Professional Nursing (LPN-RN) Application Process

PROGRAM INFORMATION

The Professional Nursing (LPN-RN) Program is designed to prepare students to pass the licensing examination and gain employment as a Registered Nurse (RN). The program includes classroom, simulation, and clinical experience in local healthcare facilities throughout Lee County. The average starting salary for an RN is $46,800.

According to the Florida Board of Nursing and F.S. 464.019, the diploma nursing education program content includes but is not limited to at least fifty percent clinical training, and no more than half of that clinical training can be comprised of simulation. This program includes a professional nursing curriculum plan that documents the clinical experience and theoretical instruction in medical, surgical, obstetric, pediatric, geriatric, and psychiatric nursing, in acute care, long-term care, and community settings. The program provides theoretical instruction and clinical application in personal, family, and community health concepts; nutrition; human growth and development throughout the life span; body structure and function; interpersonal relationship skills; mental health concepts; pharmacology and administration of medications; legal aspects of practice; as well as interpersonal relationship and leadership skills; professional role and function; and health teaching and counseling skills.

NOTE: According to the Florida Department of Education, this is a Professional Nursing (LPN-RN) program. According to the Florida Board of Nursing, this is a Diploma Nursing program. This program does NOT provide an Associate Degree; however, graduates are able to sit for the same NCLEX-RN exam as Associate Degree and Bachelor Degree nurses leading to the designation Registered Nurse (RN).

ARTICULATION

This program has no articulation agreements at this time.

ACCREDITATION

Fort Myers Technical College (FMTC) is part of the School District of Lee County (SDLC). They are accredited by the Commission of the Council on Occupational Education (COE) and COGNIA. Governing agencies for this program include the Florida Department of Education (FLDOE) and the Florida Board of Nursing (FBON) under the Florida Department of Health. The FLDOE approved the Professional Nursing (LPN-RN) Curriculum Framework for the program March 27, 2024. The Florida Board of Nursing approved the Diploma Nursing

program with License NPRN70354 on March 23, 2023, and it has been issued the NCLEX-RN code #US70305400. According to FS 464.019(11)(c), a professional nursing program has five years to become programmatically accredited after the first students are enrolled. **Fort Myers Technical College does not hold Nursing Accreditation at this time.**

Professional Nursing (LPN-RN) program FL DOE H170608

OCP	Course Number	Course Title	Class Hours	Online Hours	Clinical Hours	Total Hours
	NSG 080	Nursing Transitions (and Program Orientation)	24	39 (-1 Clinical)	48 (+1)	111
	NSG 081	Concepts of Geriatrics and Pharmacology in Nursing	16	38	48	102
	NSG 082	Psychiatric Nursing	16	38	48	102
	NSG 083	Medical Nursing	16	38	48	102
	NSG 084	Surgical Nursing	16	38	48	102
	NSG 085	Pediatric Nursing	16	38	48	102
	NSG 086	Obstetric Nursing	16	38	48	102
	NSG 087	Professional Nursing	34	30	27	91
A	NGS 089	Senior Practicum Intensive		14 (-14 Clinical)	72 (+14)	86
Totals 1 OCP	9 Courses	Professional Nursing (LPN-RN) Courses	154 (Class hours)	311 (296 Online hours w/o clinical)	435 (450 Total clinical hours)	900 hours

TENTATIVE SCHEDULE ** Indicates different weekly pattern

Tentative start date is July 2, 2024, meeting Tuesdays for 52 weeks (highlights below indicate clinical dates):

    Mandatory Orientation 7/2/24 (Tuesday)

    Course 1 (Transitions): Jul 9, 16, 23, 30, Aug 6, 13

    Course 2 (Geri-Pharm): Aug 20, 27, Sep 3, 10, 17, 24

    Course 3 (Psychiatric): Oct 1, 8, 15, 22, 29, Nov 5

    Course 4 (Medicine): Nov 12, 19, 26, Dec 3, 10, 17

    Course 5 (Surgical): Jan 7, 14, 21, 28, Feb 4, 11

    Course 6 (Pediatrics): Feb 18, 25, Mar 4, 11, 18, 25

    Course 7 (Maternal Newborn): Apr 1, 8, 15, 22, 29, May 6

    Course 8 (Prof. Nursing.): May 13, 20, 27, Jun 3, **10 & 12, 17

    Course 9 (Senior Practicum Intensive): Jun 13-27 **(Graduation Jun 30)**

NOTE: The attendance policy is stringent. Students will only be allowed to miss a maximum of 45 hours during the entire program (year).

APPLICATION PROCESS

The Professional Nursing (LPN-RN) program is a 900-hour program. There is currently one start time per year for the accelerated hybrid bridge format. Classroom instruction is 0730-1600 (7:30 am – 4:00 pm). Clinical hours vary but generally occur from 0645-1915 (6:45 am – 7:15 pm). Clinical hours may include evening and/or weekend assignments and may be 9-12 hours long. Students must attest to being able to meet the demanding physical and mental requirements of the program on an Essential Functions form.

Applicants to this program must be at least 18 years old and have a high school diploma or GED.

APPLICATION STEPS

Step 1: Download the Professional Nursing (LPN-RN) Information Packet and read the following documents:

- Professional Nursing (LPN-RN) Cost Disclosure
- Professional Nursing (LPN-RN) Application Process
- Professional Nursing (LPN-RN) Application Packet with Admission Checklist
- Professional Nursing (LPN-RN) Employment Documentation Form

Step 2: Complete Stage 1 – Eligibility for the Professional Nursing (LPN-RN) program online. **Do not start the application until you have gathered and saved all information to your computer. The application MUST be completed after you gather all documents. The form does not allow you to save and continue later.**

    Please submit the following documents in the online application to determine eligibility:

- ☐ Transcript from your practical nursing program(s). Save as LastName.PNTranscript.pdf (Example: Smith.PNTranscript.pdf)
- ☐ Transcript from your high school or GED program(s). Save as LastName.HSTranscript.pdf (Example: Smith.HSTranscript.pdf or Smith.GEDTranscript.pdf)
- ☐ If applicable, transcripts from ALL other college or university courses or programs. Save as LastName.OtherTranscript1.pdf (Example: Smith.OtherTranscript1.pdf)
- ☐ Valid and unencumbered Florida LPN License. Save as LastName.LPNLicenseNumber.pdf (Example: Smith.LPN9359359.pdf)
- ☐ Valid American Heart Association Basic Life Support card or e-card. Save as LastName.BLS.pdf (Example: Smith.BLS.pdf)
- ☐ Copy of your I.V. Therapy Course Certificate. Save as LastName.IVT.pdf (Example: Smith.IVT.pdf)
- ☐ Employment Documentation Form. Save as LastName.EmployDoc.pdf or .doc (Example: Smith.EmployDoc.pdf)
- ☐ If you did not complete your practical nursing program at a Florida Technical College within the last 5 years (2019 or later) you must complete the ATI Test of Essential Academic Skills (TEAS) test. NOTE: TEAS tests taken remotely or from any other campus than FMTC or CCTC will not be accepted. If needed, submit ATI TEAS results. Save as LastName.TEAS.pdf (Example: Smith.TEAS.pdf). Please access the following link for the ATI TEAS study guide materials and online

sign-up: https://www.atitesting.com/teas

☐ You will receive a DocuSign link AND a link to pay the non-refundable $45 application fee from FMTC by the email you provide online.

The deadline for applications is May 12, 2024. Please note that LATE or INCOMPLETE applications will not be considered.

Those who meet the Stage 1 - Eligibility criteria will be contacted by email following the May 12th deadline. Those who are selected to move forward will be invited to sign up for a Stage 2 Appointment. Selection for an Appointment will be based on eligibility AND Practical Nursing and/or TEAS results, Practical Nursing transcript grades, Practical Nursing experience.

Step 3: If you are selected for a Stage 2 – Appointment, please complete the following:

☐ **Sign up for an Appointment time** during one of the available spots. The window for Appointments will be between May 21st - 31st. You will be emailed a link to sign up for an Appointment time.

☐ At the time of the Appointment your **Employment Verification Form and at least TWO Reference Forms must be available to the interviewers**. You may bring the Employment Verification Form and the Reference Forms (in sealed envelopes) or have the facility send the documents directly to FMTC – Attention: LPN-RN Admissions by mail or email to FMTCAdmissions@leeschools.net The documents must arrive at FMTC prior to the Appointment date.

☐ Submit **Official Transcripts** of High School, Practical Nursing, and all other post-secondary education. NOTE: Foreign transcripts, whether high school or post-secondary, must be evaluated and certified by an acceptable agency recognized by the School District of Lee County. Agencies recognized by SDLC can be found on the following website: http://www.fldoe.org/teaching/certification/foreign-trained-grads/approved-credential-evaluation-agencie.stml

☐ Part of the enrollment process includes **providing verification of Florida residency** for tuition purposes. Two documents are required; both must be dated at least one year prior to the student's first day of class. The easiest types of Florida documentation to provide are a driver's license, vehicle registration, and/or voter's registration. Please bring original documents to be verified by the school. See the school website for a complete list of acceptable documents.

☐ **If you did NOT graduate from a Florida Technical College Practical Nursing (H170607) program in that past 5 years**, submit documentation from your employer(s)/HR on company letterhead, verifying two (2) years full time equivalent (FTE 4000 hours) experience within the last four (4) years in acute care, long-term care (LTC), assisted living facility (ALF), rehab, or a clinic setting. **Private duty, agency, and home care do NOT count towards these hours.**

Step 4: **Wait patiently.** After all admission requirements have been satisfied, the Professional Nursing (LPN-RN) Admission Selection Criteria Matrix will be utilized for selection into the program. All admitting paperwork turned in will become the property of the school and will not be returned. Criteria to

determine the acceptance or declination of students includes graduation from a Florida DOE CTE framework Practical Nursing (H170607) program within the past five (5) years (2019 or later) and/or TEAS test scores, work experience, educational background including GPA, admission interview, admission references, and admission essay. If you are selected for the program, your acceptance will be emailed/mailed approximately one week after the close of interviews. **You MUST RSVP within 48 hours of receiving your acceptance email to indicate your intent to enroll and attend the program.**

Step 5: **Fingerprints, background checks, drug screenings, health screenings, and signed releases will be required seven (7) days prior to the first day of class (orientation).** The Professional Nursing (LPN-RN) Program follows a specific non-redundant outline, so all courses are required in sequence and prior learning credit is not given.

SELECTION OF APPLICANTS

Admission to the Professional Nursing (LPN-RN) program is considered limited access. All applications will be reviewed by the admissions committee using the Selection Criteria Matrix. Top candidates from Stage 1 will be invited to additional on-campus appointments. During Stage 2, the appointments will consist of a personal interview, an essay, and further program information. In Stage 3 successful candidates will be notified by email to the contact information on file approximately one week after the close of interviews. You must RSVP to this email within 48 hours. If an applicant is chosen and does not respond to the email of acceptance within this window, the admission is automatically forfeited. Please note, it is possible to increase points on the matrix by submitting newly acquired qualifying criteria, such as volunteering, employment, retaking the TEAS, etc. **Once selected, the student must attend a mandatory 8-hour orientation on July 2, 2024.** Results of all physical admission requirements must be turned in to the school at least seven (7) days prior to the first day of class.

Professional Nursing (LPN-RN) Program Admission Selection Criteria Matrix

Date: ___/___/___ Last Name: _____ First Name: _____ DOB: ___/___/___ Total Points Earned: _____/100

STAGE 1 – Eligibility

- Submitted LPN License – Issued: ___/___/___ Expires: ___/___/___ License #: _____
- Submitted AHA BLS – Expires: ___/___/___
- Submitted I.V. Therapy Course Certificate of Completion – Issued: ___/___/___ Where: _____

Is student eligible for program? YES ___ (Proceed with Stage 2 - Selection criteria) NO___ (Stop here). Email sent ___/___/___

STAGE 2 – Selection

Criteria	Directives	Points Possible	Points Earned	Comments
A. Florida DOE CTE framework Practical Nursing (H170607) 2019 or later	Graduated 2019 or later = 55	55		Choose A or B ONLY for up to 55 points

Criteria	Directives	Points Possible	Points Earned	Comments
B. Non-Florida DOE CTE grad (or Florida DOE CTE graduated prior to 2019) - TEAS	Reading 75+=20 Math 70+=15 English & Language 70+=20	55		R: 65-74=15; 55-64=10; 45-54=5 M: 60-69=10; 50-59=5 E/L: 60-69=15; 50-59=10; 40-49=5
Educational Background	PN transcript grade of: A (90-100%) = 10 B (80-90%) = 5	10		
Work Experience *points given for one area only	*+Current LPN job=5 *HCW or LPN in last 5 yr=3 *HC Volunteer=1	5		+Current LPN job in acute, LTC, ALF, rehab, or clinic setting
Total Points Possible		70		Red/Yellow Flags

Is student selected for an Appointment? YES ___ (Proceed with Stage 3 - Appointment criteria) NO___ (Stop here). Email sent ___/___/___

STAGE 3 - Appointment

Criteria	Directives	Points Possible	Points Earned	Comments
Admission Interview	Behavioral questioning = max 10	10		
Admission References	Subject to review = max 10 (maximum 5 points each x 2)	10		
Admission Essay	Content, organization, spelling, grammar, and mechanics = max 10	10		
Total Points Possible		100		Red/Yellow Flags

Is student selected for the program? YES ___ (Proceed with enrollment)   NO___ (Stop here). Email sent ___/___/___

PROGRAM EXPENSES

The Professional Nursing (LPN-RN) Cost Disclosure form is located on the school website. The tuition amount is set by the Florida Legislature, approved by the School Board, and subject to change without prior notice.

FINANCIAL AID

This program is not eligible for Financial Aid at this time.

INSURANCE

Professional Nursing (LPN-RN) students are covered with an accident insurance policy made available through the school. The policy coverage is for the 12-month period of school. The Health Science department also carries liability insurance for students. It is highly recommended that students also carry personal medical insurance.

COMPUTERS

Because this is an accelerated hybrid format, __ALL__ students are required to have consistent timely access to a

personal computer and online internet accessibility for use during web-based learning, which will be required of all students throughout the year. Microsoft (MS) Office Word, Excel, and PowerPoint are also required. The free app versions may be sufficient, as long as it is accepted by the Learning Management System. The students also need access to a printer for classroom and clinical assignments. These are not provided by the school.

CRIMINAL BACKGROUND AND DRUG SCREENING REQUIREMENTS
Introduction
The allied health professions are committed to providing excellence in patient care and services in a safe, productive, and quality-conscious environment. As such, clinical and community agencies require students to meet standards similar to employees, for criminal offenses and use of illegal substances. Therefore, health science education students are required to consent to and pay for background screening and drug testing. The charge to the student is approximately $102.00 at the time of online registration with A-1 Fingerprinting and Drug Screening. This is a non-refundable fee. Admission status is "conditional" based on the results of background and drug screen. If an applicant has a criminal history, the applicant must provide the arrest record(s) and disposition record(s) for each offense to the Program Director prior to final acceptance into the program. Once completed and cleared, enrollment status will be made final. This must be completed with results returned to the school seven (7) days prior to the first day of class (orientation). Failure to do so may result in forfeiture of a position in the class.

Criminal Offenses
Most Florida professional boards under the Florida Department of Health and national registries perform computerized background checks on all applicants to determine eligibility for licensure. This background check may include the record for all arrests, not merely convictions. Therefore, students will be held to the same standard(s) as set for employment in nursing homes. F.S. 435.03, Employment Screening is the law used for screening applicants. **Judgments of guilty or pleas of nolo contendere to the Level 2 Screening Standards crimes will disqualify students from entering health programs.**

F.S. 456.0635 was enacted through the legislative process in 2009. This statute requires the Board to deny applications that meet the criteria of this statute. You may visit the Florida Board of Nursing website to locate specific Florida Statutes as indicated above. That address is www.floridasnursing.gov

All background screenings will be accessed via a secure internet site by authorized personnel. No unauthorized faculty or staff will have access to the records without the written permission of the student. These records will become the property of the school when submitted and will not be available for copying or for use to meet the requirements of outside employers. Should a clinical affiliate require copies of the screening results, copies will be provided to the clinical affiliate only with the written permission of the applicant/student. Failure to submit

these copies when requested by the clinical affiliate will prevent the student from participating in clinical assignments at that facility and may prevent the student from completing program requirements.

Any applicant whose background screening shows evidence of a substance abuse history may be required to be evaluated by the Intervention Project for Nurses (IPN) as a condition for entry into the Professional Nursing (LPN-RN) Program. These students must provide documentation of compliance with IPN recommendations. Failure to do so will result in dismissal from the Professional Nursing (LPN-RN) Program.

The student is responsible for notifying the Program Director of any arrests, regardless of adjudication, that occur after beginning the program. If the arrest is for a disqualifying offense, the student will be immediately withdrawn from the program. Failure to promptly notify the Program Director shall be grounds for dismissal from the program. If a criminal offense deems a student ineligible for admission to or continuation in a health science education program, an appeal may be filed. The appeals process follows the school's grievance process. The appeals committee will follow the industry standard for employment in the profession as the guide for considering the grievance (details available upon request).

Drug Screening

Area healthcare agencies and FMTC are drug-free environments. The clinical partners require drug screening for applicants who will be placed in the area health agencies for clinical rotations. Applicants are required to obtain a ten-panel substance abuse drug screen through A-1 Fingerprinting and Drug Screening. This screening is to be completed with results available to the school seven (7) days before the first day of class (orientation). Students with a positive test result will be given a reasonable opportunity to explain the confirmed test result. If the explanation is unacceptable and cannot be satisfactorily documented by the student's provider, the applicant will not be enrolled in the program. All students enrolled in a health science education program are required to be drug and/or alcohol-free when reporting to the school and while at affiliating agencies (including parking lots and grounds). Holding a medical marijuana card does not exclude the applicant from a positive drug screen.

If a positive drug screen deems an applicant ineligible for admission into a Health Science Education program, an appeal can be filed. The appeal process follows the grievance process of the School District of Lee County. The appeals committee will follow the industry standard for employment in the profession as the guide for considering the grievance (details available upon request). If a positive drug screen deems an applicant ineligible for admission into a Health Science Education program, the individual may reapply in six (6) months.

DISCLAIMERS

The School District of Lee County does not discriminate based on race, color, national origin, gender, age, disability, marital status, pregnancy, or genetic information in its educational programs, services, or activities, or

in its hiring or employment practices. The District also provides equal access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act. Questions, complaints, or requests for additional information regarding discrimination or harassment may be sent to: Renato Freitas, Equity Coordinator, Fort Myers Technical College, 3800 Michigan Ave., Fort Myers, FL 33916, RenatoF@LeeSchools.net or Voice/TDD: (239) 334-4544. Lack of English language skills will not be a barrier to admission and participation. The District may assess each student's ability to benefit from specific programs through placement tests and counseling, and, if necessary, will provide services or referrals to better prepare students for successful participation.