

**APOLLO SCHOOL OF PRACTICAL NURSING**  
**SPECIAL ADMISSIONS POLICY**

Apollo School of Practical Nursing makes provision for granting advance credit and shortening the length of the program to those applicants who were previously enrolled in a nursing program. To receive advance credit, the applicant must meet **ALL** of the criteria in this policy for special admission.

**If applicant is a TRANSFER from another education institution:**

1. The applicant must meet ALL of the criteria in the Admission Policy.
2. The transfer applicant must submit an official transcript which identifies the course and grades taken in a nursing program, the schools' criteria for grading, and a copy of the course description.
  - a. No coursework with a grade below a C will be considered.
  - b. Credit will not be granted if more than three (3) years have passed since the applicant left the nursing program.
3. The applicant requesting advance credit must complete a minimum of the last half of Apollo's Practical Nursing Program.
4. The applicant must take teacher-made examinations covering subject matter related to the course content for which he or she is seeking advanced credit. A minimum score of seventy-six (76) percent is required in each test.
5. If advanced credit for clinical activities is sought, documentation of successful clinical performance must be submitted. The applicant must satisfactorily perform various basic nursing procedures in the skills lab and in the hospital under supervision of one of our instructors.

Independent practice, prior to the skills lab simulation, can be arranged by the applicant with the practical nursing coordinator. The applicant would be given the opportunity to review each procedure before performing it.

If the skills lab performance is not satisfactory, additional practice and review time will be permitted. However, the applicant may only repeat the lab evaluation one (1) additional time.

Once the simulated lab procedures are successfully completed, a four-hour hospital clinical assignment must be completed. The applicant must pay an hourly rate for the instructor in the lab and hospital  
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The applicant is informed in writing of the decision of the Admission Committee

6. If advance credit is given, the applicant is required to purchase a set of our current textbooks, student liability insurance, and membership in LPNAO, Inc.
7. All fees involved with the special admissions policy must be paid prior to the performance of the task.

**If applicant is an Apollo Program Re-entry:**

1. The applicant who left the Apollo School of Practical Nursing program in good standing may re-enter the program at the beginning of the schedule in which they left, provided that no longer than three (3) years have passed since leaving the program.
2. The applicant must have submitted a written resignation at the time of leaving the program and maintained a minimum attendance of 90%.
3. The applicant must meet current requirements of health screening and immunizations.
4. The applicant is required to purchase:
  - a. a copy of current textbooks which have changed since their previous enrollment and which will be utilized during the remainder of their attendance.
  - b. membership in LPNAO, Inc.
5. The applicant is required to:
  - a. complete blood-borne pathogen and tuberculosis re-training
  - b. complete HIPAA update and successfully pass testing
  - c. currently be certified in First Aid and Health Care Provider CPR.

I, \_\_\_\_\_, have received a copy and understand the Special Admissions Policy. This policy has been explained and/or discussed with me.

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Applicant Signature

Date Signed

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Faculty Signature

Two copies are to be signed. One copy is to be given to the applicant and one copy attached to the applicant's record.

Revised 6-00  
Reviewed 1-02 & 6-04  
Revised 8-06