Information Packet  
August 1, 2020 – July 31, 2021

Approved by the MA Board of Registered Nursing

Practical Nursing Program
Greenfield Community College Practical Nursing Certificate Program is an excellent place to begin a career in nursing. In as little as ten months, our program can prepare you for a respected career as a licensed practical nurse (LPN). The LPN is a graduate of an approved certificate program and is licensed by the Commonwealth of Massachusetts. LPNs have full responsibility for the health care they provide to patients as they have been educated to administer medications and treatments, perform patient assessments, supervise ancillary staff, and assist in developing teaching plans among many other skills. With 25% of LPNs in Massachusetts age 55-65 in 2013 and an increasingly older general population, jobs are plentiful and pay scales are steadily increasing. A wide variety of exciting career opportunities for the LPN include assisted living, long-term care, sub-acute and rehabilitation units, and medical offices.

The advantages of pursuing a Practical Nursing Certificate at Greenfield Community College include low cost, small classes, close interaction with faculty, individualized attention, and free tutorial support. In addition, the program provides clinical experience at a variety of local nursing homes, physician’s offices, schools and hospitals. The program is located at Smith Vocational and Agricultural High School in Northampton. Most classes and labs are held there, however travel to the GCC main campus may be required.

Students in this full-time program take 43 credits of liberal arts and sciences as well as clinical nursing courses over a period of 40 weeks, from the beginning of September through the end of June. Successful completion of this rigorous program prepares students for the NCLEX licensure examination. While this exam required to become an LPN is challenging, our graduates usually pass the exam and some classes even have a 100% success rate!

If you are interested in furthering your education, graduates of the practical nursing program, may be eligible to apply to Greenfield Community College Associate Degree Nursing (ADN) program, as a second year student, through our bridge process. A realistic plan for most students would be to complete our program in 10 months, work for a year gaining experience as a nurse while completing admission requirements, and then enter the associate degree nursing program. Since there is up to $1000 in scholarship for eligible applicants, this option can be quite cost-effective and advantageous!

**Important Note:** Our program meets the licensure requirements for Massachusetts. However, other states often set additional requirements. In particular, our program does **NOT** meet the requirements of Vermont or Connecticut. Therefore, additional course or clinical work will be required of graduates wishing to obtain a license in these and, possibly, other states. Please contact the program for more information.

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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.
Practical Nursing Certificate Application Process  
*Valid for applications received between August 1, 2019 and July 31, 2020*

The following summarizes the requirements that must be completed before an applicant will be considered for entry into the Practical Nursing Certificate Program. The *PNC Program Application*, which contains detailed instructions for completing and documenting these requirements, are available on the GCC website at [http://www.gcc.mass.edu/admissions/apply-online/practical-nursing/](http://www.gcc.mass.edu/admissions/apply-online/practical-nursing/). We have moved to an online application starting fall 2020. Read through all requirements below and complete before submitting an application.

1. **Submit an online GCC Application for Admission** available from our website [www.gcc.mass.edu/admissions](http://www.gcc.mass.edu/admissions).

2. **Submit official high school transcript or HiSET (GED)** with graduation date. All health occupations applicants must submit a high school transcript or HiSET (GED) regardless of college experience.

3. **Submit official transcripts** from previously attended colleges, if applicable. You will receive a transcript evaluation notification sent to your GCC email address which will indicate whether or not placement testing is required. Be sure to check your MyGCC account to ensure all required courses are transferred.

4. **Complete the math requirement** by completing Introductory Algebra (MAT 095) at GCC, or an equivalent course at another college, with a grade of C+ or better within five years prior to entering the PNC Program. Applicants may also complete this requirement by receiving an Accuplacer score placing out of MAT 095 within the last five years. To schedule a placement test appointment, call (413) 775-1821.

5. **Complete the English requirement** by completing English Composition I (ENG 101, 103 or 105) at GCC, or an equivalent course at another college, with a grade of C or better.

6. **Complete ONE course from the list below** within five years prior to entering the PNC Program with a grade of C or better:
   - Biology I (BIO 126)
   - Comprehensive Anatomy and Physiology (BIO 194)
   - Human Anatomy and Physiology I BIO 215 (formerly BIO 195)*+  
   - Human Anatomy and Physiology II BIO 216 (formerly BIO 196)⁺

   **Important information about the science requirement:** Both BIO 215 AND BIO 216 are needed to meet the curriculum requirement in the fall semester, but only one is needed to apply to the program.

7. **Successfully complete the Test for Essential Academic Skills (TEAS).** A composite score (reading, math, science and English) of 50%, with a reading score of 50% and math score of 55%, is required within two years prior to entering the PNC program. Refer to the testing website at [www.atitesting.com](http://www.atitesting.com) for more information about the exam, to purchase study materials, and to register for a testing date. Students may submit scores from multiple attempts; GCC will use the highest scores from each exam. It is recommended to schedule this appointment after you have completed steps 1 through 6. You will be required to submit a full set of TEAS scores with individual scores for each section with your application. GCC does not download scores sent from ATI.

8. **Submit your online PNC Program Application**

After a *Program Application* is received, it will be reviewed for completion. Incomplete applications will be returned to the applicant with an explanation email. Returned applications may be resubmitted as soon as the indicated items are completed and documented. Applicants with complete applications will be notified by mail and added to a list of qualified applicants in the order that their application was received. The number of applicants able to enroll in the program each September is 32. If space is not available for all of the applicants on the list, they will maintain their place on a waiting list for the next available class. The PNC Program is full-time and only accepts new students in September of each year. Applicants on the waiting list must maintain the currency of their application requirements in order to be eligible for a subsequent year.
**Additional Requirements for Final Enrollment for Accepted Students**

Enrollment in the PNC Program is conditional upon completion of the following items prior to the start of classes in September. Specific deadlines and paperwork will be sent to students in their acceptance or waitlist letter to the program. All Practical Nursing Certificate (PNC) students must provide appropriate documentation of immunity as required by the Massachusetts Department of Public Health, Greenfield Community College, and clinical practice sites, regardless of age or number of credits. The information below will help you to plan ahead for the timely completion of requirements in the event you are accepted. The deadlines posted in your acceptance packet are strictly enforced. Students who do not have these items completed by the posted dates will be replaced by students on the waiting list.

### Criminal Offender Record Information (CORI) Acknowledgement Form*

*Must be submitted with a copy of a valid government issued photo identification.

### Verification of Health Insurance*

All students in the Practical Nursing Program must have health insurance.

### CPR Certification*

Students are required to maintain CPR certification (American Heart Association BLS) throughout the entire program. Certification must be valid and a copy of certification must be submitted. CPR Certification is available through GCC. Information can be found through Workforce Development at www.gcc.mass.edu/non-credit/

### Authorization to Release Information to Clinical Facilities*

Students must read and complete the Authorization to Release Information to Externship Sites Form.

### Immunization Requirements:

**Hepatitis B** - three vaccine doses AND a Positive Hepatitis B Surface Antibody Titer result (Anti-HBS blood test to determine immunity). (This takes 5-7 months to complete) If negative, begin repeat series.

**Measles, Mumps, Rubella (MMR)** - two live doses of vaccine, or Positive IgG titers for each disease

**Meningococcal** – Full time (12 credits or more) students less than 22 years old, one dose of a MenACWY vaccine received on or after the 16th birthday, or a signed waiver.

**Tetanus, diphtheria and pertussis (TDaP)** vaccination within the past 10 years

**Varicella (Chickenpox)** - two doses of vaccine, or Positive IgG titer results

**TITERS:** If a titer is drawn, the student is required to submit the lab report to Health Records. Any result that is indeterminate or equivocal will be considered a negative result and the student may be required to be revaccinated with the complete series of vaccinations according to current standards. Identify "PNC" on titers and records submitted. All vaccine records and titers must identify the medical office and/or the lab where they were issued to be valid.

### Physical Exam:

Physical exam must have been completed no earlier than October 9, 2020. Proof of exam will only be accepted via the GCC PNC Physical Attestation Form, which must be completed and signed by a Physician, PA, or NP.

### Tuberculosis Screening:

Must be completed between July 15 and August 20 of the year of acceptance into the program. Identify “PNC” on submitted documents.

**For Practical Nursing Students**

Choose one of two options. Either 2 PPDs or an IGRA blood test:

- **Two Tuberculin Skin Tests [Mantoux/PPD] Plant & Read dates noted, and a minimum of two weeks apart.**
  - One performed since October 9, 2020
  - Second performed between July 15 and August 20, 2021. **-OR-**
- **A single IGRA blood test (T-SPOT or Quantiferon Gold)**
  - Performed between July 15 and August 20, 2021. (Submit lab report results.)

A report of a chest x-ray done since October 9, 2020 is required for students with positive TB test results.

### Annually thereafter:

*Proof of PPD (tuberculosis screen) OR an IGRA-test (T-spot or QuantiFERON Gold test) one year from previous test. Unless there is a history of a positive TB test. Then must answer a symptom questionnaire every year, and submit a CXR every 5 years.

**Exceptions:**

1. There has been a break in clinical rotations during the year where the student went to a high risk facility (where biannual testing is required) or a homeless shelter.
2. Travel to an endemic area out of the country.

If 1 or 2 has occurred then another TB test is required prior to returning to clinical practicums.

### 11-panel drug screening

Performed between August 6 and 20. Information sheet will be provided in Summer prior to program entry.

### Influenza (Flu):

One seasonal vaccination annually, or a signed declination (due during the fall semester).

### Sanction Screening*

Students must successfully meet sanction screening requirements which verify the student has not been disqualified or excluded from Federal or State funded programs such as Medicare or Medicaid.

### Confirmation Letter*

Must complete form indicating acceptance of spot in the program. (Only required once accepted into the program.)

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*These items should not be submitted until the student is notified they are either accepted or waitlisted for the program. Any documentation received before notification will not be held and you will be required to resubmit if admitted.
### Curriculum

#### Fall semester
- NUR 103 Fundamentals of Practical Nursing: 270 Hrs., 12 Cr.
- BIO 194 Comprehensive A&P*: 75 Hrs., 4 Cr.
- PSY 101 Principles of Psychology: 45 Hrs., 3 Cr.

**Total:** 390 Hrs., 19 Cr.

#### January term
- NUR 105 Practical Nursing Practicum: 90 Hrs., 2 Cr.

**Total:** 90 Hrs., 2 Cr.

#### Spring semester
- NUR 107 Nursing Care of Adults: 420 Hrs., 14 Cr.
- PSY 217 Human Growth & Development: 45 Hrs., 3 Cr.

**Total:** 465 Hrs., 17 Cr.

#### May/June term
- NUR 109 Advanced Concepts in Practical Nursing: 165 Hrs., 5 Cr.

**Total:** 165 Hrs., 5 Cr.

**Total for the full year:** 1110 Hrs., 43 Cr.

*BIO 215 AND BIO 216 taken together will also meet the curriculum requirement

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### Estimated Program Costs

Includes nursing courses only.

Costs are based on 2020-21 academic year.

#### In State:

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<thead>
<tr>
<th>Semester</th>
<th>Tuition &amp; fees</th>
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<tr>
<td>Fall (12 credits)</td>
<td>$2,785.00</td>
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<td>January (2 credits)</td>
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#### Out of State:

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<td>January (2 credits)</td>
<td>$1,025.00</td>
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<tr>
<td>Spring (19 credits)</td>
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<td><strong>Total</strong></td>
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#### NEHBE (available to students in New England states who do not have access to an LPN program):

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<th>Tuition &amp; fees</th>
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<tbody>
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<td>$541.00</td>
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<td>Spring (19 credits)</td>
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<td><strong>Total</strong></td>
<td><strong>$8,103.00</strong></td>
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#### Additional Costs (approximate; some may be covered by financial aid):  
- Program fees (per semester): $525
- AHA CPR for BLS: $60
- Malpractice Insurance: $15
- Books and Software Resources: $800
- Stethoscope: $50-100
- Scissors: $15
- Health Insurance (optional): $2,390
- Drug Screening: $65
- Uniforms/Shoes: $125
- Nursing Pin (optional): $100
- Licensure Application: $250
- NCLEX PN Testing: $200
- NCLEX Review Course (optional): $400
- Finger Printing: $50
- ATI Testing Fees (annual): $500
- Exam Soft Testing Fees (annual): $120
- Laptop Computer: $1000

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Students are required to pass every course in the Practical Nursing Certificate curriculum plan. A passing grade is defined as a “C” (74) in class work and a passing grade in clinical performance. If a course is failed, the student cannot continue in the program.
Test of Essential Academic Skills (TEAS)

The TEAS is an admission requirement and is intended for use primarily with adult nursing program applicants. The objectives assessed on the TEAS exam are those which nurse educators deemed most appropriate and relevant to measure entry level academic readiness of nursing program applicants. The test is 170 four-option multiple-choice questions with a time limit of 209 minutes. Test questions address paragraph and passage comprehension (58 minutes/48 questions), Mathematics (51 minutes/34 questions), Science including the human body, life science, earth and physical science and scientific reasoning (66 minutes/54 questions) and English and language usage, grammar, spelling, punctuation and sentence structure (34 minutes/34 questions). Study materials are available for purchase at www.atitesting.com. Study manuals are available, on reserve only, at the library at Greenfield Community College. The TEAS must be taken within 2 years of beginning the program. Tests can be taken as many times as necessary with no time limit in between tests. Test results from other testing sites other than GCC are accepted. A copy of your TEAS scores (complete with all subject scores) must be uploaded with your program application. The College will not download scores from ATI.

CORI

(Criminal Offenders Record Information)

All students entering the PNC Program will be required to have a CORI (Criminal Offenders Record Information) check. A student with a charge in the Lifetime Presumptive Disqualification Category is ineligible for placement in the GCC PNC Program. Any charges in the Discretionary Disqualification Category will be reviewed on a case by case basis. Some clinical facilities will run their own CORIs on students and may require a drug test screening. Applicants need to know that individuals with a record of conviction by a Court of Law will be required to provide a complete explanation to the Board of Registration in Nursing in order to be permitted to take the licensing examination (NCLEX) after graduation. If you have a question about your CORI, contact Laura Earl at earl@gcc.mass.edu to discuss.

CPR Certificate

Once accepted or waitlisted for the PNC program, students are required to complete an American Heart Association CPR/AED course. This course must be for Basic Life Support (BLS-Instructor-led or Heart Code BLS) and cover the adult, child and infant. Heart-savers, CPR anytime or CPR Family & Friends courses will NOT be accepted. Consult the American Heart Association webpage (www.cpr.heart.org) for a Health Care Professional course. CPR courses are also often available at GCC, call (413) 775-1661 for more information. The CPR course must include hands-on skill practice and testing. Students must have a copy of their current card on file in the program office.

Drug Testing

Patient safety is a paramount concern in the health care arena both nationally and locally. Anyone engaged in patient care must be in the highest level of health and mental focus possible to provide safe and quality care to the public. In response to this, facilities and agencies engaged in patient care have begun to require mandatory, random drug testing of all their employees and any affiliating groups. Students will be required to complete urine drug testing since our clinical agencies are requiring mandatory urine drug screening for student nurses coming to their agency and providing patient care. A fee will apply. Instructions will be provided in advance.
The Massachusetts Board of Registration in Nursing sets the required number of hours of clinical and classroom instruction. These must be completed to meet the requirements for Practical Nursing licensure. The class, laboratory and clinical schedules for the nursing courses total at least 25-35 hours per week. **Students are expected to attend all classes, laboratories, clinical experiences, and related activities as scheduled.** Classes begin at 8:00 am and clinical may begin as early as 6:45am or end as late as 11:00pm.

**Fall Semester:**
- Class: Monday, Tuesday, and Wednesday: 8am – 11am
- Skills Lab: Monday, Tuesday or Wednesday: 12pm – 3pm
- Clinical: Thursday OR Friday: 8am - 2:15pm

**January Intersession:**
- Clinical: Tues-Fri: 8am - 3pm; OR 2pm - 9pm

**Spring Semester:**
- Class/Lab: Monday & Thursday: 8am - 3pm
- Clinical: Tuesday & Wednesday: 8am - 3:15pm

**May/June Session:**
- Class: Monday and Friday: 8am - 2pm
- Skills Lab: Monday
- Clinical: Tuesday – Thursday: 8am - 4:00pm OR 6:30am - 2:30pm

Clinical rotations may include days/evenings/weekends, 8 hour or 12 hour shifts. Not all clinical assignments are day shift hours on Monday through Friday.

**Class Preparation and Study Time**

In order to succeed in the program, students must be prepared for the amount of study and class preparation that is required. Generally, there are four major exams in a semester which works out to approximately one per month. Also, there are at least 2 major papers due every semester. In addition, there are quizzes, lab sheets and homework assignments that may be assigned. There may be about 100-150 pages of reading every 1-2 weeks during the program. Skills lab, especially in the fall semester, will require time for the student to prepare and may include reviewing software, practicing skills in preparation for demonstration to an instructor, etc. Throughout the program, clinical may require review of the patient assignment on the night before the clinical day and often, a written report due on the following day. It is very easy to get behind very quickly, so students are advised to plan to study for a few hours on most days while the course is in session. The faculty do want every student to be successful, so please review your personal schedule now and plan accordingly. We strongly advise that students do not plan to work more than 20-24 hours/week and to make adequate daycare plans for children.

**Good Moral Character Standard**

Applicants for initial licensure by examination, must comply with the “good moral character” (GMC) requirement specified at Massachusetts General Laws Chapter 112, sections 74, 74A and 76. The Board requires all applicants for licensure to answer specific questions related to criminal convictions or disciplinary actions when applying for nurse licensure authorization to ensure that the conduct of each applicant to whom it grants a license, authorization, or both, does not pose an unacceptable risk to the public health, safety and welfare. For the purpose of GMC evaluation, “conviction” means the final judgment on a verdict or finding of guilty, a plea of guilty, a plea of nolo contendere (no contest), or a plea treated by the court as a guilty plea, regardless of the jurisdiction in which the conviction was entered. If this situation applies to you, be certain to review the Licensure Policy 00-01 at [http://www.mass.gov/eohhs/docs/dph/quality/boards/nursing-good-moral-policy.pdf](http://www.mass.gov/eohhs/docs/dph/quality/boards/nursing-good-moral-policy.pdf).

**Educational Mobility**

Students who wish to continue their education could be eligible for advanced standing in either an Associate or Bachelor degree nursing program. If students wish to continue their education at GCC, a direct articulation agreement allows them to apply for advanced standing in our Associate Degree Nursing Program. If graduates have a “C+” average or better and apply within five years of graduation, they may be accepted into the second year of the Associate Degree Nursing program without additional testing. Prior to applying to the ADN Program, they must successfully earn the additional science, math, humanities and behavioral science credits required in the first year of the program and meet all other admission requirements. Openings are based on space availability. See the Advanced Placement ADN Program Applications on the GCC website at [www.gcc.mass.edu/nursing/lpns](http://www.gcc.mass.edu/nursing/lpns).
Information Contacts

Please contact the following people for questions about admission to the college and the application process for the Practical Nursing Certificate Program:

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<thead>
<tr>
<th>Name</th>
<th>Contact for</th>
<th>Phone/email/room</th>
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<tbody>
<tr>
<td><strong>Laura Earl</strong></td>
<td>Health Occupations Admission</td>
<td>(413) 775-1816</td>
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<tr>
<td></td>
<td>• Program application requirements and admission information</td>
<td><a href="mailto:earl@gcc.mass.edu">earl@gcc.mass.edu</a></td>
</tr>
<tr>
<td></td>
<td>• Transfer credit for health occupations</td>
<td>C103C</td>
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<td></td>
<td>• CORI questions</td>
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<tr>
<td><strong>DJ Towne</strong></td>
<td>Office of Admission</td>
<td>(413) 775-1815</td>
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<tr>
<td></td>
<td>• General college admission information</td>
<td><a href="mailto:towned@gcc.mass.edu">towned@gcc.mass.edu</a></td>
</tr>
<tr>
<td></td>
<td>• Program application requirements and admission information</td>
<td>C103C</td>
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<tr>
<td><strong>Annette Moise R.N.</strong></td>
<td>Health Records Office</td>
<td>(413) 775-1431</td>
</tr>
<tr>
<td></td>
<td>• Health requirements information</td>
<td><a href="mailto:moisea@gcc.mass.edu">moisea@gcc.mass.edu</a></td>
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Please contact the following people for general information about the Practical Nursing Certificate Program:

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<thead>
<tr>
<th>Name</th>
<th>Contact for</th>
<th>Phone/location</th>
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<tbody>
<tr>
<td><strong>Deborah Palmeri</strong></td>
<td>Practical Nursing Program Coordinator</td>
<td>(413) 585-5172</td>
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<tr>
<td></td>
<td>(September – June)</td>
<td><a href="mailto:palmerid@gcc.mass.edu">palmerid@gcc.mass.edu</a></td>
</tr>
<tr>
<td></td>
<td>General program information</td>
<td>Smith Vocational High School</td>
</tr>
<tr>
<td><strong>Karyn Skiathitis</strong></td>
<td>Assistant Dean of Nursing</td>
<td>(413) 775-1758</td>
</tr>
<tr>
<td></td>
<td>General program information</td>
<td><a href="mailto:skiathitisk@gcc.mass.edu">skiathitisk@gcc.mass.edu</a></td>
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<td><strong>Melissa Davis</strong></td>
<td>Nursing Programs Assistant</td>
<td>(413) 775-1753</td>
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<tr>
<td></td>
<td>General program information</td>
<td><a href="mailto:davism@gcc.mass.edu">davism@gcc.mass.edu</a></td>
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