

**THREE RIVERS COLLEGE
PRACTICAL NURSING
APPLICATION PACKET
POPLAR BLUFF CLASS of 2018**

Three Rivers College's Practical Nursing program is fully approved by the Missouri State Board of Nursing: 573-751-0681, www.pr.mo.gov.

The application must be fully completed and received in the Practical Nursing office or postmarked no later than Monday, October 2, 2017 by 4:00 p.m. The application process consists of the following components and criteria:

1. **Application Form to Three Rivers College**

Students can either apply online at <http://www.trcc.edu/admissions/application.php>, or fill out a paper application at any of the Three Rivers College locations. Please complete the application as instructed. The following are required as part of the admission process:

- a. **High School Transcript** - A copy of an official transcript from the high school which you graduated is required. This may be obtained by requesting your school to send the transcript to our school at the address listed below. **The transcript must have the school seal and/or signature of a school official. It cannot be hand carried by you to our office.**

OR

GED – An official copy of the GED scores and certificate must be sent directly to our school at the address listed below.

- b. **College Transcript** - If you have college credit from an institution other than Three Rivers College, please request an official transcript. This may be obtained by contacting your school to send an official transcript to Three Rivers College. **The transcript must have the school seal and/or signature of a school official.** You do not need to submit any Three Rivers College transcripts.

All official high school, GED, and college (if applicable) transcripts must be sent to:

Three Rivers College
Attn: Registrar
2080 Three Rivers
Blvd. Poplar Bluff, MO
63901

Deadline for receipt of ALL official transcripts is Monday, October 30th, 2017.

2. **Application Form to Practical Nursing Program**

Please complete the application as instructed. You may mail or hand deliver the application to:

**Three Rivers College
Attn: Practical Nursing Program
2080 Three Rivers Blvd
Poplar Bluff, MO 63901**

Application Deadline: October 2, 2017, at 4:00 p.m.

3. **TEAS Entrance Exam**

Students will register and pay the \$75 fee for the examination at www.trcc.edu/testing. (Choose Allied Health Programs-TEAS V for AH) Students are able to take the test multiple times but are required to pay the fee each time. **The last TEAS test date will be September 27, 2017.**

The TEAS (Test of Essential Academic Skills) is administered at the Three Rivers College Testing Center. Students should schedule to test prior to application deadline. Test scores are applicable for one year. A limited number of seats will be available for each test date. **A picture ID is required to take the exam.**

The TEAS-V (Test of Essential Academic Skills) examination will consist of several sections with the Science, Reading, English, Math and Written Expression being the sections for scoring. The Composite Percentage Score will be determined by the faculty and will be no less than 58%.

4. **GPA**

Minimum GPA of 2.0 or upper one-third of high school graduating class (for those that are immediately from high school) or GED or HISET (contingent admission on GPA prior to program start)

5. **Complete Short Essay**

Directions: Please type a short essay (question answer format is acceptable) for the five questions listed below. Your responses will be scored on a rubric as part of the admission process. Maximum number of pages is 2.

Questions

1. Identify qualities you possess that will help you succeed in the nursing profession.
2. Describe a situation where you overcame a challenge to achieve a personal goal.
3. How do you plan to manage your academic commitments and your other commitments while enrolled in the program?

4. What do you believe is the role of a licensed practical nursing in health care today?
5. Please describe your academic accomplishments and personal attributes that will contribute to your function as a competent licensed practical nurse.

6. Applicant Selection

The applicant's overall score will determine placement for the program seats available and the alternate positions. In the event of a tied score, the applicants' reading comprehension, then science, then math scores will be used to determine ranking.

The final score for each applicant is calculated as follows:

1. The overall TEAS Composite Percentage Score = 40%
2. The TEAS Reading Comprehension Score = 50%
3. The Short Essay = 10%

7. Alternates

If additional seats become available, alternates will be admitted according to rank order. It is important all applicants keep contact information up-to-date. No student shall be admitted later than three (3) school days after the cohort starts.

8. Admission Criteria

Applications will be reviewed and selection made by the Admission Committee without consideration of age, marital status, sex, national origin, race, color, creed, disability, financial status, and/or religion. In accordance with the Missouri State Board of Nursing, the admission criteria shall reflect consideration of the potential to:

1. Complete the program
2. Possess necessary functional abilities; and
3. Meet the standards to apply for licensure as per section 335.046-2, State of Missouri Nurse Practice Act.

9. Requirements After Selection (will be discussed at program orientation)

1. A physical examination is required (to include up to date immunizations).
2. An initial drug screening is required.
3. Completion of a criminal background check is required.

10. **Orientation**

Once the test results are received in our office and the criteria have been met, you will be notified in writing or by phone of the orientation date. **Attendance is required.** Please notify the coordinator of the program as soon as possible if you are unable to attend. During the session, information about the program will be given. At this time, you have the opportunity to ask questions about the program.

11. **English as Second Language**

Applicants with English as a second language (not a first language) shall meet the same admission criteria as other applicants and provide documentation of knowledge of English as verified by TOEFL with an acceptable score on a written or computerized test.

12. **Advanced Placement**

Three Rivers College Practical Nursing program does not participate in advanced placement.

13. **Nurse Practice Act**

Nurse Practice Act: Section 335.066.1

Successful completion of the Practical Nursing Program does not guarantee eligibility to take the licensure examination. You should be advised that the Missouri State Board of Nursing has the legal duty to determine that each applicant for licensure has good moral character as required by the State of Missouri Nursing Practice Act, Missouri Statutes Chapter 335, Nurses, and Section 335.066.1 (printed below in entirety). The Nurse Practice Act is explained in the course: Personal and Vocational Concepts and is available for all students.

Missouri Revised Statutes

Chapter 335

Nurses

Section 335.066.1

August 28, 2016

**Denial, revocation, or suspension of license, grounds for, civil immunity for providing information--
complaint procedures.**

335.066. 1. The board may refuse to issue or reinstate any certificate of registration or authority, permit or license required pursuant to chapter 335 for one or any combination of causes stated in subsection 2 of this section or the board may, as a condition to issuing or reinstating any such permit or license, require a person to submit himself or herself for identification, intervention, treatment, or rehabilitation by the impaired nurse program as provided in section [335.067](#). The board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his or her right to file a complaint with the administrative hearing commission as provided by chapter 621.

2. The board may cause a complaint to be filed with the administrative hearing commission as provided by chapter 621 against any holder of any certificate of registration or authority, permit or license required by sections [335.011](#) to [335.096](#) or any person who has failed to renew or has surrendered his or her certificate of registration or authority, permit or license for any one or any combination of the following causes:

(1) Use or unlawful possession of any controlled substance, as defined in chapter 195, or alcoholic beverage to an extent that such use impairs a person's ability to perform the work of any profession licensed or regulated by sections [335.011](#) to 335.096;

(2) The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution pursuant to the laws of any state or of the United States, for any offense reasonably related to the qualifications, functions or duties of any profession licensed or regulated pursuant to sections [335.011](#) to [335.096](#), for any offense an essential element of which is fraud, dishonesty or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;

(3) Use of fraud, deception, misrepresentation or bribery in securing any certificate of registration or authority, permit or license issued pursuant to sections [335.011](#) to [335.096](#) or in obtaining permission to take any examination given or required pursuant to sections [335.011](#) to 335.096;

(4) Obtaining or attempting to obtain any fee, charge, tuition or other compensation by fraud, deception or misrepresentation;

(5) Incompetency, gross negligence, or repeated negligence in the performance of the functions or duties of any profession licensed or regulated by chapter 335. For the purposes of this subdivision, "repeated negligence" means the failure, on more than one occasion, to use that degree of skill and learning ordinarily used under the same or similar circumstances by the member of the applicant's or licensee's profession;

(6) Misconduct, fraud, misrepresentation, dishonesty, unethical conduct, or unprofessional conduct in the performance of the functions or duties of any profession licensed or regulated by this chapter, including, but not limited to, the following:

(a) Willfully and continually overcharging or overtreating patients; or charging for visits which did not occur unless the services were contracted for in advance, or for services which were not rendered or documented in the patient's records;

(b) Attempting, directly or indirectly, by way of intimidation, coercion or deception, to obtain or retain a patient or discourage the use of a second opinion or consultation;

(c) Willfully and continually performing inappropriate or unnecessary treatment, diagnostic tests, or nursing services;

(d) Delegating professional responsibilities to a person who is not qualified by training, skill, competency, age, experience, or licensure to perform such responsibilities;

(e) Performing nursing services beyond the authorized scope of practice for which the individual is licensed in this state;

(f) Exercising influence within a nurse-patient relationship for purposes of engaging a patient in sexual activity;

(g) Being listed on any state or federal sexual offender registry;

(h) Failure of any applicant or licensee to cooperate with the board during any investigation;

(i) Failure to comply with any subpoena or subpoena duces tecum from the board or an order of the board;

(j) Failure to timely pay license renewal fees specified in this chapter;

(k) Violating a probation agreement, order, or other settlement agreement with this board or any other licensing agency;

(l) Failing to inform the board of the nurse's current residence;

(m) Any other conduct that is unethical or unprofessional involving a minor;

(7) Violation of, or assisting or enabling any person to violate, any provision of sections [335.011](#) to [335.096](#), or of any lawful rule or regulation adopted pursuant to sections [335.011](#) to [335.096](#);

(8) Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her certificate of registration or authority, permit, license or diploma from any school;

(9) Disciplinary action against the holder of a license or other right to practice any profession regulated by sections [335.011](#) to [335.096](#) granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state;

(10) A person is finally adjudged insane or incompetent by a court of competent jurisdiction;

(11) Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by sections [335.011](#) to [335.096](#) who is not registered and currently eligible to practice pursuant to sections [335.011](#) to 335.096;

(12) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;

(13) Violation of any professional trust or confidence;

(14) Use of any advertisement or solicitation which is false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed;

(15) Violation of the drug laws or rules and regulations of this state, any other state or the federal government;

(16) Placement on an employee disqualification list or other related restriction or finding pertaining to employment within a health-related profession issued by any state or federal government or agency following final disposition by such state or federal government or agency;

(17) Failure to successfully complete the impaired nurse program;

(18) Knowingly making or causing to be made a false statement or misrepresentation of a material fact, with intent to defraud, for payment pursuant to the provisions of chapter 208 or chapter 630, or for payment from Title XVIII or Title XIX of the federal Medicare program;

(19) Failure or refusal to properly guard against contagious, infectious, or communicable diseases or the spread thereof; maintaining an unsanitary office or performing professional services under unsanitary conditions; or failure to report the existence of an unsanitary condition in the office of a physician or in any health care facility to the board, in writing, within thirty days after the discovery thereof;

(20) A pattern of personal use or consumption of any controlled substance unless it is prescribed, dispensed, or administered by a provider who is authorized by law to do so;

(21) Habitual intoxication or dependence on alcohol, evidence of which may include more than one alcohol-related enforcement contact as defined by section 302.525;

(22) Failure to comply with a treatment program or an aftercare program entered into as part of a board order, settlement agreement, or licensee's professional health program.

3. After the filing of such complaint, the proceedings shall be conducted in accordance with the provisions of chapter 621. Upon a finding by the administrative hearing commission that the grounds, provided in subsection 2 of this section, for disciplinary action are met, the board may, singly or in combination, censure or place the person named in the complaint on probation on such terms and conditions as the board deems appropriate for a period not to exceed five years, or may suspend, for a period not to exceed three years, or revoke the license, certificate, or permit.

4. For any hearing before the full board, the board shall cause the notice of the hearing to be served upon such licensee in person or by certified mail to the licensee at the licensee's last known address. If service cannot be accomplished in person or by certified mail, notice by publication as described in subsection 3 of section [506.160](#) shall be allowed; any representative of the board is authorized to act as a court or judge would in that section; any employee of the board is authorized to act as a clerk would in that section.

5. An individual whose license has been revoked shall wait one year from the date of revocation to apply for relicensure. Relicensure shall be at the discretion of the board after compliance with all the requirements of sections [335.011](#) to [335.096](#) relative to the licensing of an applicant for the first time.

6. The board may notify the proper licensing authority of any other state concerning the final disciplinary action determined by the board on a license in which the person whose license was suspended or revoked was also licensed of the suspension or revocation.

7. Any person, organization, association or corporation who reports or provides information to the board of nursing pursuant to the provisions of sections [335.011](#) to 335.259* and who does so in good faith shall not be subject to an action for civil damages as a result thereof.

8. The board may apply to the administrative hearing commission for an emergency suspension or restriction of a license for the following causes:

(1) Engaging in sexual conduct ** as defined in section [566.010](#), with a patient who is not the licensee's spouse, regardless of whether the patient consented;

(2) Engaging in sexual misconduct with a minor or person the licensee believes to be a minor. "Sexual misconduct" means any conduct of a sexual nature which would be illegal under state or federal law;

(3) Possession of a controlled substance in violation of chapter 195 or any state or federal law, rule, or regulation, excluding record-keeping violations;

(4) Use of a controlled substance without a valid prescription;

(5) The licensee is adjudicated incapacitated or disabled by a court of competent jurisdiction;

(6) Habitual intoxication or dependence upon alcohol or controlled substances or failure to comply with a treatment or aftercare program entered into pursuant to a board order, settlement agreement, or as part of the licensee's professional health program;

(7) A report from a board-approved facility or a professional health program stating the licensee is not fit to practice. For purposes of this section, a licensee is deemed to have waived all objections to the admissibility of testimony from the provider of the examination and admissibility of the examination reports. The licensee shall sign all necessary releases for the board to obtain and use the examination during a hearing; or

(8) Any conduct for which the board may discipline that constitutes a serious danger to the health, safety, or welfare of a patient or the public.

9. The board shall submit existing affidavits and existing certified court records together with a complaint alleging the facts in support of the board's request for an emergency suspension or restriction to the administrative hearing commission and shall supply the administrative hearing commission with the last home or business addresses on file with the board for the licensee. Within one business day of the filing of the complaint, the administrative hearing commission shall return a service packet to the board. The service packet shall include the board's complaint and any affidavits or records the board intends to rely on that have been filed with the administrative hearing commission. The service packet may contain other information in the discretion of the administrative hearing commission. Within twenty-four hours of receiving the packet, the board shall either personally serve the licensee or leave a copy of the service packet at all of the licensee's current addresses on file with the board. Prior to the hearing, the licensee may file affidavits and certified court records for consideration by the administrative hearing commission.

10. Within five days of the board's filing of the complaint, the administrative hearing commission shall review the information submitted by the board and the licensee and shall determine based on that information if probable cause exists pursuant to subsection 8 of this section and shall issue its findings of fact and conclusions of law. If the administrative hearing commission finds that there is probable cause, the administrative hearing commission shall enter the order requested by the board. The order shall be effective upon personal service or by leaving a copy at all of the licensee's current addresses on file with the board.

11. (1) The administrative hearing commission shall hold a hearing within forty-five days of the board's filing of the complaint to determine if cause for discipline exists. The administrative hearing commission may grant a request for a continuance, but shall in any event hold the hearing within one hundred twenty days of the board's initial filing. The board shall be granted leave to amend its complaint if it is more than thirty days prior to the hearing. If less than thirty days, the board may be granted leave to amend if public safety requires.

(2) If no cause for discipline exists, the administrative hearing commission shall issue findings of fact, conclusions of law, and an order terminating the emergency suspension or restriction.

(3) If cause for discipline exists, the administrative hearing commission shall issue findings of fact and conclusions of law and order the emergency suspension or restriction to remain in full force and effect pending a disciplinary hearing before the board. The board shall hold a hearing following the certification of the record by the administrative hearing commission and may impose any discipline otherwise authorized by state law.

12. Any action under this section shall be in addition to and not in lieu of any discipline otherwise in the board's power to impose and may be brought concurrently with other actions.

13. If the administrative hearing commission does not find probable cause and does not grant the emergency suspension or restriction, the board shall remove all reference to such emergency suspension or restriction from its public records. Records relating to the suspension or restriction shall be maintained in the board's files. The board or licensee may use such records in the course of any litigation to which they are both parties. Additionally, such records may be released upon a specific, written request of the licensee.

14. If the administrative hearing commission grants temporary authority to the board to restrict or suspend the nurse's license, such temporary authority of the board shall become final authority if there is no request by the nurse for a full hearing within thirty days of the preliminary hearing. The administrative hearing commission shall, if requested by the nurse named in the complaint, set a date to hold a full hearing under the provisions of chapter 621 regarding the activities alleged in the initial complaint filed by the board.

15. If the administrative hearing commission refuses to grant temporary authority to the board or restrict or suspend the nurse's license under subsection 8 of this section, such dismissal shall not bar the board from initiating a subsequent disciplinary action on the same grounds.

16. (1) The board may initiate a hearing before the board for discipline of any licensee's license or certificate upon receipt of one of the following:

(a) Certified court records of a finding of guilt or plea of guilty or nolo contendere in a criminal prosecution under the laws of any state or of the United States for any offense involving the qualifications, functions, or duties of any profession licensed or regulated under this chapter, for any offense involving fraud, dishonesty, or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;

(b) Evidence of final disciplinary action against the licensee's license, certification, or registration issued by any other state, by any other agency or entity of this state or any other state, or the United States or its territories, or any other country;

(c) Evidence of certified court records finding the licensee has been judged incapacitated or disabled under Missouri law or under the laws of any other state or of the United States or its territories.

(2) The board shall provide the licensee not less than ten days' notice of any hearing held pursuant to chapter 536.

(3) Upon a finding that cause exists to discipline a licensee's license, the board may impose any discipline otherwise available.

(L. 1975 S.B. 108 § 12, A.L. 1981 S.B. 16, A.L. 1995 S.B. 452, A.L. 1999 H.B. 343, A.L. 2007 H.B. 780 merged with S.B. 308, A.L. 2013 H.B. 315)

*Section 335.259 was repealed by S.B. 52, 1993.

**Word "in" appears here in original rolls.

14. Licensure

To become licensed as a practical nurse, (L.P.N.) an individual must meet the following requirements as set forth in the Missouri Statutes 335.046, Nurse Practice Act.

- Complete written application for licensure using legal name plus required non-refundable fee, one photograph and any required supporting documentation
- Be fingerprinted through Identix, pay fee for finger printing, and have prints submitted to the MOSBN
- Have completed at least a high school course of study or its equivalent
- Have successfully completed the curriculum in an accredited school of nursing
- Submit additional documents and references if required by MOSBN
- Pass a criminal background check
- Register for licensure exam and submit required testing fee
- Successfully complete the licensure exam for Practical Nurses (NCLEX-PN)

The application for licensure contains questions related to previous licensure, convictions of any crime other than traffic violations and any conviction of improper use of or addition to drugs and/or alcohol. If such questions are answered affirmatively, the MOSBN may refuse to allow the applicant to write the licensure examination. A criminal background check is also done through the FBI. Refer to the Nurse Practice Act: Section 335.066 on the previous page for more detailed information. (See appendix G)

15. Competencies and Performance Standards

A candidate for the Practical Nursing Certificate must have ability and skills in four functional areas: observation, communication, motor, and behavioral. Reasonable accommodations may be made for some disabilities; however, a candidate is expected to perform in a reasonably independent manner:

OBSERVATION

A candidate must be able to observe a client/patient accurately. Examples of observation include: listening to heart and lung sounds, visualizing the appearance of a surgical wound, detecting the presence of a foul odor, and palpating an abdomen.

COMMUNICATION

A candidate must be able to communicate effectively with client/patient and other members of the health care team. He/she must be able to interact with client/patients and other members of the health care team in order to obtain information, describe client/patient situations, and perceive non-verbal communications.

MOTOR

A candidate must have adequate motor function to effectively work with nursing problems and issues and to carry out related nursing care. Examples of nursing care include: ambulating, supporting, lifting, and positioning client/patients; cardio-pulmonary resuscitation; the administration of intravenous, intramuscular, subcutaneous, and oral medications; the application of pressure to stop bleeding; the opening of an obstructed airway; and the provision of client/patient daily hygiene and care.

BEHAVIORAL

A candidate must possess the emotional health required for total utilization of his or her intellectual abilities. Candidates need to be able to tolerate physically taxing workloads and to function effectively during stressful situations. They must be capable of adapting to ever-changing environments, displaying flexibility, appropriately interacting with others, and learning to function in the case of uncertainty that is inherent in clinical situations involving client/patient care.

16. Curriculum Plan

First Block

PRNS	105	Personal and Vocational Concepts	3
PRNS	107	Body Structure and Function*	5.5*
PRNS	115	Fundamentals of Nursing	12.25
PRNS	117	Intravenous Therapy	0.75
PRNS	125	Maternal/Newborn Nursing	3
		TOTAL HOURS	24.5

Second Block

PSYC	243	Human Development Across the Lifespan**	3
PRNS	118	Medical Surgical Nursing I	7
PRNS	126	Pharmacology	4
		TOTAL HOURS	14

Third Block

PRNS	116	Pediatric Nursing	3
PRNS	119	Medical Surgical Nursing II	7
PRNS	127	Mental Health	3
PRNS	128	Leadership and Management	3.5
		TOTAL HOURS	16.5

*Option for PRNS 107 (Must Complete Both)

BIOL	231	Anatomy and Physiology I**	4
BIOL	232	Anatomy and Physiology II**	4
		TOTAL HOURS	8

** These courses require an A or B for progression in the Practical Nursing Program.

17. Tuition/program costs

THREE RIVERS COLLEGE					
Nursing Department					
Estimated Costs of PN Nursing Program – Poplar Bluff					
Common Fee		\$35.00	cr hr		
Nursing Course Fee		\$85.00	per course		
***Clinical Fee		\$85.00	cr hr		
In-District Tuition		\$92.00	cr hr		
Out-of-District Tuition		\$140.00	cr hr		
Out-of-State Tuition		\$178.00	cr hr		
PN PROGRAM					
		In-District		Out-of-District	Out-of-State
Credit Hours		55		55	55
Tuition		\$5,060.00		\$7,700.00	\$9,790.00
Common Fee		\$1,925.00		\$1,925.00	\$1,925.00
Nursing Course Fee	11	\$935.00		\$935.00	\$935.00
Clinical Fee	39.5	\$3,357.50		\$3,357.50	\$3,357.50
CPR Certification		\$45.00		\$45.00	\$45.00
Physical Exam		\$90.00		\$90.00	\$90.00
Bookstore		\$1,000.00		\$1,000.00	\$1,000.00
	TOTAL	\$12,412.50		\$15,052.50	\$17,142.50
**All books must be purchased through the Three Rivers bookstore					
***Clinical fee on all courses with a clinical component only					

18. Financial Aid

For information regarding financial aid sources, please contact the Three Rivers College Admission Services at 573-840-9605 or Financial Aid at 573-840-9606

19. Refunds of Tuition and Fees

Refund of tuition and fees will be handled through the Three Rivers College's Business Office in conjunction with Financial Aid. The schedule for refunds and add/drop is published on the Three Rivers website and dates will be distributed at the beginning of the program.

Notice of Non-Discrimination

It is the policy of Three Rivers College to maintain and promote equal employment opportunity and educational opportunity without regard to race, color, sex, age, religion, national origin, marital status, disability, veteran's status, or other non-merit factors.

Application for Admissions
Three Rivers College
Practical Nursing Program
Poplar Bluff 2018

Please print or type using black ink.

First Name	Middle Name	Last Name	Maiden
Street	City	State	Zip Code
Social Security Number _____ - _____ - _____		E-mail Address _____	
Date of Birth: _____			
Phone Number: (_____) _____ - _____			
Work #: (_____) _____ - _____		Cell #: (_____) _____ - _____	

1. Do you have a (Check one) GED, Date Received ____/____/____
 High School Diploma, Date Received ____/____/____

2. What professional certifications or licenses do you hold?

3. a. Is English your second language? _____ Yes _____ No
If yes, TOEFL must be taken with an acceptable score on written or computerized test.

b. Are you a citizen of the US? _____ Yes _____ No

c. If no, do you plan to gain citizenship? _____

4. Have you previously attended our program or another LPN program? _____

If yes, where and what program? _____ Date Attended ____/____/____

