UNIVERSITY OF CENTRAL ARKANSAS  
Department of Nursing  

INSTRUCTIONS FOR APPLYING TO LPN TO BSN PROGRAM  
Fall 2014  

STEPS TO COMPLETE APPLICATION PACKET  

Step 1: This application is only for LPN's seeking to obtain their BSN. Read this application packet in its entirety, including the Minimum Admission Criteria (located on the next page) to determine your eligibility to apply for the program.  

Step 2: Read the following information. You are required to acknowledge on the application form that you have read and agree to these documents.  
   a. Abilities and Skills for Admission to and Progression within the Undergraduate Nursing Major.  
   b. Screenings for clinical placement.  

Step 3: Complete the two-page LPN to BSN Application for Admission to the Undergraduate Nursing Major and return by March 1 or postmarked by March 1 to the UCA Department of Nursing. This form is located at the end of this packet. Forms may be printed and then completed by hand or typed, or it can be completed online and then printed. Electronic submission of the application is not accepted. Mail or hand-deliver the completed application to:  
   University of Central Arkansas  
   Department of Nursing – DHSC #114  
   201 Donaghey Avenue  
   Conway, AR  72035-0001  

Step 4: Submit Academic Transcripts from all colleges and/or universities including a transcript from your LPN program. Submit an original transcript(s) directly to the Department of Nursing. If any of your course work has been at UCA, you do not have to submit the UCA transcript. (Note: if transcript(s) is/are not received in the Department of Nursing, your application will be considered incomplete. Transcripts submitted to the UCA Registrar's Office are not sent to the Department of Nursing.)  

Prerequisite courses can be taken at UCA or transferred from another institution. Students are encouraged to review the Transfer Credit Guidelines information located on the Registrar’s website (www.uca.edu/registrar) and the Arkansas Department of Higher Education’s Course Transfer System (ACTS) to check on what course credits will transfer.  

Step 5: If you are a transfer student, you must have applied or be applying for admission to both UCA and the Department of Nursing. Contact the UCA Admissions Office for a UCA application (www.uca.edu/admissions).  

Step 6: Any previous UCA student who has not been enrolled for at least one semester must apply for readmission to UCA through the Registrar’s website (www.uca.edu/registrar) by June 6, 2014.  

Step 7: If you were not born in the United States or in a country where English is the official language you need to read and follow the “Instructions for taking the TOEFL iBT” located in this packet.
MINIMUM ADMISSION QUALIFICATIONS

1. Cumulative GPA of 2.5 or above. Admission GPA is based upon the cumulative GPA or GPA of the required 31 hours of nursing prerequisites (listed below).

2. A grade of "C" or above for all of the 31 hours of nursing prerequisites.
   - Biology 1400
   - Biology 2405
   - Chemistry 1402
   - Chemistry 2450
   - Math 1390
   - Psychology 1300
   - Social Sciences
   - Writing 1310
   - Writing 1320
   - Biology for General Education\(^1\)
   - Human Anatomy & Physiology\(^2\)
   - General Chemistry for Health Science\(^3\)
   - Introduction to Organic Biochemistry\(^3\)
   - College Algebra
   - General Psychology
   - Diversity in World Cultures only (UCA CORE)
   - Introduction to College Writing
   - Academic Writing

   \(^1\)Biology 1440 will substitute for Biology 1400.
   \(^2\)Biology 2406 and 2407 will substitute for Biology 1440 or 1400 and 2405.
   \(^3\)Chemistry 1402 and 2450 are recommended for nursing majors but Chemistry 1450 and 1451 may be substituted.

3. Presentation of a complete application within published deadlines.

4. Applicants not born in the United States or in a country where English is the official language must document their English proficiency. An official score of 33 or higher on the TOEFL iBT exam is required. Scores from the exam are valid two (2) years from the test date. Only TOEFL iBT scores received directly from ETS or the UCA Testing Center will be accepted as valid.

5. Have a current unencumbered LPN license and submit a copy of the license with application.

6. Submit Verification of Clinical Practice (form included with application).

7. Submit Work Reference (form included with application).
APPLICATION AND REVIEW PROCESS

1. The final review of applications is made after final spring grades are reported.

2. Letter of admission status is sent to LPN to BSN applicants by the first part of June 2014. Results will NOT be released by telephone. Letters are mailed to applicant’s address on the application. It is the applicant’s responsibility to notify the department of any address changes in writing by the end of spring 2014 semester.

3. If applicant has not received a letter by mid-June, she/he should notify the Department of Nursing.

4. Application admitted to the nursing major

4.1 Admission status includes:
   a. Admitted unconditionally.
   b. Admitted conditionally. (This means that you must complete deficits by the beginning of the fall semester.)

4.2 To begin nursing courses in fall 2014 students must return “Letter of Acceptance” to the Department of Nursing (by the date noted on Letter of Admission).

5. Post admission requirements

5.1 Submit the following documentation to the Department of Nursing by July 18, 2014 (additional information will be in your admittance packet):
   a. TB skin test results, valid through May 16, 2015 (photocopy);
   b. CPR certification Health Provider Course, from the American Heart Association, valid through May 16, 2016 (photocopy);
   c. Evidence of current health/hospitalization insurance (photocopy);
   d. Hepatitis B Vaccine documentation (photocopy);
   e. Health History and Physical Examination;
   f. Varicella vaccine documentation (photocopy);
   g. Completion of a criminal background screen;

5.2 A social security number must be on file with the university. If not indicated on your application for admission to UCA, submit by July 18, 2014 to the UCA Registrar’s Office.

5.3 Attend a required orientation meeting, Wednesday, August 20, 2014, scheduled the day before the first day of the fall classes, from 9:00 am to 3:30 pm in Doyne Health Sciences Center (DHSC) 224.

5.4 Students must have independent means of transportation for their clinical experiences.

6. Applicants who believe they were treated differently from other candidates in admission decisions are to contact the Department of Nursing Chairperson (501-450-3119) for information on the appeal process. All appeals begin at the department level.

7. A new application process begins each year. LPN applicants not admitted one year are not given priority the next year and must submit a new application.
DEADLINES FOR FALL 2014  Materials to be submitted to the Department of Nursing.

1. Application deadline
   March 1, 2014

2. Official Transcripts submitted for all transfer courses
   March 1, 2014

3. Transcripts or grade report (official or unofficial) for spring 2013 courses completed at another college/university
   May 16, 2014

4. TOEFL iBT scores received by this date for applicable applicants
   May 28, 2014

5. Official transcript of spring courses if previously submitted grade report.
   June 6, 2014

6. Return of form indicating acceptance of position.
   Date noted on Letter of Admission.

7. Documentation requirements listed in 5.1 above.
   July 18, 2014

NOTE: If deadline #6 is missed, the offer is considered declined.
INSTRUCTIONS FOR TAKING THE TOEFL iBT

TOEFL iBT (internet based test) scores are required of all applicants who were not born in the United States or in a country where English is the official language. Scores from the exam are valid two (2) years from the test date. Only TOEFL iBT scores received directly from ETS or the UCA Testing Center will be accepted as valid.

NOTE – TOEFL iTP (paper and pencil, institutional based) scores will not be accepted.

Applicants who are required to take the exam may register for it at www.uca.edu/testing. Once at this site, go to the TOEFL iBT link. Another site to register for the exam is www.ets.org/toefl/ibt/register.

The UCA Testing Center has limited dates available this spring semester. Applicants are encouraged to register early. If there is not availability at the UCA Testing Center, the website lists other testing centers in Arkansas. Currently there are at least 10 other sites. Registration at these sites can be made via either website.

The scores for the TOEFL iBT must be received in the UCA Department of Nursing by May 28, 2014, in order for the application to be considered on-time.
ABILITIES AND SKILLS FOR ADMISSION TO AND PROGRESSION WITHIN THE UNDERGRADUATE NURSING MAJOR

The professional nurse must possess the knowledge and ability to effectively assist his or her client's biophysical, psychological, social, cultural, and intellectual domains. Further, the professional nurse must competently analyze the assessment data through intellectual processing to arrive at a definition of the client's status or problem, plan independently or collaboratively for a full range of therapeutic interventions, execute all or part of the plans through nursing acts, and evaluate the care delivered and the client's responses to it.

A candidate for professional nursing must have the abilities and skills necessary for use of the nursing process. These skills and abilities include: observation; communication; motor ability; conceptualization, integration and quantification; and behavioral/social acceptability. Technological compensation can be made for some handicaps in certain of these areas, but a candidate should be able to perform in a reasonably independent manner. The use of a trained intermediary is not acceptable, in that a candidate's judgment must be mediated by someone else's power of observation and selection.

The following abilities and skills are necessary to meet the requirements of the curriculum:

1. **Observation:** The candidate must be able to observe a patient accurately at a distance and close at hand. Observation necessitates the functional use of the sense of vision and somatic sensation. It is enhanced by the functional use of the sense of smell.

2. **Communication:** The candidate must be able to speak, to hear, and to observe patients in order to elicit information; describe changes in mood, activity, and posture; and perceive nonverbal communications. A candidate must be able to communicate effectively and sensitively with patients. Communication includes not only speech but reading and writing. The candidate must be able to communicate effectively and efficiently in oral and written form with all members of the health care team.

3. **Motor:** Candidates should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other assessment maneuvers. A candidate must have sufficient motor skills to gain access to clients in a variety of care settings and to manipulate the equipment central to the treatment of patients receiving professional nursing care. Such actions require coordination of both gross and fine muscular movement, equilibrium, and functional use of the senses of touch and vision.

4. **Intellectual-Conceptual, Interactive, and Quantitative Abilities:** These abilities include measurement, calculation, reasoning, analysis, and synthesis. Problem solving, the critical skill demanded of nurses, requires all of these intellectual abilities. In addition, the candidates should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

5. **Behavioral and Social Attributes:** A candidate must possess the emotional health required for full utilization of his or her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the care of patients, and the development of mature, sensitive, and effective relationships with patients. Candidates must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compression, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities necessary for professional nursing.

The Department of Nursing affirms that all students enrolled in the UCA nursing major must possess those intellectual, ethical, physical, and emotional capabilities required to undertake the full curriculum and to achieve the levels of competence required by the faculty for safe professional practice.

SCREENINGS FOR CLINICAL PLACEMENTS

To comply with requirements of many clinical facilities used by UCA, nursing students will be required to undergo various screenings prior to admission and clinical experiences. They include, but are not limited to criminal background, health screenings, and substance abuse.

Students are responsible for the cost of these screenings. Currently criminal background checks range up to $65, depending on the specific check required, substance abuse is approximately $60, and health screenings vary depending on the exam or vaccination.

Substance abuse screenings might be conducted prior to beginning practice in a clinical facility, for suspected cause, or random. Criminal background screenings are conducted on admission and as required by clinical facilities. The type of screening might vary based on clinical facility requirement. See “Information Concerning Persons Convicted of a Crime,” below for information relevant to licensure.

Health status checks include the ones noted in the section of this application packet pertaining to documentation after admission. Some health requirements, such as flu immunization, are required during the academic year. Other health requirements might be added based on requirements of clinical facilities.

Students who are not eligible to participate in clinical experiences based on the results of the screenings, will not be able to meet course objectives. Depending on the situation students might be dismissed or suspended from the program.

A condition of progression in the nursing major is the student’s compliance with these requirements.

INFORMATION CONCERNING PERSONS CONVICTED OF A CRIME

Per Arkansas law, persons convicted of a crime may not be eligible to take the examination required for licensure as a Registered Nurse (RN). For more information and a list of crimes, refer to http://www.arsbn.org and go to the Nurse Practice Act, chapter 3, section 17-87-312. See the department chairperson for more information.
END OF APPLICATION INFORMATION

To apply – complete and submit the following pages of the application form.

Do not return the previous 7 pages of information. Retain these for future reference.
UNIVERSITY OF CENTRAL ARKANSAS
Department of Nursing

APPLICATION FOR ADMISSION TO THE LPN TO BSN PROGRAM – Fall 2014

DIRECTIONS: Carefully read and FOLLOW THE Instructions for Applying to the LPN to BSN program. ANSWER EVERY QUESTION (Type or print legibly in ink).

Name ____________________________
Last ____________________________ First ____________________________
Middle initial ____________________________ (Maiden) ____________________________

Permanent (Home) Address (Notify the Department of Nursing if your address changes.)
Street ____________________________
City ____________________________ State __________ Zip __________

Current Mailing Address ____________________________
City ____________________________ State __________ Zip __________

E-mail address: ____________________________ Birth date __________

Telephone Numbers: ____________________________

UCA I.D. No. ____________________________ Social Security # ____________________________

State of LPN License: ____________________________ License # ____________________________

What is your first (native) language? English ____________________________ Other(s), specify ____________________________

In what country were you born? U.S. ____________________________ Other, specify ____________________________

In what country or countries did you have your educational experience prior to college/university?
U.S. ____________________________ Others), specify ____________________________

Are you currently enrolled at UCA? Yes _________ No _________

If no, have you ever been enrolled at UCA? Yes (When) ____________________________ No _________

Previous nursing education(s): School(s): ____________________________

Date(s) Graduated ________ NLNAC Accredited when graduated? Yes _________ No _________

Have you previously attended a nursing school, but not graduated? Yes _________ No _________

Name of school and date, if yes

*NOTE: If answer is yes, submit letter of good standing with application.

List any other previous colleges or universities attended:

College/University & Location ____________________________ Dates Attended ____________________________ Degree (if received) ____________________________

__________________________________________

__________________________________________

Page 1 of 2
15. List all courses you are presently taking and the amount of course credit for each:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Course</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

16. List all nursing major prerequisites which will NOT be completed by the end of this semester and when and where you plan to complete the prerequisites:

<table>
<thead>
<tr>
<th>Course:</th>
<th>When:</th>
<th>Where:</th>
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</table>

Attach Verification of Clinical Practice form and Work Reference form.

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I acknowledge that I have been informed that per state law, persons convicted of a crime may not be eligible to take the examination required for licensure as a Registered Nurse (RN). I have been informed where I may obtain a list of the crimes and that I may see the Department of Nursing chairperson for more information. I know that a criminal background report(s) will be conducted on me while I am a student and that I will pay for my report(s). I know that criminal convictions might result in my dismissal from the program.

I have read and understand “Abilities and Skills for Admission to and Progression within the “Undergraduate Nursing Major”. As far as I am aware, I possess the necessary skills and abilities described.

I acknowledge that I have read the “Screenings Per Clinical Placement”. I have been informed that a condition of enrollment is my agreement to adhere to the department’s screening requirements.

I acknowledge that I have read the post-admission requirements.

By signing this form, I attest that the information I have provided is accurate and valid to the best of my knowledge and is my acknowledgement of the above statements.

Signature ___________________________ Date ___________

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Paper Transcripts from ALL colleges/universities other than UCA must be submitted directly to the Department of Nursing or application is incomplete.

Return to: University of Central Arkansas  
Department of Nursing, DHSC #114  
201 S. Donaghey Avenue  
Conway, AR. 72035-0001

Have you attached:

1. Verification of clinical practice.
2. Have you given your work reference to a clinical supervisor to complete?

Electronic submission of application is not accepted.

LPN's: Due to space availability, it is best to have your application submitted by MARCH 1.

Due March 1
UNIVERSITY OF CENTRAL ARKANSAS
Department of Nursing

VERIFICATION OF CLINICAL PRACTICE - LPN Applicant

PART 1: To be completed by Applicant. Complete the following for each agency of clinical employment for the period of time required by the Articulation Model.

Applicant's Name ____________________________ Social Security Number ____________________________
Name and address of agency:
____________________________________________________
____________________________________________________
____________________________________________________
____________________________________________________
____________________________________________________
Time period and dates required for verification of employment ____________________________________________

PART 2: To be completed by an immediate supervisor of the above applicant.

Name (Print) ____________________________
Your position/job title in above agency ____________________________
Your relationship with the applicant ____________________________
Type of agency (i.e. acute, home health) ____________________________
Applicant's job title and responsibilities ____________________________

Date of employment, if not full-time list total hours worked each year ____________________________

In space below please address the patient/client population that the above applicant has cared for within your agency or institution during the time period specified in Part 1.

________________________________________________________________________
________________________________________________________________________

I hereby certify the above information is correct.

Signature: ____________________________

Business Address: ____________________________
Business Telephone: ____________________________
UNIVERSITY OF CENTRAL ARKANSAS
Department of Nursing

WORK REFERENCE – LPN Applicant

Applicant: Complete this top section and give the form to the individual who will complete the rest of it with a stamped address envelope (address at end of form). Request the individual to mail the form to us when completed. The person providing your reference should be an individual who has provided direct clinical supervision of you.

The Family Educational Rights and Privacy Act of 1974 and its amendments guarantee students access to their educational records. Student may, however, waive their right of access to recommendations. The choice of the applicant regarding this recommendation is to be indicated below. Failure to sign will constitute acceptance of limited access.

☐ I do waive recommendation ☐ I do not waive my right to inspect the contents of the following recommendation.

Signed ___________________________ Date ___________________________

Statement concerning:

Last Name ___________________________ First Name ___________________________ Middle Name ___________________________

TO BE COMPLETED BY A PERSON WHO HAS PROVIDED DIRECT CLINICAL SUPERVISION OF THE APPLICANT.

Name: ___________________________ Position: ___________________________

(Please Print)

Place of Employment: ___________________________ Business Phone: ___________________________

Length of time you have clinically supervised the applicant: ___________________________

Place a check by ONE statement in each category that BEST represents this applicant.

1. Intellectual Curiosity and Innovativeness
   - Rarely asks meaningful questions or generates new ideas
   - Raises some questions and tries to set forth new ideas
   - Intellectually curious; frequently generates new ideas
   - Outstanding ability to generate new ideas; great intellectual curiosity
   - Not able to judge

2. Written Communication Skills
   - Unable to express ideas clearly in writing
   - Has some trouble with logical order, grammar/punctuation
   - Uses correct grammar and punctuation but has trouble with logical order
   - Expresses ideas logically and succinctly in writing most of the time
   - Outstanding in the written expression of ideas
   - Not able to judge
3. **Oral Communications Skills**
   - Inarticulate; ideas not presented clearly
   - Weak in oral skills including command of language and articulation
   - Articulates fairly well, but order of ideas is not always logical
   - Good in articulating ideas clearly and logically
   - Very articulate; outstanding command of language
   - Not able to judge

4. **Sensitivity to Others**
   - No concern for ideas or needs of others, antagonistic
   - Has trouble being respectful of others ideas or needs; rarely tactful
   - Tends to be respectful of others ideas and needs
   - Usually considerate and tactful
   - Very alert and tactfully responsive to others' needs and ideas
   - Not able to judge

5. **Group Skills**
   - Never contributes toward group goals
   - Interferes with attainment of group goals
   - Has some difficulty as a member/leader of group
   - Often regarded as a constructive group member/leader by peers
   - Very effective as a leader/member in assisting group toward constructive goals
   - Not able to judge

6. **Reliability**
   - Neglects following through with obligations/appointments
   - Work is incomplete, carelessly done
   - Completes work carefully, but with prodding
   - Meets obligations independently most of the time
   - Thoroughly reliable; needs no supervision
   - Not able to judge

7. **Perseverance**
   - Gives up without trying
   - Becomes discouraged easily when working toward goals
   - Works on goals which are easily attainable but avoids difficult goals
   - Is always persistent in pursuing all goals
   - Not able to judge

8. **Accountability**
   - Projects blame on others as reason for own actions
   - Gives excuses for own actions
   - In general accepts responsibility for own actions
   - Nearly always accepts responsibility for own actions
   - Thoroughly accountable for own actions
   - Not able to judge
9. **Response to Stressful Situations**
   - _______ Remains withdrawn, angry, confused, unrealistic, or depressed when under pressure
   - _______ Has difficulty proceeding constructively
   - _______ Tries to proceed constructively; occasionally is withdrawn or angry
   - _______ Self-controlled, rarely loses temper or withdraws
   - _______ Not able to judge
   - _______ Not able to judge

10. **Ability to Make Decisions**
    - _______ Totally indecisive
    - _______ Has difficulty analyzing problems and arriving at decisions
    - _______ Analyzes a situation correctly but has difficulty deciding on a course of action
    - _______ Generally competent in making decisions and taking action on them
    - _______ Excellent in considering consequences of decisions and taking appropriate action
    - _______ Not able to judge

11. **Toleration of Ambiguity**
    - _______ Always requires excessive details of assignments/exams in order to meet supervisor/instructor assignments
    - _______ Is uncomfortable in less structured situations; seeks guidance inappropriately
    - _______ Attempts to function with less structure and seeks guidance appropriately
    - _______ Usually can function comfortably in less structured situations
    - _______ Functions very effectively and comfortable without a rigidly defined, extremely imposed structure
    - _______ Not able to judge

12. **Potential for Academic Study**
    - _______ Excellent
    - _______ Above Average
    - _______ Adequate
    - _______ Weak
    - _______ Outstanding in the written expression of ideas
    - _______ Not able to judge

13. **Considering all the individuals in this field whom you are personally acquainted, how would you evaluate this applicant?**
    - _______ Upper 5%
    - _______ Upper 25%
    - _______ Middle 50%
    - _______ Lower 25%
    - _______ Lower 5%

14. **Recommendation**
    - _______ Not able to judge
    - _______ Do not recommend
    - _______ Neutral
    - _______ Recommend
    - _______ Strongly recommend
Briefly explain any decision other than Strongly Recommend or if unable to rate student


Other additional comments may be appended.

Signature

Date

Thank you for your time and assistance.

Return to: University of Central Arkansas
Ms. Ann Mattison, Program Coordinator
Department of Nursing
201 Donaghey Avenue
Conway, AR  72035