

KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM

ELIZABETHTOWN COMMUNITY & TECHNICAL COLLEGE

ASSOCIATE IN APPLIED SCIENCE

- NURSING -

Program Brochure



Pre-Licensure Program for
REGISTERED NURSING

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ASSOCIATE DEGREE NURSING PROGRAM

General Information

The Associate Degree Nursing (ADN) program prepares graduates to provide and manage client care and to become members within the discipline of nursing. Graduates are eligible to take the National Council Licensure Examination (NCLEX) to become registered nurses.

Each nursing course contains a theory portion and a clinical laboratory portion. The clinical laboratory portion is evaluated on a pass/fail basis and the theory portion is evaluated using letter grades. A student must pass the clinical portion of the course in order to receive the grade earned in theory. Any student who fails the clinical component of the course will receive a failing grade. Students must achieve a minimum grade of “C” in each biological/physical science, mathematics, and nursing course, with an overall cumulative GPA of at least 2.0. Each level requires successful passing of a math competency exam.

The nursing courses in which students earn nine credit hours contain five credit hours of lecture per week and four credit hours of clinical laboratory per week. The clock hour to credit hour ratio for clinical laboratory is 3:1. Therefore, to earn four credit hours in the clinical laboratory, students are required to put in 12 clock hours per week. The nursing course in which students earn six credit hours contains three hours of lecture per week and three credit hours (or 9 clock hours) of clinical laboratory per week.

Regardless of the length of time a student attends a community college, a minimum of 24 credits for a degree must be completed with the Community and Technical College System. At least 25 percent of the approved curriculum credits must be completed at the community college granting the degree. Students must have a minimum cumulative grade point average of 2.0 (C) in order to be eligible for graduation.

The Associate Degree Nursing Program takes two years to complete after a student has been admitted into the program. The completion of prerequisites and other general education courses will require the student to have had one to two semesters of classes prior to admission. Students must earn a minimum of 62 hours as outlined in the curriculum. Any course in the curriculum may be taken prior to enrollment in the program with the exception of the nursing courses.

Because there is no waiting list, a student who has applied and not been admitted to the nursing program, but wants to be considered again, must attend another preadmission conference and complete a new application.

Nursing classes require a large amount of study time, lab practice and flexible scheduling. Therefore, to be successful in completing these courses, it is highly recommended that students work no more than 20 hours per week.

Academic Calendar

The ADN program follows the same academic calendar published in the ECTC fall and spring schedules. Courses in nursing are sequential and taught on a semester basis. Although general education classes are available to students during the summer term, nursing classes typically are not taught during the summer.

ADMISSION REQUIREMENT POLICIES

Eligibility

1. Enrollment in the Associate Degree Nursing Program is limited due to available resources and the large number of applicants.
2. All graduates of an accredited high school or those holding a GED certificate who are eligible to attend Elizabethtown Community and Technical College may apply to the nursing program. Admission to the program is open to all qualified students regardless of economic or social status, and without discrimination on the basis of race, color, sex, marital status, beliefs, age, national origin or disability. However, nursing at the technical level involves the provision of direct care for individuals and is characterized by the application of verified knowledge in the skillful performance of nursing functions.

All students should possess: *

- a. Sufficient visual acuity, such as needed in the accurate preparation and administration of medications, and for the observation necessary for patient assessment and nursing care;
 - b. Sufficient auditory perception to receive verbal communication from patients and members of the health team and to assess health needs of people through the use of monitoring devices such as cardiac monitor, stethoscope, IV infusion pumps, Doptone, fire alarms, etc.;
 - c. Sufficient gross and fine motor coordination to respond promptly and to implement the skills, including the manipulation of equipment, required in meeting health needs;
 - d. Sufficient communication skills (speech, reading, writing) to interact with individuals and to communicate their needs promptly and effectively, as may be necessary in the individual's interest; and
 - e. Sufficient intellectual and emotional functions to plan and implement care for individuals.
3. All eligible applicants who have completed the application procedure by September 1 will be considered for the spring (January – May) freshman nursing class.

All eligible applicants who have completed the application procedure by April 1 will be considered for the fall (August – December) freshman nursing class.

*See Technical Standards/Skills for Nursing for detailed information.

Application Procedure

1. Submission of all required documentation (see below) must be received in the ECTC Admissions Office by September 1 for the spring class or April 1 for the fall class.

Completed applications for nursing program admission should be submitted to the nursing office within five days after it is sent to the student.

2. To be considered by the Nursing Admissions Committee, the required documentation includes:
 - a. Current application for general enrollment to ECTC if not currently enrolled in any KCTCS college;
 - b. Final high school transcript (with graduation date and cumulative GPA) or a passing GED official score report;
 - c. ACT composite taken within the last five years, or results from the NLN Preadmission RN Exam (no time limit.)
 - d. Official transcripts from all colleges, universities and/or vocational schools attended.
3. Attendance at a preadmission conference is **mandatory**. Instructions on how to obtain and submit an application form will be provided during the preadmission conference.
4. Instructions for registering for the **NLN Preadmission RN Exam** are available at: <https://elizabethtown.kctcs.edu/admissions/assessment-center/>. Please make sure that you take the exam before the deadline.
5. **If a student is not admitted to the nursing program and desires to be considered again, attendance at another preadmission conference and a new application must be completed. Applications are not retained from one semester to the next. Each semester's applicant pool is considered only once. There is no waiting list.**

Prerequisite Courses and Requirements

1. Students **must have completed** all prerequisite courses before starting the first nursing course. Students may apply to the program before or while taking a prerequisite course. **A grade of C or above is required for Quantitative Reasoning, Human Anatomy & Physiology, and Medical Microbiology.** Science courses must have been completed within seven years from the time of entering the first nursing course.
2. Students **must have completed** a 75-hour Medicare approved nursing assistant/aide course AND be **listed on the Nurse Aide Registry** before starting the first nursing course. LPNs are exempt from this requirement.

Admission Procedure

1. Each applicant will be evaluated on the objective scale printed in this brochure. Applicants will be admitted by category, with Category 1 applicants being given higher priority before Category 2 applicants, etc. If there are more students in a specific category than there are openings in the nursing program, those students will be ranked by the Admissions Committee.
2. Applicants who earned less than 55 Composite RN Percentile Rank on the NLN preadmission exam, 20 on the ACT composite, 3.0 GPA, or 54 on the GED will not be considered for admission.
3. Applicants who have not submitted all the required documents listed in “Application Procedure” by the deadline will not be considered for admission.
4. When determining category placement, the GPA will be calculated only from course work required in the ADN curriculum, if the student has earned 12 or more hours of college credit in those courses. If the student has not earned at least 12 college credit hours of ADN curriculum course work, the final, cumulative high school GPA or official GED score will be used.
5. Students wishing to transfer science credits from other colleges must submit a college catalog course description and course syllabus for consideration. Any course work in the sciences must have been taken within the last **seven** years to be considered.
6. Grades must be earned by the September 1 deadline to be included in GPA calculation for application to the spring (January – May) semester. Grades must be earned by the April 1 deadline to be included in GPA calculation for application to the fall (August – December) semester.
7. No remedial or developmental course work will be considered when calculating the GPA.
8. In the calculation of GPA, the highest grade of a required course will be used. Grades for BIO 137, 139 or 225 that are older than seven years are no longer acceptable and will not be calculated in the GPA.
9. All high school GPAs will be evaluated based on the Law School Data Assembly Service and conversion scale.
10. Enrollment in nursing classes is contingent upon successful completion of the prerequisites for NSG 101 and good academic and financial standing at the college.
11. The Admissions Committee meets to evaluate categories in order to fill the freshman nursing class, and recommends admissions on the basis of the criteria within each category.
12. Letters are sent via e-mail by mid to late October or mid to late May to all individuals who have completed applications, notifying them of the selections by the Admissions Committee for the appropriate spring or fall entering class.
13. Letters of Response must be returned by the specified deadline from those who have been accepted into the program or placed on alternate status. If the Letter of Response and all required documentation have not been received by the specified deadline, the position will be awarded to another applicant who has complied.

Admission Criteria for ECTC ADN Program for Registered Nursing

Effective April 7, 2006

Category	Entrance Exam	GPA*
I	NLN 80% A.D. total or ACT 24 composite in last five years	3.4 college or 3.5 high school or 64 GED
II	NLN 70% A.D. total or ACT 22 composite in last five years	3.25 college or 3.25 high school or 62-63 GED
III	NLN 60% A.D. total or ACT 21 composite in last five years	3.0 college or 3.0 high school or 57-61 GED
IV	NLN 55% A.D. total or ACT 20 composite in last five years	3.0 college or 3.0 high school or 54-56 GED

*Please see description of GPA calculation.

Curriculum for Associate in Applied Science in Nursing

The ADN curriculum is organized around a clearly defined conceptual framework which combines general education and nursing education. The nursing education courses correlate classroom and clinical instruction in a variety of community agencies. Classroom lectures are held at the college; nursing faculty direct learning in the classroom and clinical laboratory settings. Transportation to community agencies is the responsibility of each student.

Elizabethtown Community and Technical College (ECTC) follows the curriculum approved for the community colleges in the Kentucky Community and Technical College System (KCTCS). Course descriptions may be found in the KCTCS catalog available in the Admissions Office, or online at <http://www.kctcs.edu/education-training/course-catalog/index.aspx>. Students wishing to transfer into the program should make an appointment to see the director of the program for transfer options. Students taking KCTCS classes with the intention of transferring should seek advice at the destination institution.

**Sample Curriculum Implementation Plan
(beginning Fall 2019)**

Prerequisites		
COURSE		CREDIT HRS
PSY 110	General Psychology	3
BIO 137	Human Anatomy & Physiology I	4
NAA 100	Nursing Assistant Skills I	0-3
Quantitative Reasoning Course at A.A. or A.S. level. (See attached list.)		3
CPR (Basic Life Support) for Healthcare Professionals		0-1
Total		10-14
First Semester		
COURSE		CREDIT HRS
NSG 101	***Nursing Practice I	9
BIO 139	Human Anatomy & Physiology II	4
Total		13
Second Semester		
COURSE		CREDIT HRS
NSG 219	***Medical/Surgical Nursing I OR	7
NSG 195	**Transition to ADN	
NSG 212	Behavioral Health Nursing	3
ENG 101	Writing I	3
Total		13
Third Semester		
COURSE		CREDIT HRS
NSG 229	Medical/Surgical Nursing II	7
NSG 211	Maternal Newborn Nursing	3
BIO 225	Medical Microbiology	4
Total		14
Fourth Semester		
COURSE		CREDIT HRS
NSG 239	Medical/Surgical Nursing III	6
NSG 213	Pediatric Nursing	3
Heritage/Humanities (See attached list.)		3
Total		12
Minimum credit hours required to complete the ADN Program:		62-66

**Taken by Licensed Practical Nurses who meet specific program requirements.

***Credit may be awarded to Licensed Practical Nurses who meet specific program requirements.

Completion of the nursing program will meet the KCTCS graduate requirement of digital literacy.

**Quantitative Reasoning Courses
for A.A. and A.S. Degrees**

COURSE NUMBER	COURSE NAME
MAT 141	Liberal Arts in Mathematics
MAT 146	Contemporary College Mathematics
MAT 150	College Algebra
MAT 154	Trigonometry
MAT 155	Trigonometry
MAT 159	Analytic Geometry and Trigonometry
MAT 170	Brief Calculus with Applications
MAT 174	Calculus I
MAT 206	Mathematics for Elementary and Middle School Teachers II
MAT 213	Calculus III, Linear Algebra
STA 220	Statistics

Please note: This list is not all-inclusive. Please refer to the KCTCS Catalog for a complete list of courses. Transfer courses will be evaluated by the Registrar.

*Each student is individually responsible for making sure
that courses he/she has taken will fulfill the requirements for graduation.*

Heritage/Humanities

Any three-credit hour heritage or humanities course for which degree credit is offered will satisfy this requirement. Humanities include art, music, literature, philosophy or theater. Please note: This list is not all-inclusive. Please refer to the KCTCS catalog (<http://www.kctcs.edu/education-training/course-catalog/index.aspx>) for a complete list of courses. Transfer courses will be evaluated by the Registrar.

Heritage	
COURSE NUMBER	COURSE NAME
HIS 104	History of Europe pre-1650
HIS 105	History of Europe post-1650
HIS 108	History of the US through 1865
HIS 109	History of the US since 1865
HIS 120	World at War
HIS 240	History of Kentucky
HIS 260	African-American History to 1865

Humanities	
COURSE NUMBER	COURSE NAME
ART 100	Introduction to Art
ART 105	Ancient through Medieval Art
ART 106	Renaissance through Modern Art
ART 108	Introduction to World Art
ART 203	Renaissance Art History
ENG 135	Greek and Roman Mythology
ENG 230	Science Fiction
ENG 261	Introduction to Literature
ENG 234	Women's Literature
ENG 281	Introduction to Film
HUM 120	Introduction to the Humanities – Rome
MUS 100	Introduction to Music
MUS 222	History and Sociology of Rock and Roll
PHI 100	Introduction to Philosophy
PHI 130	Ethics
PHI 150	Business Ethics
REL 101	Introduction to Religious Studies
REL 130	Introduction to Comparative Religion
THA 101	Introduction to Theatre

Please note: This list is not all-inclusive. Please refer to the KCTCS Catalog for a complete list of courses. Transfer courses will be evaluated by the Registrar.

Each student is individually responsible for making sure that courses he/she has taken will fulfill the requirements for graduation.

Transfer into ADN Program

Applicants who wish to transfer from another nursing program must meet all admission requirements of the ECTC Associate Degree Nursing Program. In addition, the following rules apply:

1. Acceptance of any transfer student will be dependent upon available resources, comparability of previous nursing courses, and results of a nursing preadmission exam (NLN or ACT).
2. Applicants will be considered for admission only if a vacancy exists.
3. Applicants previously admitted to another nursing program who have earned a failing grade (D or below) in a nursing course or program will not be accepted for transfer into the ADN program at Elizabethtown Community and Technical College.
4. The student must qualify to be at least in Category 2 (NLN score of 70% or higher and a GPA of 3.25 or higher). GPA will be calculated using courses that apply to the nursing program, as well as any nursing courses the student may have taken at another school.
5. An applicant who wishes to transfer from a previously attended nursing program must provide written notification to the ECTC ADN Program Director, stating the applicant's anticipated entry date and reason for transfer. This must be done at least three months prior to the expected date of enrollment.
6. From the previously attended nursing program, applicant should provide letters of recommendation indicating the student is in good standing from:
 - a. the nursing program administrator, and
 - b. a clinical instructor who has observed/evaluated the student requesting transfer.

Letters should be written on school letterhead and directed to the ADN Program Director at Elizabethtown Community and Technical College.

If more than three years have lapsed since initial enrollment in the first course in any registered nursing program, an applicant must repeat all nursing courses.

LPN Advanced Standing Opportunities

Expected implementation: Fall 2020

Licensed Practical Nurses must seek admission to the nursing program by following the standard nursing admissions process. Once admitted to the program, he/she may seek advanced standing. A student who has passed the National Council Licensure Examination – PN (NCLEX-PN) and holds an unrestricted license for practical/vocational nursing will be awarded credit for the first semester nursing course in a KCTCS associate degree nursing program. Licensed Practical/Vocational Nurses who graduated more than three (3) years prior to admission to a KCTCS associate degree nursing program shall provide verification of current employment. Current employment is defined as one (1) one-year full time, or 2000 hours of employment within the last three (3) years as LPN/LVN. The employment in nursing shall be defined as patient/client contact and shall be verified by the employing agency/agencies using the standardized verification of employment form. The Licensed Practical/Vocational nurse applying for advanced standing will submit the following information **two** months prior to expected enrollment in the course.

- A copy of active unrestricted LPN/LVN license number that can be verified.
- Verification of current employment on form listed above
- A passing score (78%) on the National League for Nursing NACE I exam taken within one year prior to application. The highest score of the first two attempts will be considered.

A student who passed the NCLEX-PN and holds an active, unrestrictive license for practical/vocational nursing and successfully completes NSG 195 Transition to A.D.N Bridge Course(web-enhanced) will be awarded credit for the second semester medical-surgical nursing course in a KCTCS associate degree nursing program. Upon successful completion of all components of the course, the student will be admitted to NSG 229 and will have earned four (4) credit hours for NSG 195, nine (9) credit hours for NSG 101, and three (3) credit hours for NSG 219, for a total of sixteen (16) credit hours.

The students in the NSG 195 course are included in the lecture and exam portions of the NSG 219 course with the traditional students. The NSG 195 students do not participate in the clinical and portions of the college labs unless this is identified as an area in which they need extra assistance and practice. The student must enroll in NSG 212 (Behavioral Health Nursing) and attend both the lecture and clinical portions of the course.

**Sample Curriculum Implementation Plan
Advanced Standing LPN to RN
(beginning Fall 2020)**

Prerequisites		
COURSE		CREDIT HRS
PSY 110	General Psychology	3
BIO 137	Human Anatomy & Physiology I	4
BIO 139	Human Anatomy & Physiology II	4
ENG 101	Writing I	3
CPR/Basic Life Support (Infant/Child/Adult) for Healthcare Providers		0-1
Quantitative Reasoning for A.A. or A.S.		3
Total		17-18
First Semester		
COURSE		CREDIT HRS
NSG 195	Transition to ADN	4
NSG 212	Behavioral Health Nursing	3
NSG 101	Advanced Standing credit	9
NSG 219	Advanced Standing credit	3
Total		19
Second Semester		
COURSE		CREDIT HRS
NSG 229	Medical/Surgical Nursing II	7
NSG 211	Maternal Newborn Nursing	3
BIO 225	Medical Microbiology	4
Total		14
Third Semester		
COURSE		CREDIT HRS
NSG 239	Medical/Surgical Nursing III	6
NSG 213	Pediatric Nursing	3
Heritage/Humanities		3
Total		12
Minimum credit hours required to complete the ADN Program:		62-63

TECHNICAL STANDARDS/SKILLS FOR NURSING

In an effort to assist all individuals, including those with disabilities, in making career decisions, the faculty of the ECTC Associate Degree Nursing Program have prepared the following standards and skill requirements which nursing students are expected to possess and demonstrate. Reasonable accommodation for students with disability-related needs will be determined on an individual basis, taking into consideration the standards and essential skills which must be performed to meet program objectives. Decisions regarding reasonable accommodation will be directed toward maximizing the student's independence while maintaining personal and client dignity and safety.

The technical standards that students should possess when enrolled in the ECTC Associate Degree Nursing Program are:

- Sufficient visual acuity such as needed in the accurate preparation and administration of medications, and for the observation necessary for patient assessment and nursing care;
- Sufficient auditory perception to receive verbal communication from patients and members of the health team and to assess health needs of people through the use of monitoring devices such as cardiac monitor, stethoscope, IV infusion pumps, Doptone, fire alarms, etc.;
- Sufficient gross and fine motor coordination to respond promptly and to implement the skills, including the manipulation of equipment, required in meeting health needs;
- Sufficient communication skills (speech, reading, writing) to interact with individuals and to communicate their needs promptly and effectively, as may be necessary in the individual's interest; and
- Sufficient intellectual and emotional functions to plan and implement care for individuals.

The following activities are representative of the essential skills required of nursing students beginning with the first semester of study and continuing throughout the program. These skills have been separated into three different, but not necessarily discreet areas. The student will be expected to:

- Demonstrate Physical/Mental Skills:
 - Lift and carry light objects such as charts and equipment items without assistance;
 - Transfer/position up to 300 pounds with assistance while lifting, positioning and transferring patients;
 - Push/pull equipment requiring force of 10-30 pounds on linoleum and carpeted floors,
 - Push/pull patients in chairs;
 - Manipulate equipment through doorways and into close fitting areas;
 - Stand, walk up to 75% of an eight-hour day;
 - Stoop, bend, squat, reach overhead as required to reach equipment;
 - Demonstrate coordination in patient treatments/procedures;
 - Tolerate wearing gloves and other protective equipment;
 - Demonstrate skills to continuously comprehend and communicate with patients, staff and faculty;
 - Identify individuals, call lights, unusual occurrences on a unit at a distance of 100 feet;
 - Read small print;
 - Operate equipment required in health care delivery;

- Distinguish sounds with background noise ranging from conversational levels to high pitched sounding alarms;
 - Concentrate on moderate and/or fine detail with frequent interruptions necessary to perform a variety of tasks;
 - Tolerate attention spans ranging from 10-60 minutes to perform minimal to fine detailed tasks related to nursing functions;
 - Remember multiple messages and information;
 - Elicit a health history from patient/family;
 - Use correct body mechanics;
 - Use appropriate handwashing technique;
 - Gown, glove and mask appropriately;
 - Perform sterile technique;
 - Provide for activities of daily living for their patients;
 - Make an occupied bed;
 - Perform range of motion for the patient;
 - Assess pertinent body systems;
 - Auscultate, palpate, and percuss;
 - Perform procedures ordinarily requiring manual dexterity and precision;
 - Demonstrate focused observational skills;
 - Interpret emotions and meaning from the patient's verbal and nonverbal behaviors;
 - Communicate empathy through the appropriate use of listening skills;
 - Give and receive relevant verbal and nonverbal feedback; and
 - Demonstrate the interpersonal and analytical skills necessary to participate actively in all phases of group development and multi-disciplinary care.
- Environmentally, students are expected to tolerate:
 - Occasional exposure to blood/body fluids as required for invasive procedures and treatments;
 - Frequent exposure to infectious agents;
 - Frequent exposure to chemical compounds of medications and treatments;
 - Continuous exposure to hazardous chemicals such as disinfectants, cleansers, soap, etc.;
 - Continuous exposure to latex, tyvex, plastic and/or materials which are used for personal protective equipment;
 - Occasional exposure to loud and unpleasant noises, as well as bodily injury due to unpredictable behavior of patients; and
 - Seasonal exposure to heat, cold, and humidity due to patient and agency options to control their environment;
 - Individually, students are expected to:
 - Provide evidence of current CPR certification and skills;
 - Provide evidence of annual immunization updates/boosters;

- Be flexible, receptive and adaptive to change;
- Control impulsivity;
- Participate in professional and interpersonal relationships with appropriate, professional behavior and attire; and
- Maintain an attitude of honesty and openness throughout the learning process.

MANDATORY REPORTING OF CRIMINAL CONVICTIONS

State law requires that licensed individuals report criminal convictions to the Kentucky Board of Nursing (KBN) within thirty (30) days of the conviction, KRS 314.109. Kentucky Board of Nursing Administrative Regulation 201 KAR 20:370, “Application for Licensure and Registration,” also require applicants to report criminal convictions and states what must be submitted when reported.

The most commonly asked questions by individuals with criminal convictions are addressed below. For more information, contact the KBN office (312 Whittington Pky Suite 300, Louisville KY 40222-5172, 800-305-2042 or 502-429-3300 ext 238 or 243), or visit the website at <http://kbn.ky.gov>.

What criminal convictions must I report to KBN?

The *Kentucky Nursing Laws* require that all misdemeanor and felony convictions occurring in Kentucky or any other state, regardless of when they occurred, must be reported to the Kentucky Board of Nursing (KBN). Federal and military convictions must also be reported. Effective July 14, 2000, any person licensed by KBN shall, within thirty (30) days of entry of the final judgment, notify KBN in writing of any misdemeanor or felony criminal conviction in this or any other jurisdiction. Upon learning of any failure to notify KBN under this section, KBN may initiate an action for immediate temporary suspension under KRS 314.089 until the person submits the required notification.

How do I know whether I’ve been convicted of a crime?

You have been convicted if you have pled guilty to, entered an *Afford* plea or *Nolo Contendre* plea, or were found guilty of a criminal offense in any court. You should contact the court to determine whether the conviction was a violation, misdemeanor or felony offense.

Will my conviction make me ineligible for a nursing license?

Not necessarily. The statute states that KBN may take action on criminal convictions that bear directly on an individual’s qualifications or ability to practice nursing. The regulation clarifies that the type of convictions referred to are those that involve dishonesty, substance abuse, sexual offenses, breach of trust, danger to the public safety, or physical harm or endangerment.

Can I be denied licensure?

Yes, KBN can deny a license for criminal conviction(s), or action taken against your license in another state.

What if I am denied licensure; what can I do?

You may request a formal hearing before a KBN panel. Your request must be in writing.

What happens if I request a hearing?

You will be notified of the date, time, and location of the scheduled meeting of a Hearing Panel. You may bring legal counsel.

What will the Hearing Panel do?

The Hearing Panel will consider your request for licensure. After hearing the evidence presented, the panel will make a recommendation to KBN regarding the approval or denial of your application for licensure.

Will a denial of licensure be on my permanent nursing record?

Yes. Denial of licensure is a formal disciplinary action taken by KBN. The denial will be published in the Board's newsletter, the *KBN Connection*, and reported to the National Council of State Boards of Nursing's Disciplinary Data Bank.

I need to report my conviction(s) to KBN. What documents do I send to the KBN office?

You must submit a certified copy of the court record of each misdemeanor or felony conviction in this or any other jurisdiction and a letter of explanation that addresses each conviction, except for traffic-related misdemeanors (other than alcohol-related) or misdemeanors older than five (5) years.

When do I send the information to KBN?

The letter of explanation and certified copy of the court record must accompany your application for licensure. Your application fee is nonrefundable even if your application is denied. You may wish to consider delaying your NCLEX registration with the test service until you know the outcome of the KBN criminal conviction review process.

What is the letter of explanation?

A letter of explanation is a personally written summary of the events that led to your conviction. It gives you the opportunity to tell what happened, and to explain the circumstances that led to your conviction.

Where do I get the certified copy of the court record?

You should contact the court clerk in the county where the conviction occurred to obtain a *certified* copy of the court record. The court record should verify the conviction, date of the conviction, and the judgment entered against you.

What if the court can't find a record of my conviction?

If a court record has been "purged" by the court due to a record retention schedule, you may submit a statement from the court to affirm that the physical record no longer exists. This statement will be accepted in lieu of the court record. In addition, some police departments will provide a record of the arrest and disposition.

What additional information may be requested from me?

The most frequently requested information is proof of compliance with a court ordered alcohol education/treatment program or of successful completion of a court ordered probation. KBN may also request that a letter of recommendation be sent.

What is a letter of recommendation?

A letter of recommendation is a letter mailed directly to KBN from a faculty member of a nursing program or a nursing employer to tell why you should be considered for licensure.

What if my charge was dismissed?

You are not required to report charges that have been dismissed by the court.

Do I report convictions when I was a juvenile?

Juvenile convictions that occurred when you were under the age of 18 do not need to be reported unless you were convicted as an adult.

Do I report the conviction if it has been expunged?

You do not need to report convictions that have been removed from your record as a result of a formal court ordered expungement. You must check with the court to make sure it was actually expunged before answering “NO” to the conviction question on your application.

Do I report a conviction that has been appealed??

You should report the conviction to KBN and let KBN know that the case has been appealed.

Will KBN verify my criminal history?

Yes. KBN requires a criminal history search on licensure applicants which may include an FBI fingerprinting analysis. The record search is NOT the official court record. Discrepancies related to criminal convictions or failure to report a criminal conviction will delay the processing of the application.

How will my conviction be reviewed?

There are three methods of criminal conviction review: 1) Staff Member Review; 2) Board Member Review; and 3) Credentials Review Panel. For criminal convictions that meet the criteria for the staff or Board review process, a Board member or KBN staff person will review the application and other information concerning your criminal conviction history. The Board member or staff person will consider the nature of the crime, the circumstances and length of time since the conviction occurred, and whether the conviction would have a bearing on your ability to practice nursing. A determination will be made to approve your application, request additional information, request a personal interview with you, or refer the matter to the Credentials Review Panel.

The Credentials Review Panel is a panel of three Board members that meet monthly. The panel reviews the submitted information and makes a determination to approve the application, request additional information, recommend terms for licensure, or recommend that a hearing be held.

It may take up to three or more months to review your information depending upon various factors, including the completeness of the information you submit regarding the conviction. You may be contacted by mail if additional information is needed.

When will I be able to sit for the licensure examination?

You will not be eligible to take the National Council Licensure Examination (NCLEX) until KBN has made a final determination about your conviction. All other requirements for entrance to the examination must also be met prior to testing.

When will I receive a temporary work permit?

If you are applying for licensure by endorsement, you will not be issued a temporary work permit until KBN has made a final determination and all other requirements for the temporary work permit have been met. Temporary work permits are no longer issued for applicants for licensure by examination.

What if KBN previously reviewed my conviction?

You should attach a letter of explanation to the application to alert KBN staff about previous KBN review, and to affirm that you have no additional criminal convictions to report.

For specific statutes regarding
licensure and registration:

www.lrc.state.ky.us/kar/201/020/370.htm

For additional information, contact:

Kentucky Board of Nursing

312 Whittington Pky, Suite 300

Louisville KY 40222-5172

800-305-2042 or 502-429-3300 ext 238 or 243

kbn.ky.gov

FREQUENTLY ASKED QUESTIONS

What is a Registered Nurse with an Associate Degree?

He or she is a graduate of an accredited college with a minimum of two years preparation, who has successfully passed the National Council Licensing Examination (NCLEX) and has been licensed as a Registered nurse. An RN with an Associate Degree is qualified as a provider of care, manager of care, and member of the health care team.

What kind of nursing program does ECTC have?

Students who graduate from the ADN Program at ECTC receive an Associate in Applied Science Degree with a major in Nursing. They are then eligible to take the NCLEX to become an RN.

What clinical facilities does the ECTC nursing program use?

Clinical experiences may occur in many different settings such as college laboratory, area hospitals, long-term care facilities, doctors' offices, schools and clinics.

How do students apply to the nursing program?

All students wishing to be admitted to the nursing program must be admitted to the college and attend a preadmission conference. (See "Application Procedure.")

Is there a waiting list?

No! There has never been a waiting list to enter the ECTC ADN Program. Because the applicant pool exceeds spaces available, students are admitted on a category system based on GPA and score earned on a preadmission exam.

How long does it take to complete the nursing program?

After a student is admitted to the program, the nursing courses take two years (four semesters) to complete. Prerequisite and other general education courses are required in addition to the nursing courses.

How long has the school been in existence and what kind of record does it have?

The ADN Program at ECTC began in 1965. The average pass rate of our graduates on the NCLEX is 94%.

SENSITIVITY TO MEDICAL EQUIPMENT

(example: Latex)

Students will be responsible for notifying the ADA coordinator of any sensitivity to medical supplies or equipment, especially if symptoms of latex sensitivity develop. Students need to be aware that the college lab and all clinical facilities contain supplies/equipment made of latex that may pose a hazard to individuals with latex allergies. This also applies to students who have or develop sensitivity to other chemicals used in the manufacture of medical supplies and equipment.

Signs of latex allergy include, but are not limited to, the following:

- rash
- dry, itchy skin
- swelling of hands
- cracking, chapping, scaling, or weeping of the skin
- hives
- swollen lips or mucous membranes
- difficulty breathing
- runny nose
- scratchy throat
- coughing or wheezing
- shock

Increased exposure increases risk for developing latex sensitivity.

12/01/01
Revised 03/08/06
Revised 05/09

ACCREDITATION

The Elizabethtown Community and Technical College Associate Degree Nursing Program is accredited by the Accreditation Commission for Education in Nursing, 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia 30326, www.acenursing.org, Phone: 404-975-5000.

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree nursing program is continuing accreditation. View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.us/accreditedprograms/programSearch.htm>.

Elizabethtown Community and Technical College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, telephone #404-679-4501) to award Associate Degrees.

Elizabethtown Community & Technical College does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex or disability in employment, educational programs, or activities as set forth in Title IX, Title VI, and Section 504, and ADA.

APPROXIMATE COSTS OF ADN PROGRAM

Tuition	\$189*	per credit hour (x 66 total for program = \$12,474)
Mandatory Fee	\$8*	per credit hour (x 66 = \$528)
Books	\$750	per semester in nursing
Criminal Background Check/Drug Screen/ Compliance Tracker	\$115	first semester in nursing
	\$85	third semester in nursing
Uniforms	\$75	
Lab Coat	\$50	
Shoes/hose	\$75	
Cap	\$20	(optional)
Stethoscope	\$50	
Bandage Scissors	\$20	
Watch (with second hand)	\$25	
Immunizations	\$200	
BLS certification	\$50	(Must be recertified every two years.)
Liability Insurance	\$15	per semester (added to tuition)
Graduation/Pinning	\$75	(optional)
KY Assoc of Nursing Students	\$70	(optional)
KANS Convention	\$100	(optional)
Testing Software	\$120	
KY Board of NSG licensure exam application fee	\$150	
Licensure Exam	\$250	
Federal & State Background Check	\$53	
Jurisprudence Exam	\$15	

* Please check website to determine current tuition and fees. All costs listed are approximate and subject to change.

Students must provide their own supplies (pens, paper, notebooks, pencils, etc.) and provide their own transportation to school and clinical agencies.

Total cost approximately \$17,660

Latest Revision: 01/2022

Elizabethtown Community & Technical College
NATIONAL LEAGUE FOR NURSING
RN PREADMISSION EXAM

Registration Information: <https://elizabethtown.kctcs.edu/admissions/assessment-center/>.

MAP AND DIRECTIONS



From the Bluegrass (BG) Parkway:

- Take Exit 1B to Interstate 65 South toward Bowling Green
- Next take the Western Kentucky (WK) Parkway West, Exit 91 toward Paducah
- Immediately exit on the 31W By-Pass North, Exit 136, toward Fort Knox
- Turn left at the first traffic light to turn onto College Street Road
- The college is located directly on your right, watch for the signs.

From the Western Kentucky (WK) Parkway:

- Take the 31W By-Pass North, Exit 136 and go toward Fort Knox,
- Turn left at the first traffic light to turn onto College Street Road,
- The college is located directly on your right, watch for the signs.

From Interstate 65 North or South:

- Take the Western Kentucky (WK) Parkway West, Exit 91 toward Paducah,
- Immediately exit on the 31W By-Pass North, Exit 136, toward Fort Knox,
- Turn left at the first traffic light to turn onto College Street Road,
- The college is located directly on your right, watch for the signs.

From Louisville Using 31W (Dixie Highway):

- Take 31W (Dixie Highway) South to Elizabethtown,
- Turn right onto 31W By-Pass (about 1 mile past Towne Mall Shopping Center),
- Turn right at second traffic light onto College Street Road,
- The college is located directly on your right, watch for the signs.

The Nursing Department is on the third floor of the RPC Building between the Bookstore and ATB. Depending on how you enter the building, the elevator will be either halfway down the hall, or immediately to your right. If there are only number buttons, push “3.” If there are number and letter buttons, push “B.” The nursing office is #307.

Room 212 is on the second floor of the RPC Building. If you enter the building from Parking Lot D, you will be on the second floor. (After 4:00 p.m., you may park closer to the building in Faculty/Staff parking.) Take the hallway to your left; continue until you see the double doors of Room 212 on your right (next to the restrooms).

The Assessment Center is Room 129 of the RPC Building (across from the Bookstore).

**Associate Degree Nursing Program
PREADMISSION CONFERENCE SCHEDULE**

Preadmission conferences for the Fall 2022 semester will be held virtually via Blackboard Collaborate. Click on (or copy and paste) the following link to attend one of the conferences:
<https://us.bbcollab.com/collab/ui/session/guest/00aa40d0b0824b8ab9e527a06eef5b32>.

To attend the virtual conference, we recommend using Google Chrome or Firefox since there have been reported issues about not being able to connect with Internet Explorer.

- May 25, 2022 – 10:00 p.m.
- June 8, 2022 – 3:00 p.m.
- July 20, 2022 – 3:00 p.m.
- August 24, 2022 – 10:00 a.m.
- September 14, 2022 – 3:00 p.m.

**FOR MORE INFORMATION REGARDING THE
ASSOCIATE DEGREE NURSING PROGRAM,
PLEASE CALL:**

**(270) 706-8846 OR
TOLL FREE: 1-877-246-2322, EXT. 6-8846**

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