



FALL 2024 LPN PROGRAM

Application Information Packet

There is a \$35 fee to apply for this program.

You must complete **ALL** steps for your application to be considered.

LPN PROGRAM ADVISING

We have placed as many recommendations as possible in this Application Information Packet to help you fill out a successful application to the LPN Program. However, it is your responsibility to be aware of program entrance and certificate completion requirements and to fill out your application documents correctly.

It is **HIGHLY recommended** that all applicants meet with a Health Professions advisor via [email or during drop in hours](#) prior to applying for the program. For the best assistance, be prepared by having a copy of Forms 1 & 2 filled in (to the best of your ability) along with unofficial copies of all your transcripts. If you are unable to meet with an advisor in person, please email HPadvising@lanecc.edu with any questions.

The following information is intended for **program entrance only** and does **not** include information on courses required for certificate completion. These can be found in the catalog listing for [Practical Nursing](#).

APPLICATION PROCESS & DATES

You are NOT considered an applicant to the program until you meet all application requirements. Please read carefully and follow all directions.

Selection Criteria. Program admission is based on a **point allocation system**. There are no advantages given based on the date/time you submit your application. In addition to admitted students, there will be designated alternate students. An alternate is allowed to enter the program **if** an accepted student declines or withdraws. Alternates not accepted into the **Fall 2024** program will be **guaranteed** admission the following year **without reapplying** to the program. (Please Note: Alternates must insure that your A&P courses do not expire prior to the year you enter the program and that all Fall entry requirements are met. Accepted & Alternates this year may not defer if you are offered a spot in this year's program. You would have to re-apply.

Important Dates:

Application opens:	April 1, 2024	*12:15am
Application closes:	May 1, 2024	*5:00pm
Final notification: via email (after 5pm).....	May 20, 2024	5:00pm
Mandatory orientation: <u>Required</u> for all accepted AND alternate students:	June 4, 2024	3:00pm

*The Program Online Application and Payment admission system opens at approximately 12:15 a.m. and closes at approximately 11:45 p.m. each day. You must submit your Forms Packet, Online Program Admission Application and Payment and all other required application documents **before** the deadline of the application close date. Please note: staff is not available weekdays after 5pm, weekends, or holidays to answer questions regarding application issues. Please keep this in mind in case of last-minute questions or issues with the system.

ACCESSIBILITY AND ACCOMODATIONS

To request this information in an alternate format please contact the Center for Accessible Resources at (541) 463-5150 or accessibleresources@lanecc.edu.

Fall 2024 Application Process

Please review the details of each requirement and make sure you have completed the forms completely and correctly and have submitted any required supporting documentation as directed.

Admission to Lane: If you are not currently a Lane credit student, complete the "[Steps to Enroll](#) – For Students New to Lane." When asked which term to apply, be sure and choose Spring term 2024.

The LPN Nursing Application has two parts:

1. The Online Program Application and \$35 Payment, via the online Program Admissions Application & Payment Instructions on the program application website.
2. The **fillable** PDF Application Forms 1 and 2 with supporting documentation emailed directly to hpapplicationcenter@lanecc.edu

Minimum Required to Apply: A&P 1 (BI231) & Math 52, 65, 95 or higher - all courses must be graded C or better (C- or below not accepted.)

Form 2 - Point Petition Sheet & Pre-Requisite Courses

All courses must have a letter grade of C or higher (C- or lower not accepted.) If you have completed any of the pre-requisite courses with a grade of C or higher, they **MUST** be listed on the Point Petition Sheet. Courses may be repeated, and the **most recent** grade must be used. Courses from **non-accredited** colleges will **not** be considered in the evaluation of your application. Again, we recommend you contact a Health Professions advisor via email HPadvising@lanecc.edu if you have any questions as you are working through this application. Please provide the state and name of the institution in your correspondence with them (e.g., Pioneer Pacific does not meet Northwest Commission of Colleges and Universities accreditation criteria.)

Students may use qualifying exam scores in many college subjects through the Advanced Placement (AP), College-Level Examination Program (CLEP), and International Baccalaureate (IB) programs to receive credit in both general areas and various other specific subject areas. Lane grants credits for Military Educational Experience upon review of the recommendations made by the American Council on Education (ACE). More information is available [here](#).

Students will be awarded full points/equivalent to an A grade based on the evaluation standards on the date the scores are reviewed for applicable courses. If acceptance standards have changed, students will be subject to the current acceptance standards. Will only be considered with official transcripts on file.

Anatomy & Physiology – BI 231, 232 & 233 (12 credits): BI 231 is required to apply. Series completion is required for Fall entry. If all three A&P courses are more than 7 years old – ONLY BI 233 needs to be repeated by application to be accepted and must be completed Fall 2017 or later. (You may not apply with **only** expired A&P courses so if you are only applying with BI 231 it must be taken Fall 2017 or later.) A & B grades are worth equal points.

Math: Required to apply. Choice of MTH 052, MTH 065, MTH 095 or higher – Grade of C or higher (C- or less not accepted). AP, CLEP, and IB are acceptable as noted above. If you have a question about your math course, please Email HPadvising@lanecc.edu

WR 121 and WR 122: Applicants must have **8 credits of Writing** or a bachelor's degree by the end of the program. WR121 is required by Fall Term. If 121 and/or 122 were taken for 3 credits, students must take WR 123 or 227 prior to the end of the program.

Applicants with a prior bachelor's degree from a U.S. regionally accredited institution may waive this requirement, and an official transcript must be on file with proof of bachelor's degree to waive the 8-credit writing requirement.

PSY 215: Lifespan Development must be completed by Fall term entry. You must have a course that is equivalent to LCC's PSY 215 course with a grade of C or higher (C- or less not accepted.)

HP100/HO100: Medical Terminology 3 or more credits must be completed by Fall term entry. Grade of **C-** or better is accepted for this course only. If the course was not completed at Lane please use the [Lane Transfer Tool](#). If the course is not listed, contact the Degree Evaluators by [email](#) and include a course Syllabus from the school in which you took the course, asking them to provide you with a course equivalency to LCC's HP100/HO100.

For all supporting documents, please name EVERY document with your last name, first name (i.e., Smith, John CNA license, Smith, John DD214, Smith, John OR Paramedic license.) PDFs are also preferred.

Military Service:

3 points

You **must** submit a copy of your DD-214 as documentation in active status or have an Honorable Discharge. There is no required field of training or education needed. You must also fill in all requested information on the Point Petition Sheet.

Licensed Certified Nursing Assistant, Licensed Certified Medical Assistant or Licensed Paramedic Required by Sept 1, 2024. Your license must be awarded to receive points:

3 points

- **Attach documentation** to your application email for CNA by locating your license from the OSBN website [Oregon State Board of Nursing](#) proving current license or certificate that recognizes "no disciplinary action is in progress" **and** fill in the requested information on the Point Petition Sheet to qualify License or Work Experience points OR submit a copy of your Certified Medical Assisting or Paramedic License **and** fill in the requested information on the Point Petition Sheet to qualify for License or Work Experience points.

Certified Nursing Assistant, Medical Assistant or Paramedic Work Experience in a skilled or acute care setting:

9 or 18 Points

Minimum paid work experience in a skilled or acute care setting of 500 hours.

Paid work experience of **500-999.9 hours** 9 points

Paid work experience of **1000 hours or more** 18 points

This criterion requires **ALL** of the following to receive the work experience points:

- Recent (January 2019 or later) work experience of 500 hours or more.
- Submitted CNA, MA or Paramedic paid Work Experience Form verifying patient care in a skilled or acute care setting.
- Must be submitted via email to HPApplicationCenter@lanecc.edu directly from your employer, prior to the deadline of 5/1/2024.
- The work experience must **require** that the candidate is a licensed CNA, MA or Paramedic.
- Submit your license verification with your Forms 1 & 2 Packet and make sure the information is listed in the License section above on the Point Petition Sheet. Then send the form WITH your Forms 1 & 2 as a separate document to HPApplicationCenter@lanecc.edu

Notes to HP Application Center: If you have any additional information that you feel is relevant to any of the items listed on the Point Petition Sheets or supporting documentation, please put the information in this section.

Application Reminder Checklist

You must meet the following criteria in order for your application to be considered for review. Please read the following reminders carefully.

- _____ 1. **Email Account.** It is your responsibility to set your “spam filter” to accept email addresses containing @lanecc.edu. It is also **NOT** recommended to use a Hotmail or Yahoo account as we have found notifications are not being received by students with these accounts.

- _____ 2. **Admission to Lane as a credit student.** If you are not currently a Lane CC credit student, complete Lane’s college admission process and obtain a student “L” number PRIOR to starting your application materials. Make sure to complete all [Steps to Enroll in Credit Classes](#) including testing, for Spring 2024, if needed.

- _____ 3. **Health Profession Advising.** Meet with a [Health Professions Advisor](#) or communicate with them via email at HPadvising@lanecc.edu

- _____ 4. **Submit Non-Lane Official Transcripts to Enrollment Services.** All courses used as prerequisites must be taken at LCC **OR** recorded on an official transcript that has been recorded as **received** in myLane by Lane Enrollment Services, prior to the application close date. Have transcripts sent to Lane Community College, Enrollment Services – 4000 E. 30th Avenue, Eugene OR 97405 or DegreeEvaluators@lanecc.edu

- _____ 5. **Request Course Equivalency Evaluation (if needed).** It is **your responsibility** to initiate the process for non-Lane courses early and make sure equivalencies/substitutions have been established prior to the application deadline. Courses will not be accepted if they are not on the [Course Equivalency Transfer Tool](#) or without a course equivalency form from the [Degree Evaluators](#) or subject division that is submitted with your application. Please contact Health Professions advising for assistance in obtaining course equivalencies at HPadvising@lanecc.edu

- _____ 6. **I understand I must hold a valid CNA, MA or Paramedic license that can be verified by September 1, 2024 or I will be dropped from the program.**

- _____ 7. **Form 1 - Conditions of Application Checklist AND Form 2 - Point Petition Sheets of the Forms Packet (fillable format ONLY) submitted via email to HPApplicationCenter@lanecc.edu in one email with all supporting documentation** as separate attachments, named correctly (i.e., Last Name, First Name.) Only courses that are completed and transcribed at LCC or on an official transcript may be used for points. Points will **NOT** be awarded if you do not **complete all fields** on the Point Petition Sheet **and submit any documents requested** for verification as instructed above.

- _____ 8. **ALL fields on the Point Petition Sheet have been filled in, if no information was necessary, I entered N/A in all blank text fields and 0 in all blank number fields.**

- _____ 9. **Complete the 2024 LPN Online Program Admissions Application & Payment**
You will be charged a **\$35 non-refundable application fee**. Use the *2024 Health Professions Online Program Admissions Application and Payment Instruction* document to complete this process.

Before you begin the Program Online Application and Payment:
 - You must have a student “L” number to complete this process
 - You must have an Email address to complete this process
 - You must have a Visa or MasterCard card to pay the application fee

- _____ 10. **Make a Personal Copy of Application Documents** for your files. Your documents will not be returned to you.