

APPLICATION FOR THE PRACTICAL NURSING PROGRAM

Please read the following information carefully.

1. Incomplete applications or those received outside the application period will **NOT** be accepted. Applicants are *strongly* encouraged to apply before the deadline to give CastleBranch and the PN Department time to review the application and allow for corrections, if needed. Corrections, if needed, will not be accepted after the application deadline.
2. Application does not guarantee admission to the program.
3. Entry into the program is determined by a competitive, points-based process.
4. There is no waiting list.
5. Non-Discrimination Statement

MTECH is fully committed to policies of non-discrimination and equal opportunity.

MTECH does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

Inquiries regarding non-discrimination policies can be directed to:

Justin Browning
Title IX Coordinator
Mountainland Technical College
2301 West Ashton Blvd.
Lehi, UT 84043
Phone 801-753-4109
jbrowning@mtec.edu

Office for Civil Rights, Denver Office
U.S. Department of Education
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582
Phone: 303-844-5695
Fax: 303-844-4303
TDD: 800-877-8339
OCR.Denver@ed.gov

6. If you are applying for Federal Financial Aid, please go to <http://mtec.edu/financial-aid/> for more information. You should apply at least three weeks before the program starts to ensure processing prior to your start date.
7. Please read this application packet and the PN program webpage for information about the program and the application process at: <https://mtec.edu/programs/practical-nursing/>
8. The Practical Nursing Program is a 900 clock hour program. Completion of a program to obtain a current Utah CNA or EMT certificate is in addition to the 900 clock hours in the Practical Nursing Program.

9. The Practical Nursing program admits twenty-four (24) students twice a year. The application periods are from May 15 to June 15 for the Fall semester, and October 15 to November 15 for the Spring semester.

MTECH PRACTICAL NURSING REQUIREMENTS

All requirements must be met before you submit your application.

1. Must have a current Utah State Certified Nursing Assistant (CNA) or Emergency Medical Technician (EMT) certificate that will not expire during the Practical Nursing program.
2. Must have a high school diploma or equivalent.
3. Must be 18 years or older.
4. Must take the TEAS test before submitting application.
 - The most current version of the ATI TEAS is required. Test scores are valid for one year. The Practical Nursing program accepts one attempt per application period with no more than 2 attempts per 1 year.
5. Must have documentation of all required immunizations.
6. NOTE: beginning Spring 2020 semester the following pre-requisite courses will be required:
Anatomy
Physiology
Human Development
*It is the responsibility of the student to make sure credits will transfer to an RN Program at the college of their choice. PN to RN completion programs in Utah are available at Salt Lake Community College, Snow College, Utah Valley University, and Weber State University.
Applications for Spring 2020 will be accepted between October 15, 2019 and November 15, 2019.

HOW TO APPLY:

Pay the \$30 non-refundable nursing application fee to MTECH Student Services.

Pay \$100 (subject to change) for the TEAS test and register for the exam. For directions on how to sign up for the TEAS, please go to <https://mtec.edu/programs/practical-nursing/>

Completely fill out this application packet and have all of the required supporting documentation complete and ready to upload.

Go to <https://portal.castlebranch.com/MZ28> to upload the required documents.

- Click on the Place Order button.

- Select the **MZ28-F19: Compliance Tracker**.
- NOTE: If you are a previous applicant, you will need to contact CastleBranch and request that you be moved to the current MZ28-F19 compliance tracker in order to view the current requirements. There is no additional fee to move to the updated tracker.
- The next page has important information. Please read it and select the checkbox at the bottom left hand corner, and then the green Continue button.
- The next page will have details about the Compliance Tracker Package. Please read and click the checkbox. Select Continue.
- Fill out the Personal Information page. (A red asterisk indicates a required field.)
- After filling out the Personal Information page, you will receive a confirmation email. If you do not receive a confirmation email, check your spam folder. You will also need to put your payment information into CastleBranch to access the Compliance Tracker. The Compliance Tracker fee is \$35.00.
- Once you are in your CB account, you can upload the required documents to complete the application.
- Select a requirement (example: Varicella), and you can upload the document with your immunization.
 1. Before submitting the document, the status of the requirement will be Incomplete.
 2. If your document is accepted after review, the status of the requirement will say Complete.
 3. If your document is rejected after review, the status of the requirement will say Rejected. If you select the rejected requirement, you will be able to see why it was rejected, and you will be able to upload the correct document.
- If uploading a fillable form, please make sure to save the completed form to your computer before uploading it. If you upload it without saving, you may upload a blank document.

Be prepared to upload the following documents:

1. Immunizations – required immunizations are listed in the table below:

IMMUNIZATIONS	REQUIREMENTS
MMR	Documentation of two MMR immunizations at least 28 days apart after the age of 1 OR
	Documentation of a positive antibody titer for measles/rubella (lab report required) If your titer was negative or equivocal, new alerts will be created for you to receive 1 booster vaccine (administered after your titer), and provide a 2nd titer.
Varicella	Immunization record (two varicella vaccinations) OR
	Positive antibody titer for varicella (lab report required)

	<p>If your titer is <u>negative</u> or equivocal, new alerts will be created for you to receive one booster vaccine (administered after your titer), and provide a 2nd titer</p>
	<p>Documented history of disease (date of disease required)</p> <ul style="list-style-type: none"> Medically documented or self-reported is acceptable
Hepatitis B	<p>Vaccine (3-dose series) OR</p> <p>If your series is in process, submit your first 2 vaccinations and a new alert will be created for you to submit your 3rd vaccination (there must be 1 month between vaccine 1 and 2 and at least 6 months between vaccine 1 and vaccine 3).</p>
	<p>Twinrix (3 dose series) OR</p> <p>If your series is in process, submit your first 2 vaccinations and a new alert will be created for you to submit your 3rd vaccination (there must be 1 month between vaccine 1 and 2 and at least 6 months between vaccine 1 and vaccine 3).</p>
	<p>Positive antibody titer for Hepatitis B (lab report required)</p> <p>If your titer was negative or equivocal, new alerts will be created for you to receive 1 booster vaccine (administered after your titer).</p>
Tdap	<p>Submit documentation of a Tetanus, Diphtheria & Pertussis (Tdap) vaccination, administered within the past 10 years. If Tdap was administered over 10 years ago, then submit proof of BOTH a Tdap and a Td booster within the last 2 years.</p> <p>1. The renewal date will be set for 10 years from the date administered.</p> <p><i>This is not the same as a Dtap, a DPT, a Td, or a Tetanus shot</i></p>

****Additional immunizations will be required if you are accepted into the PN program****

2. Professional License

One of the following is required and may not expire during the PN program:

- a. Current Utah Certified Nursing Assistant (CNA) certificate **OR**
- b. Emergency Medical Technician (EMT) certificate.

3. High School Diploma

- a. Please submit your High School Diploma or equivalent.

4. ATI TEAS

- a. Please submit documentation of your ATI TEAS exam results that shows the scores for each individual exam section and shows the date and time of testing.

5. Application

6. Immunization Form

7. Personal Information Form
8. Work History Form
9. Essay
 - a. Obtain the essay question from the CastleBranch To-Do List.
 - b. Write and submit a response to the essay question.
10. Application Receipt
 - a. Submit a copy of your application payment receipt from Student Services at Mountainland Technical College.

MTECH PRACTICAL NURSING PLAN OF STUDY

First Semester:

- Nursing 1010 Foundations of Nursing Care
 - Nursing 1011 Care of the Mental Health Patient
 - Nursing 1012 Pharmacological Nursing Care I
- Labs, simulations, and clinical experiences are also conducted throughout the semester.

Second Semester:

- Nursing 1013 Pharmacological Nursing Care II
 - Nursing 1014 Nursing Care of the New Family
 - Nursing 1015 Nursing Care of the Adult Patient
- Labs, simulations, and clinical experiences are also conducted throughout the semester.

Sample Schedule

First Semester

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Lab 0800-1200 or 1300-1700 OR Clinical 0545-1800	Lab 0800-1200 or 1300-1700 OR Clinical 0545-1800	Class 0830-1200 AND Lab/Sim 1300-1630	Class 0830-1200 AND Class 1300-1630	Class 0830-1200 AND Lab/Sim 1300-1630

Second Semester

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Clinical 0545-1800 OR Lab 0800-1200 or 1300-1700	Clinical 0545-1800 OR Lab 0800-1200 or 1300-1700	Class 0830-1200 AND Class 1300-1630	Class 0830-1200 AND Class 1300-1630	Class 0830-1200 AND Lab/Sim 1300-1630

MTECH PRACTICAL NURSING PROGRAM COST

The cost breakdown is an approximate amount for both semesters of the program and can be found at <http://mtec.edu/programs/practical-nursing/>

Please Note:

1. The non-refundable \$30 PN Program Application Fee must be paid before you turn in the MTECH Application Packet.
2. The \$40 MTECH Student Registration Fee will be paid once admitted to the PN program.
3. If you are accepted, you will be notified by email of the due dates for the remaining fees.
4. You are required to pay for your drug screen and background check AFTER you are admitted to the program.
5. Once you are admitted to MTECH, you will need to register and pay your FULL tuition by two weeks before your start date at Student Services. Tuition rates generally change annually on July 1st, and may increase from current rates.
6. *The above costs are estimates only. The cost for fees, tuition and any other associated costs are subject to change at any time and without notice.*

By signing here, I agree that I have read and understand the information in this application packet.

Print Name _____

Signature _____ Date _____

WHAT HAPPENS AFTER YOU APPLY:

Once the application period is closed, all applications will be scored on a point system used to select candidates based on TEAS test score, work experience, etc.

The applicants with the 35 highest scores will be selected to go through the interview process. The interview is worth 250 points. Students will be selected following the interview and offered a seat in the program. The PN Faculty reserves the right to interview additional qualified applications. If additional applications are interviewed the faculty will interview an additional 5 qualified applicants. This process may continue, if the faculty deems it necessary until the top 24 students are selected.

A maximum of 24 students will be conditionally accepted into the program. All other qualified applicants will be placed on the alternate list.

Applications are only good for one application period. If you apply, but are not accepted, decline your seat, or withdraw from the program, you must reapply. Admission to the program is not guaranteed.

ADDITIONAL INFORMATION YOU WILL NEED IF YOU ARE ACCEPTED:

Interview and alternate notices will be sent out no later than two weeks after the application close date. Acceptance notifications will be made available after the interviews are conducted and scored.

If you are an alternate, you can be notified of an available seat as late as the beginning of the first week of class.

NOTE: Admission to the program is contingent on:

- a. Negative drug screen
- b. Satisfactory background check
- c. Evidence of fulfillment of additional immunization requirements
- d. Attendance of the mandatory PN program orientation and the entire first week of class

Clinical Uniform

If you are accepted into the nursing program, you will be required to obtain a clinical uniform. The clinical uniform **MUST** be worn at every lab, simulation and clinical experience throughout the program. The clinical uniform includes the following:

- Clean, well-fitting maroon scrub top with embroidered PN logo (must be purchased at the bookstore)
- Plain black undershirt for warmth (optional)
- Clean, well-fitting black scrub pants, 1” above floor
- Black shoes – closed toed, non-permeable, no patterns or colors
- MTECH PN ID badge (will be worn on the upper body, using a clip; lanyards are not acceptable)
- Stethoscope
- Penlight (one will be provided to you by the PN Program)
- Watch with a second hand (Apple Watches and similar devices are NOT acceptable)

I understand that if all of the items listed above are not received by the due date listed in my acceptance packet and/or I do not attend the mandatory PN program orientation, I will be dropped from the program and I understand that my seat in the program will be lost to me for this term. I may reapply for another section at a later date. I further agree that I have read and understood all of the information on this page.

Print Name _____

Signature _____ Date _____

PRACTICAL NURSING PROGRAM
ADMISSIONS ACCEPTANCE POINT SYSTEM
MTECH OFFICE USE ONLY

CRITERION:

TEAS test points	_____ / 250										
Essay	_____ / 9										
Work History: Direct health care experience	_____ / 5										
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 60%;"><i>Experience</i></th> <th style="text-align: left;"><i>Points</i></th> </tr> </thead> <tbody> <tr> <td><i>3-6 Months</i></td> <td><i>+1</i></td> </tr> <tr> <td><i>7-12 Months</i></td> <td><i>+2</i></td> </tr> <tr> <td><i>13-24 Months</i></td> <td><i>+3</i></td> </tr> <tr> <td><i>>24 Months</i></td> <td><i>+5</i></td> </tr> </tbody> </table>	<i>Experience</i>	<i>Points</i>	<i>3-6 Months</i>	<i>+1</i>	<i>7-12 Months</i>	<i>+2</i>	<i>13-24 Months</i>	<i>+3</i>	<i>>24 Months</i>	<i>+5</i>	
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Current resident of Utah, Wasatch or Summit Counties	_____ / 2										
Previous Qualified Applicant	_____ / 2										
Attended MTECH PN Information Session in past 12 months	_____ / 2										
Total Points	_____ / 270										

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The total points needed to be admitted to the PN Program may change with every applicant pool.

NOTE: Admissions Acceptance Point System will be revised for the Spring 2020 semester. Applications for Spring 2020 semester will be accepted between October 15, 2019 and November 15, 2019.