

**Lake Washington Institute of Technology
WINTER 2019– SPRING 2019– FALL 2019
Nursing AAS-T**

Supporting Information for the Application Process

INTRODUCTION

Admission criteria for the Nursing AAS-T program reflects an approach that includes review of prior education, test scores, personal statement, recommendations, and pre-requisite course grades.

ACCREDITATION

Lake Washington Institute of Technology (LWTech) is accredited by the Northwest Commission on Colleges and Universities and is authorized by the Higher Education Coordinating Board of the State of Washington to provide this program. Also, the Nursing AAS-T is approved by the Washington State Nursing Commission and is nationally accredited by the Accreditation Commission for Education in Nursing (ACEN).

ADMISSION

The Nursing AAS-T at LWTech has admission requirements beyond those necessary for general admission to the college. Please follow all directions in this application carefully. Failure to comply with the process described within may result in disqualification from the admissions pool for this program.

IMPORTANT DATES

	Winter 2019	Spring 2019	Fall 2019
<u>Application Deadlines</u> All prerequisites must be completed	Oct. 12, 2018	Jan. 25, 2019	July 5, 2019
<u>Selection Results</u> Emails to applicants informing them of admission results	Nov. 14, 2018	Feb. 22, 2019	Aug. 9, 2019

Dates, procedures, and requirements stated in this document and/or the application are subject to change.

To request disability accommodations in the application process, contact Disability Support Services: (425) 739-8300 Fax: (425) 739-8275 dssinfo@lwtech.edu

NEW APPLICANTS

STEP 1

Apply for admission (online or in person) to LWTech to receive your SID # if you have not already done so www.lwtech.edu/admissions

STEP 2

Attend a nursing information session or complete one online. LWTech lists session dates online at www.lwtech.edu/nursing

STEP 3

After completing all prerequisites and application requirements, fill out the Nursing AAS-T application online available at www.lwtech.edu/nursing. The traditional paper application will be available by request only. If you choose to do the paper application, place application materials in a 10X13 envelope and submit to Enrollment Services for admission consideration. Keep a copy of the entire completed packet for your records.

*****LWTech does not consider incomplete applications for admission.**

RE-APPLICANTS

If you are denied admission to the program and would like your application to be carried over to another application cycle, you must follow the steps below:

STEP 1

Email a request to re-apply to: selective.admission@lwtech.edu. Use the subject line: "Attention: Request to reapply to NURS AAS-T Program". In the body of your email, supply your name, SID#, and the year and quarter of your most recent application.

STEP 2

Submit an online application available at www.lwtech.edu/nursing and fill out the section for re-applicants. If you want to reuse the references and transcripts from your previous application, please indicate that in the new application.

STEP 3

Prepare new supporting documents with your re-application (if applicable).

STEP 4

If submitting a paper application, submit pages 2-4 and any supporting documents on or before the deadline in one 10X13 envelope to Enrollment Services in West 201. LWTech will combine these items with your existing file. You are responsible for fulfilling any new requirements contained in the application and explained here in the Supporting Information to be eligible to re-apply. Please read both carefully.

*****LWTech does not consider incomplete applications for admission.**

PROGRAM ADMISSION REQUIREMENTS

LWTEch NURS AAS-T Admission Requirements

***New or updated requirement**

- Be admitted to LWTEch
- *Set up a LWTEch student email account**
- Determine that all science courses are no older than 10 years
- Maintain minimum grade for transfer and completion of courses of 2.0
- Provide official transcripts documenting prerequisites and/or proof of prior education used towards this application
- Have international transcripts translated & assessed by agency pertaining to prerequisites and/or proof of prior education used towards this application
- Meet or exceed a cumulative GPA of 3.0 in the following prerequisite courses: ENGL&101; BIOL&241; BIOL&242; PSYC&200; MATH&146
- Complete CHEM&121 w/lab (this course is not used in cumulative GPA)
- Optionally complete co-requisite courses before applying with 2.0 or better: NUTR&101; BIOL&260; CMST&210/220/or 230
- Take the ATI TEAS or use TEAS V. 5 results that are less than 2 years old
- Indicate where and when you received high school diploma or GED
- *Submit two recommendation forms according to instructions: One from faculty member, one from supervisor or one from co-worker**
- Submit a copy of **valid, active** NC license([Certified Nursing Assistant](#)), or **valid, active** LPN license([Licensed Practical Nurse](#)), or **valid, active** [Medical assistant license](#); which means applicants have their license and are working – Non-points Bearing
- *Submit a short essay** Points Bearing

ATI TEAS and TEAS V. 5 INFORMATION

TEAS testing is offered by appointment. Use the Assessment Center website to schedule your appointment: www.lwtech.edu/assessment

It is the responsibility of all applicants to review the important TEAS policies at this website these policies include but are not limited to:

- Scores are valid for two years at LWTEch
- Tests taken at LWTEch will automatically be submitted electronically to the ATI database for admission committee review
- **To submit TEAS results from another location,** select "Lake Washington Institute of Technology TEAS Applicants. Applicants must pay a transcripts fee to ATI in order for their results to be seen by LWTECH.

- The LWTECH Assessment Center does not offer testing the week leading up to a deadline. It is possible other assessment centers in the area can accommodate testing up to or on the application deadline.
- Do not have scores emailed to LWTech
- Copies of TEAS results included in your application packet are not considered official scores. LWTECH admissions staff must be able to view your score on the ATI database.

SELECTION CRITERIA

Prerequisite courses and admission requirements not mentioned in the calculation below are still required for your application to be considered complete.

40 pts	GPA <i>Multiply the cumulative GPA from these five classes by 10 for total points: ENGL&101, BIOL&241 and 242, MATH&146, PSYC&200</i> <i>In order to maintain state wide transfer agreements, all academic courses must come from the appropriate academic discipline. Courses that appear to be career related may not transfer to LWTech. (Example: NURS 201 from the University of Washington cannot be used for Psyc& 200). Please email selective.admission@lwtech.edu before applying if you have questions.</i>
30 pts	TEAS V. 5 less than 2 years old or New ATI TEAS <i>Multiply the TEAS Adjusted Individual Total Score by 0.30 for total points</i>
<i>No points</i>	Recommendations 1 from a faculty who taught you in a college level course 1 from a supervisor or co-worker
25 pts	Short Essay Response (Submitted with Application) <i>See page 7 of this document for essay question</i>
5 pts <i>optional</i>	Prior Education <u>Regionally</u> accredited institutions only; program/degree/cert. must be listed on an official college transcript* <ul style="list-style-type: none"> • 1 point completion of non-credit, community college NAC program • 2 points for certificate of completion (less than 45 credits) in health related field • 3 points for certificate of proficiency (more than 45 credits) in health related field • 4 points for Associate’s Degree or equivalent (equivalency is defined as completion of at least 90 college level quarter credits at a regionally accredited institution (or international equivalent)) • 5 points Bachelor’s Degree or above
100 total points possible	

* Transcripts from institutions outside the US must be officially assessed

DETERMINING YOUR CUMULATIVE GPA POINTS AND TEAS POINTS

(This form is for your information and should not be submitted with application)

To tabulate your cumulative GPA, first:

- Convert any *semester credits* by multiplying them by 1.5
- Convert any *letter grades to numerical grades* using table provided

A=4.0	A-=3.7	B+=3.3	B=3.0
B-=2.7	C+=2.3	C=2.0	C- and below will not be considered

Then:

- Enter all course information along with numerical grades and credit hours in the columns below.
- Multiply each course's credits by its numerical grade. This will give you the "grade points". Enter that number in the last column.
- When you have completed entries for all courses, add all numbers in the Credits column and enter the total. Then add all the numbers in the Grade Points column and enter the total.
- Divide total Grade Points by total credits. This is your cumulative GPA.
- Use the following table to tabulate your total points prior to application.

UNOFFICIAL SCORING TABLE

Course Number/Title	Credits	Grade	Grade Pts
BIOL& 241 – Anatomy & Physiology I			
BIOL& 242 – Anatomy & Physiology II			
ENGL& 101 – Written Expression			
Math& 146 – Statistics			
PSYC& 200 – Lifespan Psychology			
Total Credits →		Total Grade Points →	

Pre-Requisite GPA	GPA Points
Total Grade Points ____ ÷ Total Credits ____ = ____	GPA ____ x 10 = ____
TEAS Points	
TEAS Adjusted Individual Total Score ____ x 0.30 = TEAS Points ____	

Notes: This form represents unofficial standing prior to final scoring; the Admissions Committee will calculate official scores. Prerequisite cumulative GPA must be at least 3.0 to be eligible to apply.

RECOMMENDATION FORMS

- **Two recommendations are required**
- When you review the online application available at www.lwtech.edu/nursing, you will see that it contains forms required as part of a complete application packet. The following tips will assist you in submitting complete forms:
- One recommendation form **must** come from a college or university faculty member that has actually taught you in the classroom. The second form must be from a supervisor or co-worker.
- The supervisor and/or co-worker may be from your work in a volunteer position.
- There are no time limits on recommendation forms.
- If submitting a paper application, all the recommendation forms must be sealed in an envelope by the recommender and signed across the back of the envelope flap. They can then be given back to you directly or mailed back to you. You must keep them in their sealed condition and submit them with your application packet
- Do not submit more than the two required recommendations. **Do not have recommenders send these forms directly to us.**

APPLICANT SHORT ESSAY RESPONSE

Essay Question: Describe a circumstance, obstacle, or conflict in your life and the skills and resources you used to resolve it. What did this teach you and how will that knowledge support your success in the nursing program at LWTech?

Your essay must:

- Be typed, 12 pt. font
- Be double spaced
- Address all parts of the question
- Be no more than two pages long

Essays are scored based upon (1) Content (2) Clarity of message (3) Grammar (4) Spelling

Please note: Any evidence of plagiarism or academic dishonesty in your application materials will render your application unacceptable and all materials will be forwarded to the LWTech conduct officer for review and possible adjudication.

Required Certified Nursing Assistant License

All Applicants must have a valid **Certified Nursing Assistant** license to apply to the Nursing AAS-T program. Applicants can also use a valid **LPN license or Medical assistant license**. Your current license must be viewable on the department of health website. Questions about licenses can be emailed to selective.admission@lwtech.edu in advance of the application deadlines.

SELECTION TO COHORT

The 24 students with the highest points will be offered admission to the Nursing AAS-T. Completion of Co-Requisite courses may be used to determine final admission in the result of a tie. There is no waiting list for this program.

APPLICATION SIGNATURES

In signing forms in the application document, you will be certifying that to the best of your knowledge the statements made are complete and true. This means that failure to disclose and submit official transcripts from all schools, colleges or universities attended, and failure to disclose and submit complete and accurate information may result in the denial of admission or subsequent dismissal from Lake Washington Institute of Technology. Your application will be considered incomplete without the required signatures.

LWTech POLICY STATEMENTS

Non-discrimination Policy:

Lake Washington Institute of Technology reaffirms its policy of equal opportunity in education regardless of race or ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, disability, genetic information, or veteran status in accordance with College policy and applicable federal and state statutes and regulations.

Use of the Social Security Number (SSN):

To comply with federal laws, LWTech is required to ask for your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). We will use your SSN/ITIN to report Hope Scholarship/Life Time tax credit, to administer state/federal financial aid, to verify enrollment, degree and academic transcript records, and to conduct institutional research. If you do not submit your SSN/ITIN, you will not be denied access to the college; however, you may be subject to civil penalties (refer to Internal Revenue Service Treasury Regulation 1.6050S-1(e) (4) for more information). Pursuant to state law (RCW 28B.10.042) and federal law (Family Educational Rights and Privacy Act), the college will protect your SSN from unauthorized use and/or disclosure.

CONTACT INFORMATION FOR QUESTIONS

Advising office: (425) 739-8300 www.lwtech.edu/advising/nursing For questions about prerequisite courses advising@lwtech.edu
Admissions: 425-739-8104 Questions about admissions process for nursing: selective.admission@lwtech.edu
Assessment/Testing: (425) 739-8115 www.lwtech.edu/assessment assessmentstaff@lwtech.edu
Financial Aid: (425) 739-8106 www.lwtech.edu/financialaid financialaid@lwtech.edu
Nursing website: www.lwtech.edu/nursing

SUBMISSION/MAILING/DELIVERY

Once your online application is completed, make sure to click the "Submit Application" button on the last page. If you do not "Submit", your application is considered incomplete and will not be reviewed.

*If mailed, must be postmarked on or before deadline. Consider a "Return Receipt Requested" form from your post office. **Use a 10X13 envelope.***

**Nursing Admissions
Lake Washington Institute of Technology
11605 132nd Avenue NE
Kirkland, WA 98034**

Hand-deliver to: West 201, Enrollment Services area. Include on the envelope your student ID number, first and last name, and program you applying.

FINANCIAL AID

All students are strongly encouraged to apply for financial aid by filling out the FAFSA (Free Application for Federal Student Aid). Applying for financial aid may give you access to:

- Federal, state, or institutional grants (money you do not need to pay back);
- Work-study (money you earn while working on campus); or
- Loans (money you do need to pay back)

The application is also required for many types of scholarships or funding through our workforce development office. Even if you already have a bachelor's degree you may still qualify for loans.

For more information and assistance in completing the application, please see: www.lwtech.edu/financialaid

Additional Nursing Program Information

Documentation for Clinical Affiliation Participation

Additional documentation may be required for Nursing Program students to participate in community-based clinical affiliations required for completion of the Nursing program. Documentation may include but is not limited to:

Tuberculosis screening

Verification of Immunizations

Background Check

HIV/AIDS 7 hr Training Certificate

HIPAA Training

Current CPR for Healthcare Providers Card (must include AED training)

Current First Aid Card

Background Check

Each successful Nursing applicant is required to complete a background check. Fees for this online service vary depending on the number of places in which the student has resided within the past seven years. If a criminal background check for a particular student shows a "less than satisfactory" rating, clinical facilities may deny access to that student. While entrance to the Nursing Program may not be denied because of such a rating, without access to the clinical facilities such a student will not be able to satisfactorily complete the Nursing program and will be so advised. Throughout the program, Nursing students may be asked to complete and sign a form which asks for confirmation of the student's present and past criminal history. In addition, licensure as a Nursing in the state of Washington requires a background check. The Washington State Department of Health has the ability to deny Nursing licensure based upon criminal history.

Clinical Affiliations

Students are allowed to participate only in clinical affiliations with which Lake Washington Institute of Technology has a signed agreement. Clinical affiliation experiences for the LWTech Nursing Program are generally located in clinics and facilities throughout the Puget Sound region in King and Snohomish County. Some experiences beyond this region may be available. Students are responsible for arranging their own travel to and from all clinical affiliations. When affiliations occur in the program, they are full-time (40hrs/wk) with the schedule set by the supervising clinical instructor.