

PARAMEDIC – RN CHECKLIST

Thank you for your interest in the Emergency Medical Technician Paramedic to Registered Nursing (EMTP - RN) program, offered by LCCC at the West Park location of the Cleveland Clinic. This program requires the completion of a separate Program Application (*the LCCC Application for Admission does not serve as an application for this program*), and a minimum 2.5 grade point average. Pending final approval by the Ohio Board of Nursing, the program will begin fall semester 2009, at the West Park location. **THIS CHECKLIST IS UNDER REVIEW, ALL INFORMATION IS SUBJECT TO CHANGE!**

EMTP to RN PROGRAM ADMISSION REQUIREMENTS: The Program Application may be completed once full admission to LCCC has been granted, and the individual has:

	<u>Completed</u>	<u>Needed</u>
• Provided the LCCC Records Office with an <u>official, final</u> high school transcript <u>or</u> an official GED Score Report.	___	___
• Provided the LCCC Records Office with an <u>official, final</u> transcript that reflects the date of your graduation from an approved Paramedic Program (a <u>minimum</u> grade of "C" is required in each course).	___	___
• Provided the LCCC Records Office with <u>official</u> transcripts from <u>each</u> previous (and current) college/university (<u>including</u> transcripts for credits earned while in high school). <i>All non-LCCC transcripts must be formally evaluated <u>and</u> audited for a comprehensive grade point average <u>prior</u> to the submission of a program application— it may take up to <u>12 weeks</u> for this process to be completed.</i>	___	___
• Presented a <u>current</u> EMTP registry card to an LCCC Counselor/Academic Advisor so that a copy can be made and placed in your file.	___	___
• Achieved a 2.5 <u>comprehensive</u> grade point average. <i>Undergraduate grades earned at <u>all</u> accredited colleges/universities will be included in the calculation of the grade point average; however, forgiven and repeated grades will be excluded.</i>	___	___
• Completed Anatomy & Physiology I (BIOG 121, or an equivalent course), with a <u>minimum</u> grade of "C."	___	___
• Completed Introduction to Psychology (PSYH 151, or an equivalent course), with a <u>minimum</u> grade of "C."	___	___
• Completed a year-long high school course in Chemistry, with a <u>minimum</u> grade of "C", <u>or</u> General, Organic & Biochemistry I (CHMY 161, or an equivalent course), with a <u>minimum</u> grade of "C." <i>Note: This course requires Basic Algebra (MTHM 022) as a prerequisite.</i>	___	___
• Demonstrated proficiency in Writing, Reading and Algebra, as evidenced by qualifying assessment scores (Compass/Asset, ACT or SAT), <u>or</u> previously completed <u>college-level</u> English Composition and Mathematics courses (LCCC or Transfer), <u>or</u> the completion of academic foundation courses (at LCCC or equivalent courses at another college/university), with a <u>minimum</u> grade of "C."	___	___

WRITING REQUIREMENT

A) Fund. of Writing (ENGL 011 - 3 cr.)

___ Completed ___ Needed

B) Writing Review (ENGL 012 - 3 cr.)

___ Completed ___ Needed

READING REQUIREMENT

C) College Reading I (RDST 021 - 3 cr.)

___ Completed ___ Needed

D) College Reading II (RDST 022 - 3 cr.)

___ Completed ___ Needed

MATHEMATICS REQUIREMENT

E) Pre-Algebra (MTHM 021 - 3 cr.)

___ Completed ___ Needed

F) Basic Algebra (MTHM 022 - 4 cr.)

___ Completed ___ Needed

ONCE ALL PROGRAM ADMISSION REQUIREMENTS HAVE BEEN SATISFIED, THE STUDENT SHOULD MEET WITH A COUNSELOR, OR AN ACADEMIC ADVISOR TO COMPLETE THE PROGRAM APPLICATION.

APPLICATION & ADMISSION PROCEDURES: The yearly application deadline for the EMTP to RN program is **January 5th**. Each year, a maximum of 24 applicants will be admitted to the EMTP to RN program.

The 2.5 (comprehensive) grade point average is a program application and program admission requirement. Any change in an applicant's credits posted or grade point average, which has been made after the application deadline, will not be considered during the admission review period (this likewise applies to all documents received after the deadline). Once in the program admission pool, an applicant who has not maintained the required minimum grade point average will be ineligible for program admission, and consequently removed from the pool of applicants. Upon removal from the pool, the applicant must then satisfy all program admission requirements prior to completing a new program application. The following criteria (listed in the order of consideration), will be utilized to rank order the pool of applicants: 1) total number of EMTP to RN program support course credits completed—*credits for SDEV 101 and "in progress" courses will not be counted*, 2) date of application, and 3) grade point average.

Applicants will be notified of their program admission by mail. Notifications will be forwarded to the address that the applicant has designated as his/her official mailing address with the LCCC Records Office. It is the applicant's responsibility to ensure that his/her current mailing address has been reported to LCCC personnel (in accordance with the Change of Address Policy outlined in the existing LCCC Catalog). If a clinical space becomes available close to the beginning of the semester, it may be necessary to extend the offer of program admission by phone. When contacting applicants by phone, if LCCC personnel are unable to make direct contact with the applicant, the offer of admission will then be extended to the next eligible applicant in the program admission pool. Phoned offers of admission will not be left in voice mailboxes, on answering machines, or with anyone other than the applicant. **Once an applicant has enrolled in any NURS course, he/she will officially be considered an EMTP to RN student (new or continuing).** Consequently, all other allied health & nursing program applications that he/she may have completed will become void, and he/she will be removed from the corresponding program admission pools. Furthermore, an EMTP to ADN student will not be permitted to apply to any other allied health & nursing program while enrolled in the program.

Applications for the EMTp to RN program will be reviewed according to the following schedule:

Applications Received On or Before:	Are Initially Reviewed For:	Then Reviewed a Second Time For:	These Applications Will Expire:
January 5 th	The upcoming Fall class	The impending Spring class	On the 1 st day of the Spring semester if the applicant is not admitted to the Spring class

If an individual's application expires prior to his/her acceptance into the program; he/she will have the opportunity to complete an **Application Renewal** form, which will enable him/her to remain in the program admission pool for an additional one (1) year period. Individuals who wish to renew their application must meet with a Counselor or Academic Advisor within 60 calendar days of the expiration date of their application. Program applications may be renewed, year by year (consecutively). However, an application can not be renewed once the 60 day deadline has passed. **It is the applicant's responsibility to know the year/term that his/her application will expire, and to initiate the renewal of his/her application within the required 60 day renewal period—the College will not forward any form of expiration notification or reminder to individuals in the EMTp to RN program admission pool.**

GRADE POINT AVERAGE RECALCULATIONS: In the event a individual's comprehensive grade point average is below 2.5, it will be possible for him/her to petition to have it recalculated based upon the support courses in the EMTp to RN curriculum (see page 3 for a complete listing of the EMTp to ADN program support courses). The request for a recalculation may only be made once all program support courses have been completed. Anyone seeking a recalculation must submit a completed **Petition for Program Admission Requirement Exceptions** form to the Allied Health & Nursing Counselor. The recalculated grade point average may be subject to an expiration deadline if the Counselor deems it necessary to define one. All decisions made by the Counselor will be final. *A Petition for Pre-Admission Requirement Exception form can be obtained from any Counselor or Academic Advisor.*

DECLINING PROGRAM ADMISSION: The following actions constitute a decline of the offer of admission: 1) failing to reserve one's seat in the required Orientation and Registration Session; 2) reserving one's seat in the Orientation and Registration Session, but failing to attend the session; 3) attending the Orientation and Registration session but failing to register for the NURS courses; 4) relinquishing one's seat in the program prior to the beginning of the semester, or 5) relinquishing one's seat in the program after the semester has commenced. An applicant who has declined the offer of admission must submit a new EMTp to RN program application to be considered for admission to the program again. The new application may not be used to acquire the seat that was declined. Completing a new application will not grant the applicant priority admission to any future class in the program. Declining the offer of program admission is not restricted to the above conditions, which may be modified at the discretion of the College at any time without prior notice. *It is the applicant's responsibility to contact LCCC personnel if he/she has an emergency (or similar situation) on the day of the Orientation and Registration Session, that will prohibit him/her from attending the session.*

ADDITIONAL INFORMATION: Once admitted to the EMTp to RN program, a student must: 1) earn a minimum grade of "C" to pass a NURS course, 2) earn a minimum grade of "C" in each required science course in the EMTp to ADN curriculum—all previously earned grades of "D" or lower must be repeated, and 3) maintain a 2.0 cumulative grade point average. Additional information concerning this policy can be found in the Student Handbook that will be available to applicants who have been admitted to the program.

An EMTp to RN student will be granted provisional admittance to the program which will enable him/her to enroll in Transition to Registered Nursing for the Certified Paramedic (NURS 131) — **THIS COURSE CANNOT BE REPEATED**. A minimum grade of "C" in NURS 131 is required for the student to be eligible for final admission to the program

During the semester that the student is enrolled in NURS 131, he/she must complete a: 1) Statement of Non-conviction, 2) Medical Expense Waiver, 3) Health/Physical Examination Record, and 4) submit to a Fingerprint/Background Check (students in need of the FBI background check should be prepared to do so at their own expense). These items must be completed/submitted to the Division of Allied Health & Nursing prior to the close of the semester. **Students who fail to complete these requirements will not receive a final grade in NURS 131, and he/she will not be permitted to continue in the NURS sequence.**

EMTP to RN students must hold American Heart Association (Basic Life Support) certification as a Health Care Provider (CPR). This requirement may be completed at LCCC by taking *Basic First Aid & Safety - HLED 153 (2 cr.); or Cardio-Pulmonary Resuscitation - HLED 154 (1 cr.); or BLS for the Healthcare Provider - NEMS 150 (non credit)*. Additionally, *BLS for Healthcare Provider Refresher - NEMS 151 (non credit)* is offered at LCCC for an individual whose CPR certification is due to expire.

FELONY CONVICTIONS INFORMATION

The Ohio Board of Nursing **will** bar licensure of applicants who have been convicted of a felony including aggravated murder, murder, voluntary manslaughter, felonious assault, kidnapping, rape, sexual battery, gross sexual imposition, aggravated arson, aggravated robbery, and aggravated burglary. Questions regarding these felony convictions should be directed to the Ohio Board of Nursing (614) 466-3947 prior to enrollment.

TRANSFER STUDENTS AND STUDENTS WHO COMPLETED COLLEGE CREDITS WHILE IN HIGH SCHOOL: Transfer students (including students who completed college level course work while still in high school) must have an official transcript from each previous (and current) college/university mailed directly to the LCCC Records Office. A completed Transcript Evaluation Request form must also be submitted to initiate the formal evaluation of transcripts. The evaluation of transcripts will not be completed until all non-LCCC transcripts have been received. A Transcript Evaluation Request form is valid for a three (3) month period beyond the date of its receipt; therefore, once the initial evaluation of transcripts has been completed, a new Transcript Evaluation Request form must be submitted whenever new transcripts are received. This form can be obtained in the Enrollment Services Office or online from the LCCC website: <http://www.lorainccc.edu/LCCC/Forms/FormsLibrary.Normal.2565.lccc>. To ensure that the processing of transcripts is completed well in advance of the application deadline(s); all documents should be received by the LCCC Records Office at least 12 weeks prior to one's anticipated date to complete the EMTp to RN program application. An allied health & nursing major must declare his/her intended allied health program on the LCCC Application for Admission and the Transcript Evaluation Request form. Failing to complete and submit the Transcript Evaluation Request form or to declare an allied health and nursing major may impede an applicant from meeting his/her anticipated application deadline. **It is the applicant's responsibility to request his/her transcripts. Additionally, any applicant who fails to report and/or submit transcripts from all previous (and current) colleges/universities; or who otherwise misrepresents himself/herself in any way during the application process, may be disqualified from consideration for program admission.** In the event that transfer credit is not awarded for college level coursework in English and Mathematics completed at another institution, the applicant should be prepared to complete the entire Compass (or Asset) placement assessment. If credit is awarded for one area but not the other, the applicant will then be required to complete the portion of the assessment for which college level credit was not received (*example—transfer credit was awarded for English but not Mathematics, hence the Mathematics portion of the assessment would need to be completed*). An individual who has completed an equivalent academic foundation course in Writing, Reading, or Mathematics (*with a minimum grade of "C"*) at another institution, will be exempt from completing corresponding portions of the Compass placement assessment. All non-LCCC transcripts must be formally evaluated before the need for assessment can be determined.

ADVISING RECOMMENDATIONS: The program support courses listed below may be completed at any time prior to admission to the EMTP to RN program. It is strongly recommended that, after filing his/her program application, prospective EMTP to RN students should concentrate on completing the program support courses, given that one's final ranking in the program admission pool will be determined in part by the total number of program support hours completed (excluding credits earned for SDEV 101 and "in progress" courses). **Completion of the program support coursework prior to admission to the program is strongly recommended, but not required.** The NURS courses are particularly demanding and rigorous. In addition to time spent attending lectures and labs, a student will need to allot adequate time to read assignments, prepare for exams, etc. Additionally, the NURS courses require from 3 to 10 hours per week at a clinical site. A student will greatly enhance his/her chances of success in the EMTP to RN program, if prior to enrolling in the NURS courses he/she has: (1) a strong math and science background, and (2) completed the program support coursework, particularly the science courses. Individuals who wish to obtain additional information regarding the EMTP to RN program, or preliminary information concerning the RN/BSN or RN/MSN University Partnership programs in conjunction with the University of Akron, should schedule an appointment with the Allied Health & Nursing Counselor by calling (440) 365-5222, ext. 4033; (or 1-800-995-5222, ext. 4033) or meet with an Academic Advisor in the Enrollment Services Office.

ACCESS PROGRAM SUPPORT COURSES

	Credits	Prerequisite(s)--all course prerequisites must be fulfilled
SDEV 101 College 101 (Note a.)	1	
ENGL 161 College Composition I	3	ENGL 012 or proficiency on the placement assessment
ENGL 162 College Composition II	3	ENGL 161
PSYH 151 Introduction to Psychology	3	
PSYH 251 Human Growth & Development	3	PSYH 151
SOCY 151 Introduction to Sociology	3	
BIOG 121 Anatomy & Physiology I (Note b.)	4	Recommended: prior high school biology, chemistry, BIOG 115, or CHMY 161
BIOG 122 Anatomy & Physiology II (Note b.)	4	Grade of "C" or better in BIOG 121
BIOG 251 General Microbiology (Note b.)	4	Grade of "C" or better in BIOG 121 or BIOG 161 or CHMY 161

EMTP to RN PROGRAM COURSES: Enrollment in the NURS courses will be restricted to students who have been formally admitted to the program. A student in the incoming EMTP to RN class will be permitted to enroll in NURS 131 after he/she has attended the Orientation and Registration Session. Information concerning the lectures and lab component of NURS 131 will be provided during the orientation. A minimum grade of "C" must be achieved in NURS 131 in order to continue in the NURS sequence. **After completing NURS 131, it takes four additional semesters to complete the program.**

	Credits	Prerequisite(s)
Fall 1		
NURS 131 Transition to Registered Nursing for the Certified Paramedic	6	Admission to the EMTP to RN program
Spring 1		
NURS 128 Comprehensive Adult Nursing I (See a current LCCC catalogue)	6	
NURS 129 Behavioral Health Nursing	3	See a current LCCC Catalogue
Summer 1		
NURS 126 Maternal-Newborn Nursing	3	See a current LCCC Catalogue
NURS 145 Gerontological & Comm. Based Nursing	1	See a current LCCC Catalogue
Spring 2		
NURS 210 Comprehensive Adult Nursing II	8	See a current LCCC Catalogue
Fall 2		
NURS 127 Child Health Nursing	3	See a current LCCC Catalogue
NURS 213 Comprehensive Adult Nursing III	4	See a current LCCC Catalogue
NURS 215 Concepts of Prof. Nsg. Practice	4	See a current LCCC Catalogue

NOTES:

- A student must register for the orientation course when enrolling for more than six (6) credit hours per semester or any course that would result in an accumulation of thirteen (13) or more credit hours.
- Previously earned grades of "D" or lower will have to be repeated once the individual has been admitted to the EMTP to RN program.

TERMS:

- Program Admission Pool-** The database of eligible applicants who have applied to the program. The admission pool is updated once a year, after the January 5th deadline.
- Program Admission Requirements-** The requirements that must be fulfilled before an applicant is eligible to complete and submit the EMTP to RN Program Application.
- Program Support Course-** Any course in the EMTP to RN curriculum that does not have the NURS abbreviation.

IMPORTANT NOTE TO STUDENTS:

The completion of an application for this program does not constitute a guarantee of program admission. Likewise, any information that is received from LCCC personnel (verbal, written, implied, or otherwise) relating to an estimated term/year of program admission cannot be deemed as a guarantee of program admission, or as a guarantee of program admission for the discussed term/year, or any other term/year. **It is the student's responsibility to read, become familiar with, and abide by all LCCC policies and procedures; the EMTP to RN curriculum; and the application/admission policies and procedures for the EMTP to RN program.** Individuals who furnish false information and/or documents, or otherwise misrepresent themselves in any way during the admissions process, will be subject to disciplinary action under the Student Code of Conduct (Item III, Section B); and may not be considered for program admission. *The College reserves the right to change the program curriculum, the program application/admission requirements, or the program admission procedures at any time without prior notification.*