



HOWARD COLLEGE
— MAKING DREAMS REAL —

HOWARD COLLEGE ASSOCIATE DEGREE NURSING (RN) PROGRAM
ASSOCIATE DEGREE NURSING ADMISSION REQUIREMENTS

Prior to actual admission into the Associate Degree (RN) Nursing Program, applicant must have successfully completed 15 hours of required support courses with a final grade of “C” or above. If enrolled in these courses at the time of the application deadline, you must furnish proof of enrollment.

BIOL 2301 Anatomy & Physiology I

BIOL 2320 Microbiology

BIOL 2101 Anatomy & Physiology I

BIOL 2120 Microbiology (lab)

BIOL 2302 Anatomy & Physiology II

ENGL 1301 Freshman Composition

BIOL 2102 Anatomy & Physiology II (lab)

Certified Nurse’s Aide (CNA) is considered a prerequisite.

You must be a CNA with a current certificate.

It is the policy of Howard College not to discriminate on the basis of sex, race, color, religion, age, national origin, veteran, or qualified disability in educational programs, activities admission, or employment policies.

All applicants to the Howard College Associate Degree nursing program who have met the requirements for admission to the college will be evaluated according to the criteria specified.

ADMISSION INFORMATION

Pre-Testing - Students seeking admission to the Associate Degree Nursing Program must take the Test of Essential Academic Skills Test (TEAS). The TEAS test can be taken once every 30 days. The maximum number of times the TEAS may be taken is three (3) in a year period. Only the most updated version of TEAS scores will be accepted. TEAS scores not taken at Howard College will be accepted from ATI that are mailed or emailed to the Howard College Nursing office. The TEAS test will be given at the testing center, (432) 264-5618. You will be responsible for registering and paying for the TEAS exam through the ATI website (www.atitesting.com).

Summer Terms - The summer will be a busy time for applicants who have not already taken or begun pre-requisite classes. During the summer term, these students are required to take Anatomy & Physiology I & II, Microbiology, and Freshman Composition. Students earning less than a final grade of “C” in non-nursing courses must repeat that course before becoming eligible to take Associate Degree Nursing courses.

If you have any questions, you can contact the nursing department at 432-264-5070, (264-5142 fax) or email mpope@howardcollege.edu.

ADMISSION REQUIREMENTS

All applicants to the Howard College Associate Degree Nursing Program who have met the requirements for admission to the college will be forwarded to the selection committee. However, meeting the requirements does NOT guarantee admission to the program. The following criteria will be used for admission to the RN Program:

- ✓ Complete Howard College application form for admission to Howard College.
- ✓ Completed Nursing application for admission into the Associate Degree Nursing Program.
- ✓ Copy of CNA certificate
- ✓ An official transcript showing a “C” or better in all pre-requisite classes from each college/university attended sent to admissions & nursing
- ✓ Results of TEAS examination. (See selection criteria for scoring)
- ✓ Background check through Castle Branch completed. <https://portal.castlebranch.com/HH80>
- ✓ Placement of transfer students is dependent upon vacancies existing within established enrollment limits and the written approval of the Program Director.
- ✓ Proof of at least 2 doses of the Hepatitis B series.

Required Immunizations

- ❖ MMR or Titer
- ❖ HBV (3 doses) or Titer
- ❖ Varicella (2 doses) or Titer
- ❖ TDAP (every 10 years)
- ❖ FLU (every year)
- ❖ TB (every year)
- ❖ COVID (required per clinical site or exemption per clinical site)

Following completion of the admission requirements by the designated deadline of June 1st, the applicant will be considered for the selection pool. An applicant’s file is not complete until all the admission requirements have been submitted (TEAS exam, transcripts, and all required documents).

Applicants are responsible for keeping their file updated with current addresses and phone numbers. A new application must be completed for each year you wish to be considered for admission. It is the applicant’s responsibility to submit all required documents, to make all appointments, and to pay all fees.

Completion of the program will be affected by the student’s ability to successfully complete the required clinical rotations. Clinical rotations are completed at sites specified by and contracted with Howard College. *Howard College will not locate or provide alternative sites for clinical rotations for student’s ineligible to attend clinical rotations at the specified sites.*

BACKGROUND CHECK INFORMATION

To be considered as an applicant for the nursing program, the Texas Board of Nursing now requires all students to be fingerprinted and pass a DPS/FBI criminal background check prior to being accepted into a nursing program.

Within 2 – 3 weeks after the application deadline (June 1), you will receive instructions from Howard College Nursing on how to schedule fingerprints to begin the Board of Nursing background check process.

After fingerprints have been completed and received by the Board of Nursing you will receive one of the following:

1) A blue card which indicates your background check is clear. This will need to be turned into the nursing department to complete your application folder.

OR

2) A letter from the Board of Nursing advising you to begin the Declaratory Order Process. This letter will need to be turned into the nursing department to complete your application folder.

Students who have a positive criminal history or answer “YES” to any question on the application for licensure will be required to go through the declaratory order process. If the nature of the issue can be resolved within the delegated authority of the Operations Department, there will be no charge and the student will be sent an “outcome letter” stating that they will be allowed to take the NCLEX upon graduation. If the nature of the criminal issue is beyond the delegated authority of the Operations Department and must be transferred to the Enforcement Department for review, the student will be billed for the review fee. Only upon receipt of the fee will the file be transferred to the Enforcement Department for review. This process could take up to 4-6 months or longer.

If an applicant cannot present a “blue card” or “outcome letter” then they are not eligible to be accepted into the program.

Successful completion of a background check does not guarantee licensure or employment after graduation.

Students may be required by a clinical facility to submit to a random selection for a drug-screening test. Students may be required by a clinical facility to submit to an additional background check and fingerprinting. If a student does not pass the background check or the drug test and is unable to attend clinical, the student will be unable to fulfill the course requirements and failure of the course may occur. It is not the responsibility of the nursing faculty or Howard College to make alternative arrangements for clinical hours. Student selected alternatives will not be accepted.

CURRICULUM FOR ASSOCIATE DEGREE NURSING (Generic RN) PROGRAM

<u>Summer I</u>		Cred Hrs.
BIOL 2301 & 2101 Anatomy & Physiology I		4
BIOL 2320 & 2120 Microbiology		<u>4</u>
Total Hours	8	

<u>Summer II</u>		Cred Hrs.
BIOL 2302 & 2102 Anatomy & Physiology II		4
ENGL 1301 English Composition		<u>3</u>
Total Hours	7	

<u>First Nursing Semester--Fall</u>		Cred Hrs.
PSYC 2314 Life Span/Growth & Development		3
RNSG 1309 Introduction to Nursing		3
RNSG 1261 RN Training (Clinical)		2
RNSG 1105 Nursing Skills I		1
RNSG 1115 Health Assessment		<u>1</u>
Total Hours	10	

<u>Second Nursing Semester--Spring</u>		Cred Hrs.
MATH 1342 Elementary Statistical Methods		3
PSYC 2301 General Psychology		3
RNSG 1343 Complex Concepts of Adult Health		3
RNSG 1362 RN Training (Clinical)		<u>3</u>
Total Hours	12	

<u>Summer II</u>		Cred Hrs.
RNSG 2213 Mental Health Nursing (ONLINE)		2
RNSG 2161 RN Training (Clinical)		<u>1</u>
Total Hours	3	

<u>Third Nursing Semester--Fall</u>		Cred Hrs.
RNSG 2308 Maternal/Newborn Nursing and Women's Health (ONLINE)		3
RNSG 2260 RN Training (Clinical)		2
RNSG 2201 Care of Children and Families (ONLINE)		2
RNSG 2263 RN Training (Clinical)		<u>2</u>
Total Hours	9	

<u>Fourth Nursing Semester--Spring</u>		Cred Hrs.
Elective 3 hours required: Fine Arts/Humanities		3
RNSG 2432 Enhanced Concepts of Adult Health (ONLINE)		4
RNSG 2460 RN Training (Clinical)		<u>4</u>
Total Hours	11	

Grand Total 60

If accepted to the ADN nursing program:

Prior to the first-class day, students are required to have:

- ✓ A physical examination on the HC form (within previous three [3] months) showing ability to meet clinical requirements.
 - The results of a PPD (within previous three [3] months);
 - Proof of MMR immunization (a signed statement by medical practitioner showing 2 doses of vaccine or MMR titer level);
 - TDAP vaccination (proof of within the previous 10 years);
 - Hepatitis B vaccine series (three doses) or serologic proof of immunity to Hepatitis B;
 - Two doses of Varicella vaccine or serologic proof of immunity to Varicella.
 - Covid vaccine or covid exemption (per clinical site requirements)
- ✓ Current CPR certification - American Heart Association-BLS (within past 12 month);
- ✓ Proof of health/hospitalization insurance by September 1 of year of admission.
- ✓ A current drug screen.
- ✓ All documents uploaded to Castle Branch Compliance Tracker:
<https://portal.castlebranch.com/HH80>
- ✓ Completion of Nursing Boot Camp/Orientation

Insurance

Students enrolled in the Accelerated associate Degree nursing program are required to be covered by liability insurance prior to the beginning of clinical experiences and to maintain such insurance for the duration of their enrollment. A break in enrollment of either liability or health insurance will result in the student's inability to attend clinical. Arrangement to purchase liability insurance at a group rate will be made through the Howard College Business Office in conjunction with the payment of another required fees each semester you are enrolled in the Accelerated Associate Degree Nursing program. Students are required to purchase health insurance at their own expense.

***Students who will be on financial aid are cautioned to save co-requisite classes so they will have enough credits to qualify for financial aid. Please visit the financial aid office related to financial aid concerns. A cost estimate for the program will be sent with the acceptance email.**

Computer Access

All students must have access to a computer (preferably Microsoft Office) and a printer. Internet access and access to a computer compatible with Microsoft Office are required for the online courses in the second year of the program.

Online Nurses Classes

The second year of the ADN program is taught in an online environment. For the online nursing classes, travel to Howard College in Big Spring will continue to be required. Every effort will be made to combine activities to decrease the number of times students are required to be on campus. All testing will take place on the Big Spring campus per course schedule.

Please note: Second year lecture courses are online; however, the clinical courses are in a traditional environment.

RN PROGRAM SELECTION CRITERIA

***A SELECTION COMMITTEE WILL MEET AND REVIEW ALL APPLICANTS TO MAKE FINAL DECISIONS.**

For any pre-requisite class repeated, a deduction of 1 point will be made.

Online Science classes will have a 1-point reduction.

Face-to-face science pre-requisite courses are preferred.

POINTS	MICROBIOLOGY (Lecture only)	A & P I (Lecture only)	TOTAL
1 pt.	C	C	
3 pts	B	B	
5 pts	A	A	

POINTS	Science GPA	Cumulative GPA	TOTAL
1 pt.	2.0	2.0	
2 pts	2.5-3.0	2.5-3.0	
3 pts	3.5-3.5	3.0-3.5	
4 pts	3.5-3.9	3.5-3.9	
5 pts	4.0	4.0	

TEAS EXAM

A student must meet the minimum reading TEAS requirement to be considered for admission

POINTS	READING	MATH	SCIENCE	OVERAL TEAS SCORE	TOTAL
1 pts	70%	60%	40%	68%-71%	
3 pts	80% or better	70% or better	50% or better	72%-79%	
5 pts	90% or better	80% or better	60% or better	80% or better	

****Scores below minimum in each category will result in (zero) "0" points.**

TOTAL POINTS = 40

The Declaratory Order process permits the Board of Nursing to make decisions regarding your eligibility for licensure prior to entering or completing a nursing program. If you answered “yes” to any of these questions, please research the Declaratory Order process on the TX BON website under eligibility. The Board of Nursing will not make eligibility determinations over the phone and/or email. Eligibility determinations take a minimum of 3-6 months.

GRADUATION FROM THE ACCELERATED ASSOCIATE DEGREE NURING PROGRAM DOES NOT GUARANTEE THE GRADUATE WILL BE ALLOWED TO SIT FOR THE NCLEX-RN (STATE BOARD EXAMINATION).

APPLICATION FOR LICENSURE

Prior to submitting an application, an applicant with a criminal history must have a cleared Declaratory Order letter from the Texas Board of Nursing (BON). Information is available at <http://bon.state.tx.us/olv/pdfs/DOapp.pdf>. Please be aware that this may take a year or longer and Howard College has no control over the process. Plan accordingly in order to meet the application deadline of the program for which you are applying.

Failure to do a declaratory order may result in dismissal from the program. Any questions or concerns on past offenses, please contact the Board of Nursing directly.

No Yes Are you enrolled, planning to enroll, or have you graduated from a nursing program?

Nursing program name: _____

Location of program: _____
City State

Type of Nursing Program: (circle one) LVN RN

Date of Enrollment: _____ Date of Graduation: _____

1) No Yes *For any criminal offense, including those pending appeal, have you:

- A. been convicted of a misdemeanor?
- B. been convicted of a felony?
- C. pled nolo contendere, no contest, or guilty?
- D. received deferred adjudication?
- E. been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
- F. been sentenced to serve jail or prison time? court-ordered confinement?
- G. been granted pre-trial diversion?
- H. been arrested or have any pending criminal charges?
- I. been cited or charged with any violation of the law?
- J. been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?

(You may only exclude Class C misdemeanor traffic violations.)

NOTE: Expunged and Sealed Offenses: While expunged or sealed offenses, arrests, tickets, or citations need not be disclosed, it is your responsibility to ensure the offense, arrest, ticket or citation has, in fact, been expunged or sealed. It is recommended that you submit a copy of the Court Order expunging or sealing the record in question to our office with your application. Failure to reveal an offense, arrest, ticket, or citation that is not in fact expunged or sealed may subject your license to a disciplinary order and fine. Non-disclosure of relevant offenses raises questions related to truthfulness and character. (See 22 TAC §213.27)

NOTE: Orders of Non-Disclosure: Pursuant to Tex. Gov't Code § 552.142(b), if you have criminal matters that are the subject of an order of non-disclosure you are not required to reveal those criminal matters on this form. However, a criminal matter that is the subject of an order of non-disclosure may become a character and fitness issue. Pursuant to Gov't Code chapter 411, the Texas Nursing Board is entitled to access criminal history record information that is the subject of an order of non-disclosure. If the Board discovers a criminal matter that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board may require you to provide information about any conduct that raises issues of character and fitness.

- 2) No Yes *Are you currently the target or subject of a grand jury or governmental agency investigation?
- 3) No Yes Has any licensing authority ever refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?
- 4) No Yes *Within the past five (5) years have you been diagnosed with, treated, or hospitalized for schizophrenia and/or psychotic disorder, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder?

If "YES" indicate the condition:

- schizophrenia and/or psychotic disorders,
 bipolar disorder,
 paranoid personality disorder,
 antisocial personality disorder,
 borderline personality disorder

- 5) No Yes *Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?

*Pursuant to the Texas Occupations Code §301.207, information, including diagnosis and treatment, regarding an individual's physical or mental condition, intemperate use of drugs or alcohol, or chemical dependency **and** information regarding an individual's criminal history is confidential to the same extent that information collected as part of an investigation is confidential under the Texas Occupations Code §301.466. If you are licensed as an LVN in the State of Texas and are currently participating in the Texas Peer Assistance Program for Nurses you may answer "NO" to questions #4 and #5.

NOTE: IF YOU ANSWER "YES" TO ANY QUESTION #1 - #5, YOU MUST PROVIDE A SIGNED AND DATED LETTER DESCRIBING THE INCIDENCE(S) THAT YOU ARE REPORTING TO THE BOARD, AS WELL AS SUPPORTING DOCUMENTATION. PLEASE REFER TO THE ELIGIBILITY QUESTIONS INSTRUCTIONS FOR MORE INFORMATION.

Attestation/Consent to Release & Use of Confidential Records

I, the NCLEX © Candidate whose name appears within this Application, acknowledge this document is a legal document and I attest that I understand & meet all the requirements for the type of licensure requested, as listed in sections 301.252, 301.253, 301.452, 301.453, 301.454 and 304.001 of the Nursing Practice Act; 22 TAC §§ 213.27, 213.28, 213.29, 213.30, 213.33; 22 TAC §§ 217.11 and 217.12.

Further, I understand that it is a violation of the 22 TAC § 217.12 (6) (I) and the Penal Code, sec 37.10, to submit a false statement to a government agency; and I consent to release of confidential information to the Texas Board of Nursing and further authorize the Board to use and to release said information as needed for the evaluation and disposition of my application.

I understand that if I have any questions regarding this affidavit I should contact an attorney or the appropriate professional health provider. I will immediately notify the Board if at any time after signing this affidavit I no longer meet the eligibility requirements.

Applicant's Signature: _____

Date: ____ / ____ / ____