



### Checklist for Admission

#### Associate's Degree Nursing Program the LPN to RN (Advanced Placement) option Application Process (Must be complete by February 1, 2021 at 4:00 pm)

1. Submit a current application for admission to the college indicating LPN to ADN Program Option by 2/1/2021. \_\_\_\_\_
2. Submit official records of high school graduation or equivalency and all post- secondary transcripts. \_\_\_\_\_
3. Submit a copy of signed Social Security card to admissions department. \_\_\_\_\_
4. Complete the Health Sciences Admission Form. \_\_\_\_\_
5. Attend an Information Session. \_\_\_\_\_
6. Register to take HESI exam. \_\_\_\_\_ (score must be >55% to be eligible for admission into the nursing program)
7. Maintain an overall **GPA of 2.500** or higher. GPA is determined by most recent college transcript with a minimum of 12 hours of non- developmental credit. If student has no transcript with 12 or more credit hours, then high school GPA is used to determine eligibility.
8. Prior to admission the student must have taken and received credit for BIO 168/169 (completed within five (5) years prior to acceptance into the program), PSY 150, and ENG 111. **\*If the applicant has previous credit for BIO 169 that is older than 5 years, they may take BIO 169 concurrently with the transition courses.**
9. Must hold unencumbered license to practice as an LPN in NC (or Compact license).
10. Applicant must show proof of employment as an LPN who has completed a minimum of 1040 hours within the last year by completing the 1040 hours certification form. (Verification of Hours due by April 30, 2021 at 9am).

**\*If the applicant has previous credit for BIO 169 that is older than 5 years, they may take BIO 169 concurrently with the LPN to RN courses.**



## 1040 Hours Certification

I verify that \_\_\_\_\_ (LPN's full printed name) has been employed as a **Licensed Practical Nurse** With \_\_\_\_\_ (print facility name)  
For \_\_\_\_\_ hours within the past 12 months.

*Note: Time spent as a nursing assistant prior to obtaining the LPN license does not count toward the 1,040 hours required, even if at the same facility. Clinical hours, while enrolled in a health science/nursing program up to and including a Licensed Practical Nurse program, do not count toward the 1,040 hours worked as a Licensed Practical Nurse.*

**Please Print:**

Applicant's Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Human Resources  
Representative's Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Name of Facility: \_\_\_\_\_  
Address of Facility: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Phone Number of Facility: \_\_\_\_\_

**By signing below I acknowledge that I have read and understand this document. I also declare that the contents of this declaration are true and correct to the best of my knowledge. If further clarification is needed, Halifax Community College staff will follow up with the applicant and/or facility representative.**

**Please sign:**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resources  
Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Application must complete admission process by January 19, 2018 at 4:00 pm. Applicant must submit **THIS VERIFICATION FORM** prior to April 30, 2021. Any verification form received after the application deadline will not be considered during the admission process.

Nursing Program Director  
Halifax Community College  
100 College Drive  
Weldon, NC 2789