



Nursing Program Application Instructions for Fall 2024

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[HTTPS://WWW.CLATSOPCC.EDU/ACADEMIC-PATH/ACADEMIC-PROGRAMS-A-Z/NURSING/](https://www.clatsopcc.edu/academic-path/academic-programs-a-z/nursing/)

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Nursing Application Process Overview

Students are accepted as nursing majors once a year for a two-year program which begins in fall term of the year they are admitted. Admission is limited and all applicants must have satisfactorily completed a minimum of 28 credits of the pre-requisite courses by the application deadline. See *Minimum Application Requirements* listed on page 3.

There are two phases to the application process.

Phase 1- Complete applications submitted by the published deadline are assigned weighted points. Applicants may earn a maximum of 60 points in the following 10 categories:

- | | |
|--|---|
| 1. <i>Grade Point Average on pre-requisite course work</i> | 8. <i>Residency</i> |
| 2. <i>Anatomy & physiology grades</i> | 9. <i>Work experience in the healthcare field</i> |
| 3. <i>TEAS test results</i> | 10. <i>Foreign language proficiency</i> |
| 4. <i>Completion of statistics course</i> | |
| 5. <i>Previous degree</i> | |
| 6. <i>Evidence of volunteerism</i> | |
| 7. <i>Evidence of veteran and/or spouse service</i> | |

See Fall 2024 Phase I Points by Category on page 8 for possible points that can be awarded in each category.

Phase 2- The top scoring applicants are invited to participate in Phase 2 and may be assigned an additional maximum 40 points for completing the following:

1. a proctored essay of five topics
2. the HSRT test

Up to **30** points may be awarded for a proctored essay based on OCNE shared attribute/experience criteria. The essay questions will not be based on any specific pre-requisites or other courses, but will address general attributes such as **integrity, diversity, communication, transferable skills** (e.g., leadership, critical thinking, teamwork) **motivational fitness**, and **resilience**. The point spread for the essay scores will not be published and applicants will not see their scores.

Up to **10** points may be awarded for the applicant's overall HSRT score. The HSRT score describes overall strength in using reasoning to form reflective judgments about what to believe or what to do. Nursing students and RNs must be able to demonstrate sustained, focused and integrated application of core reasoning skills including analysis, interpretation, inference, evaluation, explanation, induction and deduction. The point spread for the HSRT scores will not be published.

Final Selection - The points from both Phase 1 and Phase 2 are combined, and applicants who have completed both phases are ranked ordered by these points. Applicants with the top scores are admitted to the program. The remaining applicants are placed on a ranked alternate list according to their combined points and may be offered admission in the order of their rank if those already offered admission are unable to accept. (The alternate list expires when fall term commences.)

Applicants who have completed all their pre-requisite courses by the end of spring term 2024 will be considered first

in offering acceptance into the Clatsop Nursing Program. Applicants who will not finish their pre-requisite courses until the end of summer term 2024 will be placed on an alternate list. With completion of summer term, the applicant may be offered admission if there is an opening.

Important 2024 Dates – subject to change

| | |
|---|--|
| Application opens | Monday, January 8, 2024 |
| Application submission closes 5pm | Thursday, February 15, 2024 |
| Phase 1 results emailed after 5pm | Friday, March 1, 2024 |
| Phase 1 applicant inquiry/challenges | Saturday, March 2– Tuesday March 5, 2024 |
| Phase 1 inquiry/challenges closes at Noon | Tuesday March 5, 2024 |
| Phase 2 top 48 invited to essay by email after 5pm | Friday March 8, 2024 |
| Notified not in top 48 by email after 5pm | Friday March 8, 2024 |
| Phase 2 proctored essay & HSRT testing | Friday April 5 & Saturday April 6, 2024 |
| Notified (emailed) acceptance or alternate status | Thursday April 19, 2024 |
| Response to Clatsop CC of intent regarding status | Monday May 13, 2024 |
| Payment of \$100 Deposit to hold seat due by | Monday May 13, 2024 |
| Attendance at in-Person Mandatory June Orientation | Wednesday, June 12, 2024 |
| Attendance at in-Person Mandatory Sept Orientation | September 2023, TBD |

Admisison Information Sessions

Information Sessions specific to the application process will be held via Zoom in December, January, and February. Prospective students are encouraged to participate in one or more of these sessions where they may ask application related questions. Dates for sessions are be posted on the Nursing Program webpage along with the information on how to make a reservation.

Minimum Application Requirements

must be met by the published application deadline

- ☐ A minimum score of PROFICIENT on the TEAS exam. See #3 on page 8 for more information.
- ☐ A minimum of the 28 nursing pre-requisite credits with a minimum cumulative GPA of 3.0 or higher on all pre-requisite course work. *Courses in progress at the time of application will NOT count toward these minimum credits. Only completed and graded course work can be used on the application.*
- ☐ WR 121 or WR 121Z English Composition (3-4 credits with a grade of C or above) **OR** transcribed Bachelor's degree. See C1 on page 6.
- ☐ MTH 95 Intermediate Algebra or higher (*excluding MTH 98, 211, 212, or 213) with a grade of C or above and transcribed after September 1, 2017 (within 7 years). See C3 on page 6.
- ☐ Human Anatomy and Physiology I, (BI 231) or the equivalent as determined by the Clatsop Community College Registrar's Office with a grade of C or above, transcribed after September 1, 2017 (within 7 years). See C5 on page 7.

Fall 2024 AAS Nursing Application Instructions

1) First, if you have not been a student at Clatsop Community College in the past, you must apply to the college to obtain a Clatsop MYCCC account. You will receive a Clatsop Student ID number which you will need to submit on your nursing application. Click [CCC Application](#) to apply for general admission to the college and check pre-nursing as your program of study.

2) Next, have all your transcripts from other colleges and universities sent to [transcripts @clatsopcc.edu](mailto:transcripts@clatsopcc.edu).

3) Download and complete the **fillable** Fall 2024 AAS Nursing Admissions Application. If you have questions about filling out this application and the attachments listed below,

- contact your advisor if you are a currently registered student here.

Or

- contact the nursing program klaughman@clatsopcc.edu if you are not a currently registered student here.

Application deadline is **Thursday, February 15, 2024, at 5 p.m.** Application and all supporting documents must be on file by that date to be considered. They include:

- Completed application
- TEAS Score
- Payment of \$50.00 application fee
- * Official college and university transcripts. *A transcript from Clatsop Community College does not need to be submitted.*
- Attachments
 - Fall 2024 Pre-Requisite Course Completion Form (*Required*)
 - Fall 2024 Phase I Points by Category (*Required*)
 - Fall 2024 Volunteer Verification Form (*Optional*)
 - Fall 2024 Declaration of Residency with supporting documents (*Optional*)
 - Fall 2024 Healthcare Work Experience Verification (*Option*)

Applications, supporting documents and official transcripts submitted after Feb 15, 2024, will not be accepted.

Application packets may be submitted beginning January 8, 2024, in two ways:

1. Email. Packets may be emailed to nursingapplication@clatsopcc.edu. A confirmation email will be sent.
2. Hand Delivered: Application packet may be hand delivered to Clatsop Community College, Mail box C13 in Columbia Hall. A confirmation email will be sent.

*Digital transcripts from other colleges and universities must be sent directly to transcripts@clatsopcc.edu.

Official hard copy transcripts must be sent from the college or university to Clatsop Community College, Attn: Registrar's Office, 1651 Lexington Avenue, Astoria, OR 97103 Transcripts sent by the student will not be accepted as official.

\$50.00 Non-refundable application fee may be paid in two ways:

1. In person at the First Stop Office, on campus and located in Rm 109 Columbia Hall by debit/credit card.
2. By phone by debit or credit card at 503-338-2411.

Applicants assume full responsibility for the method of delivery selected and any resulting delays in delivery.

Any applicant requiring reasonable accommodations for the application should call 503-338-2313.

Fall 2024 Pre-Requisite Course Completion Form Instructions

A. Grades and Transcripts:

- a. All pre-requisite courses must meet the grade criteria to be accepted:
 - i. A grade of "C" or higher on your transcript will be accepted.
 - ii. Only graded course work is accepted. Pass grades, Advanced Placement (AP) or CLEP testing are not accepted.
- b. Courses must appear on an official college transcript submitted by the date of application.
- c. The State of Oregon is transitioning to a common course number system. Some of your courses may end in "Z". Enter your course number with the "Z" when applicable.

B. Filling out the Pre-Requisite Course Completion Form

*It is important that you carefully read the information in the below section, **Pre-Requisite Course Information**, before you complete this form.*

- a. How to enter information about each course:
 - i. List the college/university where the course was taken in Column 2.
 - ii. List the course number in Column 3.
 - iii. List the name of course in Column 4.
 - iv. List the term and year taken in Column 5.
 - v. List maximum **quarter** credits allowed in Column 7, e.g., *Math Course*. Column 1 lists the maximum quarter credits for the math course as "4." If your math course is 4 credits, put a "4" in Column 7. If your math course is 5 credits, put a "4" in Column 7 and the number "1" in Column 6 labeled, "Credit Not in GPA."
 - vi. List numerical course grade in Column 8. E.g., If you received a "B," enter "3."
 - vii. Points in Column 9 equal Column 7 multiplied by Column 8.
E.g., 4 credits x 3 = 12 points.
- b. *If you have semester credits, they must be converted to equivalent quarter system credits (a few exceptions are outlined below). Semester credits count for 1.5 quarter credits. For example, a 4-credit semester course counts as a 6-quarter credit course ($4 \times 1.5 = 6$).*
- c. After entering all the information about the courses you have completed, total Columns 6, 7 & 9.
- d. Your pre-requisite GPA is the total of Column 9 divided by the total of Column 7. Enter this value in the "GPA" box under Column 6.
- e. Add the total of Column 6 to Column 7 and enter that value in the **Credits** box under Column 7. Your total completed pre-requisite credits must be 28 or higher to apply.

C. Pre-Requisite Course Information

1. WR 121 or WR 121Z. English Composition

- a. It is required that you have this course completed in order to apply.
- b. At a school on the quarter system, this course is typically 4 credits, which you may count here. If your WR 121 is 3 credits, enter this number in Column 7 of the Pre-Requisite Course Completion Form.
- c. At a school on the semester system, this course is typically 6 credits. You may count 4 credits in Column 7 and put the additional 2 credits in Column 6.
- d. Exception: If you have a BA/BS degree:
 - i. If you have this course on a transcript, list it as described above in “b” or “c”.
 - ii. If you do not have it on a transcript, put a “4” in the Column 6 and a “P” in the grade column. This allows the 4 credits to count toward the credits needed to apply for the nursing program, but the credits and grade of P do not count in the GPA calculations.
- e. AP/CLEP testing is not accepted in lieu of this requirement.

2. WR 122 or WR 122Z, English Composition

- a. At a school on the quarter system, this course is typically 4 credits. If your WR 122 is 3 credits, enter this number in Column 7 on the Pre-Requisite Course Completion Form.
- b. At a school on the semester system, WR 122 is typically 6 credits. You may count 4 credits in the Column 7 and enter “2” in the Column 6.
- c. Exception: If you have a BA/BS degree:
 - i. If you have this course on a transcript, list it as described above in “b” or “c”.
 - ii. If you do not have it on a transcript, put a “4” in Column 6 and a “P” in the grade column. This allows the 4 credits to count toward the credits needed to apply for the nursing program, but the credits and grade of P do not count in the GPA calculations.
- d. AP/CLEP testing is not accepted in lieu of this requirement.

3. MTH 95 or higher (excluding MTH 98, 211, 212, and 213).

- a. It is required that you have a course that meets this requirement in order to apply.
- b. It is required that your math course be 4 credits or more.
- c. If your course is 5 credits, put “4” in column 7 and “1” in column 6.
- d. Your transcript must show that you completed this requirement on or after September 1, 2017.
- e. If using Statistics to meet this requirement, your transcript must show that you completed that course on or after September 1, 2017.
- f. AP/CLEP testing is not accepted in lieu of this requirement.

4. Course in Human Genetics or with a Genetic Component

- a. The A&P and Microbiology courses may NOT be used to meet this requirement.
- b. Courses vary between 3 to 5 credits, and you may count up to 4 credits for the course you are listing. If your course was 5 credits, enter 4 credits in Column 7 and enter “1” in Column 6. If your course is 3 credits, enter this number in column 7 on the Pre-Requisite Course Completion Form.
- c. Courses at Clatsop that are commonly used to meet this requirement are GS 112 or BI 222. Other courses acceptable to meet this requirement are BI 102, BI 112 (offered in the past) or BI 212.
- d. GS 112 or BI 112 are courses at CCC that meet the pre-requisite requirement for taking BI 231.

5. Anatomy & Physiology Sequence (BI 231, 232, & 233)

- a. It is required that your A&P courses included a lab component.
- b. BI 231. Human Anatomy & Physiology I.
 - i. It is required that you have this course completed in order to apply.
 - ii. Your transcript must show that you completed this course on or after September 1, 2017.
- c. BI 232 Human Anatomy & Physiology II & BI 233 Human Anatomy & Physiology III.
 - i. These are the other two A&P courses.
 - ii. Your transcript must show that you completed these courses on or after September 1, 2017
- d. Instructions for series completion at a Washington State school. This series is offered as two 5-credit courses. Record this as 5 credits of BI 231 and 5 credits of BI 233.
- e. Instructions for series completion at a *semester school*. This series is offered as two 6-credit courses. Record this as 6 credits of BI 231 and 6 credits of BI 233. Leave BI 232 line blank.

6. BI 234. Microbiology.

- a. Your transcript must show that you completed this course on or after September 1, 2017.
- b. This course varies between 4 to 5 credits, depending on the institution where you took it.
- c. If your course is 5 credits, put "4" in Column 7 and "1" in Column 6.

7. NFM 225. Human Nutrition.

- a. At a school on the quarter system, this course is typically 4 credits, which you may count here.
- b. If your Nutrition course is 3 credits, enter this number in Column 7 on the Pre-Requisite Course Completion Form.

8. PSY 215. Introduction to Developmental Psychology.

- a. This course varies between 3 to 4 credits, depending on the institution where you took it.
- b. You may **ONLY COUNT** a maximum of 3 credits for the course you are listing here.
- c. If your course is 4 credits, put "3" in Column 7 and "1" in Column 6.

9. Arts & Letters Elective.

- a. These courses often vary between 3 to 4 credits.
- b. You may **ONLY COUNT** a maximum of 3 credits for the course you are listing here.
- c. Writing courses may not be counted as an A&L elective for the nursing application.
- d. If your course is 4 credits, put "3" in Column 7 and "1" in Column 6.

10. Social Science Elective.

- a. These courses often vary between 3 to 4 credits.
- b. You may **ONLY COUNT** a maximum of 3 credits for the course you are listing here.
- c. If your course is 4 credits, put "3" in Column 7 and "1" in Column 6.

Fall 2024 Phase 1 Points by Category Form Instructions

This form must be downloaded, completed and submitted with your application. Enter the number of points you have earned in each category based on the instructions below.

1. **Cumulative Grade Point Average**: Points possible = 15 - 25

Enter the points for your GPA that you calculated from the Fall 2024 Pre-Requisite Course Completion Form.

3.67 - 4.00 = 25 points

3.33 - 3.66 = 23 points

3.20 - 3.32 = 20 points

3.15 - 3.19 = 17 points

3.00 - 3.14 = 15 points

2. **Anatomy and physiology grades**: Points possible = 0 - 6 points

You will receive points for receiving an A or B in anatomy and physiology taken within the last 7 years (after September 1, 2017.) If a course was taken more than once within the last 7 years, the most recent grade will be used. Points are awarded as follows:

BI 231 (4 quarter credits): A = 2 points

B = 1 point

BI 232 (4 quarter credits): A = 2 points

B = 1 point

BI 233 (4 quarter credits): A = 2 points

B = 1 point

WA schools: BI 241 (5 semester credits): A = 3 points

B = 1.5 points

WA schools: BI 242 (5 semester credits): A = 3 points

B = 1.5 points

3. **Test of Essential Academic Skills - TEAS test**: Points possible = 0 - 5

As part of the selection process for acceptance into the nursing program at Clatsop Community College, all applicants will be required to take the TEAS (Test of Essential Academic Skills) exam online. The exam must be taken within the 6 months prior to the application deadline (after August 15, 2023).

- A score of “**Basic**” or “**Developmental**” **will disqualify the applicant**,
- A score of “**Proficient**” with a cumulative score < 75 will receive **0 points**,
- A cumulative adjusted score of **≥75** will receive **3 points**,
- A score of “**Advanced**” will receive **4 points**, and
- A score of “**Exemplary**” will receive **5 points**.

Scoring for the TEAS varies each year based on statistical analysis by ATI, but generally a cumulative adjusted score of 59 will be rated by the testing company as “Proficient.”

4. **Statistics** Points possible = 0 or 3

You will receive 3 points if you have an official transcript which shows you completed MTH 243 or 244 or STAT 243Z (Statistics) or the equivalent with a grade of "C" or better prior application deadline. *There is no 'completed within 7 years' requirement for statistics to receive these points.*

If the course is also being used to meet the mandatory math minimum requirement, then it must have been taken within the previous 7 years (See minimum requirements for Math on page 6 of these instructions).

5. **Earned College Degree**: Points possible = 0 or 3

Applicants may only claim points for one earned degree as verified on an official transcript. Applicants will receive 1 point with an associate degree from a regionally accredited college or university. Applicants will receive 3 points with a bachelor's degree or higher from a regionally accredited college or university. A pending degree cannot be counted. See page 4 for instructions for sending transcripts.

6. **Volunteerism**: Points possible = 0 - 3

2024 Fall Volunteer Verification Form Instructions

If you wish to be awarded points for volunteer work, you must submit a complete **Fall 2024 Volunteer Verification Form(s)** with supporting documents with your Nursing Application. Download, complete the section designated for applicants and give to your agency.

Your supervisor must fill out the section of the **Fall 2024 Volunteer Verification Form** designated for supervisors AND provide a letter or email of reference with official agency identification.

You may submit more than one **Fall 2024 Volunteer Verification Form** with your application if you have volunteered at other agencies. Be sure the form is complete. Incomplete forms or missing reference letters/emails cannot be given consideration in the point assignment process.

Applicants may receive up to 3 points for volunteering in any organization / circumstance where the applicant was supervised (directly or indirectly) under the following conditions:

- a. Volunteer experience must have been completed in the last 5 years.
- b. Student can not use hours performed as a graduation or course requirement.
- c. Volunteer experience may not be court ordered.
- d. Paid experience is not considered "volunteer experience".
- e. A "stipend" to cover gas expenses is not considered "paid" experience.
- f. A relative cannot serve as a supervisor, verify hours, or provide the reference letter.
- g. Points will be awarded as follows:
 - i. < 48 hours = 0 points
 - ii. 48 – 71 hours = 1 point
 - iii. 72 – 95 hours = 2 points
 - iv. ≥ 96 hours = 3 points

7. **Military Service**: Points possible = 0 or 3

If claiming Residency points (#8 below), military points may not be claimed. Three (3) points will be awarded for submitting proof you are an active military status, a retired military member or a veteran with proof of honorable discharge. Spouses of active military members are also eligible for these points. Spouses of retired military or spouses of veterans will not qualify for points. Copy of active/retired military ID or documentation of honorable discharge (DD-214) must be attached to the application.

8. **Residency**: Points possible = 0 - 5

Fall 2024 Declaration of Residency Form Instructions

If claiming Military points (#7 above), you may not claim residency points. Applicants who are not claiming military points may receive points for residency as outlined below.

If you wish to receive points for your residency, you must download, complete the **Fall 2024 Declaration of Residency Form** per the instructions on the form and submit it and any required documentation with your application.

Points may be awarded as follows:

Minimum of 24 graded credits from Clatsop CC completed between 2014 – 2023 will receive **5 points**.

Minimum of 24 credits from Tillamook Bay CC completed between 2014 - 2023 will receive **3 points**.

OR

Applicants who graduated from a Clatsop County high school in 2021,2022, or 2023 will receive **3 points**.

OR

Applicants who graduated from a Tillamook County high school in 2021, 2022, or 2023 will receive **2 points**.

Applicants who graduated from a Columbia, Pacific, or Wahkiakum County high school in 2021, 2022, or 2023 will receive **2 points**.

OR

Applicants of Clatsop, Tillamook or Columbia Counties in Oregon or Pacific or Wahkiakum Counties in Washington who have established residence as defined on the Declaration of Residency form will receive **2 points**.

9. **Work experience in the healthcare field**: Points possible = 0 – 4

Fall 2024 Healthcare Work Experience Verification Form Instructions

If you wish to be awarded points for your work experience in healthcare, you must download, complete the **Fall 2024 Healthcare Work Experience Verification Form** and submit it with all supporting documents with your Nursing Application. Your work experience time must have been accrued within the past 4 years of the time of application.

In addition to the **Healthcare Work Experience Verification Form**, supporting documents may include: a copy of your current/active unencumbered state or national certification/license as a CNA, LPN, EMR, EMT, paramedic, RT, MA, armed forces medic/corpsman, or another approved licensure or certification.

Applicants will be awarded a maximum of 4 points for at least 500 hours of work experience caring for human

patients in one or more of the following occupations:

- 1) Nursing assistant
- 2) Licensed practical nurse (licensed vocational nurse)
- 3) Emergency medical responder
- 4) Emergency medical technician
- 5) Paramedic
- 6) Respiratory therapist
- 7) Medical assistant
- 8) Dental assistant
- 9) Service as an Armed Services medic or corpsman

OR

Applicants will be awarded 2 points for less than 500 hours of work experience in any of the above occupations within the past 4 years of the time of application.

OR

In special cases, applicants with work experience gained in other areas of healthcare be awarded 2 or 4 points. If you wish to be considered, you should send a letter or email of explanation as to why you believe your experience should be awarded points. Send it to the Director of Nursing & Allied Health, Doris Jepson, at djepson@Clatsopcc.edu in **advance of the application deadline**. She will judge whether the work experience qualifies and, if so, determine the number of points. If approved, submit the completed Healthcare Work Experience Verification form and the approval statement with your application by the application deadline.

10. **Foreign language proficiency - Points possible = 0 or 3**

You may be awarded a maximum of 3 points towards your application if you can demonstrate **both speaking and listening proficiency** in a foreign language other than English by one of the following:

- a. Submission of an official high school transcript with your Nursing Application from a school located in a foreign country where English is not the primary language spoken.
- b. Submission of an official transcript/certificate identifying “Advanced” (any sub-category) language proficiency, as defined by the [American Council on the Teaching of Foreign Languages \(ACTFL\) 2012 Proficiency Guidelines](#), with your Nursing Application. The OPI, OPIc and LPT assessments are acceptable proficiency exams administered by *Language Testing International*. For general information and questions, go to <https://www.languagetesting.com/language-testing-and-assessment>

This option requires two assessments: 1) completion of the OPI or OPIc **AND** 2) completion of the LPT assessment. See <https://www.languagetesting.com/> for language proficiency exam availability and <https://www.actfl.org/publications/guidelines-and-manuals/actfl-proficiency-guidelines-2012> for criteria indicating “Advanced” language proficiency as defined by the [ACTFL 2012 Proficiency Guidelines](#).

For information on how to order a language proficiency assessment through *Language Testing International*, follow this link:

<https://www.useloom.com/share/345bc9f2c19345b2b5a485593935dc6f>

It is advisable to order two proficiency certificates: one to submit with your Nursing Application and a second one to keep for your records.

- c. Submission of an official ALTA Language Testing Services with your Nursing Application showing a score of “Advanced” (any subcategory) as determined by ALTA. Clatsop Community College cannot access students results directly from ALTA.

Applicants unable to validate proficiency by above measures are welcome to contact the Nursing Program Director at djepson@clatsopcc.edu. Alternate measures for determining proficiency are approved on a case-by-case basis per program policy.

Message from the Director of Nursing

The above instructions are designed to guide you through the nursing application process. We also encourage you to review the information on the nursing website at <https://www.clatsopcc.edu/learning-communities/nursing/> which contains information about the program. If you have questions or would like additional information after reviewing our website, you are always welcome to contact us at 1-503-338-2354 or email us at klaughman@clatsopcc.edu.

Thank you for your interest in our nursing program at Clatsop Community College. We wish you every success as you proceed through your education journey.

Doris Jepson, MSN, RN
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