Practical Nurse Program

Frequently Asked Questions.

1. How much will tuition and fees be?
   The cost of tuition is $16,500. This program is a one year program consisting of three semesters. The tuition for each semester is $5,500.

2. What about the cost of books and supplies?
   The costs of books and supplies are about $800.

3. What is the class schedule? What are the hours?
   This program is weekend program. All classes and clinical hours are scheduled during the day from Friday through Sunday. Classroom hours are from 8:30am to 5pm on Friday, Saturday, or Sunday. Clinical hours are scheduled on Friday, Saturday or Sunday, depending upon clinical site. Clinical hours are either 8 hours or 12 hours in length.

4. Do you offer financial assistance?
   Unfortunately, financial aid is not available for this program. However, this program is approved for GI BILL benefits. WIA (the Workforce Investment Act) tuition assistance is available.

5. Is there a preadmission test or prerequisites before I apply to the program?
   There are no prerequisites, but you must take the TEAS exam. It consists of Reading, Math and English (grammar, vocabulary, etc). You must earn 65% or greater in each section.

6. Do my TEAS scores expire after a certain amount of time?
   You TEAS scores should be no more than 1 year old at the time of application.

7. When can I apply for the program?
   Applications for Spring 2016 admission will be accepted from July 1st to November 30th, 2015

8. How many places are available in the Practical Nurse program each year?
   About twenty four places are available in each new class.
Practical Nurse Program

Frequently Asked Questions.

9. How do I apply?
   • Complete the application forms and the checklist.
   • Submit a high school transcript indicating that you are a high school graduate or evidence of a GED
   • Take the Test of Essential Academic Skills (TEAS) Exam.
   • Have an interview to complete the application. To schedule your interview, contact the Practical Nurse Program Director via email at lbeard@nvcc.edu or call 703-822-6522.

10. When will I hear back about my application?
    Once a candidate submits their entire completed application (see #9 above) that candidate will receive their admission letter within two weeks.

11. Does this nursing program award “college credits”?
    This is a non-credit certificate program in the Workforce Development Division. You don’t earn college credits while you are in this program. However, this program is fully approved by the Virginia Board of Nursing and graduates are qualified to take the National Council Licensing Examination for Practical Nursing (NCLEX-PN).

12. How do LPNs differ from RNs?
    The LPN is an entry-level nursing licensure, not a degree. Once a practical nursing student successfully completes the program, he/she is eligible to take the NCLEX-PN exam, which awards the LPN licensure.

    The LPN differs from the RN primarily in their scope of nursing practice, salary, and career advancement. The job or care responsibilities accorded to the LPN varies from state to state based on each state Board of Nursing regulations. The LPN is trained to deliver nursing care to many types of clients in many different clinical settings, focusing on therapeutic, rehabilitative and preventive care.

13. Where do LPNs work?
    The LPN may work in a variety of settings including acute care (hospitals), extended care facilities, assisted living centers, primary care clinics, specialty physician’s offices and urgent care settings.

14. Does NOVA offers LPN to RN bridge program?
    Yes, it is a four-semester track with extensive pre-requisite work required. Please, visit https://www.nvcc.edu/medical/divisions/nursing/lpn-rn-program.html for more information.

15. Can I transfer into this program from another practical nursing school?
    No, the Practical Nurse program does not accept transfer students.
Practical Nursing Program (LPN)

This program will provide you with an opportunity to enter the nursing field in three semesters of study. Licensed Practical Nurses (LPN) play an important role in the delivery of health care in hospitals, long term care facilities, physician's offices, clinics and other agencies.

The practical nursing program is a 12 month program leading to a certificate in practical nursing. It prepares the student for licensure through the National Council Licensing Examination (NCLEX-PN). This program is approved by the Virginia Board of Nursing.

If you have any questions please email us at cehealth@nvcc.edu or call 703-822-6523.

You can also contact the Practical Nurse Program Director.

Lundy Beard, MS, BSN, RN, Program Director
Email: lbeard@nvcc.edu
Phone: 703-822-6522
Northern Virginia Community College, Medical Education Campus
Workforce Development Division, Room 210
6699 Springfield Center Drive
Springfield, VA 22150
Curriculum for Practical Nursing Program

- One-year adult program.
- Class size: Twenty-four students.
- Days: Friday, Saturday and Sunday
- Class Hours: 8:30 am – 5pm. Clinical hours vary depending on the availability of clinical sites.
- All courses must be taken in the order shown

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Courses</th>
<th>Course Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spring Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL ****</td>
<td>Human Biology (1)</td>
<td>Presents an integrated approach to human anatomy and physiology, microbiology, and pathology. Includes chemistry and physics as related to health science.</td>
</tr>
<tr>
<td>HLTH ****</td>
<td>Foundation skills in Nursing (1)</td>
<td>Introduces principles of nursing including concepts of health, wellness, illness, nutrition, medication administration and the nursing process. Develops nursing skills to meet the multidimensional needs of individuals across the life span. Focuses on Fundamentals of Nursing.</td>
</tr>
<tr>
<td>LLRN****</td>
<td>Orientation &amp; Study Skills</td>
<td>Generally covers study skills, time-management, decision-making, and the development of a college and career success plan.</td>
</tr>
<tr>
<td>HLTH ****</td>
<td>Medical Terminology</td>
<td>Medical terminology is the language of medicine and the key to success in all medical career paths.</td>
</tr>
<tr>
<td><strong>Summer Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLTH****</td>
<td>Foundation skills in Nursing (2)</td>
<td>Explores the use of the nursing process to meet the multidimensional needs of individuals and developing families. Focuses on Medical Surgical Nursing.</td>
</tr>
<tr>
<td>BIOL****</td>
<td>Human Biology (2)</td>
<td>Presents an integrated approach to human anatomy and physiology. Includes chemistry and physics as applied to health science. In addition pathology is integrated into systems.</td>
</tr>
<tr>
<td>HLTH****</td>
<td>Pharmacology for Practical Nurses</td>
<td>Emphasizes clinical pharmacology for nurses including pharmacokinetics, drug-drug and drug-disease interactions, drug allergies and adverse events, mechanisms of action, drug classes and specific agents within each class.</td>
</tr>
<tr>
<td><strong>Fall Semester</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLTH****</td>
<td>Foundation skills in Nursing (3)</td>
<td>Explores the care of individuals and/or families experiencing alterations in health using the nursing process. Focuses on Mental Health and Maternity/pediatric Nursing.</td>
</tr>
<tr>
<td>ITEC****</td>
<td>Information Literacy</td>
<td>Covers the information literacy core competencies focusing on the use of information technology skills.</td>
</tr>
</tbody>
</table>
Essential Functions for the Practical Nursing Program

The abilities and skills which students must possess in order to complete the training associated with the Northern Virginia Community College (NOVA) Practical Nursing Programs are referred to as Essential Functions or Technical Standards. These essential functions and technical standards are a group of minimal physical and cognitive abilities as well as sufficient mental and emotional stability to confirm that students are able to complete the entire course of study, participate fully in all aspects of training, and be deployable as competent Practical Nursing students, with or without reasonable accommodation.

The NOVA Practical Nursing program’s has the ethical responsibility for the safety of patients with whom students will come in contact, and to the public to assure that its students can become fully competent Nursing professionals. Thus, it is important that persons admitted to our programs possess the intelligence, integrity, compassion, humanitarian concern, and physical and emotional capacity necessary to practice Nursing skills. Students must verify that they meet these essential functions and technical standards at the time of matriculation to our programs and maintain them during their training. Students are obligated to alert the Practical Nurse Program Director of any change in their ability to fulfill the essential functions or technical standards. Students who do not meet the essential functions or technical standards are at risk for dismissal from the program.

Essential Function I. Observation

- Observe demonstrations and participate in physical examination sessions, campus lab and clinical skills workshops, observe the difference of normal versus pathological states. They must be able to obtain a medical history and perform a complete physical examination in order to integrate findings based on these observations and to develop an appropriate diagnostic and treatment plan.
- Possess the visual ability sufficient for observation and assessment necessary in nursing care in order to observe client responses.

Essential Function II: Communication

- Communicate effectively and sensitively with faculty, patients, their families, peers, and members of the healthcare team.
- Communicate effectively with patients from different social and cultural backgrounds, as well as develop effective professional rapport with patients and co-workers.
- Record examinations and client responses to treatment clearly and diagnostic results clearly, accurately and efficiently.
- Communicate effectively in English with patients, family and other health care professionals in a variety of clinical practice sites.
- Students must have the communication abilities sufficient for interaction with faculty, peers, clients, family members, and the healthcare team in verbal and written form in order to initiate problem-solving nursing activities such as data gathering, explaining procedures, and documenting client responses.
• Possess the auditory ability sufficient to monitor and assess health needs in order to communicate in person and by telephone and to hear monitor alarms, emergency signals, auscultatory sounds, and cries for help.

**Essential Function III: Motor Function**

• Demonstrate the capacity to perform physical examinations and diagnostic maneuvers.
• Respond to emergency situations in a timely manner and provide general and emergency care.
• Possess adequate sensory function and motor coordination to fulfill minimum competency objectives for inspection, palpation, percussion and auscultation necessary to perform a physical examination.
• Demonstrate sufficient postural control, neuromuscular control and eye-to-hand coordination in order to utilize standard medical/surgical instruments to participate in the inpatient and outpatient setting and other clinical activities.
• Demonstrate the physical abilities sufficient to move from room to room and maneuver in small spaces and administer cardio-pulmonary procedures.
• Demonstrate the gross and fine motor abilities sufficient to provide safe and effective nursing care in order to calibrate and use equipment; position clients.

**Essential Function IV: Intellectual-Conceptual, Integrative and Quantitative Abilities**

• Learn through a variety of modalities including, but not limited to, classroom instruction; small group, team and collaborative activities; individual study; preparation and presentation of reports; and use computer technology.
• Possess the mental capacity to assimilate and learn a large amount of complex, technical and detailed information in order to formulate diagnostic and therapeutic plans.
• Possess the critical thinking ability and skills sufficient for clinical judgment in order to identify cause and affect relationships in clinical situations.

**Essential Function V: Behavioral and Social Attributes**

• Possess the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly, without warning, and/or in unpredictable ways.
• Accept responsibility for learning, exercising good judgment, and promptly completing all responsibilities attendant to the diagnosis and care of patients.
• Understand the legal and ethical standards of the medical profession.
• Work effectively, respectfully and professionally as part of the healthcare team, and to provide culturally competent nursing care with patients, their families, and health care personnel in a courteous, professional, and respectful manner.
• Contribute to collaborative, constructive learning environments; accept constructive feedback from others; and take personal responsibility for making appropriate positive changes.
• Demonstrate the interpersonal abilities sufficient to interact with clients in a helpful and tactful manner.
• Adapt to changing environment/stress and establish therapeutic boundaries.
• Focus attention on task, including in distracting/chaotic environment.
• Handle strong emotions (grief). Monitor own emotions. Perform multiple responsibilities concurrently.
Demonstrate a willingness and ability to provide non-discriminatory treatment of all patients regardless of gender, race, national origin, sexual orientation and/or religion. In the classroom, students must also provide equal non-discriminatory practice of patient assessment skills upon the request of the instructor.

Essential Function VI: Ethical and Legal Standards

- Understand the basis and content of both general and medical ethics.
- Possess attributes that include compassion, empathy, altruism, integrity, responsibility, and tolerance.
- Recognize limitations in their knowledge, skills and abilities and to seek appropriate assistance with their identified limitations.
- Students whose performance is impaired by abuse of alcohol or other substances are not suitable candidates for admission, promotion, or graduation.
- In addition, should the student be convicted of any felony offense, or other crimes of moral turpitude while in the Allied Health & Nursing Programs, they agree to immediately notify the program as to the nature of the conviction. Failure to disclosure prior or new offenses can lead to disciplinary action that may include dismissal.

Disability Services

The College is committed to the goal of providing each qualified student an equal opportunity to pursue a college education regardless of disability. Efforts will be made toward meeting reasonable requests for services to students with disabilities eligible under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA), and the ADAAA (ADA Amendments Act of 2008).

Students with disabilities are encouraged to contact a Counselor for Disability Services in the Student Services or Counseling Center of any campus to discuss possible accommodations.

A student with disability at the Medical Education Campus can meet with:

Disability Counselor
Room 202
Phone (703) 822-6633
Instructions on How to Apply to the Practical Nursing Program

• **Step 1. Review the information packet**
Read all documents and forms associated with the Practical Nursing Program available at [https://www.nvcc.edu/workforce/health/lpn.html](https://www.nvcc.edu/workforce/health/lpn.html); contact Workforce Development Division office for any questions: 703-822-6523.

• **Step 2. Complete College Application**
If you have never taken a class at Northern Virginia Community College or any other Virginia Community College, you must complete the Application for Admission online at [https://apply.vccs.edu](https://apply.vccs.edu).

  o The college is: **Northern Virginia Community College**
  o The type of classes are: **Non Credit**
  o The campus is: **The Campus where your class will be held (Medical Education Campus)**
  o The semester is: the **current semester** you wish to enroll in.
  o Student ID/EMPLID is: **the same as the one on your Student ID Card (NOVACard).**

*New Students will receive a Student ID/EMPLID at the end of the application process.

• **Step 3. Request an official high school transcript or make a copy of G.E.D Certificate**
All applicants must submit their high school transcript or G.E.D certificate.

**EVALUATION OF INTERNATIONAL TRANSCRIPTS**
for the Licensed Practical Nurse Program

The College accepts international transcript only after the student has an official transcript sent to the College that has been **translated into English and evaluated for course-by-course credit** by a private evaluation agency recognized by NVCC. Further, the student must request that an **official evaluation** be sent by the selected evaluation agency to:

```
NVCC
Medical Education Campus
Workforce Development Division #210
6699 Springfield Center Drive
Springfield, VA  22150-1913
```

The transcript must be evaluated using resource materials approved by the National Council for the Evaluation of Foreign Education. NVCC does not endorse any transcript evaluation agency or guarantee the quality of the work performed. This evaluation takes approximately five (5) weeks. Each agency listed below charges a fee for its services; agency fees may vary. The cost for this service is the student’s responsibility. Suggested agencies for international evaluation are:

*AACRAO –* [http://ies.aacrao.org](http://ies.aacrao.org/)
*WES* [http://www.wes.org/immigrants/index.asp](http://www.wes.org/immigrants/index.asp)
*212-966-6311*
• **Step 4. Take required nursing pre-admission test** (TEAS; Test of Essential Academic Skills) for English, Math and Reading. Applicants must receive a score of **65%** or higher.
  o How to take TEAS exam?
    a. Create username and password at [www.atitesting.com](http://www.atitesting.com)
    b. On the testing day,
      ▪ Bring a valid picture ID (NOVA ID, driver’s license, passport, etc.), your student ID number, username and password for ATI to the NOVA Medical Education Campus (MEC)
      ▪ Go to the testing center #344
      ▪ For each attempt, the cost of the pre-admission test is $55. Students are required to pay for the test online with a credit or debit card.
      ▪ Keep in mind that students must be signed in 3 hours before closing to take TEAS Exam. Check the testing center schedule on the website at [https://www.nvcc.edu/Medical/testing/index.html](https://www.nvcc.edu/Medical/testing/index.html)
      ▪ Students must achieve a score of 65% or greater in each required category of the TEAS exam. The test consists of Reading, Math and English in that order.
      ▪ The test results are valid for one year from the date of the last test attempt.
      ▪ Students will have three chances in one year to pass each of the required categories of the test.
      ▪ A TEAS Prep book is available through [http://www.atitesting.com](http://www.atitesting.com). Limited copies of the study guide are available for check out in the MEC Resource Center (Library.) Copies are also available for purchase from the campus bookstore on the first floor.

• **Step 5. Schedule a personal interview with the program director.** You must submit all your documents along with the application form on the interview day.
  Lundy Beard, MS, BSN, RN, Program Director
  lbeard@nvcc.edu  .  703-822-6522

• **Step 6. Apply to the Practical Nursing Program** by submitting your application form, the application checklist, a high school transcript and TEAS exam results on your interview day.

• Applications are accepted from **July 1 through November 30th, 2015**.

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NOVA Workforce Development Division   www.nvcc.edu/workforce
Enrollment (Admission) Requirements:

The following are required for enrollment after being accepted into the practical nursing program:

- Criminal Background check & Urine Drug Screen - **Applicants who do not pass the background check and drug screen test will not be allowed to enroll in any practical nursing course.**
- Completed Physical Exams including Immunizations (Hep B, Varicella, MMR, Tdap) & negative PPD or CXR.
- BLS for HCP (healthcare providers) through the American Heart Association.
- Liability Insurance
- **Legal Restrictions**
  
  The State Board of Nursing has the authority to deny licensure to any applicant who has violated any of the provisions of 54.1-3007 of the Code of Virginia. There is also a July 1992 change in Virginia law that prohibits licensed nursing homes, home care organizations, licensed homes for adults, and licensed adult day care centers from hiring any individual who has been convicted of a broad range of criminal acts. Any student entering the program who has committed any illegal offenses other than minor traffic violations should discuss these matters with the Program Head or Nursing Coordinator prior to admission. To learn more please go to http://leg1.state.va.us/000/cod/54.1-
General Information

• Tuition is $16,500 for 1 year program ( $5,500 per semester).
• This program is approved for GI BILL benefits.
• WIA (the Workforce Investment Act) Tuition assistance is available. Please, contact SkillSource to check your eligibility. http://www.myskillsource.org/home/wia.shtml
• Potential Scholarships

1. Patsy Takemoto Mink Education Foundation for low-income women and children
   http://www.patsyminkfoundation.org/edsupport.html

2. The Ladies Board of INOVA Loudoun Hospital for students who live or work in Loudoun County
   http://www.ladiesboard.org/nursingscholarships.cfm

3. Mildred A. Mason Memorial scholarship foundation.

4. Health Occupations Students of America.
   http://www.hosa.org/

5. Mary Marshall Nursing Scholarship Program for Licensed Practical Nurses
   http://www.vdh.state.va.us/healthpolicy/primarycare/incentives/nursing/rn_guidelines.htm

6. Virginia Association for Family and Community Education – Mrs. Guy Roof Scholarship.

7. Coursey Enterprises Student Scholarship:
   http://www.courseyenterprises.com/scholarships.php

• Estimate expenses

   Criminal Background Check, Drug screen test & immunization tracker: $115
   Liability insurance: $ 35
   Books: $ 600
   Uniforms/supplies: $ 250
   Licensure fees upon graduation: $ 330 (Virginia Board of Nursing $170 / Testing Company $200)
   Parking: $105/semester ($95 if purchased online)
   CPR/BLS: $120
   CPR textbook: $ 17.10
   TEAS test: $ 55
   HESI Testing Packet: $212

• Clinical will be offered at extended care facilities, rehabilitation centers and area hospitals.
• Annual NCLEX Passage Rates in 2014: 100%; 2015 passage rates pending.
• Practical Nurse Program Approval:
The Practical Nursing program at NOVA is approved by the Virginia State Board of Nursing, Perimeter Center, 9960 Maryland Drive, Suite 300, Richmond, VA 23233, Phone: 804.367.4515.

Admission Criteria

• Admission to the LPN is competitive and only a limited number of students will be accepted. Fully-qualified students will be ranked according to previous education & experiences, and TEAS scores.

-Point value for qualification:
  ➢ Previous education
    AAS degree BS or BA Master’s
    1pt 2pts
  ➢ Attended NOVA
    3pts 2pts
  ➢ Previous experience
    CNA Medical Assistant EMT
    2pts 2pts 2pts
  ➢ TEAS scores
    >85 75-84 65-74
    3pts 2pts 1pt
  ➢ Interview
    40-45 35-39 25-34 0-24
    3pts 2pts 1pt 0pt

Calendar of Events

Class of 2016

Application submission begins Deadline for application submission Deadline for notification to all applicants Orientation Last date to drop with tuition refund First Semester Begins
Application for the Practical Nursing Program

Please Print

<table>
<thead>
<tr>
<th>Last name:</th>
<th>First name:</th>
<th>Middle Name:</th>
</tr>
</thead>
</table>

| Date of Birth: | Gender: M / F | E-Mail Address: |

| Street Address: | City: | State: | Zip code: |

| Home Telephone: | Cell Telephone: |

<table>
<thead>
<tr>
<th>Have you previously attended, applied for admission to, or been employed by any Virginia Community College?</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Yes – Student ID (Empl ID) number if known:</td>
</tr>
<tr>
<td>□ No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Primary Language:</th>
<th>Education:</th>
<th>Have you previously worked in Healthcare?</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ English</td>
<td>High School Graduate ☐ Yes ☐ No</td>
<td>Certified Nursing Aide ☐ Yes ☐ No</td>
</tr>
<tr>
<td>□ Spanish</td>
<td>Date of Graduation:</td>
<td>Medical Assistant ☐ Yes ☐ No</td>
</tr>
<tr>
<td>□ Other</td>
<td>Date of GED: ☐ Yes ☐ No</td>
<td>EMT ☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

| Other ☐ Yes ☐ No |

<table>
<thead>
<tr>
<th>Citizen of the U.S.?</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Yes ☐ No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alien Permanent?</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Yes ☐ No</td>
</tr>
</tbody>
</table>

*Attach Copy

Identify all formal education beyond high school. List in order of most recent first.

<table>
<thead>
<tr>
<th>Name of School</th>
<th>Address/City/State/Zip</th>
<th>Dates Attended</th>
<th>Major</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Have you ever been convicted of any crime (felony or misdemeanor) or have you ever pled guilty, not guilty or nolo contendere to having violated any federal, state or local law, including convictions for driving under the influence, but excluding traffic violations?  ☐ Yes ☐ No ☐

If yes, **ENCLOSE** written comments stating charge, date, and disposition (a conviction record will not necessarily be a bar to admission to the school depending on such factors as your age at the time of crime, and the nature of the crime in relation to a career in nursing).

________________________________________________________________________

________________________________________________________________________

In signing this application, I affirm that all the information given on this application is correct. Failure to disclose accurate information on the application may result in termination from the program.

*Non-U.S. Citizens* must provide immigration documentation to Student Services Center regarding their status.

Applicant’s Signature: ____________________________ Date: ______________}

OFFICE USE ONLY
Date: __________ Initial: __________
Practical Nursing Certificate Program Pre-Admission Checklist

NOTE: Please Complete Sections 1-5 Below

[Section 1]
Name: ___________________________ Program Eligibility Date: _______________________
Address: _________________________ Email Address: _____________________________

[Section 2]

<table>
<thead>
<tr>
<th>Student initials</th>
<th>Advisor initials</th>
<th>PRE-ADMISSION APPLICATION REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Student is 18 years of age or older.</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Completed Application form.</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Taken TEAS(Test of Essential Academic Skills) exam at 65% or greater; a copy of your test results must be provided with your checklist.</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Sent high school transcript or GED certificate</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>Personal interview</td>
</tr>
</tbody>
</table>

Sign on section 5. Submit the checklist with an application form. The lists below are required once you are accepted to the program.

| 6 | Criminal background check and Urine drug Screen |
| 7 | Completed physical & dental exams including immunization & negative PPD or CXR |
| 8 | Healthcare CPR(Basic Life Support)              |
| 9 | Liability Insurance                             |

[Section 3] Criminal Background Check Statement (Read only)
A criminal background check and drug screen is required for admission to the Nursing Program as clinical affiliates include this requirement in affiliation agreements. Students with criminal convictions who do not self-disclose this information are subject to dismissal from the Nursing Program and might not be allowed admission in any other program at the Medical Education Campus.

[Section 4] Student Accommodations Statement (Read Only)
The College is committed to the goal of providing each qualified student an equal opportunity to pursue a college education regardless of disability. Efforts will be made toward meeting reasonable requests for services to students with disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). If you require special services or accommodations, you should contact the NVCC Disability Services Counselor at the Medical Education Campus for an appointment at least two weeks prior to the beginning of classes. For admission and continued enrollment in the allied health and nursing programs, students must be able to successfully and safely fulfill the core competencies of the program and its clinical components.

[Section 5] Student Responsibility Statement
My signature certifies that I have read the above information and that it is correct. I understand I may be denied program entry, if I have submitted incorrect information. Further, I understand that it is my responsibility to submit this completed checklist to Northern Virginia Community College, MEC Campus, Workforce Development Division, 6699 Springfield Center Drive, Room 210, Springfield, VA 22150.

Student Signature: ___________________________ Date: __________________
POTENTIAL FINANCIAL AID SOURCES FOR CONTINUING EDUCATION/WORKFORCE DEVELOPMENT STUDENTS

The information in this handout contains possible agencies that may assist students with funding for Workforce Development courses. Each agency has set regulations and standards for which individuals may qualify for tuition assistance. You will need to contact the agencies to determine if you are qualified.

SkillSource/WIA - Your One Stop Job Center

Workforce Investment Act (WIA) Services

The Workforce Investment Act (WIA) offers an integrated and comprehensive range of services consisting of workforce development activities benefiting job seekers—adults, dislocated workers, youth, incumbent workers, new entrants to the workforce, veterans, individuals with disabilities—and employers.

WIA’s objective is to meet employers’ needs by increasing employment, job retention, earnings, and occupational skills among all job seeker populations. Job seekers first must meet WIA eligibility requirements to receive WIA-funded services. More information on the WIA program may be viewed on the WIA orientation video below. The orientation must be viewed prior to contacting a case manager or attending the next screening session.

QUESTIONS? If after viewing the WIA Orientation video, you have questions about the program or the process, you can attend a WIA Questions and Answers Webinar prior to attending an eligibility screening session. WIA Webinars are held every Tuesday at 10:00 a.m. You can reserve a spot by contacting Jennifer Wayne at Jennifer.Wayne@fairfaxcounty.gov.

NEED SPECIAL ACCOMMODATIONS? Contact Jennifer Wayne, at 703-533-5486; TTY 711 VA Relay Jennifer.Wayne@fairfaxcounty.gov.

The One-Stop centers have many resources available free of charge at conveniently located sites. At these centers, you will find friendly, knowledgeable staff members to assist you in your job search. The staff can help you to prepare a new resume, direct you to a source for potential jobs and provide you with additional information. Stop by your nearest One-Stop center, or call for more information. The website is www.myskillsource.org.

One-Stop Offices, location and hours

Fairfax SkillSource Center - Annandale
Heritage Center
7611 Little River Turnpike (West Wing), Suite 300W
Annandale, VA 22003
(703) 533-5400
TTY: (703) 533-5316

Fairfax SkillSource Center - Alexandria
8350 Richmond Highway, Suite 327
Alexandria, VA 22309
(703) 704-6286
TTY: (703) 799-4435

Fairfax SkillSource Center - Reston
11484 Washington Plaza West, Suite 110
Reston, Virginia 20190
(703) 787-4974
TTY: (703) 742-0350

Virginia Workforce Center – Prince William
13370 Minnieville Road
Woodbridge, Virginia 22192
(703) 586-6800
TTY: (703) 583-6850

Loudoun Workforce Resource Center
A SkillSource Affiliate
102 Heritage Way, N.E.
1st Floor, Rear Entrance
Leesburg, VA 20176
(703) 777-0150
TTY: 711 VA Relay

The City of Alexandria Workforce Development Center

Alexandria’s Resource Center has the tools and information necessary for a productive job search. Whether you are unemployed or underemployed, a recent college graduate or a veteran transitioning from the military, a homemaker re-entering the workforce or a professional changing careers, JobLink can help with your job search. JobLink provides a variety of employment services from basic resources to intensive assistance.

JobLink provides a variety of services for Dislocated Workers, Title V Older Worker Program, TANF Recipients, and the Refugee Resettlement Program.

VISIT ALEXANDRIA’S OFFICE at 1900 N. Beauregard St., Suite 300, Alexandria, VA 22311. Phone - 703.746.5940
Hours of Operation: Monday - Friday, 8 a.m. - 5 p.m. www.alexandriava.gov/workforcedevelopment

www.nvcc.edu/workforce
ALL:
You must create a username and password at www.atitesting.com prior to taking the exam at the Testing Center. Please be advised the TEAS exam is only administered at the MEC Testing Center Monday through Friday only. We are only testing NOVA students who are trying to get into NOVA nursing programs. If you are applying to other institutions’ nursing programs, please contact them for testing information. This is non-negotiable. *NOTE: Calculators are not allowed on this exam.

First time testers must take the entire exam, all three (3) sections in one sitting—The LPN nursing pre-admission test consists of Reading, Math, and English (grammar, vocabulary, etc) in that order. You must earn 65% or greater in each section per the Workforce Development/Continuing Education Department requirement.

How much does the exam cost?
• ATI charges $55.00 per testing session. The cost is the same for each testing regardless the number of sections.

Testing staff will NOT be able to assist with any credit card payment questions/issues.

What should I do before I retake the exam?
The Workforce Development/Continuing Education department does not require a waiting period between retesting; however, you are only allowed to take the test 3 times a year, from January to December.

- You will use the same user ID and password you initially created to take the exam.

All exams must end 15 minutes before closing. You do not need to schedule an appointment to take this exam. Please allow yourself at least 3 hours to complete the exam. You must arrive at the Testing Center no later than:

• 6:00 PM when TC closes at 9:00 PM
• 2:00 PM when TC closes at 5:00 PM
How to create your username and password for TEAS exam

Go to www.atitesting.com, click on ‘create an account’.

- Fill in the blanks and please, make sure you choose the right institution;
  Northern Virginia Community College PN program