Special considerations apply for applicants to the Practical Nursing and/or LPN to RN Completion Programs who were born and/or educated in countries other than the United States.

HCC INTERNATIONAL STUDENT APPLICANT

For purposes of admission, international applicants are defined as all persons who are not citizens nor permanent residents of the United States. An international applicant must meet a number of specific requirements. General information about these requirements can be found at:

<https://highlandcc.edu/pages/international-students>

Note: All documentation must be submitted at least three months prior to the beginning of the semester for which application is being made.

Students interested in nursing must also be aware of the following:

- If you do not have a Social Security number, you may not be licensed to work in some states.
- The Kansas State Board of Nursing will only consider coursework completed outside of the United States after it has been evaluated by the Commission on Graduates of Foreign Nursing Schools (CGFNS) www.cgfns.org
- English Proficiency Requirements – One of the following must be met:
 - TOEFL score of at least 500 on paper based test or 173 on computer based test or at least 61 on Internet based test
 - Official IELTS score of 4.5
 - Official TOEIC score of 525
 - Official PTE score of 33 or higher

- A minimum of 12 U.S. college credit hours with a grade D or higher (including a college level English course)
- Completion of a minimum of 15 weeks in an approved Intensive Language Center
- Submit high school transcripts reflecting completion of one academic year of study in the United States
- Applicants applying for federal and/or other types of financial aid will be required to submit non-U. S. transcripts for financial aid purposes
- Individuals presently in the United States who do not currently hold a lawful immigration status need to be aware that a background check is required.
 - Those who have not been granted Deferred Action for Childhood Arrivals (DACA) authorization may have difficulty providing the documentation needed to complete the background check.
 - Students who are DACA approved should not assume their DACA approval guarantees they will pass a background check.
 - If a clinical affiliate requires proof of eligibility for work authorization, those who are DACA approved may be asked to present their valid “Employment Authorization Document”, valid US state driver’s license, or valid passport.
 - Visit the USCIS website for additional DACA information
<https://www.uscis.gov/>