



Checklist for Admission

Associate's Degree Nursing Program the LPN to RN (Advanced Placement) option Application Process (Must be complete by February 17, 2023, at 4:00 pm)

1. Submit a current application for admission to the college indicating LPN to ADN Program Option by 2/17/2023. _____
2. Submit official records of high school graduation or equivalency and all post-secondary transcripts. _____
3. Submit a copy of the signed Social Security card to the admissions department. _____
4. Complete the Health Sciences Admission Form. _____
5. Attend an Information Session. _____
6. Register to take the 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. The most recent college transcript determines GPA with a minimum of 12 hours of non-developmental credit. If a student has no transcript with 12 or more credit hours, then a high school GPA is used to determine eligibility.
8. Before admission, the student must have taken and received credit for BIO 168/169 (completed within five (5) years before acceptance into the program), PSY 150, and ENG 111. ***If the applicant has previous credit for BIO 169 that is older than five 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, 2022, at 9 am).

***If the applicant has previous credit for BIO 169 that is older than five 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 before 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 understood this document. I also declare that the contents of this declaration are true and correct to the best of my knowledge. Halifax Community College staff will follow up with the applicant and/or facility representative if further clarification is needed.

Please sign:

Applicant: _____ Date: _____
Supervisor: _____ Date: _____
Human Resources
Representative: _____ Date: _____

Applicant must submit **THIS VERIFICATION FORM** prior to April 30, 2022. 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