

Greenfield Community College  
Office of Admission  
One College Drive Greenfield, MA 01301  
Phone: (413) 775-1802

## ***Practical Nursing (PNC) Certificate Program Application***

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Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_ Zip code \_\_\_\_\_

Telephone # \_\_\_\_\_ Email \_\_\_\_\_

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### ***Instructions***

***Complete requirements #1 through #7 on this application, checking the appropriate items in each section. After you have completed all requirements, sign and submit this application to:***

***Office of Admission, attn: Gail Tease  
Greenfield Community College  
One College Drive, Greenfield, MA 01301***

***If any requirements, including immunization record (#6), are not complete your application will be returned to you. A GCC cumulative GPA (grade point average) of 2.0 is also required in order to be eligible for the PNC Program.***

If you have already completed all required coursework, and have submitted your immunization record, you may submit your application at any time during the year. If you are enrolled in courses which are required to complete this application the earliest date to submit your application is:

1. Jan 5, 2010, if you are completing required coursework in the fall 2009.
2. May 21, 2010, if you are completing required coursework in the spring 2010.

Contact the Office of Admission for submission dates for subsequent years, as they will change annually. Upon receipt, your application will be reviewed and you will be notified by mail regarding your status. Returned applications can be resubmitted as soon as missing requirements are completed.

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## ***Practical Nursing Certificate Program Application Requirements***

### ***Requirement #1: Application (check only one)***

- \_\_\_\_\_ Submit a completed *GCC Admission Application* to the GCC Office of Admission. (Also required for GCC students who have had a break in attendance).
- \_\_\_\_\_ If you are currently enrolled in different degree or certificate program at GCC, complete a *Change of Major/Advisor form* and return it to the Office of Admission, attn: Gail Tease.

**Requirement #2A: Transfer Credit Evaluation** (to be completed **only** by applicants who have previously attended another college or colleges – must check both)

- Submit official transcripts of all previous colleges attended to the Office of Admission. After your transcripts have been reviewed you will be sent a *Transcript Evaluation Letter* regarding credit awarded and placement testing information.
- Receive a *Transcript Evaluation Letter* from the GCC Office of Admission, and complete placement testing if indicated in your letter.

**Requirement #2B: Placement Testing** (to be completed **only** by applicants who have not attended another college – must check both)

- Complete placement test in English.
  - Complete placement test in math within five years of entering the PNC Program.
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**Requirement #3: Math** (check only one)

- Complete Introductory Algebra (Math 105), or higher level math course, at GCC with a grade of C+ or better within five years of entering the PNC Program, OR
  - Receive an algebra placement test score of 52 or higher within five years of entering the PNC Program, OR
  - Complete an equivalent math course at a previously attended college (refer to your *Transcript Evaluation Letter*).
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**Requirement #4: English** (check only one)

- Complete English Composition I (ENG 101, 103, or 105) at GCC with a grade of C or better, OR
- Complete an equivalent English course at a previously attended college (refer to your *Transcript Evaluation Letter*).

**Important information about the English requirement:** Eligibility to take English Composition I is determined by taking placement tests in English and receiving a score of 88 or higher in sentence skills and a score of 77 or higher in reading comprehension. If you receive scores below those noted above, you must successfully complete developmental English courses (ENG 090 and COL 090) before you can take English Composition I.

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**Requirement #5: Science** (check only one)

Complete one course from the list below within five years of entering the PNC Program with a grade of C or better:

- One year of high school preparatory Biology
- One year of high school preparatory Chemistry
- One year of high school preparatory Physics
- One semester of college level Biology
- One semester of college level Chemistry
- One semester of college level Physics
- One semester of college level Nutrition

**Important information about the science requirement:** If you intend to use a high school science course to meet this requirement an official high school transcript is required.

**Requirement #6: Submit your completed PNC Immunizations Requirements Form to the Health Services Office**

\_\_\_\_\_ Collect past immunization records and get required immunizations and/or blood test(s).

Note: You may submit this form if you have received at least two doses of the Hepatitis B vaccine.

**Important information about immunization requirements:** It is your responsibility to make sure that your health care provider orders all required tests and immunizations, and provides documentation of results; and it is your responsibility to schedule appointments early enough to insure that your immunizations will be completed by the time you plan to submit your *PNC Program Application*.

**Requirement #7: Submission of this form to the Office of Admission, attn: Gail Tease. All of my application requirements for the PNC Program have been completed.**

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

**Note:** Successful completion of the Application Requirements above will place you onto the waiting list for the program. You must maintain currency of your math and science courses so that they are within five years of the date you actually enter the program. Academic Advisors are available to help you determine if your currency will soon expire, and can advise you how to maintain your currency.

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**Final acceptance and enrollment in the program** is conditional upon the following additional requirements that must be submitted after you receive an acceptance letter to the program:

1. A completed PNC History and Physical Exam Form. The exam must be completed within one year of entering the PNC Program (between September 1 and May 30 only), and documentation submitted by May 30.
2. A completed CORI (Criminal Offenders Record Information) Request Form
3. Health Care Provider level CPR certification (Adult, Infant and Child)
4. A completed Tuberculin Skin Test Form, completed between May 15 and August 15, and submitted by August 15.
5. Cumulative GPA (grade point average) at GCC of 2.0

Information regarding these conditions will be included in the letter that notifies you of your acceptance to the program.

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<b>Office Use Only:</b>	
_____	_____
Date/Time of first submission	Signature/ Admission Staff
_____	_____
Date/Time of second submission, if applicable	Signature/ Admission Staff

(Please note that the requirements and procedures for application to health occupation programs are subject to revision. It is the responsibility of the student to maintain contact with the Office of Admission regarding changes to requirements and procedures.)