



Practical Nursing Admissions Procedures and Information

2024-2025

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INTRODUCTORY LETTER

Dear Prospective Practical Nursing Student:

Thank you for your interest in the Beazley School of Nursing at Tidewater Community College (TCC). The nursing profession offers a variety of career opportunities for individuals with appropriate intellectual and psychomotor skills in addition to a compassion for humanity.

Tidewater Community College's Beazley School of Nursing is proud to offer the Practical Nursing Education program at TCC. The Beazley School of Nursing has a long history of promoting excellence in the nursing community. The program began in 1970 and graduated its first Registered Nurse class in 1972. Tidewater Community College's Licensed Practical Nursing program has initial approval from the Virginia State Board of Nursing, Perimeter Center, 9960 Mayland Drive, Suite 300, Richmond, VA 23233, 804-367- 4515. The program is not accredited.

The Licensed Practical Nursing program is physically located on the Virginia Beach Campus. However, students may take prerequisites and co-curricular general education courses at any of the four TCC campuses.

TCC Graduates of the PNE program, planning to pursue an Associate Degree in nursing will work closely with the Instructional Aide and the Beazley School of Nursing to ensure a seamless transfer once you meet the requirements and are accepted into the Registered Nurse program.

The information in this nursing information packet is designed to assist the applicant in following the steps of the admission process. The nursing faculty and staff of Tidewater Community College hope the information contained in this packet will be beneficial as you prepare to apply to the PNE Program in the Beazley School of Nursing.

Sincerely,

Licensed Practical Nursing Program Faculty and Staff
Tidewater Community College

GENERAL INFORMATION

LPN classes at the Virginia Beach campus are taught in semester format. LPN students are admitted in cohort groups (a group of students). There is only one cohort enrolled per year and this group enrolls in the spring semester. The program goes from January–December.

Admission Documents

Selection of students for admission is made from the applicant pool that has applied by the deadline dates. All admission requirements must be met by the application deadline date. **Applicants who have failed two LPN courses in another Licensed Practical Nursing program will not be considered for admission to TCC’s LPN program.** All submitted records are the property of Tidewater Community College and are not returned to the student.

CAMPUS OF RECORD

When a student applies for general admission to Tidewater Community College, he/she should select the Virginia Beach Campus as the campus of record. Students may take classes and perform many administrative functions at any of TCC’s 4 campuses. However, a copy of the student’s records will be maintained at the designated campus of record. To change the campus of record, contact Enrollment Services at any of TCC campuses or complete the online request at <https://forms.tcc.edu/intercampus-transfer-form/>

TRANSFER STUDENTS

The PNE program will not consider any transfer students from other PNE/LPN programs until the program is fully approved by the Virginia Board of Nursing.

CHANGE OF PERSONAL INFORMATION

It is the student’s responsibility to contact the Enrollment Office and the Beazley School of Nursing Office to provide **both offices** any changes in personal information after the application has been submitted. Personal information includes name, address, and phone number.

THE ADMISSION PROCESS

The Practical Nursing program is a highly competitive and challenging program at TCC. Meeting the minimum admission criteria does not guarantee acceptance into the program. The Beazley School of Nursing application may be obtained from this booklet, from the Advising/Counseling Services offices on any of TCC's 4 campuses, or by calling the College's Enrollment Team (757-822-1111). **The LPN application deadline will be November 1st for the spring semester start.**

Students are advised to closely monitor TCC's website for changes in the admission process. It is recommended that students begin the application process 2 months prior to the application deadline to ensure receipt of all **official** transcripts from high schools and colleges, as well as allowing for processing time at those same institutions.

STEP 1: Apply for general admission to Tidewater Community College

- Complete the general college application for admission. List the Virginia Beach Campus as your campus of record. Your general college application may be completed and submitted online at www.tcc.edu/apply. Consideration for admission to the nursing program may be adversely affected if you omit this process. Admission to the Beazley School of Nursing requires a separate application process. Note: **The college registrar will begin processing transfer evaluations once students are admitted into the program and begin the Practical Nursing Education (PNE) courses. Students may utilize the Transfer Evaluation System (TES) to verify transfer credits.** <https://www.tcc.edu/academics/registrar/transfer-credits/tes>
- Submit 1 **official** copy of all previously attended college/university transcripts directly to the College Registrar. **Student-issued or unofficial copies of transcripts are not accepted.** The mailing address is: TCC Office of the College Registrar, P. O. Box 9000, Norfolk, VA 23509
- Students must also complete and submit the online Request for Evaluation of Previous Educational Experiences form (www.tcc.edu/transfer-credits) to the Office of the College Registrar. The Registrar is responsible for

evaluating credits earned from other educational institutions. It is important that students complete this step early in the process to assist with academic planning and to determine completed courses by the application deadline.

Note: If you intend to transfer coursework from another community college within the Virginia Community College System (VCCS), you do not need to submit these transcripts to the Office of the College Registrar. However, you will need to complete and submit the online Request for Evaluation of Previous Educational Experiences form.

Beazley School of Nursing's Prior ADN Students Seeking Admission

The nursing students that have been in the Beazley School of Nursing's ADN program and were academically removed (not for misconduct) within the past academic year and maintains a current GPA (curricular and academic) of 2.5, *will be considered for priority admission in the PNE program. The student will be able to use their ATI/HESI scores and current transcripts (provide updated TCC transcript).

The student will need to:

- Attend Mandatory PNE Information Session
- Complete a PNE application.
- Meet with Financial Aid
- Obtain a letter of recommendation from the program lead.
- Update background, immunizations, CPR, etc.
- Update Program Plan (upon acceptance)

Upon acceptance into the PNE program, the student's file will be transferred to the Beazley School of Nursing's PNE program.

***Must have available seats**

If you completed high school or college outside of the United States, you must have these official transcripts evaluated by a professional organization or an agency that is a member of the National Association of Credential Evaluators or is approved by the Department of Education to confirm the completion of an approved four-year high school course of study equivalence. The fee for this evaluation and the time required for completion of the evaluation varies with each agency and is the responsibility of the student. Please visit www.tcc.edu/transfer-credits for more information.

Instruct the evaluating agency to mail the official high school transcript evaluation report to you in a sealed envelope. For college transcript evaluation reports, request one official copy to be mailed directly to the Office of the College Registrar and one official copy to be mailed to you in a sealed envelope. **Do not open the sealed envelope(s).** The official high school and/or college transcript evaluation report(s) sent to you will need to be submitted in your complete nursing application packet to the Beazley School of Nursing.

For applicants who are unable or unwilling to provide this translated and certified documentation, an official General Education Development (GED) certificate will satisfy the high school equivalency requirement.

STEP 2: Attend the mandatory PNE Information Session

Candidates must attend the Information Session prior to applying to the program. The session is approximately one hour. You must be on time and stay for the entire session to obtain credit. These sessions provide important information about TCC's Beazley School of Nursing. The sessions are held on Wednesdays from 3:30 p.m. until 4:30p.m. The sessions are held remotely via ZOOM. Interested applicants may visit <https://www.tcc.edu/forms/practical-nursing-information-session-rsvp/> to complete an RSVP form for information on the Practical Nursing Information Session.

STEP 3: Take the LPN Admission Assessment Exam (TEAS) in the Testing Center at any of the four TCC campuses.

- The TEAS test must be completed before the end of the nursing application deadline. * This test includes a specific number of components, and TEAS tests taken at another institution may not be acceptable.
- Students may take the exam only twice within a 12-month period and test results must be less than 2 years old at the time of application.
- Students will purchase the test through the product website upon arrival to the testing center.
- Additional details and directions about TEAS A2 can be found on the Nursing Admission Assessment Exam FAQs web page at www.tcc.edu.
- Students must make an appointment to take the test by contacting the TCC Testing Center at least 72 hours prior to where they wish to take the test.

STEP 4: Have the required minimum grade point average of 2.5 for courses in the nursing program's curriculum of study.

GPA is on a 4.0 scale.

STEP 5: Complete a Practical Nursing Application Self-Assessment Form and apply to the program

Students who meet admission requirements may submit a complete nursing application packet to the Beazley School of Nursing. A complete application packet will include:

1. the separate Application for Admission to the Practical Nursing Program
2. the PNE Application Self-Assessment form.
3. An official high school and/or GED transcript.
4. An **official** college/university transcript (from every college/university you have ever attended), except for TCC.

The School of Nursing will access the Tidewater Community College

transcripts. **Please note *official, unopened* college transcripts must be provided for any courses completed outside of TCC.**

All documents must be submitted at the same time (in one envelope) as part of the nursing application packet. The complete packet is submitted via hand-delivery or mail to the address listed on the application. Submitted documents are the property of the college. **Incomplete packets will not be considered.**

Criminal History and Sex Offender's Crimes Against Minors Background Checks

All PNE students are required to complete a Criminal History and Sex Offender Crimes Against Minors Background Checks prior to beginning the PNE program, but **not** before receiving an acceptance letter into the PNE Program. The fee for the background check will be paid by the student and includes a fee for a Medical Document Management system for the PNE Program.

PNE students are personally responsible for completing the required background checks and ensuring that any positive results are provided to the designated personnel at the assigned clinical facility. It will be the decision of the clinical facility whether the student will be allowed to participate in clinical activities at the facility should there be positive criminal or sex offender results. Students may not request assignment at a specific clinical facility. Students who are unable to participate in clinical activities will not be able to complete the program. Students should be aware that the Virginia State Board of Nursing may deny, suspend, or revoke a license or may deny the individual the opportunity to sit for an examination if an applicant has a criminal history or is convicted or pleads guilty or nolo contendere to a felony or other serious crime. Successful completion of the nursing program at Tidewater Community College does not guarantee licensure, the opportunity to sit for a licensure examination, certification or employment in the relevant health care occupation. Please review Barrier Crimes:

<https://www.vdh.virginia.gov/content/uploads/sites/96/2016/07/Barrier-Crimes.pdf>

TECHNICAL STANDARDS FOR NURSING

Tidewater Community College is committed to admitting qualified students without regard to race, color, age, national or ethnic origin, disability, sex, marital status, sexual orientation or religion. In preparation for the professional nursing role, nursing faculty expect the student to show emotional stability and demonstrate the ability to meet the demands of a rigorous nursing program. Nursing program applicants and continuing students in the program must be able to meet the cognitive, affective and psychomotor requirements of the curriculum.

Specific essential abilities or technical standards have been identified by the School of Nursing in accordance with Section 504 of the Rehabilitation Act of 1973 and the 2009 Americans with Disabilities Act Amendment (ADAAA). These technical standards include all of the nonacademic abilities essential for the delivery of safe, effective nursing care, with or without reasonable accommodations.

Qualified applicants and students are expected to meet all admission criteria, as well as these technical standards with or without reasonable accommodations and to maintain related satisfactory demonstration of these standards for progression through the program. The technical standards that have been identified as necessary to meet nursing curriculum technical standards requirements include, but are not necessarily limited to the following:

Observation

The ability to make observations in connection with other identified professional nursing student competencies. The student must be able to observe the patient accurately, at a distance and close at hand, and observe non-verbal communications when performing nursing assessments, interventions, or administering medications. The student must be capable of perceiving the signs of disease and infection as manifested through physical examination. Such information may be derived from visual inspection of the body surfaces, palpable changes in various organs and tissues, and auditory information (patient voice, heart tones, bowel and lung sounds, etc.)

Observation competencies include, without limitation, the ability to accurately:

- use and interpret information obtained from digital, analog, and waveform diagnostic tools (such as sphygmomanometer, otoscope, stethoscope, ophthalmoscope, EKG, IVs) and other diagnostic tools that monitor or obtain physiological phenomena.
- observe a patient during the course of a comprehensive or focused physical assessment to determine signs and symptoms of disease, pain, and infection.
- observe and interpret normal findings and deviations from normal findings (such as a patient's heart and body sounds, body language, the color and odor of wounds, drainage, urine, feces, expectoration, and sensitivity to heat, cold, pain, and pressure.

Motor

The student should have sufficient motor functions such that they are able to safely execute movements required to provide general care and treatment to patients in all health care settings. Students should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion and other assessment techniques. The student should be able to perform nursing skills requiring the use of gross and fine motor skills, equilibrium, and functional uses of the senses of touch, vision and hearing.

Motor skill competencies include the ability to perform the following:

- transfer and position patients.
- position and re-position self around patients.
- procedures involving fine motor skills such as IV insertion, venous blood draw, urinary catheter insertion, medication administration
- basic life support (including CPR).
- move and operate equipment typically found in the health care environment (such as IV infusion pumps, syringes, cardiac monitor, electric and manual blood pressure equipment, safe patient handling equipment).

Cognitive

The student must be able to develop and refine problem-solving skills that are crucial to practice as a nurse. Problem-solving involves the abilities to measure, calculate, reason, analyze, and synthesize objective and subjective data, and to make decisions, often in a time urgent environment, that reflect consistent and thoughtful deliberation and sound clinical judgment. Each student must demonstrate mastery of these skills and possess the ability to incorporate new information from peers, teachers, and the nursing and medical literature to formulate sound judgment in patient assessment, intervention, evaluation, teaching, and setting short- and long-term goals.

Cognitive skill competencies include the ability to:

- assimilate and apply knowledge acquired through lecture discussions and readings.
- maintain reality orientation.
- comprehend and apply basic mathematical skills related to nursing (factor labeling, use of conversion tables, calculation of drug dosages and solutions).
- comprehend and apply abstract concepts from biological, sociological, and psychological sciences.
- communicate and organize thoughts to prepare written documents that are correct in style, grammar, and mechanics.

Behavior and Social

The student is expected to demonstrate compassion, integrity, motivation, accountability, effective interpersonal skills, and concern for others.

Behavioral and Social competencies include the ability to:

- fully utilize intellectual abilities, exercise sound judgment to complete assessment and intervention activities, and develop sensitive interpersonal relationships with clients, families, and others responsible for health care.
- establish rapport and maintain sensitive and confidential interpersonal relationships with individuals, families, and groups from diverse social, emotional, cultural, and intellectual backgrounds.

- function effectively under stress, including emergency situations.
- adapt to changing environments, display flexibility, arrive on time and meet the demands for timely performance of duties.
- accept and integrate constructive criticism given in classroom and clinical setting.
- function effectively in the face of uncertainties inherent in the clinical problems of many clients.

The Decision Process

Admission to the Practical Nursing Education Program is highly competitive. Meeting the admission requirements does not guarantee acceptance into the program. The admission decision includes a review of all required documents. In the selection process, points are assigned to all completed co-requisite general education courses in the PNE curriculum with special attention to grades received in science and co-requisites, as well as the score earned on the nursing admission assessment exam (TEAS). The higher the grade in these and other co-requisites, the greater the points assigned. The more co-requisites completed, the higher the potential points awarded. No grades less than "C" are accepted. Science courses must have been completed within 6 years prior to enrolling in the Beazley school of nursing.

Review of applications will begin after the application deadline. All students submitting applications by the admission deadline will be notified of their status **approximately two months** after the application deadline. Applicants will be notified in writing of their status at the mailing address listed on the application. No information will be given over the phone or **via email regarding an applicant's status.**

In compliance with VCCS policy, admission is first offered to qualified candidates residing within the service region of the college, followed by those qualified students who are in-state residents and finally out-of-state students. Other persons who are/may be eligible for in-state tuition include Military service members, spouses, and dependent children and full-time employees in Virginia who earn a specified minimum annual earning, pay Virginia taxes and reside outside the state. For additional information contact the Enrollment Services/Admissions Center on the campus you plan to attend.

Students who have failed two LPN courses in another Licensed Practical Nursing program will not be considered for admission into the PNE Program.

ADMISSIONS CHECKLIST

1. Apply for general admission to Tidewater Community College.
 - List Virginia Beach as your campus of record
 - Request **official, unopened** college/university transcripts be mailed to TCC's Office of the College Registrar
2. Attend the mandatory PNE Information Session. You must be on time and stay the entire session to meet this requirement.
3. **All science courses must be completed within 6 years prior to beginning the first LPN course.**
4. Take the Nursing Admission Assessment Exam (TEAS) within 2 years prior to application to the PNE program.
5. Have a minimum grade point average of 2.5 GPA (on a 4.0 scale) for courses in the nursing program's curriculum of study.
6. Submit a complete PNE application packet to the Beazley School of Nursing. A complete application packet includes:
 - the separate Application for Admission to the PNE program.
 - the PNE Application Self-Assessment Form.
 - An official high school/GED transcript (in a sealed envelope) *
 - An official college/university transcript (in a sealed envelope) from every college/university you have ever attended, except for Tidewater Community College*

***Both the *official* high school/GED transcript and the second/separate *official* college/university transcripts should be mailed to you in a sealed envelope to be included in the complete application packet. Do not open these transcripts when received.**

Note: Please see an academic counselor/advisor for assistance with academic planning.

Semester by Semester Practical Nursing Curriculum

Semester 1 (spring)		
Course		Credits
SDV 100/101	College Success Skills	1
BIO 145/141	Anatomy & Physiology I	4
PNE 162	Nursing in Health Changes II	10
		15 Credits Total
Semester 2 (summer)		
Course		Credits
ENG 111	English Composition I	3
PNE 163	Nursing in Health Changes III	8
PNE 174	Applied Pharmacology for Practical Nurses	1
PSY 230/232	Developmental Psychology	3
		15 Credits Total
Semester 3 (fall)		
Course		Credits
PNE 145	Trends in Practical Nursing	1
PNE 158	Mental Health and Psychiatric Nursing	1
PNE 164	Nursing in Health Changes IV	10
PHI 220	Ethics	3
		15 Credits Total
Total Credits for the Practical Nursing Certificate		45 Credits Total

Beazley School of Nursing Approximate Expenditures

1. Tuition & Fees

Tuition, fees, and cost of supplies may change. Visit tcc.edu/tuition for the most up-to-date information, be aware that the bookstore may have a markup for some of the below items.

2. Medical Examination \$200.00 - \$350.00

The nursing office will advise tentatively admitted students of the medical requirements.

3. Books

Books are approximately \$800.00 to \$1000.00.

4. Uniforms (may be ordered through the college's Barnes & Noble Book store at McArthur Mall in Norfolk)

Embroidered Unisex Scrub Top	\$19.98
Men's Scrub Pant	\$24.98
Women's Scrub Pant	\$14.98
Embroidered Men's Lab Coat	\$24.98
Embroidered Women's Lab Coat	\$24.98
Bandage Scissors	\$5.00
Stethoscope	\$17
White Nursing Duty Shoes, Gloves	\$120, \$2.98 per pair

5. Standardized Testing (ATI)

Approximate cost \$895 per semester (3 payments of \$298)

6. Nursing Liability Insurance \$40/year

7. Criminal History & Sex Offender Background Checks/ Medical Document System \$90

8. Nursing Skills Kits \$135

Foley Catheter Kit (purchased separately) \$15

9. Parking Fees at Clinical Sites Sentara Norfolk General and Children's Hospital of the King's Daughters (Students generally have two clinical days per week, discount packs may be purchased from the facility)

10. Clinical Placement Fees

Subscription fees may be charged by affiliated clinical sites

11. Post-Graduation Costs

NCLEX-PN Exam \$200 (approximate) Board of Nursing
 Application for Licensure fee \$170 (approximate)
 \$370 total

TCC APPLICATION FOR ADMISSION TO BEAZLEY SCHOOL OF NURSING

Please review the admissions procedures and information booklet for application deadlines. Nursing application packets must be sent to the following address:

Practical Nursing Education Program
TCC Beazley School of Nursing
c/o Lisa Prather-Betancourt/Dr. Hartman
Program Head/Associate Professor
Practical Nursing Program
Tidewater Community College
Building M
1700 College Crescent
Virginia Beach, VA 23453

Applications without supporting documentation will not be considered.

Location: *Virginia Beach Campus* _____

Desired Start:

_____ **Spring**

Name:

Other Names Used:

SIS ID Number: _____

DOB: _____

Cell Phone: _____

Home Phone: _____

TCC Email: _____

Other Email: _____

Street Address: _____

City: _____ State: _____ Zip: _____

List the names of other colleges/universities that you have attended:

Do you have a degree from another college/university? Yes ___ No ___

State the Degree and the Major:

Have you previously been admitted to a registered nursing program? Yes ___ No ___

If yes, please provide a brief explanation of your status when you left the Program

Have you previously applied to or been admitted to the Beazley

School of Nursing? Yes ___ No ___

Dates Attended: _____

Have you ever been convicted of a felony/or misdemeanor? Yes _____ No _____

All nursing students are required to complete a Criminal History and Sex Offender Crimes Against Minors Background Checks prior to beginning the nursing program. The fee for the background check will be paid by the student. Nursing students are personally responsible for completing the required background checks and assuring that any positive results are provided to the designated personnel at the assigned clinical facility. It will be the decision of the clinical facility whether the student will be allowed to participate in clinical activities at the facility should there be positive criminal or sex offender results.

Students may not request assignment at a specific clinical facility. Students who are unable to participate in clinical activities will not be able to complete the program. Students should be aware that the Virginia State Board of Nursing may deny, suspend or revoke a license or may deny the individual the opportunity to sit for an examination if an applicant has a criminal history or is convicted or pleads guilty or nolo contendere to a felony or other serious crime. Successful completion of the nursing program at Tidewater Community College does not guarantee licensure, the opportunity to sit for a licensure examination, certification or employment in the relevant health care occupation. **Falsified information on the application for admission will be grounds for denial from the program.**

Please consider my application for (select one):

_____ Traditional PNE Program (Virginia Beach Campus)

All applicants selected for admission are provisionally accepted pending satisfactory results/completion of the following:

1. Complete medical examination and laboratory testing
2. Criminal History and Sex Offender & Crimes Against Minors Background Checks
3. Obtain CPR for the Health Care Provider (HLT 105 American Heart Association) or CPR for the Professional Rescuer
4. Obtain Nursing Liability Insurance
5. Attend the Nursing Orientation Session (Held in December).
Students who do not attend the session will not be admitted to the program.

Program progression is based on successful completion of nursing courses in the prescribed sequence. Students seeking admission to the nursing program are advised that a student who fails two nursing courses cannot re-enroll in the nursing curriculum. In order to graduate with the Practical Nursing Certificate, you must meet all competencies. Consult your academic advisor or counselor to determine how to satisfy this requirement.

Signature _____

Date _____

For Beazley School of Nursing Office Use Only:

Date Application Received in Beazley School of Nursing Office:

BEAZLEY SCHOOL OF NURSING APPLICATION SELF-ASSESSMENT FORM

Name _____ Student ID _____

Prerequisites	Completed	Year Completed	Comments
Official High School Transcript /GED			
Official college transcripts			
Nursing information session			
Admission Assessment Exam			
Curricular GPA 2.5			

Admissions Criteria and Credits for Completed College Coursework

Admission Assessment Date _____

Course	Grade (A)	Grade (B)	Grade (C)	Comments (year/school)
BIO 145/141				
BIO 142				
BIO 150				
ENG 111				
MTH 154*				
PSY 230				
PHI 220/226				
SDV 100/101				
Bachelor's Degree				

*MTH 155 or higher will also meet prerequisite requirement for MTH.

Please note that all science courses must be no greater than six years old at the time of beginning the nursing program. Submit this completed form with your application.

Signature _____ Date _____



**TIDEWATER
COMMUNITY COLLEGE**
From here, go anywhere.™

