

NURSING-ASSOCIATE DEGREE – ADVANCED PLACEMENT (10-543-1)

Admission Requirements

CHIPPEWA VALLEY TECHNICAL COLLEGE

620 West Clairemont Avenue Eau Claire, WI 54701-6162

Admissions Phone: 715-852-1300 or Toll Free: 1-800-547-2882 Ext 1300

www.cvtc.edu

Wisconsin or Minnesota Licensed Practical Nurses may be admitted with advanced placement to the third semester of the Nursing-Associate Degree program. It is strongly recommended that applicants visit with a health counselor to discuss an educational plan.

Start Dates: January – Eau Claire and River Falls

Length of Program: Associate Degree – Two Years

STEPS FOR ADMISSION:

- Applicants who satisfy all items in Phase I will be accepted to the college and assigned “pre-program” status as follows:
 - Those who have not completed all items in Phase II may satisfy these requirements and take general education classes under the pre-program status.
 - Those who *have* completed all the items in Phase II are eligible for the core courses of their program of choice. If there is a waiting list for the program core courses, they may enroll in general education and/or elective classes while maintaining their pre-program admissions status.
- Students with pre-program status may not register for Nursing-Associate Degree courses (543 numbered).
- Students with pre-program status are eligible to apply for financial aid (see “Notes” on next page).

Phase I:

1. **Submit [Application for Admission](#)**
2. **\$30 application processing fee – this must be paid *at time of application***
3. **Submit official high school transcript** which includes all courses taken, grades received, and date of graduation, **OR**
 - a. copy of certificate of General Education Development (GED); **OR**
 - b. copy of High School Equivalency Diploma (HSED) ; **OR**
 - c. copy of Associate Degree, Bachelor’s Degree or higher: A transcript is required showing proof of this degree.

Note: If you have an international diploma or degree, additional admission requirements may apply.

4. **COMPASS® Pre-entry Assessment:** The COMPASS® is an un-timed, computerized test of **reading, algebra, and writing**.
 - Applicants must achieve a minimum score of **85 on Reading** and **30 on Algebra** (refer to item No. 7 in Phase II if you do not meet the minimum). Writing scores are required for class placement and advisement purposes.
 - **To schedule a testing appointment:** For more information and to schedule a COMPASS® appointment, visit our website: <http://www.cvtc.edu/pages/198.asp> . **Testing Fee: \$20.**

If you do not have access to the internet, please contact the Assessment Center at 1-800-547-2882 or 715-833-6200.

- **Substitutions for the COMPASS®** will be made for those that can provide proof of one of the following:
 - ~ **ACT®**: Applicants must achieve minimum scores of **22 in Reading** and **22 in Math** on the ACT®. **English** scores are required for class placement and advisement purposes only – no minimum. If any ACT® score does not meet the minimum, applicants will need to take the COMPASS® pre-entry assessment. ACT® scores that meet minimum requirements may be used in combination with COMPASS® scores to satisfy the assessment requirement.
 - ~ **Bachelor’s Degree or higher**: A transcript is required showing proof of this degree.
- 5. **Submit *Background Information Disclosure form*, the *Wisconsin Criminal History Single Name Record Request form*, and a **\$20.00 background processing fee**. These forms are available on the web at <http://www.cvtc.edu/pages/298.asp> or can be supplied to the student by CVTC.**

Note: Your completed forms along with the processed criminal history record request are considered current for four years. If you are still enrolled as a student or re-enter CVTC after the four-year expiration date, you will be required to complete a new set of forms and submit another criminal record request processing fee.

Phase II:

6. **Submit a copy of official Practical Nursing transcript** (not required for CVTC graduates – however must be a graduate from the Practical Nursing program in order to progress into the core Nursing-Completion program).

→ **Continued on next page** →

7. **COMPASS[®] scores below the minimum levels:** Applicants scoring below the minimums on the **Reading** and/or **Algebra** section of the COMPASS[®] must re-test until they meet the required minimums in No. 4 under Phase I.
8. **Submit your current Wisconsin or Minnesota LPN Licensure Number *indicating date of expiration*.**
9. Obtain and maintain current CPR certification by the **American Heart Association – Healthcare Provider level or the American Red Cross – Professional Rescuer level**. CPR classes are offered at CVTC for students having pre-program status. Proof must be verified with a current CPR card. Class rosters, letters from instructors or employers, and on-line course certification are not acceptable.
10. Submit proof (transcripts) of having completed the following general education courses with a “C” grade or better:
 - Written Communications (801-195) - Oral/Interpersonal Communications (801-196)
 - Introduction to Psychology (809-198) - Developmental Psychology (809-188)
 - General Anatomy & Physiology (806-177) - Advanced Anatomy & Physiology (806-179)
 - Microbiology (806-197)
11. **For applicants who did NOT receive their Practical Nursing Diploma from CVTC:** Complete *Program Orientation for the Practical Nurse* 543-498 (a non-credit, self-paced course).

Phase III – Core Course Eligibility: Applicants who meet all requirements in **Phase I** and **II** will be accepted or placed on a waiting list as of the date all documentation is received.

12. **Core Course Eligibility Form:**
Applicants in the process of satisfying the COMPASS[®] minimums and completing academic prerequisite coursework must submit a completed *Core Course Eligibility Form* (CCE Form) to the Admissions Office after ALL coursework is completed and grades have been processed as follows:
 - Prior to the end of each term you will be notified through student email of the CCE Form submission date for that term. (You are also encouraged to check with the Admissions Office prior to the end of the term in which you are completing your coursework for the exact CCE Form submission date.)
 - The **Core Course Eligibility Form** is available online at: <http://www.cvtc.edu/pages/300.asp>, from the Admissions Office in Eau Claire, as well as all other district campus locations
 - On the form you will indicate your desired semester and year for entry into the ***Advanced Placement Nursing-Associate Degree*** core courses.
 - ***Students completing academic prerequisites, COMPASS[®] minimum requirements, educational, and certification requirements will be accepted or placed on a waiting list only when the Core Course Eligibility Form is on file.***

Phase IV: Additional item(s) needed prior to the start of core course entry

- A *Pre-Entrance Health History and Physical Examination* must be on file three weeks prior to entering the core courses (543 numbered) of the Nursing-Associate Degree program. The Admissions Office will notify you at the appropriate time with a specified deadline.

Notes:

- ▶ **Financial Aid:** Information on financial aid availability, procedures and deadlines may be obtained by going to the Financial Aid website: <http://www.cvtc.edu/pages/313.asp> or by calling 715-833-6200 or 1-800-547-2882.
- ▶ **Transfer Credit:** Applicants with postsecondary credits should submit an official transcript to the Admissions Office for evaluation and possible transfer credit.

Admission requirements are subject to change without notice.