



# FALL 2024 LPN to RN BRIDGE PROGRAM



## Application Information Packet

There is a \$60 fee to apply for this program.

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

### LPN to RN BRIDGE 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 to RN Bridge Program. It is your responsibility to be aware of program entrance and degree completion requirements and to fill out your application documents correctly.

It is **HIGHLY recommended** that all applicants meet with a [Health Professions advisor](#) 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. Please email [HPadvising@lanecc.edu](mailto:HPadvising@lanecc.edu) with any questions or to schedule an appointment.

The following information is intended for **program entrance only** and does **not** include information on courses required for degree completion. These can be found in the catalog listing for [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.

#### Important Dates:

Application opens:.....	June 10, 2024	*12:15am
Application Review Sessions: .....	***See information below for Dates and Times	
Application closes: .....	July 10, 2024	*5:00pm
Application Notification: via Email .....	August 13, 2024	5:00pm
Mandatory orientation: <u>Required</u> for all accepted & alternate students.....	August 20, 2024	5:00pm

\*The Online Program Admissions Application and Payment Instructions system opens at approximately 12:15am and closes at approximately 11:45pm each day. You must submit your forms packet with all supporting documents, Online Program Admissions Application and Payment Instructions and all other required application documents before the deadline on the application close date. **Please note:** this is listed as closing at 5:00pm as staff are not available weekdays after 5:00pm, weekends, or holidays and we are closed on Fridays in the Summer, to answer questions regarding application issues, keep this in mind in case last-minute questions or issues arise with the system. The system will not actually close until 11:45pm on July 10, 2024.

### 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](mailto:accessibleresources@lanecc.edu).

**LPN to RN BRIDGE PROGRAM** – Once accepted you will complete Fall term year 1, Pathophysiology 1 & Pharmacology 1 for 2 credits each; Winter Term year 1, you will complete-Pathophysiology 2 & Pharmacology 2 for 2 credits each. Upon passing Fall and Winter terms, you will then be fully enrolled in the RN program for Spring Term year 1, and you will complete Pathophysiology 3 & Pharmacology 3 for 2 credits each as well as NRS 112 A & B Acute Care 1 Lecture & Lab for 6 credits. 2<sup>nd</sup> year in the program you will complete the remaining 27 credits. The savings to LPN to RN Bridge students is Fall & Winter term lecture and lab core courses and the differential fees for those two terms.

## **FALL 2024 APPLICATION PROCESS**

1. **Admission to Lane.** If you are not currently a Lane credit student, complete [Lane's college credit admission](#) process. Choose your start term as Summer 2024 and obtain a student L number. Make sure to complete all [Steps to Enroll in Credit Classes](#).
  
2. **The LPN to RN Bridge application has two parts.** The online application & payment form, and forms 1 and 2 with supporting documentation. You are NOT considered an applicant to the program until you meet all application requirements.
  - a. Review instructions for the online application and payment. This application will include a \$60 non-refundable application fee, therefore do not initiate the payment until you are sure you will have the prerequisites and other requirements met, have submitted official sealed transcripts (if needed) and are ready to submit the forms packet. We highly recommend meeting with an HP Advisor and/or attending a Preparing to Apply workshop, before you apply to the program.
  - b. Email the **fillable** forms packet and all supporting documentation as instructed. All parts of the application must be received by the deadline. Application and supporting documents are **ONLY** accepted via email. Please name each supporting document with your last name, first initial and what the document is, (i.e., Smith, J LPN License.)
  - c. Notification - IMPORTANT! Set your "spam filter" to accept email addresses from @lanecc.edu or your notification may be sent to the spam/junk folder. Do this even if you are currently receiving emails from Lane.
  
3. **Oregon LPN License and Reference Documents.** Attach a screenshot from the [OSBN website](#) or a downloaded copy of verification of your unencumbered Oregon LPN License. Make sure to View and then Download the report. You can then screenshot that or send in a scanned copy. Provide an LPN to RN Bridge reference forms to be directly submitted from your reference to [HPApplicationCenter@lanecc.edu](mailto:HPApplicationCenter@lanecc.edu) with your name and "LPN to RN Bridge" in the subject line and have them copy you on the email. Your OSBN LPN proof of licensure is **REQUIRED** to be submitted by email with your forms packet.

## **POINT PETITION DETAILS**

Please review the details of each requirement and make sure you have filled out the form completely and correctly. Please submit any required documentation as directed. Please note: the HPApplicationCenter will not correct any errors on your forms. We highly recommend sending your packet to an advisor to review before submitting. It is also recommended that you attend an application review session.

### **Section 1 - Required Courses**

Required Prerequisite Courses, minimum of 30 and maximum of 37 quarter credits in Section 1 are required to apply. All courses must have a letter grade of C or higher (C- or lower not accepted) except Medical Terminology. C- will be accepted for that course only, in Section 1. The Math requirement can also have a Pass grade but it will not be eligible for quality points. If you have completed BI 234, it **MUST** be listed on the Point Petition Sheet. Courses may be repeated, and the **most recent unexpired grade must** be used. Courses from **non-accredited** colleges will **not** be considered in the evaluation of your application, nor can they be considered toward any degree requirement. Meet with a [Health Professions advisor](#) or

email [HPAdvising@lanecc.edu](mailto:HPAdvising@lanecc.edu) if you have any questions. Please provide the state and name of institution in your correspondence with them (e.g., Pioneer Pacific does not meet Northwest Commission of Colleges and Universities accreditation criteria and course work cannot be used.)

Students may also 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 available here:

<https://www.lanecc.edu/esfs/advanced-placement-international-baccalaureate-and-clep-information>

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 change, students will be subject to the current acceptance standards at the above link. Courses will only be considered with **official transcripts on file**.

Please enter the number 0 in any number box and N/A in any data box you are not using (other than checkboxes) to let us know that you are purposely leaving that space blank.

**Anatomy & Physiology – BI 231, 232 & 233 (12 credits):** BI 231, BI 232 and BI 233 graded C or higher (C- not accepted) are required for application. BI 112 is a prerequisite to BI 231 at LCC. If any of these courses were not taken at Lane, use the [Lane Transfer Tool](#) or request a course equivalency from the Degree Evaluators at [DegreeEvaluators@lanecc.edu](mailto:DegreeEvaluators@lanecc.edu). Advisors can also assist with this process, but this MUST be done PRIOR to submitting your application. BI 233 must have been completed within 7 years prior to starting the LPN to RN Bridge Program (taken Fall term 2017 or later). If your A&P courses are more than 7 years old – ONLY BI 233 needs to be retaken Fall term 2017 or later.

**Microbiology BI 234:** Graded C or higher (C- not accepted) is required to be completed by the end of Summer term and dated within the last 7 years (Fall term 2017 or later.)

**Math:** Choice of MTH 95 or higher, with letter grade of C or higher (C- not accepted) for points **OR** you can submit qualified documentation of math proficiency from the below options, these will meet application requirements only and **do not** count towards credits required to apply **OR** for points. Please see the notes for non-eligible degree options.

- MTH 95 or higher for Pass Grade
- Lane Credit by Exam for MTH 95 or higher (not eligible for degree completion)
- AP (Calculus), or CLEP (College Algebra, or any Calculus or Statistics)
- IB (Mathematics, or Math Studies, or Further Mathematics or Statistics)

#### **WR 121 and WR 122:**

Applicants must have **8 credits of Writing by Fall Entry** or a bachelor's degree. If 121 and/or 122 were taken for 3 credits, students must take WR 227Z or 123Z **prior to Fall Entry**. Graded C or higher (C- not accepted.)

Applicants who have earned a bachelor's degree from a U.S. regionally accredited institution may waive this requirement but need to use **approved** electives in their place that meet the Section 1 elective requirements to meet the 30-credit minimum to apply. An official transcript must be on file with proof of bachelor's degree to use electives or waive the 8-credit writing requirement for the AAS degree. IB does not meet the requirement to use approved electives in place of WR121 or WR 122.

**FN 225 Nutrition:** You must have a course that is equivalent to LCC's FN 225 course completed by the end of Summer term. Graded C or higher (C- not accepted.)

**PSY 215 Human Development:** You must have a course that is equivalent to LCC's PSY 215 course. Graded C or higher (C- not accepted.)

## Approved Electives:

- You can use Approved Electives to reach the **Minimum of 30 and Maximum of 37 total qualified quarter credits** to apply to the program.
- Must be from a category listed in the [2024-2025 Approved Electives for Nursing AAS](#) – **IF** the transfer course does not directly match one of our subject codes (i.e. AH, SOC, CJA, PSY, etc.) you must have the course evaluated by the Degree Evaluators and the course must be listed on the transfer tool as equivalent to one of the accepted subjects. Please work with an advising team member to have your course(s) evaluated PRIOR to sending in your application.
- Career/Technical Courses are not allowed. HO/HP courses are not allowed. HE courses are not allowed.
- No more than two elective courses in one subject can be listed in Section 1 (i.e., BI 112, BI 201 and BI 202, – BI 202 could not be listed and you must choose a course with a different subject.)
- Electives must be higher than the required pre-requisite courses (i.e., WR115 is below WR121.)

(Failure to complete Microbiology and FN 225 Nutrition with a C or higher (C- not accepted) with a continuing GPA of 3.00 or higher by the end of Summer term in the year of acceptance will result in forfeiture of acceptance into the program.)

**TOTAL CREDITS, GPA & POINTS:** The GPA Credits column will NOT automatically calculate, please calculate this column yourself once all items in section 1 have been included. **Use your GPA points divided by GPA credits to find your Section 2 GPA.** (Do not use Quarter Credits Taken for this calculation.)

## Section 2 – GPA, additional coursework and extra points

### GPA Points:

15-25 points

GPA Pre-requisite (Minimum GPA of 3.00 to apply and for Fall entry) GPA pulled from Section 1 used courses ONLY. Use the GPA points column total divided by total # of GPA Credits and round to hundredths to calculate your GPA. C- and below not considered and +/- will not be calculated. (Be sure not to count anything you do not have completed, and do not count the sample line.)

4.00 - 3.67 = **25** points

3.66 - 3.33 = **23** points

3.32 - 3.20 = **20** points

3.19 - 3.15 = **17** points

3.14 - **3.00** = **15** points

### Prior College Degree: Associate level degree or higher

1 point

- College and degree information and term completed must be fully listed on the Point Petition Sheet
- **Official** Transcript showing degree awarded must be submitted to Enrollment Services/Degree Evaluators PRIOR to submitting your application
- Degree must be from a regionally accredited institution

### Current, unencumbered Oregon LPN License: **(Required to Apply)**

No points awarded

You **must** enter the OR State License # and date of **expiration** on the point petition sheet **AND attach a copy of the OSBN proof of licensure** (PDF or JPG screenshots are both accepted) for your application to be valid. **Your application is considered incomplete without this documentation.** Go to the [OSBN website](#) and download or screenshot a copy of your unencumbered Oregon LPN License. Make sure to View and then Download the report. You can then screenshot that or save it as a PDF and attach it with your Forms 1 & 2. Be sure and name this file, (i.e., Last Name, First Name LPN License.)

### LPN Supervisor or LPN Faculty Reference Form:

Please download the form from the application website and fill out page 1 and then send the document to a Supervisor over an LPN role or to a Faculty from your LPN program that has supervised you in a clinical setting and they will fill out page 2 and send the finalized document directly to [HPApplicationCenter@lanecc.edu](mailto:HPApplicationCenter@lanecc.edu) and they will update your forms packet with the reference points. Please be sure you enter the email address we should be expecting it from on your Forms packet and follow up with your reference to insure it has been sent prior to the deadline.

### LPN Program GPA 3.00 or higher: 5 points

All applicants **must submit proof of their LPN program transcript** to Enrollment Services prior to the application deadline to receive points. Accredited programs require an official transcript and a non-accredited program must provide a PDF or JPEG copy of a non-accredited transcript that shows their grades earned in a program that qualified them to sit for their LPN licensing exam. If you have a 3.0 or higher you will receive 5 points.

### No repeat of Anatomy & Physiology (BI 231, BI 232 & BI 233) courses: 2 points

If you have completed the entire series with a C or better (C- not accepted) and have not repeated any of the A&P 1, 2 or 3 courses **or** have **only** repeated A&P 3 due to the 7-year expiration, you will qualify for full points. Withdrawals (W) is also accepted.

### Lane County Resident: 3 points

Residency will be assessed by the street address of the applicant **in myLane** (make sure your address is up to date in myLane) at least 90 days prior to applying. No PO Boxes. See [Residency rules](#) for Lane Community College.

### Preparing to Apply Workshop Point: 1 point

You **MUST** pre-register for a Preparing to Apply Workshop at the link below one hour or more prior to the start time, so we can send out the Zoom link and password 30 minutes prior to the meeting. All workshops will be via Zoom and you must check in and attend the entire presentation. You must then enter the correct date of your workshop in the Forms Packet in order to receive the point. We will go over each line of the application and answer questions at the end. Please have your forms filled out to the best of your ability **PRIOR** to attending the workshop.

#### **The workshops are scheduled on the following dates/times and ALL will be on Zoom:**

Wed 6/12/24 1-2pm    Tues 6/18/24 3-4pm    Mon 6/24/24 4:30-5:30pm    Tues 7/9/24 12-1pm

Register for **ONLY ONE** workshop at this link: <https://forms.gle/1Sk45noC1TAiTAsK8>

### LCC LPN Program Graduate: 2 points

Lane CC LPN graduates, you **must enter year of graduation and points** to qualify for full points.

### Military Service: 3 points

You must submit a copy of your current ID card as documentation in active status, can be AD, Reserve, NG, or submit a DD-214 showing an Honorable Discharge. There is no required field of training or education needed. You must also fill in all of the requested information on the Point Petition Sheet to qualify for points.

### Technical Writing Course (WR 227 or WR 227z) 1 point

WR 227 or WR 227z (or equivalent) with grade of C- or higher. You must also fill in all of the requested information on the Point Petition Sheet.

### Medical Terminology Course: (HP/HO 100) 2 points

HP/HO 100 Medical Terminology (or equivalent) minimum of 2 credits with grade of C- or higher (Pass grades will only be accepted on HP 100 if transcribed by Fall 2018.) You must also fill in **ALL** of the requested information on the Point Petition Sheet to qualify for points.

**Statistics: (MTH 243 or STAT 243z)****2 points**

MTH 243 Statistics (or equivalent) with grade of C- or above. You must also fill in all of the requested information on the Point Petition Sheet to qualify for points.

**Lane Community College Credits:****2-5 points**

Pre-requisite credits taken at LCC **and** listed in Section 1

- 36+ LCC Credits 5 points
- 24-35 LCC Credits 4 points
- 12-23 LCC Credits 3 points
- 3-11 LCC Credits 2 points

**Foreign Language Fluency: (C- or higher ONLY accepted for language fluency points. D and below not accepted.)**

Native Speaker with proof of "Advanced" language proficiency

**5 points**

<https://www.languagetesting.com/lti-for-organizations/academic> (OPI, OPIc and LPT assessments are acceptable proficiency exams administered from Language Testing International. Please note there are costs associated with any of the above exams. Documentation should be sent to Lane Community College, Enrollment Services, 4000 E. 30<sup>th</sup> Avenue, Eugene OR 97405 **NOT** the HPApplicationCenter. Be sure the results will arrive prior to the deadline.

**OR**

CLEP Testing Information

The College Board's College-Level Examination Program (CLEP) are a collection of nationally standardized examinations, covering 33 different subject areas. CLEP is accepted for credit by 2,900 colleges and universities and administered in more than 1,800 test centers. This rigorous program allows students from a wide range of ages and backgrounds to demonstrate their mastery of introductory college-level material and earn college credit. [Lane CLEP Credit Information](#). Please note there are costs associated with any of the above exams. For a testing site near you, please visit <https://clep.collegeboard.org/> Have proficiency documentation sent to Lane Community College, Enrollment Services, 4000 E. 30<sup>th</sup> Avenue, Eugene OR 97405 OR to the HPApplicationCenter.

**ALL TRANSCRIPTS MUST BE RECEIVED PRIOR TO THE APPLICATION DEADLINE IN ORDER TO BE ACCEPTED.**

2 terms or 1 semester of same language, college level (transcripted)

**3 points**

Official college transcript must be on file to receive points.

Fill out all of the language information on the Point Petition Sheet in order to receive points.

2 years (progression) same language, high school

**2 points**

HS transcript must be e-mailed with forms packet.

HS transcript showing completion of Spanish 1, Spanish 2, etc. will be accepted.

Please name the PDF file with your Last Name, First Name and HS Transcript – Spanish (etc.) prior to sending.

Email HS transcript with your Point Petition Sheet as its own document to [HPApplicationCenter@lanecc.edu](mailto:HPApplicationCenter@lanecc.edu)

Fill out the language fields on the Point Petition Sheet in order to receive points.

**Total Application Points:**

Please be sure your application packet is automatically adding all of the points. If there is an issue, please Email [HPApplicationCenter@lanecc.edu](mailto:HPApplicationCenter@lanecc.edu) with the problems. Also be sure you complete the Online Payment and Application process once you are ready to submit your forms.

**Notes to 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 to have a completed application process and to be considered for an interview. Review 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 have a Hotmail or Yahoo account as we have found notifications are not being received by students with these accounts. We prefer your @my.lanecc.edu email address is used.
- \_\_\_\_\_ 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. Make sure to complete all [Steps to Enroll in Credit Classes](#) including testing, for Summer 2024, if needed.
- \_\_\_\_\_ 3. **Health Profession Advising.** Meet with a [Health Professions Advisor](#) or communicate with them via email at [HPAdvising@lanecc.edu](mailto:HPAdvising@lanecc.edu). It is also recommended to attend a Preparing to Apply Workshop.
- \_\_\_\_\_ 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** by LCC Enrollment Services, prior to the application close date. **DO NOT SEND** official transcripts to the HP Application Center. **Have Official Transcripts sent to:** Lane Community College, Enrollment Services, 4000 E. 30<sup>th</sup> Avenue, Eugene OR 97405. Proof of non-accredited LPN transcript must be sent by email with your Forms Packet to [HPApplicationCenter@lanecc.edu](mailto:HPApplicationCenter@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](mailto:HPAdvising@lanecc.edu) or contact the Degree Evaluators at [DegreeEvaluators@lanecc.edu](mailto:DegreeEvaluators@lanecc.edu)
- \_\_\_\_\_ 6. **Submit Form 1 - Conditions of Application Checklist AND Form 2 - Point Petition Sheets of the Forms Packet (fillable format ONLY) and email it to [HPApplicationCenter@lanecc.edu](mailto:HPApplicationCenter@lanecc.edu) in one Email with all supporting documentation used for points.** 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/or don’t submit all documents requested** for verification as instructed above. The HP Application Center will NOT correct any errors. I understand it is my responsibility for what has been entered and submitted.
- \_\_\_\_\_ 7. **ALL fields on the Point Petition Sheet have been filled in, if no information was necessary, I entered n/a in text boxes and 0 in point boxes.**
- \_\_\_\_\_ 8. **Complete the 2024 LPN to RN Bridge Online Program Admissions Application & Payment**  
You will be charged a **\$60 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

- \_\_\_\_\_ 9. **Make a Personal Copy of Application Documents** for your files. Your documents will not be returned to you.