Spring 2024 / Fall 2024 Practical Nursing Certificate (PNC) Admission Requirements

The information in this document is not designed to be a contractual agreement with an applicant. The program reserves the right to change without notice such things as program admission or completion requirements, costs and curriculum as needed and in accordance with Harper College policy.

Important Dates

Spring 2024 PNC Application Dates……………………………………**May 15, 2023 – September 15, 2023**
Fall 2024 PNC Application Dates……………………………………..……**October 1, 2023 – March 15, 2024**

Once you start either the fall program or the spring you must complete <u>that cohort</u>. You cannot move between programs.

To be eligible to submit an application to the Practical Nursing Certificate Program, you must have successfully taken the NLN exam and have a 2.0 GPA. See details below.

Attend an Information Meeting (Optional)

- Learn more about the nursing career and the Harper College PNC curriculum, admission standards and program participation requirements

- Check the Harper web site at:
  https://harper.secure.force.com/events/#/search?type=Health%20Career%20Info%20Session for the meeting schedule.

Submit College Application and Fee

- If you have not previously applied to the College, this is your first step.

- This application and fee can be submitted online at
  https://harpercollege.force.com/apply/TX_SiteLogin?startURL=%2Fapply%2FTargetX_Portal__PB or in person at the One Stop, Building A, room 250.

Submit the (PNC) Program Application with a Valid National League for Nursing (NLN) Pre-Admission RN Exam Score Report

- Submit your program application by going to the PNC web page at
  https://www.harpercollege.edu/academics/health/nursing/practical-nursing-admission.php
  within the time frame indicated above. **If you have previously been accepted into the Practical Nursing Certificate Program, you will need Coordinator approval to submit another application.** Your Harper College Application must already be on file, you must have participated in a program information meeting within the past year, and you must attach a valid copy of your **NLN Pre Admission RN Exam** results showing that all minimums have been satisfied.

Valid NLN Pre-Admission RN Exam Report – You must satisfy **each** of the minimum percentile scores:

Minimum Score	*NLN Score Report*
Composite: 60th percentile or higher	Once scores are posted, you will want to check the section entitled **RN Program Applicants** to find your results.
Verbal: 40th percentile or higher	
Science: 40th percentile or higher	The Composite, Verbal, Math and Science percentile scores are listed under the **RN Percentile Rank**.
Math: 40th percentile or higher	

- Information on how to register and prepare for the NLN Pre-Entrance Exam (HPAX-1) can be found on Harper's Testing webpage: https://www.harpercollege.edu/testing/limitedenrollment.php
- There is a link to register under the bullet: NLN Exam Registration and Payment: www.nlntest.org
- NOTE: Choose Harper as your school so results will be sent directly to Harper. Not doing so can delay processing of your application.
- Scores from an NLN Pre-Admission RN Test are valid for three years. (Refer to the chart later in this document for detailed information regarding expiration dates.)
- Guidelines on how to interpret a NLN score report can be found here: https://www.harpercollege.edu/academics/health/pdf/Interpreting-Your-NLN-Scores.pdf
- Additional resources for test preparation not found on Harper's Testing webpage include: the textbook Review Guide for NLN-RN Pre-Entrance Exam, Third Edition, McGraw-Hill's NLN PAX-RN Prep app, study guides for the ACT or SAT including Magoosh.com, and YouTube for vocabulary.
- **NLN Scores must be from testing completed after January 1, 2020.**

Submit Additional Documentation
Note: Official documents are those sent directly from the institution to Harper College.

Official High School Transcript OR GED Results – The final high school transcript must have the graduation date posted; the GED report must show passing scores.

- Applicants who have completed high school in another country need a document-to-document evaluation of their high school transcript completed by Educational Credential Evaluators (ECE) www.ece.org **or** World Education Services (WES) www.wes.org stating **U.S. Equivalence: High school diploma.**
- This high school transcript requirement can be waived if official documentation is provided demonstrating completion of the equivalent of a U.S. associate or higher degree.

Official College Transcripts – You will need to submit transcripts from other colleges attended if the documents show completion of coursework you think may fulfill course admission requirements or support coursework applicable to the Harper College Practical Nursing Certificate Program. Transcripts should be sent to processing@harpercollege.edu.

- Requests can be made at the institution website or https://www.studentclearinghouse.org/students/.
- Foreign college transcripts must first be evaluated by World Education Services (wes.org) or Educational Credential Evaluators, INC (ece.org).
- To learn if/how credits from other colleges will transfer to Harper, applicants must have an official transcript sent from each college or university attended. Official transcripts will be evaluated as they are received and students will receive an email to their Harper email account when the evaluation is completed.

Requirements Subject to Change

Program Prerequisites

Must be completed by the end of the semester in which the deadline falls

Illinois CNA Registry
- You must provide proof of your having passed the Illinois State CNA registry exam and have **current registry** status (within the **past 2 years**) and/or actively employed under the Employment Verification section on the registry. Go to http://www.idph.state.il.us/nar/home.htm to print a copy of your registry from the Illinois Department of Public Health web site.
- If you are not current according to the above criteria, please contact the Nursing Department at: nursing@harpercollege.edu.
- If you are enrolled in a CNA course, you must be on the Illinois Department of Public Health CNA Registry before the program begins as follows:
    - Spring applicants must be on the registry by November 1st
    - Fall applicants must be on the registry by July 1st

Harper Grade Point Average
- Current or previously enrolled Harper students must have a minimum **2.0 grade point average** at the time of application to the Nursing Program. **If your GPA is below a 2.0, your application cannot be processed.**

English Composition - ENG 101 at Harper College, or the equivalent from another college (as determined by the Harper College transcript evaluation).
- Must be completed with a grade of C or better;
- There is no expiration date on the English course requirement

Human Anatomy - BIO 260 (previously 160) at Harper College, or the equivalent from another college (as determined by the Harper College transcript evaluation).
- Must be completed with a grade of C or better.
- There is a five-year time limit on the Human Anatomy course requirement. Refer to the chart following this section for details on expiration dates.

Introduction to Psychology - PSY 101 at Harper College, or the equivalent from another college (as determined by the Harper College transcript evaluation).
- Must be completed with a grade of C or better.
- There is no expiration date on the psychology course requirement

Requirements Subject to Change

<mark>**Math Assessment**</mark> – demonstrate college level placement in mathematics with one of the testing or course options below. Visit https://www.harpercollege.edu/testing/collegereadyatharper.php to view FULL list of testing and course options. There is "no time limit" on any of the following for admissions:

Testing Options	Course Options
• COMPASS Algebra Placement Test Score of 53 or higher • Math GPA Placement Waiver determined by Testing • ALEKS Math Placement Exam Score of 46 or higher • ACT Math Score 22 or higher <u>OR</u> SAT Math scores of 530 or higher • Passing Score on MTH 080 Final Exam *(applicable to those who tested while attending one of Harper's feeder high schools)*	• Completion of Harper's MTH 065 or higher college level math (or equivalent transfer course) with a grade of "C" or better • AP score of "3" of higher on the AP Calculus AB, AP Calculus BC, or AP Statistics exams • Score of "165" or higher on the "Math" section of the GED

NOTE: Testing rules apply for math course registration.
Please check with the Credentials Analyst for transfer credit eligibility if you are not satisfying the math requirement at Harper

Re-entry Permission – If you were previously enrolled in either of Harper's nursing programs (Practical Nursing Certificate or RN associate degree), departmental permission is required for re-entry. Without this department approval, your file is incomplete.

The following table lists the time limits in place for 2024:

BIO 260 (160) – HUMAN ANATOMY	Must be completed **after January 1, 2019**
NLN TEST SCORES*	Must be completed **after January 1, 2021**
BIO 261 (161) – HUMAN PHYSIOLOGY**	Must be completed **after January 1, 2019**

*National League for Nursing Entrance Exam Results

**BIO 261 (161) This course is not required for admission; however,If taken, it must meet the 5-year time limit

Admission Decisions

NOTE: Satisfaction of admission requirements <u>does not guarantee</u> acceptance.

- Ranking scores will be calculated based on a point system with a maximum of 70 points. You can calculate your ranking score based on the following chart. (**No points will be added to an admission score for coursework completed after the priority deadline**.)

Factor	0 points	5 points	10 points	15 points	20 points
NLN Composite RN Percentile	60 – 69		70 – 79	80 – 89	90 – 99
NLN Verbal RN Percentile	40 – 49		50 – 69	70 – 89	90 – 99
BIO 260 (was 160)	C			B	A
BIO 261* (was 161)		C	A or B		

*BIO 261 (previously 161) – *Human Physiology* - is not required for admission; however, the PNC applicant who has competed this course with a C or better within the five-year time limit and before admission decisions are made will earn additional points as indicated above.

If you have taken and/or withdrew from BIO 260 (previously 160) and/or BIO 261 (previously 161) more than two (2) times before earning a C or better within the 5-year time limit, <u>points will not be given toward the admission score.</u>

- All files will be reviewed by the Admissions Selection Committee as soon as possible following the program deadline.
- A "final" minimum admission score will be determined, and those applicants whose ranking scores are at or above that minimum will be considered.

Requirements Subject to Change

- Admission cannot be guaranteed, and will depend upon ranking score, residency and number of seats available.
  - If there are more applicants who meet the minimum score than space available, the following will factor into the admission decision process:
    ° Permanent residents and residents of community college districts which do not offer a Practical Nursing Certificate program **and** whose college districts are members of the CAREER consortium, who have satisfied the minimum admission score and applied by the application deadline will receive priority consideration in the Standard Admission process.
    ° Residency is determined by the Registrar's Office; the address on record with the College will be used by the admission selection committee when they determine admission decisions. Working in district does not constitute residency for limited enrollment selection purposes.

  □ Provided a program is open past the published deadline, any qualified applicant who submits an application after that date will be considered after all qualified applicants who applied by deadline. Applications will continue to be accepted until the program is closed. Check the web site for information on the application status.
  □ Depending on the number of qualified applicants eligible for admission when admission decisions are made, it is possible that contingency offers may be extended to applicants who are in the process of completing an admission requirement (except for the NLN percentile minimums, which must be satisfied in order to submit a program application). **When/If contingency offers are extended, the contingent requirement(s) must be satisfied within the semester in which the deadline falls**. **If the contingency is not met, the offer will be rescinded.**

- It is not possible to predict the lowest ranking score an applicant will need in order to be accepted through the Standard Admission process. However, NLN scores in the 80's and 90's and A's and B's in biology course work make applicants more competitive in the selection process. Satisfaction of minimum admission does not guarantee acceptance.

Important Admission Notes

- It is the applicant's responsibility to ensure all requirements are met and all documentation is on file.
- Academic admission requirements must be met by the **end of the semester in which the deadline falls**.
- Accepted applicants must be 18 years of age before the program starts.
- All correspondence regarding your limited enrollment application will be emailed to the address given on your application and your Harper email address. It is your responsibility to see that your address information is current. To update your addresses (and/or phone number), you will need to contact the One Stop Center, Building A, Room A250. (The address on record with the College as of the program deadline will be used by the admission selection committee when they determine admission decisions.)
- Official transcripts will be evaluated as they are received and students will receive an email to their Harper email account when they have been evaluated. Results can be viewed online through the student portal. Transcript evaluations may take 2–3 weeks to process. Questions about transcript evaluations can be sent to evaluation@harpercollege.edu.
- Applicants not accepted into the program who wish to be considered for a future term **must reapply**.
- **Once your program application has been processed, you will be able to monitor your limited enrollment file online.** Go to **harpercollege.edu** and log into your **My Harper Student Portal**; limited enrollment information can be found under the **Registration and Records** section.
- Qualified applicants not selected may be placed on a alternate list. Alternate lists do not carry over from one application cycle to the next; therefore, alternates who are not admitted to a program will need to submit a new program application for a future program start.
- It is very important that you make financial aid preparations well in advance of any deadlines so that you know exactly what resources are available to you.

Requirements Subject to Change

HARPER COLLEGE RESOURCES

Office	Location	Phone Number
Health Careers Division Office Limited Enrollment Programs	le@harpercollege.edu Building X, Room X250	847.925.6533
Admissions Outreach	admissions@harpercollege.edu Building C, Room C103	847.925.6700
Academic Advising and Counseling Services	New Students: Building C, Room C104 https://www.harpercollege.edu/services/advising/cnso/index.php	847.925.6208
	Previous or currently enrolled at Harper Building I, Room I117 https://www.harpercollege.edu/services/advising/index.php	847.925.6393
Access and Disability Services	https://www.harpercollege.edu/services/ads/new.php Building I, Room I103	847.925.6266
Assessment and Testing	https://www.harpercollege.edu/testing/index.php Building A, Room A148	847.925.6541
Business Office/Payment information	https://www.harpercollege.edu/registration/index.php Building A, Room A214	847.925.6880
Harper Book Store	https://www.harpercollege.edu/bookstore/index.php Building L, Room L260	847.925.6275
One Stop Center	onestop@harpercollege.edu Building A, Room A250	847.925.6710
Transfer credit evaluation	evaluation@harpercollege.edu	847.925.6500
Registrar's Office	regoff@harpercollege.edu Building A, Room 213	847.925.6500

4/2023

Requirements Subject to Change