
Practical Nursing Program

1-Year Program
Certificate Program
Information Packet

For further information and questions, please contact the Nursing Office:

Laurel Wright, PN Instructor
Suffolk Hobbs Campus, Office 112
Email: lpope@pdc.edu
Phone: 757.925.6317

Or

Mrs. Carol Griffin, Administrative Assistant
Franklin Campus, Office 136 K
Email: cgriffin@pdc.edu
Phone: 757.569.6731

Official transcripts are REQUIRED for admission. Prospective students should request that official transcripts from high school or GED scores, as well as all colleges and adult education centers attended be sent to the student; do not send official transcripts separately. Program is offered on the Suffolk Hobbs Campus.
The Practical Nursing (PN) Program

**Degree:** Certificate Program, Practical Nursing

**Length of Program:** One year involving 3 Continuous Semesters starting with the Summer Semester

The concept of our program is to provide an opportunity for those interested in a nursing career to acquire the knowledge, skills and experience of the scope of practice of the Practical Nurse. Upon completion of the program, graduates have met the educational requirements necessary to be eligible to take the national examination for practical nurse licensure, the NCLEX-PN.

**New Requirement** for Nursing Programs: *Biology’s must be current: successfully completed within the last 5 years: BIO 141: A&P I (not required for PN; required for RN and Advanced Placement); BIO 142: A&P II and BIO 150: Microbiology.

**Steps for Applying to the PDCCC PN Program**

Note: Application to the PN Program requires a *separate and additional process* beyond being admitted to the College.

1. Complete high school or get a General Education Certificate (GED). Must submit official copy of HS transcript and GED scores and all college transcripts except PDCCC to be considered for admission.

2. Submit an application to Paul D. Camp Community College [PDCCC]

3. Submit a complete application packet to the PDCCC PN Nursing Program.

**PN Applicants**

In order to fulfill the requirements of the application process; the following documents are necessary, and your complete Application Packet must be turned into the Nursing Department located on the Franklin Campus, office 136k; the complete application packet needs to be hand delivered prior to the application deadline: **Friday, Friday, February 23, 2018**; incomplete application packets will not be considered.

| 1 | A hard copy of your PN Application that you submitted online; - the application is fillable & submittable online; the application will go live October 1, 2017, and the deadline to apply is Friday, February 23, 2018 |
5. Virginia Placement Tests (VPT) if you have not done so already. If it has been several years, repeat the tests to update your profile. If you have already taken through MTE 3, you do not have to take the math placement test. If you have already taken English 111 (English Composition) at PDCCC or another college, you do not need to take the Writing Test. If your test demonstrates that you need developmental courses even if you have previously taken ENG 111 or College Algebra you must take the developmental courses to be admitted into the program.

To schedule an appointment to take the placement tests, call the Admissions Office in Franklin (569-6707 or 6722), Suffolk (925-6312 or 6313), or Smithfield (925-6340) or go to any of the Admissions Offices.

6. Consult one of the Financial Aid Offices if you intend to apply for financial aid or scholarships. Call Toll Free: 1-855-877-3918 or email: FinancialAid@pdc.edu.

7. Arrange to meet with a program advisor by contacting the Administrative Assistant, cgriffin@pdc.edu to make a plan for the courses you will take each semester.

YOU MUST FIRST TAKE THE DEVELOPMENTAL COURSES RECOMMENDED BY PLACEMENT TEST SCORES.
You need to take math courses through MTE 3, for the PN Program. Transition and RN, through MTE 5.

8. Take pre-requisite courses that are not already on your high school or college transcript. You must have:
   1. General Chemistry – high school or Chemistry 01 or a higher level college chemistry with a C or better
   2. General Biology – high school or Bio 01, Bio 100, or Bio 101 higher level college general biology with a C or better.
3. **MTH 3** or math placement test scores that does not recommend taking through MTE 3.
4. Any other developmental courses recommended by the placement tests (writing/reading test results).
5. **HLT 105, Cardiopulmonary Resuscitation**, offered on the Suffolk Hobbs Campus each semester, or **EMT 109, CPR for Healthcare Providers**, offered on the Franklin Campus each semester.
   a. Your CPR certification has to be through The American Heart Association, and be First Aid for Healthcare Providers.
   b. The AHA certification is good for 2 years.
9. Maintain a **cumulative and curricular GPA of 2.5** or better in the general education courses in the PN curriculum (See page 4). If you have not taken courses in the PN curriculum, the GPA from your most recent education experience will be used. The grades on PN required general education courses taken at other institutions will be used in the calculation of your curricular GPA.
10. Take the Kaplan Entrance Exam nursing preadmission test. The test is offered on a regular basis during the Fall Semester, and January and February during the Spring semester, and scheduling is done through the Nursing Office: Carol Griffin: cgriffin@pdc.edu. Information regarding testing dates and times can be found online: [http://www.pdc.edu/nursing-allied-health/kaplan-test/](http://www.pdc.edu/nursing-allied-health/kaplan-test/). There will be no cost for this exam. The **minimum acceptable score** on each of the five testing areas (math, reading, critical thinking, writing, and science) is 45th percentile. Students who score below the 45th percentile in any of the areas will not be eligible for admission. **You will need your photo ID and PDCCC student ID number to take this test. Applicants may test only once a semester for a total of two attempts during the application cycle.**
    **Applicants must take the Kaplan Entrance Exam each year.**

If you have all of these prerequisites and have taken all developmental courses recommended by placement testing, you have met the **MINIMUM QUALIFICATIONS** for the PN Program and your application will be included in the next round of applications reviewed. Your complete application packet has to be turned into the Nursing Department on or before the application deadline: **Friday, February 23, 2018**.

However, because there are usually more applicants than there are slots available, you should continue with the following recommendations in step 13 and 14.

Begin taking the general education courses included in the PN curriculum (see page 7). The most helpful classes to take in advance are listed below:
- English 111..................taught each semester
- Biology 142 (Human Anatomy and Physiology II)
- Biology 150 (Microbiology for Allied Health)
Take other general education courses needed for the PN Certificate Program. These are listed on page 7.

**Admission Criteria**

Once all required paperwork is submitted to the Nursing Office and you have completed all pre-requisite classes, each student will be considered for admission using some or all the following methods:

a. Performance on the preadmission test (Kaplan Entrance Exam).

b. Academic achievement as shown by cumulative and curricular GPA* or most recent GPA if no current curricular GPA has been established. Candidates, who have taken any general education courses required for the degree and receive a grade of “D” or less, must repeat the course and successfully pass with a **C or better** before being granted final admission to the program.

c. Grades of “D” and below are not transferable into the practical nursing curriculum.

d. Evaluation of recommendations required by the application process.

e. Number of courses taken at PDCCC

f. **New Requirement:** Sciences: BIO 142 and BIO 150 must be taken (and passed with a “C” or better) **within the last 5 years.**

g. **New Requirement:** Applicants must attend an advising/information session held each month during the application process.

**Priority** will be given to students who attend PDCCC and reside in its service area. Applicants from other parts of Virginia and applicants from other states will be considered only after service region students are considered.

**SKILL REQUIREMENTS**

Practical Nurses must have fine motor coordination, clear speech, normal hearing, and good visual acuity to distinguish colors. They must be able to use both hands and have legible handwriting. Must be able to lift a minimum of 25 pounds, stooping, and bending is necessary. The Practical Nurse must be able to move readily from one location to another in the workplace. The PN must have good verbal and written communication skills. The Practical Nurse must be friendly and on time, with a positive attitude. They must be accountable for their work and actions, be able to resolve conflicts, be professional, flexible, and be a positive role model/mentor for new employees.

**Enrollment Details**

Qualified applicants will be advised by letter from the Nursing Office of additional preadmission procedures inclusive of but not limited to:

a. Completion of the preadmission physical examination inclusive of laboratory testing and required immunizations.

b. Preadmission mandatory orientation session.

c. Ordering uniforms, and skills lab bag.

d. Proof of BCLS CPR certification as “Health Care Professional” through the American Heart Association (AHA).
e. Official State Police Criminal Records (Criminal History Request and Sex Offender Crimes against Minors) Background checks and drug testing are required by clinical facilities. An independent agency will conduct these checks and they must be completed prior to the start of practical nursing classes.

Once enrolled in the PN courses, students must comply with the rules and regulations as outlined in the College Catalog and the Practical Nursing Student Handbook. Students must minimally maintain:

a. Current **BCLS** CPR certification in “Health Care Professional” status through AHA.
b. At least 2.5 curricular GPA
c. Satisfactory clinical performance
d. Satisfactory physical and mental health
e. Documentation of certain immunizations to include yearly Tb test or chest x-ray.
f. Professional demeanor and attendance (as measured by tests and instructors’ observations).

Attendance standards for both class and clinical experience must be met. Students must pass each curricular PN course to proceed to the next. Students must pass tests on dosage calculations and clinical skills, and must demonstrate clinical competence in PN courses with clinical components.

Any student who receives a final grade lower than “C” in any of the courses required for the PN certificate will not be permitted to continue in the PN program until the grade is a “C” or better. In order to resume, students must write a letter to the Dean of Nursing and Allied Health to request re-admission.

Students are responsible for additional fees charged for:

a. Required standardized testing (Kaplan: $200.00 per semester payable through bookstore and subject to change)
b. Official State Police Criminal Records background checks (Criminal History Request and Sex Offender Crimes against Minors) and urine drug testing are student expenses (~$130.00 payable through CastleBranch).

*Curricular GPA* is calculated by only using the information from courses in the nursing curriculum. Add up the number of hours of the classes you have taken. The number of hours of the class is the number stated in registration information (for example ENG 111 has 3 hours and BIO 150 has 4 hour). Add up the number of credits you have obtained from each of the curricular classes. Credits are determined by the grades you get on each course. For A - 4 credits per hour; for B - 3 credits per hour; for C –2 credits per hour; for D - 0 credit per hour; for F - 0 credits per hour). For example, BIO 150 has 4 hours. If you get a B on BIO 150, you multiply the number of hours (4) by the credits per hour (3): 4 hours multiplied by 3 credits per hour equals 12 credits. Divide the total credits from all curricular classes by the total number of hours for all curricular classes.

Ex. ENG 111 with a C is 3 hours and 6 credits (3 x 2 for a C)
    BIO 142 with a B is 4 hours and 12 credits (4 x 3 for a B)
    PSY 201 with an A is 3 hours and 12 credits (3 x 4 for an A)

The curricular GPA with these classes would be 30 credits divided by 10 hours = 3.00

**PRACTICAL NURSING CURRICULUM**
**Program Requirements:** To graduate, students must successfully complete all practical nursing and general education courses listed below. Note: This curriculum is subject to minor changes. Please consult the nursing office from time to time for updates.
General Education Courses - Students may take these general education courses before entering nursing classes. The sciences (Bio 142 and BIO 150) and ENG 111 are recommended to be taken before other general education classes. However, it is *strongly recommended* that you only take *one science course per semester.*
### Approximately Costs for Students in the Practical Nursing Program

<table>
<thead>
<tr>
<th></th>
<th>In State</th>
<th>Out-of-State</th>
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<tbody>
<tr>
<td><strong>Tuition</strong></td>
<td>$6,705.60</td>
<td>$15,400.00</td>
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<tr>
<td>Medical Examination (varies with practitioner); Total Family Care in Franklin, VA will do the Physical Exam for $75.00 (labs and immunizations are extra)</td>
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<td>~$75.00</td>
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<tr>
<td>Books (approximate) for the entire program</td>
<td></td>
<td>$3,000.00</td>
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<tr>
<td>Uniforms (uniform $ 50.00, white shoes $50.00, lab coat $20.00, patches for the uniform $ 17.00)</td>
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<td>~$200.00</td>
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<tr>
<td>Graduation Pin (cost depends on price of gold or silver)</td>
<td></td>
<td>$50.00</td>
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<tr>
<td>Testing fees (Kaplan: integrated throughout program) includes Live review exam at the end of program</td>
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<tr>
<td></td>
<td></td>
<td>Per semester $200.00</td>
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<td></td>
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<td>Program $600.00</td>
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<tr>
<td>NCLEX-PN Exam</td>
<td>$150.00</td>
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<tr>
<td>Skills Lab Kits</td>
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<td>$170.00</td>
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<tr>
<td>20351 Board of Nursing Application for Licensure fee</td>
<td></td>
<td>$154.20*</td>
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<tr>
<td>$17.75 and cost of eCard: $9.00</td>
<td></td>
<td>~$130.00</td>
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<tr>
<td>Criminal History &amp; Sex Offender Background &amp; Drug Screening Checks</td>
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<tr>
<td><strong>Approximate Totals for Tuition &amp; Fees:</strong></td>
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<tr>
<td>In-State residents</td>
<td>$11,461.55</td>
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<tr>
<td>Out-of-state</td>
<td>$20,351.75</td>
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*Cost is subject to change

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**FINANCIAL AID and SCHOLARSHIPS**

**FINANCIAL AID:** If you wish to apply for financial aid, you should contact Financial Aid: Toll Free: 1-855-877-3918 or email: FinancialAide@pdc.edu early in the semester BEFORE you plan to enroll.

**SCHOLARSHIPS:** [http://www.pdc.edu/financial-aid/scholarships/](http://www.pdc.edu/financial-aid/scholarships/)

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**Frequently Asked Questions (FAQs)**

1. **Can any student enroll in the nursing classes (classes listed in the schedule with the NUR or PNE prefix)?**
   No, each student is required to go through a separate application process to be admitted specifically to the PN Program before he/she can begin to take nursing classes. Only accepted students can register for NUR or PNE classes.

2. **What courses should I take in high school?** Focus on algebra, biology, and chemistry. You will need to make at least a C+ in these courses.

3. **What does your grade point average have to be to get into the program?** A curricular and cumulative GPA of 2.5 or better on a 4.0 college grading scale.
4. **What do I need to do to be admitted to the program?** Carefully review and follow the steps described on the second and third pages of this packet.

5. **Is there a time limit on when I took BIO 142 and BIO 150?** Yes, your biology’s have to be current: taken within the last 5 years, and passed with a “C” or better.

6. **Are there any scholarships or other funds available to help me with school related expenses?** Yes, the College has state and federal financial aid programs as well as several scholarship programs. Some hospitals have scholarship programs and forgivable loans. You can discuss your needs with the College’s Financial Aid Office. If you wish to apply for financial aid, you should contact Financial Aid: **Toll Free: 1-855-877-3918** or email: **FinancialAide@pdc.edu** early in the semester **BEFORE** you plan to enroll. **SCHOLARSHIPS:** [http://www.pdc.edu/financial-aid/scholarships/](http://www.pdc.edu/financial-aid/scholarships/)

7. **Are there any tests that I need to take?** You will have to take the Kaplan Entrance Exam.

8. **How long will it take me to get through the program?** If you have all the high school requirements and do not need any developmental courses based upon placement tests, and have had or tested out of computer competencies, it is possible to complete the program in three (3) continuous semesters. However, there is competition for the slots available and not all students get in on first attempt that would delay program completion by at least one year.

   *It is recommended* that you take both Human Anatomy and Physiology II (BIO 142) and Microbiology (Bio 150) and as many of the following courses prior to entry in the first nursing course: ENG 111, SDV 100, PSY 201, PSY 230. Students taking the general education courses in advance may take 1 year (taking two or more courses a semester) to 2 years (if only one course at a time can be taken) in addition to the 3 semesters.

9. **What degree is awarded?** The College awards a *Certificate in Practical Nursing*. Graduates are eligible to sit for the national licensing exam administered through the National Council License Examination to become Licensed Practical Nurses (NCLEX-PN).

10. **How many of your graduates have passed the licensing test?** The Virginia Board of Nursing posts the passage rates for all programs on their web site. If you go to [http://www.dhp.virginia.gov/nursing/nursing_edprogs.htm](http://www.dhp.virginia.gov/nursing/nursing_edprogs.htm).

   ![The passage rate for PDCCC Practical Nursing program From 2014-2016](image)

<table>
<thead>
<tr>
<th>Year</th>
<th>Pass Rate</th>
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<tbody>
<tr>
<td>2015</td>
<td>57.89%</td>
</tr>
<tr>
<td>2016</td>
<td>68.18%</td>
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</tbody>
</table>

11. **How many days a week and when will I be in school once I begin the PN courses?** Students will attend minimally 4 days a week – lecture twice a week and skills laboratory or clinicals twice a week. Classes will be scheduled between 8:00 A.M. and 4:00 P.M. On-campus Skills Labs will run between 8:00 A.M. and 4:00 P.M. Clinical in the hospital may run from 6:30 A.M. until 4:00 P.M. or from 2:00 P.M. until 10:00 P.M. There are occasionally 12 hour clinical days (one day a week instead of 2). **Hours are subject to change.** Starting in the Summer Semester for the Suffolk Campus.
12. **How long are the lectures?** Lectures are usually 2 to 3 hours per session.

13. **Can I take some of my prerequisites while I am still in high school?** Yes, if you take biology and chemistry in high school and get a C or better, you will meet the minimum science prerequisites. If your grade in high school algebra is a “C” or better **AND** you score sufficiently high on the College math placement test (and do NOT score at or below a Math 05 requirement), you will meet the minimum math requirement prerequisite.

To become better prepared for the rigorous PN curriculum, you can, if your high school offers these courses, take the following (listed in order of importance):

- Dual Enrollment Biology (BIO 101-102) or AP Biology
- Dual Enrollment English (ENG 111 – 112) or AP English
- Dual Enrollment Chemistry (CHM 111-112) or AP Chemistry

You will receive college credit from PDCCC (or other community colleges) for the dual enrollment classes. In most high schools the tuition for these classes is an expense of the student and his/her family. To receive credit for AP courses you must successfully pass the AP test with a score of 4 or higher.

Also be aware that high school students 16 and older may enroll in regular community college courses if they have a letter recommending such from their principal. Among the courses that could be considered in preparation for the PN program are any of the general education courses in the PN curriculum (see page 5-6).

The semester calendars for community college courses are significantly different from high school calendars, and any student attempting to take regular college courses must adapt to the college calendar.

14. **Will I be able to work and go to school at the same time?** It can be done but it is not recommended.

15. **How many credits are required for the program?** 44 credits. See page 5 for the list of courses.

16. **If I have a GED, can I still be accepted into the PN program?** Yes. You will need to take the following mandatory high school courses before you enter the program if you have not completed them with a C or better: Algebra, Chemistry, and Biology. If you do not have credit for those classes, you must take the equivalents in college.

17. **Where will my clinicals take place?** The hospitals most used will be Sentara Obici in Suffolk and Southampton Memorial Hospital in Franklin. For pediatric nursing and mental health/psychiatric nursing, clinicals will likely be in Portsmouth, Suffolk, Newport News, and Norfolk.

18. **If you miss a semester for some reason can you come back into the program?** Yes, if you do not stay out for more than a year and you have not withdrawn from or failed a nursing course twice (2).

19. **What happens if you fail a course?** If you withdraw from or fail a course one time, you may request readmission and retake the course the next time it is offered. You will not be allowed to continue in the course until you retake and pass the failed course. If you withdraw from or fail the course twice, you will be unable to continue in the program or to be readmitted.
20. How much of my life do I have to give up while in nursing school? There are at least 20 hours of homework per week for nursing classes (NUR/PNE) alone. This does not include library time or driving time.

21. How much will I have to study? At least 20 hours per week for major nursing courses (NUR/PNE courses).

22. How many different teachers will I have? You will have a different teacher for almost all of the general education courses. In nursing you may have 5 nursing lecture instructors and 4-6 clinical instructors over the course of the program.

23. Will my teachers be registered nurses (RNs)? Yes. The Virginia State Board of Nursing requires that all practical nursing educators and clinical instructors have a bachelor’s degree in nursing (BSN).

24. What extra money do we have to anticipate spending? Some expenses to consider are: gas, car repair, food, pens, paper and computer supplies, and babysitter to name a few.

25. How much does the program cost? An approximate cost subject to change is $11,461.55 for in-state, $20,351.75 for out-of-state. The first semester is the most expensive because of items listed in the next question. If you have to take the full 13 hours in the first semester, the total cost could be as high as $in-state depending on whether or not you have good medical insurance.

26. What costs are required? The purchase minimally of uniforms, white nursing shoes, laboratory skills supplies kit, nursing textbooks, CPR certification, standardized exams (Kaplan), national background checks with urine drug screening, physical examination, and laboratory screening tests and clinical requirements document manager.

27. How many times may I take the PN preadmission exam? Two times maximum but only once per semester.

28. What if I have had a lot of traffic tickets? Minor traffic offences are not a problem. Health care facilities require a criminal background check and urine drug screening and will not allow those with some prior (barrier crimes) conviction to work in their facilities. However, this does not prevent you from attending the PN program. Once you have completed the program the Virginia State Board of Nursing (also requires a separate background check) will review your case individually and decide if you will be allowed to obtain a license to practice nursing.

A copy of the “Barrier Crimes” which affect your ability to obtain a license and/or employment can be found on the Virginia Board of Nursing website.

Gainful Employment Disclosure: https://www.pdc.edu/future-students/gainful-employment/
https://www.pdc.edu/wp-content/uploads/2012/01/Gedt_Practical_Nursing.html

Paul D. Camp Community College
Undergraduate certificate in Practical Nursing
Program Length: 12 months
Students graduating on time
N/A* of Title IV students complete the program within 18 months
*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

Program Costs*
$6,530 for in-state tuition and fees
$14,960 for out-of-state tuition and fees
$1,905 for books and supplies
$14,850 for off-campus room and board

Other Costs
Visit website for more program cost information
*The amounts shown above include costs for the entire program, assuming normal time to completion.
Note that this information is subject to change.

Students Borrowing Money
36% of students who attend this program borrow money to pay for it
The typical graduate leaves with
N/A* in debt
*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.
The typical monthly loan payment
N/A* per month in student loans with N/A* interest rate.
*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.
The typical graduate earns
not provided per year after leaving this program
Graduates who got jobs
N/A* of program graduates got jobs
*We are not currently required to calculate a job placement rate for program completers.
Program graduates are employed in the following fields:
Licensed Practical and Licensed Vocational Nurses
Licensure Requirements
This program meets licensure requirements in
Virginia*
*State requires students to sit for licensure exam

Additional Information

Additional Information
At the successful completion of the program, and application of the state board of nursing, students will be eligible to sit for the NCLEX exam, leading to licensure as a practical nurse
After earning licensure students should know that Virginia is a member of the Nurse Licensure Compact (NLC) which is a compact enabling Licensed Practical Nurses to practice in other compact states without the necessity of obtaining an additional license. The compact requires the nurse to maintain a license in his/her primary state of residence which grants "multi-state privilege" to practice in other compact states.
When checked the following states are members: Arizona, Arkansas, Colorado, Delaware, Idaho, Iowa, Kentucky, Maine, Maryland, Mississippi, Missouri, Montana, Nebraska, New Hampshire, New Mexico, North Carolina, North Dakota, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, and Wisconsin.
For more information please enter the following link in your browser:
https://www.ncsbn.org/nurse-licensure-compact.htm
Close
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These disclosures are required by the U.S. Department of Education