

<b>GATEWAY COMMUNITY AND TECHNICAL COLLEGE</b>	<b>Identification No.</b> 1.5.2	<b>Policy</b> <input checked="" type="checkbox"/>	<b>SOP</b> <input type="checkbox"/>
	<b>Policies and Standard Operating Procedures</b>	<b>Effective date of policy</b> 4/12/2017	<b>Effective Date of Revision</b> 7/6/2017

**Instructions:** Boxes above will be completed by the Office of Institutional Research, Planning and Effectiveness. For items below place cursor on gray area and type requested information. If you are creating a Policy, reference any KCTCS Policies that relate to the local policy. If you are creating a Standard Operating Procedure (SOP), make sure that you include enough detail to thoroughly explain the procedure.

Revised 4/8/08

**Title of Policy:** Associate Degree Nursing (ADN) Program LPN to RN Test-out Policy

- 1. Policy statement or reference:**  
The purpose of this policy is to outline the process by which students who are LPNs can be admitted into the ADN Program with advanced placement.
  - 2. Overview:**  
LPNs Applying for Advanced Placement in the ADN Program
  - 3. Responsible Party:**  
Vice President of Academic Affairs, Director of Nursing, Nursing Faculty, Nursing Administrative Assistant, and LPN to RN Test-out Committee
  - 4. Procedures:**  
This LPN to RN Test-out Committee will include the Director of Nursing and Nursing Department faculty and staff members appointed by the Director of Nursing. Members may include, but are not limited to, classroom faculty, clinical instructor(s), and lab instructor(s).
- The LPN to RN Test-out Committee will review all applicants applying for advanced placement and will make recommendations to the Director of Nursing.
- a) Advanced placement into the program may be limited due to available clinical facilities in the community, as well as limited faculty and financial resources at the college.
  - b) Applicants may be awarded credit for NSG 101 – Nursing Practice I (9 credit hours) and considered for admittance into the Level II (second semester) nursing courses if they:
    - i. have passed the National Council Licensure Examination – PN (NCLEX-PN);
    - ii. hold an active, unrestricted Kentucky license for Licensed Practical Nursing/Vocational Nursing (LPN/LVN);
    - iii. have been employed full-time (defined as patient/client contact) for at least one (1) full year within three (3) years of the semester they wish to enter GCTC’s ADN program;
    - iv. can provide proof of employment (a Verification of Employment form is provided to the student prior to taking the LPN Challenge Test);

- v. can demonstrate NSG 101 competency through examinations and skills demonstration.
- c) Applicants must have a cumulative nursing curriculum GPA of 2.5 or greater and have completed the following pre-requisite courses with a grade of ‘C’ or better on their official transcript by the deadline indicated by the Nursing Department to be considered eligible.

<b>Pre-requisite Courses</b>	<b>Credit Hours</b>
BIO 137 – Human Anatomy & Physiology I <i>NOTE: BIO 137 expires five (5) years from the completion date of the course.</i>	4
CPR 100 – CPR for Healthcare Professionals <i>NOTE: If CPR was taken outside of Gateway, only in-person, healthcare provider-level Basic Life Support (BLS) CPR certification is acceptable. The student may receive transfer credit by submitting copies of said document(s) to the Nursing Department for approval and delivery to the Registrar’s Office.</i>	1
Digital Literacy Course (Rec. OST 105 or CIT 105) *Waived if Bachelors or Higher Degree Earned*	3
MAT 150 – College Algebra (or Higher Level Quantitative Reasoning Course)	3
NAA 100 – Nursing Assistant Skills I <i>NOTE: This course will be waived by submitting proof of active LPN status from the Kentucky Board of Nursing online validation webpage to the Nursing Department for delivery to the Registrar’s Office.</i>	3
PSY 110 – General Psychology	3
<b>Co-requisite Courses to NSG 101</b>	<b>Credit Hours</b>
BIO 139 – Human Anatomy & Physiology II <i>NOTE: BIO 139 expires five (5) years from the completion date of the course.</i>	4
PSY 223 – Developmental Psychology	3

Applicants may be granted admission with contingencies. Failure to complete the contingency item(s) will nullify the offer for admission. Possible contingencies include, but are not limited to:

- i. Successful completion of certain pre-requisite courses in the first 8-week session of the semester prior to the anticipated semester of entry
  - ii. Successful completion of BIO 137 or BIO 139 in a 16-week session of the semester prior to the anticipated semester of entry
- d) Students who meet the requirements in 4b and 4c and are requesting advanced placement should apply to the college at least five (5) months prior to the expected date of enrollment to allow for adequate preparation and evaluation time.
- e) Applicants must submit the following by the due date indicated by the Nursing Department:
- Completed Nursing Program application
  - Personal letter to the Director of Nursing stating why the applicant wants to be admitted to the program

- Letter of recommendation from a professional colleague regarding the applicant's character, professionalism, and why they think the applicant is a good candidate for the ADN program
  - Front (and back if applicable) copy of current, in-person, healthcare provider-level BLS CPR certification
  - Documentation from the Kentucky Board of Nursing online validation webpage showing active status as an LPN
  - Completed Verification of Employment Form
- f) The LPN to RN Test-out Committee will meet with the applicant and review the application packet for completion. If the application packet is complete and the preliminary requirements are met, the applicant will be presented with an LPN to RN Test-out Contract to be discussed and signed in the meeting.
- g) The applicant must then demonstrate NSG 101 competency by:
- i. achieving at least a Level II on ATI proctored exam, or passing with a score of 78% or greater passing, an exam equivalent to the NSG 101 comprehensive final exam;
  - ii. scoring a 90% or higher on a NSG 101 dosage calculation exam; and
  - iii. demonstrating competency in NSG 101 skills.

The exams and the skills competency demonstration can be taken only once and the applicant must successfully complete each of the competency exam(s) and the skills demonstration(s) to be admitted into the second semester nursing courses. Specific dates for the competency tests will be determined at the discretion of the LPN to RN Test-out Committee.

Applicants who are not successful with competency testing or skills demonstration can elect to enter the applicant pool for NSG 101 by following the application process for admission to the ADN program.

- h) Applicants will be notified of their acceptance or denial of advanced placement into the Nursing Program immediately upon the completion of competency demonstration. An official written letter of acceptance or denial will be delivered to the student within two (2) weeks of competency demonstration completion.
- i) If the student is accepted with advanced placement, the student is required to fulfill all requirements listed in the *Acceptance / Admission Process* of the *1.5.4 Admission Policy*.
- j) If the applicant does not follow the LPN to RN Test-out Policy, request for advanced placement will be denied.

**Policy Review and Revision:** Policies are reviewed as part of the comprehensive institutional effectiveness process.

# Gateway Community and Technical College

## ADN LPN to RN Test-out Contract

I, \_\_\_\_\_, wish to apply for advanced placement in the Level II (second semester) nursing courses. I recognize in order to be successful in receiving advanced placement into the Associate Degree Nursing (ADN) Program, it will require:

1. Achievement of:
  - a. at least a Level II on ATI Proctored Exam and/or 78% on a Fundamental Comprehensive Final Exam on \_\_\_\_\_ (date), at \_\_\_\_\_ (time).
  - b. at least a 90% on Dosage Calculation Exam on \_\_\_\_\_ (date), at \_\_\_\_\_ (time).
  - c. successful Skills Competency Demonstration on \_\_\_\_\_ (date), at \_\_\_\_\_ (time).

As it relates to 1 a through c above:

- Content will be reflective of previously obtained LPN education and fulltime work experience as an LPN.
- The following will be determined at the LPN to RN Test-out Committee's discretion:
  - dates and times for exams and skills administration,
  - choice between an ATI Proctored Exam or Comprehensive Final Exam, and
  - skills selected for demonstration (a list of skills that could be chosen will be provided separately to the student)..
- I will have one (1) attempt to achieve the minimum score requirement for the exam, for successful skills competency demonstrations, and for successful completion of ATI Focus Reviews and transcript submission.

2. Attendance at the Mandatory Orientation for the course(s) in which I am being admitted,
3. Obtainment of all current required GCTC uniforms and textbooks/resources prior to first day of courses for which I am being admitted,
4. Meeting all current clinical requirements,
5. Maintaining communication with the Nursing Department throughout the application process, and holding an in-person meeting with the Director of Nursing or the Senior Administrative Assistant to the Nursing Department prior to the day of Mandatory Orientation.

A schedule/timeline for item completion will be established once I am accepted for admission into the program.

If I am unsuccessful in any of the requirements listed above, or do not follow the LPN to RN Test-out Policy or contract as outlined, request for advanced placement will be denied.

By signing below, I understand the LPN to RN Test-out Policy and I am in agreement with this contract.

_____ <b>Student Name (Print)</b>	_____ <b>Student Signature</b>	_____ <b>Date</b>
	_____ <b>Director of Nursing Signature</b>	_____ <b>Date</b>