



Office of Admissions
PRACTICAL NURSING PROGRAM
Application Instructions

(Do not include with your application)

Revised 12/2022

Washington State Nursing Care Quality
Assurance Commission
P.O. Box 47864
Olympia, WA 98504-7864
(360) 236-4723

Olympic College provides equal educational and employment opportunities without regard to race or ethnicity, creed, color, sex, pregnancy or family status, national origin, age, marital status, religion, the presence of any sensory, mental, or physical disability, reliance on public assistance, sexual orientation, gender identity, or status as a disabled or Vietnam-era veteran in its educational programs, admissions, activities, and employment policies, in keeping with the letter and spirit of all equal opportunity and civil rights laws.

Submit application by email to: SelectiveAdmissions@olympic.edu

Or submit application in person

Olympic College
Office of Admissions, 1st floor Building 4 (HSS)
Records and Registration counter
1600 Chester Ave.
Bremerton, WA 98337

Or submit by US mail to:

Olympic College
Attn: Office of Admissions, 1st floor Building 4 (HSS)
1600 Chester Ave.
Bremerton, WA 98337

Nursing Programs Contact Information:

ATTN: Nursing Programs Office
1600 Chester Ave
Bremerton, WA 98337
Building 5, Room 341, Bremerton Campus
Main office phone: 360-475-7748
Main office email: nursing@olympic.edu

Ashley Blake, PsyD
Student Success Coach—Healthcare Pathway
Building 5 (CSC) Room 312, Bremerton Campus
Phone: 360-475-7782
Email: ablake@olympic.edu

Access Support Services

Olympic College is committed to providing access to higher education for students with disabilities. Any student with a permanent or temporary disability is encouraged to contact Access Support Services at (360) 475-7540 or accessservices@olympic.edu to discuss appropriate accommodations.

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Part 1: Application Timeline

The Application Deadline

The Practical Nursing application deadline is August 31st. Application and all supporting documents must be received by the deadline. Applicants are strongly encouraged to apply as soon as they are eligible.

When to Apply

Applicants may submit the application and all supporting documents when they have completed the following:

1. Accuplacer Assessment. Minimum score of 260 on the Reading Comprehension section of the Next Generation version of the Accuplacer is required. The Classic version of the Accuplacer is also accepted, minimum score of 84 on the Reading Comprehension section is required.

Please note: Reading scores from other assessment tools are not accepted.

2. Required prerequisite courses with a 2.0 grade or higher by the August 31st deadline.
 1. ENGL& 101 - English Composition I
 2. PSYC& 100 - Introduction to Psychology
 3. BIOL& 241 - Anatomy and Physiology I*
 4. BIOL 242 - Anatomy and Physiology II*

AND have completed or are registered for the following courses in fall quarter:

5. NURSE 151 - Dosage Calculation
6. NURSE 152 - Pharmacology

* CHEM& 121 and CHEM& 131 are required prerequisites for BIOL& 241 and BIOL& 242 at Olympic College, though CHEM& 131 may be waived by exam

Part 2: Application Checklist

Applicants who have only attended Olympic College

- Review nursing program website and FAQs at www.olympic.edu/academics/academic-pathways/healthcare/nursing.
- Complete Accuplacer placement assessment if needed for Math and English. If you have already completed math and English classes, the Reading Comprehension section is still required of all applicants. Visit www.olympic.edu/student-life-support/enrollment-services/assessment-testing-services/placement for testing information or contact the Assessment and Testing Center at 360-475-7238.
- Attend an Information Session (dates and times available at [www.olympic.edu/information-sessions?area_of_study\[\]=96](http://www.olympic.edu/information-sessions?area_of_study[]=96)).
- Meet with the Healthcare Student Success Coach if you need assistance with planning or have more questions. (This can be scheduled with Ashley Blake at ablake@olympic.edu)
- Submit completed application and the following documents to the Office of Admissions on the Bremerton Campus, HSS building 4, Records and Registration counter, or via email to selectiveadmissions@olympic.edu:
 - Official Accuplacer Reading Comprehension Proficiency Test scores. Reading scores from any other placement exams will not be accepted.
 - Verification of Washington State NAC license, if applicable.

Applicants who have attended any institution other than Olympic College

- Review nursing program website and FAQs at www.olympic.edu/academics/academic-pathways/healthcare/nursing.
- Complete Accuplacer placement assessment if needed for Math and English. If you have already completed math and English classes, the Reading Comprehension section is still required of all applicants. Visit www.olympic.edu/student-life-support/enrollment-services/assessment-testing-services/placement for testing information or contact the Assessment and Testing Center at 360-475-7238.
- Attend an Information Session (dates and times listed at [www.olympic.edu/information-sessions?area_of_study\[\]=96](http://www.olympic.edu/information-sessions?area_of_study[]=96)).
- Meet with the Healthcare Student Success Coach if you need assistance with planning or have more questions. (This can be scheduled with Ashley Blake at ablake@olympic.edu)
- Complete the course review process for biology or nursing support courses if applicable (pg. 7)
- Submit official transcripts from **ALL** colleges other than Olympic College
 - Electronic official transcripts can be sent to evaluators@olympic.edu. Sealed official transcripts can be mailed to: Olympic College, Registration & Records, 1600 Chester Ave., Bremerton, WA 98337
 - You must provide an official transcript from **each** school you have attended, even if the course(s) was from a non-accredited school, was taken for “no credit”, or is not applicable to nursing. Showing transferred courses on one transcript will not be considered.
 - If courses are in-progress summer quarter, and you are attending a school other than Olympic College, you will be required to submit official transcripts as soon as summer grades are posted; transcripts must be received no later than September 15th. Failure to do so will make your application ineligible.
 - If you took Advanced Placement courses in high school, you must submit a copy of your scores from the College Board.
- Submit a Transcript Evaluation Request which can be completed online at www.olympic.edu/student-life-support/enrollment-services/registration-records/student-records/transcripts.
- Submit completed application and the following documents to the Office of Admissions on the Bremerton Campus, HSS building 4, Records and Registration counter or via email to SelectiveAdmissions@olympic.edu:
 - Official Accuplacer Reading Comprehension Proficiency Test scores. Reading scores from any other placement exams will not be accepted.
 - Verification of Washington State NAC license, if applicable.

Part 3: Application Process

Admission Procedure

The program is open to all qualified candidates and is a fulltime program. The program admits students **winter quarter only**. Admission is based on a points-based factoring system.

Application to the Practical Nursing Program is a separate process from the application to Olympic College. Enrollment in the Practical Nursing Program is limited; therefore, admission to Olympic College does not guarantee admission to the Practical Nursing Program. Formal application to the Practical Nursing Program should be made when the applicant has completed or is registered for his/her last prerequisite course. The Practical Nursing Application **MUST** be received **NO LATER THAN** August 31st of the academic the year the applicant anticipates entering the Practical Nursing Program.

Admission Requirements

- 1) Fluency in the English language (reading comprehension and writing); a necessary requirement for licensure as a nurse.
- 2) Achieve at 260 on the Accuplacer Next Generation Reading Assessment OR a score of 84 on the Classic Version. Contact the Assessment and Testing Center at www.olympic.edu/student-life-support/enrollment-services/assessment-testing-services/placement to schedule. The Reading Comprehension Test is required for ALL applicants regardless of background or previous degrees.
- 3) Completion of the following prerequisite courses with a minimum grade of 2.0 in each course: BIOL& 241 AND 242*, ENGL&101, and PSYC&100
*CHEM& 121 and CHEM& 131 are required prerequisites for BIOL& 241 and BIOL& 242 at Olympic College, though CHEM& 131 may be waived by exam
- 4) Applicants must have completed NURSE 151 and NURSE 152 or be registered in them for fall quarter at the time of the application deadline. Minimum grade requirements: **NURSE 151 must be completed with a 3.7 or above.** NURSE 152 must be completed with a 2.2 (80%) or above.
- 5) Current Washington State Nursing Assistant Certification is not required to apply, but highly recommended.

Courses completed **summer** quarter with the required grade of 2.0 or better will be included in the student's file as required for winter admission consideration.

The application and supporting documents must be received no later than August 31st.

The applicant is responsible for verifying that all required documentation has been received by the Office of Admissions. Applications and transcripts received after August 31st will not be considered for admission to the program for that year. Applications will be reviewed in the order in which they are received. Incomplete applications will not be accepted. All application materials become the property of Olympic College. Olympic College is not responsible for email or fax error.

Additional Admissions Information

IMPORTANT NOTE ABOUT RETAKING CLASSES

Students can take a class up to three times except for NURSE 151 and NURSE 152 which can be taken twice. If an applicant has retaken a required course multiple times, the grade for the most recent attempt will be considered. If the grade for the final attempt for a required class is below the minimum GPA required, the student will be considered ineligible for application to the Olympic College Practical Nursing program.

Students with previous nursing education

Students who have completed some formal nursing education at Olympic College or any higher education institution must complete prerequisite coursework and meet grade requirements, and are required to enter in to the applicant pool. If a student started a nursing program outside of Olympic College but did not complete the program for any reason, the student must provide a letter from the previous nursing school's chief nurse administrator (e.g. Dean or Director) stating they left in good standing. If accepted to the Practical Nursing Program, previous coursework may be reviewed to determine advanced standing.

Past Disciplinary Action Petition Letter

Students with official disciplinary action or warning or deemed “not in good standing” at Olympic College or any previous higher education institution must include an admission petition letter as part of their application materials. The petition letter must address the disciplinary action, contributing factors, and a mitigation plan to promote future success. Nursing Program entry is NOT an option if the student was disciplined due to a critical safety element.

Background Inquiry

Students who have any previous legal charge or conviction must include a letter indicating the nature of the charge and final disposition with their application. For all students accepted to the Practical Nursing program, a national background inquiry completed by Certified Background is required to disclose any history of criminal record or abusive behavior (Child/Adult Abuse Information Act, RCW; 43.43.830 through 43.43.840). If the results of this information cause any clinical agency to deny you privileges to rotate through that agency, withdrawal from the Practical Nursing Program will be required.

Re-entering Olympic College Practical Nursing Students

Reentering Olympic College Practical Nursing students must submit a Practical Nursing Admissions Application and credential requirements to be eligible to re-enroll.

- Fall/Winter re-enter deadline is March 31st
- Spring/Summer re-enter deadline is August 31st

Part 4: Course Review Process

Who Needs to Complete a Course Review?

Students who took science classes (anatomy and physiology I and II) outside Washington State or from The Evergreen State College must have their classes reviewed to ensure equivalency to the classes required for the Nursing program (BIOL& 241, BIOL& 242). Students taking science courses from a Washington State college or university will not generally need a formal course review, though a course review may be required if equivalency cannot be determined.

Students who took the followings course(s) at a college or university other than Olympic College will also need to complete the course review process:

1. Dosage Calculation
2. Pharmacology

To complete the course review process, please provide copies of the required documents to the Healthcare Student Success Coach via email to ablake@olympic.edu. Please keep all original documents.

Required documents for a course review:

1. Syllabus (not course description) with lab component clearly listed *and*
2. Unofficial transcript showing the listed courses and grade received.

ALL course review documents must be submitted before the August 31st deadline

Part 5: Selection of Applicants

The Factor System

Once we receive your application and supporting documents listed under Application Process, an admission score will be determined according to the following factoring system and candidates ranked.

The factor system is points based. Factor points will only be awarded if courses/requirements are completed by the August 31st deadline. **If you retake a course, we will use the most recent attempt.** Acceptance into the Practical Nursing Program is based on total points earned:

1) Cumulative GPA of Prerequisite Courses (ENGL& 101, PSYC& 100, BIOL& 241 and BIOL& 242).

Note: A minimum grade of 2.0 must be earned in each prerequisite course.

GPA	2.0-2.5	2.6-3.0	3.1-3.5	3.6-4.0
Points	1	2	3	4

2) Support Course Completion

Course	Point	Required Grade
NURSE 118 Nutrition (or NUTR& 101)	1	2.2 (80%)
ENGL& 102	1	2.0

3) Current Washington State NAC verification 1 point

4) Roll-over (for applicants who are eligible but not accepted on their first attempt).

The rollover point will be awarded one time only = **1 point**

Maximum factor points possible for first time applicants: 7 points

Maximum factor points possible for rollover applicants: 8 points

Applicants are ranked according to total number of factor points. In the event of a tie, the following tie breakers will be used:

1st Tie Breaker: Combined **GPA** of prerequisite courses (ENGL& 101, PSYC& 100, BIOL& 241 and BIOL& 242)

2nd Tie Breaker: Number of support courses completed by August 31st

3rd Tie Breaker: Combined **GPA** of the support courses

4th Tie Breaker: Overall cumulative **GPA** for all colleges attended

Part 6: Post-Application: What to Expect

Office of Admissions Timelines

- 1) Practical Nursing Admissions Application and all supporting documents must be submitted to the Office of Admissions by August 31st
 - a) Practical Nursing Admissions Applications received after August 31st will not be considered for the upcoming cohort.
 - b) All students whose application materials (prerequisites and required documentation) are not complete will need to **REAPPLY** for next year's class.

- 2) Applicant files will be reviewed by the Office of Admissions. A letter will be sent to applicants advising them of any missing documents. Applications turned in within the last three weeks of August that are missing documents are not guaranteed to receive notification from the Admissions Office prior to the application deadline. Any documents missing from your application packet will make your application ineligible for that year. Applicants must be eligible in order to receive a rollover point. Therefore, applicants are strongly encouraged to submit their application materials as soon as they are eligible to apply.

- 3) The Practical Nursing Admissions Committee will meet after the deadline to determine the winter class for admission.

- 4) The admission letters for the PN program will be sent via email (that you list on your application) and by US mail by the Admissions Department (not the Nursing Program). Students will receive notification of their status prior to December 1st.
 - a) **Between September 1st and November 30th, please do not contact Admissions or Nursing regarding the status of acceptance letters.**
 - b) After December 1st, if you have not received notification of your status, you may contact the Admission Department at 360-475-7206.

Admissions are granted for a particular quarter and year. Students who have been offered admission but choose not to enroll for the specific quarter and year (as noted in their letter of acceptance) must submit a new application for the Practical Nursing Program by the August 31st deadline.

Eligible applicants who are not admitted must submit a new application by the August 31st deadline for the following year to be considered as a rollover applicant. It is not necessary to resubmit official transcripts unless additional classes have been taken at institutions outside of Olympic College.

Students who have been offered admission into the Associate Degree Nursing Program will be required to attend mandatory orientation sessions prior to the beginning of winter quarter.

Part 7: Projected Cost Estimate for Practical Nursing Program

For the most up-to-date costs, please visit the website at <https://www.olympic.edu/document/pn-cost-estimate/view>



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Part 8: Practical Nursing Program Clinical Experiences

The Olympic College Practical Nursing Program includes clinical experiences in patient care at cooperating health care facilities. The clinical agencies require students to provide evidence of the following prior to beginning clinical experiences.

- 1) Current immunizations, uploaded to and confirmed by Certified Background Check and Immunization Tracker;
- 2) Basic Life Support for Health Care Providers Certification (American Heart Association for the Healthcare Provider) must be **annually** updated while in the Practical Nursing Program;
- 3) Non-refundable liability and malpractice insurance (must be purchased through Olympic College) is required; and
- 4) Proof of personal health insurance;
- 5) Learning module completion;
- 6) Completion of the Certified Background check within acceptable parameters of clinical agencies.

Please do not turn in documents pertaining to items 1-6 above with your application. We recommend that all applicants wait to hear if they have been formally admitted in to the Practical Nursing program prior to starting on the documentation process. Those applicants accepted in to the Practical Degree Nursing Program, will be required to attend a mandatory orientation regarding the required documentation.

Applicants who have chronic health conditions or disabilities which require alterations to the program of study as approved by the Washington State Nursing Care Quality Assurance Commission, or which prevent the practice of Practical Nursing with reasonable skill and safety, should be aware of the possibility that they may not be eligible to sit for the NCLEX licensing examination or obtain a license to practice Nursing. Questions should be addressed directly to the Washington State Nursing Care Quality Assurance Commission, Nurse Practice Advisor at (360) 236-4725.

Part 9: Student Health & Safety Requirement Checklist

For information purposes only. You will be required to obtain these items only after acceptance in to the program. **DO NOT fill out this form and return it with your application.**

SUBMITTED ONCE	SUBMITTED EVERY YEAR		
<p>TUBERCULIN STATUS</p> <ul style="list-style-type: none"> Initial 2-step TST is required AND confirmation of initial 2-step completion. If no records of previous positive TB tests or more than 12 months since last TST then 2-step TST OR Negative TB IGRA test within 12 months OR If negative TST within 12 months → 1-step TST If newly positive TST or TB IGRA → F/U healthcare provider (chest X-ray, symptoms check and possible treatment documentation of absence of active M. TB disease) and need to complete health questionnaire If history of positive TST → provide results of TST reading, provide proof of chest X-ray documenting absence of M. TB, medical treatment and negative symptom check If history of BCG vaccine → TST Skin Testing as above or TB IGRA. If negative → OK; If positive → follow-up as above <p>HEPATITIS B</p> <ul style="list-style-type: none"> Series of 3 vaccines completed at appropriate time intervals and post vaccination titer at 6-8 weeks after series completion. If negative titer, then repeat series (consisting of doses #4—#6) and repeat titer 6-8 weeks after#6 dose. OR obtain challenge dose #4 and re-titer after 6-8 weeks OR Provide results of positive titer (anti-HBs or HepB Sab) OR Signed declination for students/faculty who decline vaccination Specific healthcare institutions may require vaccination without exception (i.e., no declination) <p>MMR (Measles, Mumps, Rubella)</p> <ul style="list-style-type: none"> Proof of vaccination (2 doses at appropriate intervals) OR Proof of Measles immunity by titer and Proof of Mumps immunity by titer and Proof of Rubella immunity by titer <p>VARICELLA</p> <ul style="list-style-type: none"> Proof of vaccination (2 doses administered at least 4 weeks apart) OR Proof of immunity by titer <p>TETANUS, DIPHTHERIA, PERTUSSIS (Tdap)</p> <ul style="list-style-type: none"> Tdap required once after age 11 Td required every 10 years after Tdap <p>AUTHORIZATION FOR RELEASE OF RECORD</p> <ul style="list-style-type: none"> Kept on file by education institution <p>MILITARY IMMUNIZATION</p> <ul style="list-style-type: none"> If immunization occurred during Military service <p>ADDITIONAL REQUIREMENTS (if applicable) <i>Some healthcare settings may have additional requirements, such as the following:</i></p> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> Vehicle Insurance (for access to VA & Military Facilities) Personal Health Insurance Drug Screen Hepatitis A Vaccine </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> Current First Aid Card Proof of U.S. Citizenship Color Vision Test Food Handlers License </td> </tr> </table> <p><i>Students and Faculty will be informed prior to clinical experience if optional or additional requirements need to be met.</i></p>	<ul style="list-style-type: none"> Vehicle Insurance (for access to VA & Military Facilities) Personal Health Insurance Drug Screen Hepatitis A Vaccine 	<ul style="list-style-type: none"> Current First Aid Card Proof of U.S. Citizenship Color Vision Test Food Handlers License 	<p>TUBERCULIN STATUS</p> <ul style="list-style-type: none"> Annual TST OR Annual TB IGRA test If newly positive TST/IGRA results → F/U with healthcare provider (chest X-ray, symptoms check and possible treatment documentation of absence of active M. TB disease) and may need to complete health questionnaire. Previously documented positive TST results and prior negative chest X-ray results. Complete Annual Symptom Check Form. If any “yes” responses → /F/U with healthcare provider. <p>INFLUENZA</p> <ul style="list-style-type: none"> Proof of seasonal vaccination(s) OR Signed declination for student/faculty who decline vaccination Specific healthcare institutions may require vaccination without exception (i.e., no declination) http://flushot.healthmap.org/ <p>BACKGROUND CHECKS</p> <ul style="list-style-type: none"> National Criminal Background Check and Washington State Patrol Background Check (WATCH) upon admission/re-admission and re-entry/hire to program to include all counties of residence & all Washington State counties per RCW43.43.830 and OIG and GSA screens. Excluded Provider search on: <ol style="list-style-type: none"> 1. OIG http://exclusions.oig.hhs.gov/ (conducted bi-monthly by CPNW) 2. GSA http://www.sam.gov (conducted bi-monthly by CPNW) Washington State Patrol Background Check (WATCH annually thereafter) Criminal History Disclosure (annual) and kept on file by education institution (If your school does not provide a disclosure form you can find one by clicking here) <p>LICENSE (If individual is licensed as any healthcare provider [RN, LPN, NAC, etc.] and in what specific State)</p> <ul style="list-style-type: none"> Current Unencumbered <p>INSURANCE</p> <ul style="list-style-type: none"> Professional Liability \$1,000,000/3,000,000 policy (This may be coverage via the school or individual) <p>CPR</p> <ul style="list-style-type: none"> You are required to complete an American Heart Association (AHA) BLS Provider Course and have a current Course card/eCard. AHA BLS Provider Resuscitation Quality Improvement Program (RDI) meets this requirement. <p>REQUIRED EDUCATION</p> <ul style="list-style-type: none"> Each healthcare organization will communicate to faculty and students any required educational content to be completed prior to participation in the clinical experience.
<ul style="list-style-type: none"> Vehicle Insurance (for access to VA & Military Facilities) Personal Health Insurance Drug Screen Hepatitis A Vaccine 	<ul style="list-style-type: none"> Current First Aid Card Proof of U.S. Citizenship Color Vision Test Food Handlers License 		