



WAYNESVILLE SCHOOL OF PRACTICAL NURSING

400 G.W. Lane, Waynesville, MO 65583

Dear Applicant:

Welcome to the Waynesville School of Practical Nursing. We are so excited that you are taking your first step toward your future nursing career. We know how important it is for you to earn a rewarding and fulfilling career as a nurse and we are happy to help you accomplish that goal. Our instructors work diligently with each and every student that comes to our program, making our program highly successful. For the last three years, our students and staff have earned a 100% pass rate on the NCLEX exam. Our students have also been very successful in being able to find nursing jobs all throughout the country. We are very proud of this accomplishment for each of our students.

The Waynesville School of Practical Nursing is located in the Waynesville Career Center as the only adult, day-time program offered through the Waynesville School District. Our eleven-month practical nursing program begins in August and ends in June each year. We take pride in giving our students the best classroom and clinical experiences, by including the most current nursing information and diverse clinical experiences.

As you are considering the Waynesville School of Practical Nursing, please read through the application packet carefully and contact us with any questions you may have. We are very excited for you as you take the first steps in becoming a Nurse.

Sincerely,

Audrey McDaniel
Practical Nursing Coordinator

Waynesville School of Practical Nursing



Thank you for your interest in the 2022–2023 Practical Nursing Program!

Class Hours

- Classes will begin August 2022 and end June 2023.
 - Classes are Monday, Tuesday, Thursday, Friday 8:00 a.m. to 4:00 p.m. and Wednesday 8:00 a.m. to 3:00 p.m.
 - Clinicals begin in December and end in June.
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How to Apply

All Waynesville School of Practical Nursing applicants will need to turn in ALL completed documents at ONE time.

- Your completed and signed Waynesville School of Practical Nursing application
- Your \$20 application fee and \$65 testing fee.
- Official High School transcripts or your GED/HiSet Certificate
- Official College Transcript (if using A+), Unofficial College Transcripts (if NOT using A+)
- Applicants whose native language is not English must submit one of the following documents: TOEFL exam results, ESLO Services, H.S. diploma from an accredited public or private school within the U.S., a score of 20 or higher on the English portion of the ACT, a C average or better in English Composition I at the college level.
- Three Professional Reference Survey's returned by the deadline
- Early Application deadline: March 11, 2022
- Final Application deadline: May 20, 2022

After you have submitted your application packet, you can schedule an appointment with the Waynesville School of Practical Nursing Secretary to take your TEAS exam. Please see the next page for more information on the TEAS exam.

Once you have earned a 58.7% or higher on the TEAS exam, you will be required to complete the next steps of the application process (the Practical Nursing Secretary will give you more specific instructions once you have successfully completed your TEAS exam).

- Criminal Background Check (\$15.25)
- Interview
- Orientation

Waynesville School of Practical Nursing



TEAS

- You will schedule your ATI-TEAS exam with the PN secretary when you turn in your PN Application Packet. The TEAS will be administered by appointment only. Please notify our office if you are unable to make the date you selected.
 - Test results are available immediately after testing.
 - A 58.7% or higher is required on the TEAS exam for the applicant to be considered for admission into the program.
 - You are advised to make your online ATI account by visiting www.atitesting.com. You will need your username and password for ATI the day of your exam.
 - You will be allowed to test twice during the application process. The second test must be a minimum of two weeks after the first test. If you decide to take the test a second time, there will be a \$65 fee for the re-test.
 - The TEAS exam consists of four sections: Reading, Math, Science, and English/Language Usage. The test is four hours total, with each section timed individually. The TEAS consists of 170 questions.
 - Study Guides are available at the Waynesville Career Center for \$55, or you can visit <https://www.atitesting.com/teas-prep> for a study guide manual and other test prep options.
-

Professional Reference Surveys

- You are required to have at least three of your listed Professional References complete and return a Professional Reference Survey to the PN Secretary by the application deadline
 - Surveys will NOT be accepted from the applicant
 - Surveys cannot be completed by family members
-

Acceptance

- The Waynesville School of Practical Nursing will base acceptance on their scoring rubric.
 - The top 36 students will be accepted into the program.
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Tuition

Tuition is estimated to be \$15,500.00. The tuition includes fees for textbooks, uniforms, state board fingerprinting, lab, professional liability insurance, name pin, stethoscope, blood pressure cuff, standardized testing for NCLEX-PN readiness, pinning ceremony, lamp, cap, and graduation ceremony.

Waynesville School of Practical Nursing



Out-of-Pocket Fees – Not Included in Tuition

All out-of-pocket fees for the Waynesville School of Practical Nursing include:

1. Application fee (\$25.00)
2. TEAS testing fee (\$65.00)
3. TEAS Study Guide Manual (*Optional \$55.00)
4. Up-to-date immunizations (a list of immunizations needed will be given before the program begins) (Estimated \$172.00 without insurance)
5. Physical Exam (Estimated \$180.00–\$190.00 without insurance)
6. A watch with a second hand (\$25)
7. BLS CPR Certification (\$13.00 if taken at the Waynesville Career Center)
8. White clinical shoes (estimated cost \$100.00)
9. NCLEX Test Fee for Missouri (\$200.00)

Estimated Out-of-Pocket Expenses = \$843.25 – \$853.25

* Estimated Out-of-Pocket Expenses will vary from student to student.

Applicants should not purchase items four through eight until accepted into the program.

Item nine will be paid to the Missouri State Board of Nursing once the student has graduated the Waynesville School of Practical Nursing.

* Out of Pocket expenses (\$843.25 – \$853.25) will be paid directly by the students attending the Waynesville School of Practical Nursing.

* Tuition Fees (\$15,500.00) will be covered by available funding for eligible students. Students will discuss all financial aid with the Financial Aid Officer at the Waynesville Career Center once accepted into the Waynesville School of Practical Nursing.

Total Program Costs = \$16,353.25

Waynesville School of Practical Nursing



Fees

Fees for uniforms, insurance, books, and miscellaneous supplies are non-refundable. A written request regarding refunds, repayments, or charges incurred should be made by any student who withdraws or is terminated from a program.

English as Second Language

Applicants whose native language is not English must document their English language proficiency by demonstrating proof of one of the following within the student application:

- High school diploma in an accredited public or private school within the United States.
 - A score of "20" or better on the English portion of the ACT.
 - A score of "C" or better in English Composition I at the college level.
 - Minimum TOEFL iBT passing score of "84", with a minimum speaking score of "26." Scores are valid for two years after the test date. Testing is available through the TOEFL website.
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Advanced Placement Policy

All students must meet mandatory attendance of the Practical Nurse Program. All students must satisfactorily complete all aspects of the program. No advance placement in the program will be considered. We do not require or accept transfer credit.

WCC-PN Withdrawal/Dismissal Procedures

For any student that withdraws or is dismissed, staff must complete a Student Withdrawal form and submit it to the Administrators office. Any refunds due to the students will be processed within 45 days.

Refund for Early Withdrawal

Fees and Supply Fees that must be paid to external entities before enrollment as part of a program's application process such as drug screening charges and background check fees are not considered program tuition and are non-refundable. Fees that must be paid to the school before enrollment as part of a program's application fees and acceptance fees may be partially refundable if these fees are in excess of \$100.00. Students who officially withdraw after the first day of their program are responsible for 100% of any textbook, supply, or fee expenses incurred by the institution.

Waynesville School of Practical Nursing



Early Withdrawal

- Tuition, if a student withdraws from his/her program, voluntarily or involuntarily, on or before the first day of the program, the student will be refunded 100% of any tuition collected within 45 days of the program start date.
- If a student withdraws from his/her program, voluntarily or involuntarily, within (7) seven calendar days of the beginning of a payment period, the student will not owe WCC any of the tuition charged for that payment period. The student will, however, be responsible for any previous balance due to WCC.
- If a student withdraws from his/her program, voluntarily or involuntarily, after (7) seven calendar days of the beginning of the payment period, but before 60% of the hours in the payment period, the student will owe WCC prorated tuition for that payment period and any previous remaining balance due. The tuition will be prorated based on the percentage of hours possible at the time of withdrawal. For example, if there are 450 hours in a payment period and the student withdraws after 225 hours, then the student will owe half the tuition because they withdrew after half the hours ($225/450=50\%$).
- If a student withdraws from his/her program, voluntarily or involuntarily, after 60% of the hours in a payment period, the student will owe WCC 100% of any of the tuition charged for that payment period and any previous remaining balance due.
- If a student withdraws from his/her program, voluntarily or involuntarily, at any time and is due a refund based on the refund calculations, it will be processed and distributed to the student within 45 days of the last day of attendance.
- All refunds will be processed by the Waynesville Career Center without a request from the student.

Student Services

All student services offered to the Practical Nursing students by the Waynesville School of Practical Nursing can be identified in the Waynesville Career Center Handbook found at: <https://www.waynesville.k12.mo.us/Page/2932>

Distance Learning

The Waynesville Career Center Practical Nursing program will only offer a distance education format when one of the two following circumstances occurs:

- A student or group of students are quarantined due to adherence of district guidelines related to the COVID-19 pandemic
- Designated snow days

Waynesville School of Practical Nursing



Waynesville Career Center Vision Statement

Waynesville Career Center is committed to developing a diverse and skilled workforce of lifelong learners.

Waynesville Career Center Mission Statement

WCC provides a relevant learning environment using critical thinking, technology, and career skills to prepare students for success.

Program Organization

<u>Level One:</u>	<u>Unit Hours</u>	<u>Level Two:</u>	<u>Unit Hours</u>
Basic Nursing subjects are taught during this time		1. Nutrition	60
1. Personal and Vocational Concepts	74	2. Med-Surg II	224
2. Fundamentals of Nursing I	119	3. Med-Surg III	179
3. Fundamentals of Nursing II	120	4. Maternal and Child Care	162
4. Anatomy and Physiology I	49	5. Leadership and Management	25
5. Anatomy and Physiology II	49		
6. Math, Pharmacology	123		
7. Life Span (Growth and Development)	107		
8. Med-Surg I	134		

Total Program Hours (Classroom and Clinical): 1425

Waynesville School of Practical Nursing

Full Approval Status by the Missouri Board of Nursing

Approved by the Missouri Department of Elementary & Secondary Education

**Waynesville School of Practical Nursing is Accredited by the Council on
Occupational Education**

7840 Roswell Rd, Building 300, Suite 325
Atlanta, GA 30350

Telephone: 770-396-3898 Fax: 770-396-3790

www.council.org



APPLICATIONS

ALL DOCUMENTS MUST BE SUBMITTED AT ONE TIME.



- Completed Application
- Application Fee (\$20) and TEAS Testing Fee (\$65)
- Official High School Transcripts or HiSET/GED
- Official College Transcripts (if using A+), Unofficial College Transcripts (if NOT using A+)
- Applicants whose native language is not English must submit one of the following documents: TOEFL exam results, ESLO Services, H.S. diploma from an accredited public or private school within the U.S., a score of 20 or higher on the English portion of the ACT, a C average or better in English Composition I at the college level.
- Schedule a date with the PN Secretary to take the TEAS exam.
- Three Professional Recommendation Surveys, due by the Application Deadline
- The Early Application Deadline: March 11, 2022, with a TEAS Score of 58.7% or higher on file.
- The Final Application Deadline: May 20, 2022, with a TEAS Score of 58.7% or higher on file.
- Once you have successfully completed the ATI-TEAS exam you will need to complete the following:
- Background Check (\$15.25)
- Interview
- Orientation (You will be given the date of orientation at your interview)
- Receive Acceptance Letter

Waynesville School of Practical Nursing



Application for Admission

Non-refundable application fee of \$20 may be made by check, cash, debit, Visa, or Master Card

Full Legal Name:

First Middle Last Maiden

Street City State Zip Code

Date of Birth: _____ SSN: _____

Primary Phone Number: _____ Secondary Phone Number: _____

Email Address: _____

High School Diploma, Date Received: _____ Name of School: _____

High School Address: _____

GED/HiSET, Date Received: _____ State: _____

Have you ever attended a School of Nursing? (Please circle) Yes No

If yes, name and address of Nursing School: _____

Date Entered: _____ Date Terminated: _____ Reason for leaving: _____

Have you ever attended a college, university, or technical school? (Please circle) Yes No

If yes, name, address, and dates attended (use additional sheet if needed) _____

Have you had training in the Armed Forces? (Please circle) Yes No

If yes, what training did you receive? _____

What professional certifications or licenses do you hold? _____

While attending another school, did you receive financial assistance? Yes No

Previous Civil or College Discipline:

Have you ever been suspended or dismissed from any school, college or university for academic or disciplinary reasons? (Please Circle) Yes No

Have you ever been placed on academic or disciplinary probation? (Please Circle) Yes No

If you answered "Yes" to either of the above questions, please explain:

TO ENSURE COMPLIANCE WITH THE NURSING PRACTICE ACT, SECTION 335.011 THROUGH 335.096, ANSWER THE FOLLOWING QUESTIONS:

Have you ever been convicted, and judged guilty by a court, plead guilty, or nolo contendere to any crime, (excluding traffic violations)? (Please Circle) Yes No If yes, please explain:

Have you ever been convicted, adjudged guilty by a court, plead nolo contender to any traffic offense resulting from or related to the use of drugs or alcohol? (Please Circle) Yes No

If yes, please explain:

All students must comply with the Missouri Nurse Practice Act sections 335.046, 335.066, and 335.081 and Missouri Code of State Regulations 20CSR 200-4.020(3) to sit for the NCLEX-PN Board Exam. The decision to accept or deny the application rests with the Missouri State Board of Nursing and graduation from this program does not guarantee eligibility to write the NCLEX-PN Board Exam. A copy of the Missouri Nurse Practice Act will be provided to you for your reference.

Do you have any problems that would prevent you from providing quality medical care to patients? (Please Circle) Yes No If yes, please explain: _____

Are you currently receiving treatment from any long-term illness(es)? (Please Circle) Yes No

If yes, please explain: _____

Do you take any medications on a regular basis? (Please Circle) Yes No

If yes, please list: _____

How many days have you lost from work or school in the past year? Reason for absence(s)?

Do you intend to apply for financial assistance? (response optional) (Please circle) Yes No

How do you plan to pay your tuition? (Circle all that apply) Federal Pell Grant A+ Schools

Eligible for VA benefits Other Sources (Identify all sources):

Professional References

Please list five professional references with ALL of their contact information. These references can be from a previous employer, teacher, coach, supervisors, advisors, or colleagues. Please **DO NOT** list your family members.

- **Please send your professional references a copy of the "Professional Reference Survey" to return to the school by the application deadline. We will not accept any "Professional References Surveys" from the applicants.**

1. Name: _____
Email: _____ Phone Number: _____
Address: _____
How long have you known this person? _____
How do you know this person? _____

2. Name: _____
Email: _____ Phone Number: _____
Address: _____
How long have you known this person? _____
How do you know this person? _____

3. Name: _____
Email: _____ Phone Number: _____
Address: _____
How long have you known this person? _____
How do you know this person? _____

4. Name: _____
Email: _____ Phone Number: _____
Address: _____
How long have you known this person? _____
How do you know this person? _____

5. Name: _____
Email: _____ Phone Number: _____
Address: _____
How long have you known this person? _____
How do you know this person? _____

U.S. Citizen: (Please Circle) Yes No If no, do you plan to gain citizenship? Yes No

Is English your second language? (Please Circle) Yes No

- Applicants whose native language is NOT English must document their English language proficiency by demonstrating proof of ONE of the following within the student application:

1. Have you taken the TOEFL exam? (Please Circle) Yes No
2. Have you received ESLO (English as a Second Language) services? Yes No
3. Have you received a H.S. diploma from an accredited public or private school within the U.S.? Yes No
4. Have you received a score of 20 or better on the English portion of the ACT? Yes No
5. Have you earned a "C" average or better in English Composition I at the college level? Yes No

Birth Country: _____ Birth State/Province: _____

Birth City: _____ Birth County: _____

Date Entered the United States: _____ (mm-dd-yyyy)

RELEASE OF INFORMATION IN REFERENCE TO STUDENT AND OTHER AGENCIES

Waynesville Career Center's official policy on release of information about students is in accordance with the Family Educational and Privacy Act of 1974. In general, this legislation provides that a student 18 years or older or the parents of a student under 18 years of age are to be granted access to the student's school records.

Information that includes the student's name, address, telephone listing, dates of attendance, grades, and the most recent and/or previous educational agency or institution attended by the student may be released without consent of the students. Other records may not be released without permission.

I give permission for any institutions that I have previously attended to release information to WCC, when needed in regards to my school record.

Signature: _____ Date: _____

I hereby give my permission to WCC to release my student records to employers, or potential employers, and/or other educational institutions that request these records.

Signature: _____ Date: _____

Students may request in writing on a semester basis that release of any or all directory information be withheld. Students should consider very carefully the consequences of any decision to withhold any category of directory information.

Student records are defined as any and all "official records." A student has the right to inspect his or her academic record and is entitled to an explanation of information that has been recorded. Documents submitted by or for the student in support of his or her application for admission or for transfer credit will not be returned to the student, or sent elsewhere. A request for transcript of other academic information from another institution of learning may be released only with written consent of the student.

Demographic Information

This information is confidential. It is not used in the admission decision, and will not be released except as group statistics for federal, state, and other reports. Questions regarding gender, race, and marital status are important in determining the effectiveness of efforts related to the provision of equal educational opportunity. The providing of this information is optional and your answers will not be used in determining admission status.

Is the student's ethnicity Hispanic? (Please Circle) Yes No
Race: White, Non-Hispanic Black, Non-Hispanic Hispanic Asian or Pacific Islander
Native American or Alaskan Native Other: _____

Confidential Release Waiver

Personal references are given assurance of confidentiality. For this reason, we are requesting the following waiver agreement be signed. This is necessary in order to comply with Federal Law PL93-380, regarding confidential letters and statements of recommendations submitted by the references on your behalf.

I, _____ hereby waive my right to see the professional letters of reference from people I have listed as references on my application for admission to Waynesville School of Practical Nursing Program.

Notice of Non-Discrimination

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admissions and employment, and all unions or professional agreements with Waynesville School of Practical Nursing Program are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to or treatment of employment in its programs and activities. Any person having inquiries concerning the Waynesville School of Practical Nursing Program's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact the Assistant Superintendent for Special Services, Board of Education Office, 200 Fleetwood, Missouri, (573) 842-2094. The Assistant Superintendent of Special Services has been designated by Waynesville R-6 District to coordinate the institution's effort to comply with the regulations implementing Title VI, Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or section 504.

The information I have given on this application form is true and complete to the best of my knowledge*.

***Any misrepresentation, falsification, or omission of information or any other attempt to deceive a school is cause for either denial of selection for admission or dismissal from enrollment.**

My signature represents: I have read, understand, and agree to adhere to the policies and procedures of the admission criteria for the Waynesville School of Practical Nursing Program.

Signature: _____

Date: _____

Applicant Essay (Return with Application)

This section is part of your admissions file and will be reviewed by the selection committee. Your essay needs to be written in your own handwriting. The essay does not have a length requirement.

Essay Topic: "Why I want to be an LPN"

How did you hear about the Waynesville School of Practical Nursing program?

Please circle all that apply

- | | |
|-----------------------------------|--------------------|
| High School Counselor | If so, which _____ |
| Career Fair/Presentation | If so, which _____ |
| Friend | If so, which _____ |
| Other | If so, which _____ |
| Facebook | |
| Waynesville Career Center Website | |
| Sign | |

Waynesville School of Practical Nursing

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Approved by the Missouri Department of Elementary & Secondary Education

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Waynesville Career Center Vision Statement

Waynesville Career Center is committed to developing a diverse and skilled workforce of lifelong learners.

Waynesville Career Center Mission Statement

WCC provides a relevant learning environment using critical thinking, technology, and career skills to prepare students for success.

Waynesville School District buildings and grounds are established as a smoke free environment