

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: 715-833-6246 or Toll Free: 1-800-547-2882 ext 6246
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: August and 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 assigned “pre-program” status.
- Those who have not completed all items in Phase II may satisfy these requirements under the pre-program status.
- Those who *have* completed all the items in Phase II may enroll in general education and/or elective classes under the pre-program status. They will also be core course eligible (Phase III) and considered for acceptance or placement on the waiting list.
- 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. **Pay \$30 application processing fee**
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)
4. **Submit *Background Information Disclosure form*, the *Wisconsin Criminal History Single Name Record Request form*, and an **\$18.00 background processing fee**. These forms are available on the web at <http://www.cvtc.edu/apps/Catalog/CareGiver/CaregiverInst.htm> 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:

5. **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).
6. **Submit your current Wisconsin or Minnesota LPN Licensure Number.**
7. **Submit proof that you meet the academic requirement for chemistry** in one of the following ways:
 - a. -two semesters at high school level with a "C" grade or better each semester (high school transcript), or
-one semester at postsecondary level with "C" grade or better (college transcript).
 - b. Demonstrate proficiency through examination. Make arrangements for proficiency examination by calling 1-800-547-2882 ext 6476 or locally at 715-833-6476, **OR**
 - c. Enroll in Basic Chemistry (CVTC non-credit course)
8. **Submit a copy of your current CPR certification card (American Heart Association - Health Care Provider or American Red Cross - Professional Rescuer)** to the Admissions Office.
9. **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 (809-130)
- General Anatomy & Physiology (806-177)	- Advanced Anatomy & Physiology (806-179)
- Microbiology (806-197)	
10. **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).

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Phase III – Core Course Eligibility: Applicants who meet all requirements in **Phase I** and **II** at the time of application and/or submit proof of having met the requirements within a 30-day period after applying **will be accepted or placed on a waiting list as of the date all documentation is received.**

11. **Core Course Eligibility Form:**

Applicants completing academic prerequisites 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 (see below).

- 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/GetStarted/Admiss/CoreCourse.htm>, 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 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/GetStarted/FinAid/Index.htm> or by calling 715-833-6252.
- ▶ **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.