Practical Nursing Certificate (PNC) Program Application  
Valid for applicants applying between August 1, 2019 and July 31, 2020

Name _______________________________ GCC Student ID# ______________________

Mailing Address ________________________________________________________________

City/State________________________________ Zip code______________________________

Telephone # __________________________ Email ________________________________

Report all mailing address changes to the Office of Admission to avoid delay of important correspondence and/or final decision letter.

Email is required if you would like to receive confirmation of receipt of your Program Application.

Preferred Name: ______________________________________________________________

☐ Check here if you are a US Military Veteran

☐ Check here if you are currently enrolled at GCC

☐ Check here if you have previously been enrolled in the GCC Practical Nursing Program ______.
If yes, additional requirements may apply. Please call (413) 775-1816 for information.

Instructions

1. Complete requirements #1 through #7. Check the appropriate item in each section. Forms that are not completely filled out and signed by the student will be returned as incomplete.
2. If you have ever taken classes at GCC your GPA must be 2.0 or higher to apply.
3. After you have completed all requirements, sign and submit this application to the address above.
4. If any requirements are not complete your application will be returned to you with an explanatory letter. Returned applications may be resubmitted upon completion.
5. If the PNC Program is full at the time you submit a completed application, your name will be added to a waiting list and will remain on the list until a seat becomes available. A new class begins in September only.

When to Submit Your Application

There is no deadline for submitting your completed application. Applications are accepted throughout the year on a rolling admission. You should submit your application as soon as it is complete. Qualified applicants are added to a waiting list, and will remain on it until a seat becomes available.

Note: If you are still enrolled in courses which are required to complete this application you may not submit this application until final grades are posted on your student record. GCC students check your MyGCC account for grade posting, and transfer students must provide an official transcript.

If you have any questions about the completion of the attached requirements, please contact Laura Earl by email at earl@gcc.mass.edu.
Application Requirements

Requirement #1: College Application
___ Submit a GCC online application located on the GCC website at web.gcc.mass.edu/admissions. Your Program Application and your transcripts (if applicable) will not be reviewed until you have submitted a GCC application.

If you are already enrolled at GCC it is highly recommended to choose Liberal Arts/Health Science with Practical Nursing intent for your major to ensure proper advising as you work on your requirements. To change your major obtain the Change of Major/Advisor Form from the Academic Advising Center, room C118.

Requirement #2: High School Transcript
___ Submit official high school transcript or GED with graduation date to the Office of Admission (graduation date required). All students must submit regardless of college experience.

Requirement #3: Transfer Credit Evaluation (check only one)
___ Submit official transcripts of all previous colleges attended to the Office of Admission. After your transcripts have been reviewed, transfer credit will appear in your MyGCC record, and an email will be sent to your GCC student email address regarding placement testing requirements. If testing is required call the Testing Center to schedule at (413) 775-1821. It is your responsibility to check to ensure all transfer credit has been applied. If you have questions, please contact Laura Earl (413) 775-1816 or earl@gcc.mass.edu.

___ I have not attended another college. I have only attended GCC.

DO NOT SEND IN YOUR PROGRAM APPLICATION UNTIL YOU HAVE RECEIVED YOUR TRANSFER CREDIT EMAIL. APPLICATIONS WILL BE RETURNED AS INCOMPLETE.

Requirement #4: Math (check only one)
___ Complete Introductory Algebra (MAT 095) or higher level math course at GCC with a grade of C+ or better within five years prior to entering the PNC Program, OR
___ Complete equivalent math course(s) at a previously attended college. Your transcript evaluation email message will indicate if placement testing is required OR
___ Receive placement assessment scores placing out of MAT 095 within five years prior to entering the PNC Program.

Requirement #5: English (check only one)
___ Complete English Composition I (ENG 101, 103, or 105) at GCC with a C or better, OR
___ Complete an equivalent English course at a previously attended college. Your transcript evaluation email message will indicate if placement testing is required.

Important information about the English requirement: Eligibility to take English Composition I is determined by taking placement assessment in English. If scores are below those needed to place into English Composition I, you must complete developmental level English (ENG 090 and/or ENG 094) before taking English Comp I.

Requirement #6: Science (check only one)
Complete one course from the list below within five years prior to entering the PNC Program with a grade of C or better, or equivalent course at a previously attended college:
___ Biology I (BIO 126)
___ Comprehensive Anatomy and Physiology (BIO 194)
___ Human Anatomy and Physiology I (BIO 215 or 195)
___ Human Anatomy and Physiology II (BIO 216 or 196)
**Requirement #7: Test for Essential Academic Skills (TEAS)**

_____ Complete the TEAS test with a composite score (reading, math, science and English) of 50%, including a reading score of 50% and a math score of 55%, within two years prior to entering the PNC program. Log on to the testing website (www.atitesting.com) for information about the exam, to purchase study materials, to create an account and to register for a testing date. There is a testing fee required when you register for the exam. It is highly recommended to schedule your testing appointment after you have completed steps 1 through 5. Test results from other testing sites are accepted, but the testing fee may be higher at other locations. A copy of your TEAS scores (complete with all subject scores) must be attached to your program application. **The College will not download scores from ATI.** There is no waiting time in between multiple tests.

********************************************************************************

**Required Signature: All of my application requirements for the PNC program have been completed.**

Student’s signature ___________________________ Date _________________

********************************************************************************

**Note about course currency:** You must maintain currency of your math and science courses so that they are current within five years of the date you enter the program. Academic advisors are available to help you determine when your currency will expire, and how to maintain your currency if it will expire prior to program entry.

**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. **The deadlines posted in your acceptance letter are strictly enforced. Students who do not have these items completed by the posted dates WILL BE REPLACED by students on the waiting list!**

1. Massachusetts Department of Public Health currently required immunizations for post-secondary students
2. A completed PNC Health History and Physical Exam Form. Compliance of date frames specified on all sections of the health forms are strictly enforced.
3. A completed Tuberculin Testing Form.
4. A completed CORI (Criminal Offenders Record Information) Request Form.
5. American Heart Association Basic Life Support (BLS-Instructor-led or Heart Code BLS) CPR/AED course (cover adult, child and infant).
6. Proof of health insurance
7. Cumulative GPA (grade point average) at GCC of 2.0.
8. Drug testing, flu vaccination and fingerprinting may be required once in the program.
9. Mandatory attendance at orientation. In summer, date announced in late spring.

Successful completion of the **Practical Nursing Certificate Program** requires proficiency in the performance of a variety of skills. Technical standards, meant to clarify minimal standards for essential affective and psychomotor functions, require students to:

1. Be ambulatory
2. Be able to lift a minimum of 50 lbs
3. Possess fine motor coordination required to perform such technical skills as preparation and administration of medications
4. Have visual acuity to perform technical skills such as physical assessment, preparation of proper dosage of medications
5. Have auditory perception allowing effective use of stethoscope and communication
6. Have emotional stability required to exercise sound judgement and intervention activities
7. Have emotional maturity to develop appropriate therapeutic relationships
Communication

GCC uses the student email system as the official means for student communications. Students are expected to check their GCC email on a regular basis.

By signing this application, you are indicating that you have read and understand these requirements.

<table>
<thead>
<tr>
<th>Office Use Only:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date/Time of first submission</td>
</tr>
<tr>
<td>Date/Time of second submission</td>
</tr>
</tbody>
</table>

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, or visit the GCC website, for the most up to date application form and information regarding changes to requirements and procedures.

Greenfield Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the College’s Affirmative Action and/or Title IX Officer, at 413-775-1312, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission, or the United States Department of Education’s Office for Civil Rights.

(8/19)