**Tarrant County College®**
**Division of Nursing**

## A.A.S. Degree in Nursing
## Application Information Packet

## General Information
The following items must be submitted by May 17, 2024 at 5pm for your application to be complete. Courses that you are currently enrolled in are not considered.

**Course Prerequisites:**
- BIOL 2401 - Anatomy & Physiology I
- BIOL 2402 - Anatomy & Physiology II
- BIOL 2420 - Microbiology
- PSYC 2301 - Introduction to Psychology
    - Completion required prior to beginning 4th semester or program progression will be delayed
- PSYC 2314 - LifeSpan Growth and Development
    - Completion required prior to beginning 4th semester or program progression will be delayed

Only the three sciences listed above must be completed for application; however, it is strongly recommended that the student have all general education courses completed. If the remainder of the general education courses listed below are not completed prior to enrollment in the Associates Degree Nursing courses, they must be completed with a C or higher to meet graduation requirements.
- ENGL 1301 - English Composition I
- Humanities/Fine Arts Elective
    - Completion of one 3-hour course

**Please note:**
- Transfer courses must be <u>evaluated</u> and meet transfer equivalent to be accepted
- The 5 year science prerequisite rule no longer applies
- All science courses require a lab
    - Online lab courses will be accepted, in addition to the COVID-19 curriculum accommodations
- Select Humanities/Fine Arts elective from TCC Core Curriculum list found in TCC catalog
- All students applying to the Nursing program must take the Health Education Systems Inc. (HESI A2) Test
    - Scores from the TEAS Test will not be accepted
- A minimum grade of C must be made in all general education and Associate's Degree Nursing courses
- SCIT Science courses are not transferable to the Nursing curriculum and will not be accepted

It is highly recommended that you view the Nursing Information Session presentation on the "How to Apply" page of the TCC Nursing website before completing the application
https://www.tccd.edu/academics/courses-and-programs/programs-a-z/credit/nursing/rnsg-how-to-apply/

# For Your Application Information

ALL applicants must have a TCC ID# at the time of application to the Nursing Program. Applicants do not have to be enrolled in a TCC course, but must complete the general TCC application process and be a current TCC student with a TCC email address. Your account must be active.

1. All official transcripts from any college or university attended other than TCC must be evaluated by TCC prior to the time of application to the Associates Degree Nursing Program. If you have taken courses at another school that are required by TCC, once your transcript has been evaluated, they will show up on your degree audit as Transfer Equivalent (TE*) and will satisfy that specific course requirement. Submit a copy of your Nursing Program Degree Audit with your application. Your application will not be considered with supplemental transcripts; they must be evaluated by TCC.
   a. **College transcripts** may be sent electronically from another institution via a secure PDF transcript ordering system (such as Parchment, National Student Clearinghouse, Greenlight, DocuSign, or others). When using these companies to order a transcript, send the official college transcript to DT.records@tccd.edu.
   b. **High school transcripts** may be sent electronically from the high school or school district via Parchment, Credentials, Scribbles, or Texas Records Exchange (TREx). When using these companies to send a transcript, send the official transcript to online.admissions@tccd.edu.

2. All required science courses must be completed and reflected on the TCC degree audit/transcript prior to applying to the Associates Degree Nursing Program. To check the status of which transcripts have been received by the college, login to https://www.tccd.edu/ WebAdvisor, then "Students", then "My Student Summary" and then go down to "Admission Documents" and review transcripts received by the college to-date. If a transcript is missing from one of your academic institutions, please request a new transcript to be sent to Tarrant County College (TCC) as soon as possible to avoid rejection of your application.
   a. In the event that your degree audit will not be fully updated, you may submit a Transfer Equivalency Report from a Healthcare Professions Advisor (TR.HealthCareAdvising@tccd.edu) showing that your courses will satisfy the prerequisite requirements of TCC Division of Nursing.
   b. All International Transcripts must be evaluated by TCC at the Trinity River Campus, 300 Trinity Campus Circle, Fort Worth, TX 76102, room TREF 3104. This request for evaluation must be made at least 2 months in advance of your application to the Nursing Program. International transcript evaluations should be directed to the International Admissions Office which is located at the TCC - International Admissions Office, 350 N. Henderson St., Fort Worth, TX 76102. Please contact 817-515-1570 for further information. internationaladmissions@tccd.edu

3. If you did not graduate from a high school in the United States or a high school on a US military installation where English was the primary language used:
   Provide documentation of graduation from high school from an English-speaking country such as Canada (other than Quebec), Great Britain, Australia, New Zealand, South Africa, and Ireland. If graduated from English speaking high school in a country not listed above in #2, provide official transcripts and a notarized letter from the headmaster/principal of the high school stating that English was the primary language of the courses taught.

If English was NOT, the primary language of your high school you must provide documentation of proof of English proficiency by submitting the results of either of the following:

- TOEFL - iBT - Test of English as a Foreign Language - Internet Based Test (http://www.ets.org/toefl/) - passing score of 83. This is the recommended score to apply for licensure from the Texas BON (Board of Nursing).
- IELTS - Academic version - International English Language Testing System (http://www.ielts.org/) - IELTS Band Score - overall 6.5 with a minimum score of 6 in all areas. This is the recommended score to apply for licensure from the Texas BON.
- US Associates Degree of higher or a medical professions license obtained in the US
  - If you hold a degree or medical license obtained in the United States, you must provide proof of licensure at the time of application

4. Registration for the HESI A2 will be available online. Check the Nursing website link to register.

   The 5-hour HESI A2 Test includes Math, Reading Comprehension, Vocabulary & Knowledge, Grammar, and Anatomy & Physiology. All scores must come from the same test. The cost is $60 and availability is limited so sign up early. A minimum score of 75 is required on each section of the HESI A2. Please contact the testing center at (817)515-1066 with any questions. Your HESI must not be older than 2 years from the application start date.

5. Complete Declaratory Order Process (if required)

   Review Eligibility of Licensure Questions with the Texas Board of Nursing (TBON). On the designated area of the application form, sign that you have read the eligibility questions. Answer "yes" to questions 2-5 in the eligibility section will trigger a Declaratory order (DO). All selected or alternate student names and required information is submitted by the Division of Nursing to TBON. This begins the Criminal Background Check (CBC) and fingerprinting process. Students should wait for the initial outcome letter from TBON before filing a DO, but should start collecting official legal documents that may be needed. A blue care, eligibility review outcome letter, or fingerprint rejection letter will be sent to the student from TBON. If a review is required, 30 days should be allowed for the initial review. The outcome of the initial review will be an operations outcomes letter. Please allow 90 days before contacting TBON. Enforcement will communicate the status.

   Please refer to the Texas Board of Nursing for additional information.
   https://www.bon.texas.gov/forms_declaratory_order.asp

**Submit Your Application**

You must submit your completed application online. No paper applications will be accepted.

## What To Submit With Your Application

- Application
- Nursing Program Degree Audit (WebAdvisor) or Transfer Equivalency Report
- TOEFL - iBT/IELTS/ or documentation of graduation from high school in English-speaking country (if required)
- HESI A2 Test scores
- Immunizations

All of the above information must be submitted by 5pm May 17, 2024.

Students who have completed an application will be notified by your @my.tccd.edu email regarding their status. It is imperative that you keep us advised of changes to your name, email address, physical address, and phone numbers.

### Immunization Requirements

In order to comply with the Texas Administrative Code (Title 25 Health Services, Rule 97.61-97.72) regarding immunization records for students enrolled in health-related programs, the following guidelines are now in force for applicants to the Tarrant County College nursing Program. Nursing program applicants must present the following documentation.

### Immunization Record
- The date of each required immunization and/or date of a positive titer result for each
- Upon application to the Nursing Program, please ensure all immunizations are current
- All clinical requirements must be compliant for the entire semester. If a requirement expires mid-semester, get it renewed before the semester begins. Your requirements may not expire mid-semester.

### Immunizations

An applicant must have completed the following immunizations prior to submitting their application according to the indicated guidelines and schedules. Documentation of a titer (blood test) **with specific lab values** verifying immunity or sero-positivity is also acceptable for Measles, Mumps, Rubella, Varicella, Hep A and Hep B.

** **MCV4:** This immunization is required for all TCC students who are under 21 years of age and are newly enrolled or have had a break in enrollment of one long semester. It must have been received at **least 10 days PRIOR** to the first day of the semester. A unique form must be completed by the provider and *submitted to the Registrar* before registration may be allowed. (See the TCC Website under "Meningitis)

1. **Measles** - Two (2) doses of measles ("rubeolla") vaccine is required either in separate injections or in combination with mumps and rubella (MMR") or with a titer that proves serologic immunity. Both measles Immunizations must have been received after January 1, **1968.**
2. **Rubella** - One (1) dose of rubella vaccine is required either in a separate injection or in combination with measles and mumps ("MMR") or with a titer that proves serologic immunity.
3. **Mumps** - One (1) dose of mumps vaccine is required either in a separate injection or in combination with measles and rubella ("MMR") or with a titer that proves serologic immunity.

4. **Tetanus/Diphtheria/Pertussis ("Tdap")** - One (1) dose of Tdap is required within the past ten (10) years. The documentation must clearly indicate that a Tdap was received. **NOTE: A standard Tetanus or Tetanus/Diphtheria** (Td) is not **accepted.**

5. **Varicella (chickenpox)** - Two (2) doses of varicella vaccine are required or documentation of a positive titer (blood test) with the lab values report. **NOTE: A statement from a physician or parent indicating the student's previous varicella disease history is no longer accepted.**

6. **Hepatitis B series** - Three (3) doses of Hepatitis B vaccine are required per the timetable below:
    a. Initial dose
    b. Second dose (1 month after the initial dose)
    c. Third dose (5 months after the second dose)
    d. In the event that you need to complete the Hepatitis B vaccine faster than the above timeframe, you can get the Heplisav-B vaccine which is only a 2 dose series with one month between doses
        i. This option is faster but is more expensive than the traditional 3 dose series

7. **Hepatitis A series** -Two (2) doses of Hepatitis A vaccine per the timetable below:
    a. Initial dose
    b. Second dose (6 months after the initial dose.)  Should you submit a titer, we will only accept a Hepatitis A AB IgG or "Total" titer. An IgM titer will not be accepted.

8. **Seasonal** Influenza - An annual seasonal influenza immunization is required. Immunization for **Spring 2023** must be dated after **August 1st, 2023** and is good until the following spring **2024**. **Immunizations prior to August 1st, 2023 are not accepted.** A new influenza immunization is required each year. Your flu shot due date will be provided based on your clinical assignment once that information is finalized.

If an applicant fails to adhere to the above schedule, the series may have to be repeated or a positive titer will be required. Immunizations must be scheduled strategically so nothing will expire mid semester.

**Please Note:** MMR, Varicella, TDap, Hepatitis A, and Hepatitis B must be completed at the time of application.

## Exceptions

Exceptions from meeting certain immunization requirements are allowed for such circumstances as medical conditions (i.e. pregnancy), religious beliefs, etc. "Individual immunization waivers will be reviewed on a case by case basis by the Nursing Administration."

In the case of immunization exemptions for pregnancy, all temporarily deferred immunizations must be received and documented with the Nursing office no later than the start of the first semester of the nursing program. Unless the statement specifies that a lifelong condition exists, the exemption is valid for one year only from the date of the signed statement. In the case of pregnancy, the exemption is valid only for the duration of the pregnancy and the signed statement must indicate the anticipated date of delivery.

"Texas law requires students involved in healthcare programs at Tarrant County College to demonstrate proof of certain immunizations. Participation in clinical rotations is contingent upon compliance with these laws, and students are advised to submit their immunizations as soon as possible." TEXAS ADMINISTRATIVE CODE TITLE 25, P1, CH97, SUBCH B, RULE §97.61."

**NOTE**:The inability to receive all required immunizations and health screenings required may prevent a student from entering a health occupations program.

**NOTE**: These exemptions may not be recognized by all hospital affiliates at which health occupations students are assigned for their clinical experiences. A student may be required to receive all screenings and immunizations for a healthcare facility.

**NOTE**: Applicants to the Nursing program are responsible for retaining a photocopy of all physical examination and Immunization documentation for their personal records. Once this documentation has been submitted to the third-party database and the applicant is accepted to the Nursing program, the documentation becomes the sole property of the Nursing Division and will not be returned to nor photocopied.

## After being accepted into Nursing you will need:

- Physical Examination
- CPR
- Health Insurance
- Tuberculosis & Flu immunizations
- Negative Drug Screening
- Negative Criminal Background
- TBON Blue Card or Declaratory Order Letter

**Physical Examination**

The completed physical form (distributed after selection and acceptance) verified by a physician or nurse practitioner will document:

- The applicant's physical examination results which must be dated less than nine (9) months prior to the applicant's anticipated entry to the health occupations program
- The physical examination form must be completed by a physician or nurse practitioner and must document the applicant's medical history, health questionnaire, and results of a physical examination
- https://www.tccd.edu/documents/academics/courses-and-programs/programs-a-z/credit/nursing/2021-tcc-nursing-student-health-physicians-form.pdf

**CPR Certification**

Current CPR certification as a Healthcare Provider (BLS). Only the American Heart Association (CPR) Certification for Healthcare Providers will be accepted. Basic Life Support (BLS) is available in two different training methods – blended learning and classroom training. Refer to https://cpr.heart.org/en/courses/basic-life-support-course-options for more information.

**Insurance**
Proof of Health Insurance is required. TCC does not offer health insurance plans.

**Tuberculosis Screening**

An intradermal PPD (Mantoux) "skin" test or blood T-Spot is required for all applicants. The test must be current within twelve (12) months of the applicant's anticipated entry into a health occupations program. When accepted to a health occupations program, a student must be current on the screening and repeat the PPD or T-Spot every twelve (12) months for the duration of his/her enrollment in the program.

For additional TB testing and results information, please visit
https://www.cdc.gov/tb/topic/testing/healthcareworkers.htm

**IMPORTANT NOTE: Failure to submit the completed Tarrant County College Nursing Division's physical examination form, immunization records, and a photocopy of the required American Heart Association CPR certification card by one month prior to the beginning of the semester will result in the applicant's disqualification from entering the nursing program. Failure to keep immunizations current through the duration of the semester will result in the applicant's disqualification from continuing the nursing program.**

**Applicants to the Nursing program are responsible for retaining a photocopy of all physical examination and immunization documentation for their personal records. Once this documentation has been submitted to the third-party database and the applicant is accepted to the Nursing program, the documentation becomes the sole property of the Nursing Division and will not be returned to, nor photocopied for the applicant, their instructors, or any other party. (**http://www.bon.texas.gov/olv**)**

# TCC Nursing Program Selection and Admissions Information

The Nursing Program is a very popular option at TCC with a reputation for consistently high passing rates of TCC graduates on the licensure exam. The applicant pool has been so competitive in recent years that many applicants who have the potential to be excellent nurses are not admitted because of the space limitations.

The number of students admitted to the Nursing Program each year is limited by learning experience factors that allow the program to maintain quality instruction, safe practice in the clinical, and the availability of a variety of resources. *TYPICALLY, FOUR TIMES AS MANY PEOPLE APPLY FOR ADMISSION AS CAN BE ACCEPTED.* For this reason, a special procedure for application and selection is used. Application and admission to the Nursing Program is a separate process from application and admission to TCC. Admission to the College does not ensure admission into the Nursing Program. Only those students who have been admitted to the Nursing Program may enroll in the specialized courses taught by the Nursing Division (those with RNSG course number prefixes).

## The Application Process and Application Periods

The TCC Nursing Program admits three classes each year. One class begins in the fall, one in the spring, and a Fast Track class begins in the summer (an accelerated program for LVNs, Military Medics or Paramedics). The Nursing Program application packets are available on the TCC website. It may take several weeks to gather materials and to complete all aspects of the application process, so applicants are advised to begin the process as early as possible to meet the application deadline.

Only those applicants who have completed the entire application process by the deadline are considered for admission to the Nursing Program. However, completing the application process does not ensure admission to the program.

## Selection Based on the Evaluation of Specific Criteria

A selection committee reviews completed Nursing Program applications. Applicants are selected according to their HESI score. Application/selection information cannot be given by phone. Individual rankings are not disclosed. The selection committee notifies all applicants by email to the student's TCC email of their admission status -- accepted, alternate, or not accepted – for all 2024 class. Because of federal privacy laws, acceptance information cannot be given over the phone. It is imperative that a current mailing address be included on the application form. Notify the Registrar Office first, then contact the Nursing Office immediately of any email address, address or telephone number changes.

If any of those selected for the program do not accept their offer, applicants on the alternate list will be contacted. Vacancies may occur as late as the week before the start of the semester. Alternates are selected using the same criteria as outlined previously for selection. More alternates are selected than needed to fill the vacancies that usually occur. Alternates must meet the same compliance requirements as selected students in the event a position becomes available for them.

## Advising & Counseling Questions

Since all applicants cannot be accepted into the TCC Nursing Program, it is important that an applicant consider the available alternatives in the event she/he is not selected. A counselor is an important resource in helping explore available options. Applicants who would like to be advised regarding alternative future career plans should call the Trinity River Campus Advising and Counseling Center.