

Admission Policy

It is the policy of Apollo Career Center that education activities, employment, practices, programs, and services are offered without regard to race, color, national origin, sex, religion, age or disability.

The admission policy of the Practical Nursing Program assists the Admission Committee to select candidates who will be successful in the program.

The following is the procedure for being accepted as a candidate for the Practical Nursing Program.

1. Request an application packet. The packet contains an application, work and personal reference forms, request forms for your official high school or G.E.D. transcript, and one (1) copy of the admission policy. **These 10 pages need to be completed and processed as indicated on the enclosed instruction sheet.**
2. Submit the application and the application fee of \$30. Applications are reviewed on a first-come, first served basis. **There is NO REFUND of fees paid in the admission procedure.**
3. Request an **OFFICIAL** copy of your high school or equivalency transcript to be mailed here. Those in high school at the time of acceptance are tentatively accepted pending receipt and review of the final high school transcript. We must have this official document for your file to be a student in clinicals.
4. Required references: Two (2) positive personal references from persons **NOT RELATED** to the applicant and one (1) positive work reference from the current or most recent employer are required. **The Applicant gives the REFERENCE REQUEST to their Reference (with stamped, addressed envelope) who mails it to Apollo School of Practical Nursing. References will not be accepted from the Applicant. The Applicant does NOT have the right to review these confidential Materials. Do not use the same person for multiple references. All references must have positive comments.**
5. Applicants must take one Nurse Entrance Test: LPN HESI Test. There is a \$50 fee for the HESI test. Areas of testing are essential math skills, reading comprehension, and grammar skills. If the applicant is unsuccessful with the HESI test after two attempts, documentation of successful remedial work must be submitted from your instructor to our office before the third and final test can be scheduled. **(There is a \$50 fee for each test date but PRICES MAY INCREASE WITHOUT FURTHER NOTICE.)**

Criteria for Being Scheduled for the Nurse Entrance Test:

When ALL of the following items have been submitted to Apollo, you will be notified of a test date:

Application + Application fee (\$30)

Official High School Transcript or Transcript of Equivalency

2 **Positive** Personal References

1 **Positive** Work Reference—must have comments; so if laid off: ask if office or coworker will complete this section.

● **Do NOT have same person fill out personal AND work—must be 3 different people & NO RELATIVES**

1 Signed copy of Admission Policy (a copy will be retained to you.)

Applicants who miss the pre-entrance test when scheduled, must call to reschedule. Entrance test is generally only given once a month. Applications are held for up to 3 years from date of receipt. If your file is placed inactive, you would call to reactivate your file within those three years.

Once above criteria to include passing the HESI exam is met, a date will be scheduled for an admission interview and possible acceptance letter.

5. Prior to the interview, the applicant is required to take the Assessment Test at Apollo Career Center. Assessment MUST show aptitude for nursing. This Assessment must be completed prior to acceptance for the Practical Nursing Program.
6. The applicant is informed in writing of the decision of the Admission Committee. The decision is based on high school grades or equivalency scores, positive references, interview, and Assessment Test.
7. The applicant is required to take a Professional Development class prior to starting school.
8. The applicant is required to have a physical examination, at his/her own expense, prior to starting the Practical Nursing Program. Included will be required diagnostic screening, as well as proof of immunity to identified communicable disease.
9. The applicant is required to have basic computer knowledge prior to starting the Practical Nursing Program.
10. The applicant is required to be currently certified in Basic Cardiac Life Support (Health Care Provider CPR= **Must Be through American Heart Association ONLY**) prior to starting the Practical Nursing Program.
11. Refer to the Special Admissions Policy for provisions in granting advance credit for predetermined classes.

I, _____, have read and understand what is required of me to become a candidate for the Practical Nursing Program.

(Signature of Applicant)

(Date)

(Signature of Practical Nursing Director)

(Date)

APOLLO SCHOOL OF PRACTICAL NURSING READMISSIONS & SPECIAL ADMISSIONS, ADVANCED STANDING 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.

A. 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 for coursework if more than two (2) years have passed since the applicant left the nursing program or completed the course may be considered for exemption.
 - c. Submit the \$75 fee.
 - d. Items #1 and #2 a, b, & c must be completed in full prior to admissions interview with the Director of the Nursing program in order to be considered for advance placement.
3. The applicant requesting advance credit must complete a minimum of the three fourths 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 eighty-six (86) percent is required in each test. Currently courses that can be challenged for credit include Anatomy and Physiology, Nutrition, and Growth and Development. Each test has a \$50 fee.
 - a. Applicants who attended Rhodes State College and received credit for the above classes with grades of a C+ or higher will be given automatic advance credit and will be exempt from examinations and test fees, but will still need to pay the \$75 special admissions fee. Coursework with C's will be considered for exemption.
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 Director. The applicant would be given the opportunity to review each procedure before performing it. The applicant will be charged \$35 an hour to complete the skill component.

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, an eight-hour hospital clinical assignment must be completed. The applicant must pay an hourly rate for the instructor in the lab and hospital.

The applicant will be 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 textbook and student liability insurance.
7. All fees involved with the special admissions policy must be paid prior to the performance of the task.

B. If applicant has experience in the armed forces of the United States, or in the National Guard or in a reserve component:

1. The applicant must meet ALL of the criteria in the Admission Policy.
2. Review the applicant's military education and skills training from the submitted official Joint Services Transcript, to determine if any military education or training is substantially equivalent.
3. Credit will be awarded in areas that are similar military education or training that match the program curriculum as established in 4723-5 of the administrative code
4. The applicant will provide course material or objectives as required by the Director of the Nursing Program that are to be considered for review and/or advance credit.
5. The applicant must have a passing grade of a C+ or higher, if the grade is pass or fail then the applicant must have a passing grade or its equivalent.
6. The Special admissions fee of \$75 will be waived.

C. If applicant is an Apollo Program Re-entry:

The applicant who left the Apollo School of Practical Nursing program in "Good Standing" includes but not limited to; was not dismissed for any reason (see dismissal section of policy page 14), submitted a letter of resignation within a timely manner, attendance for each SPS or overall to time of leaving is 95% or above, was not on clinical or program probation for chronic absenteeism, academic violation, or unprofessional/unsafe nursing practice in the clinical setting, and did not violate HIPAA laws in anyway.

1. May re-enter the program (1) once 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 95%.
3. The applicant must have at least a C+ on course work to be considered by the admission committee for exemption from repeating that class upon returning into the program, final decision is at the discretion of the program director. Clinical, Medical Surgical Nursing, and Pharmacology classes are not considered for exemption. The applicant can repeat any course work to improve the previous grade earned and also to improve overall GPA.
4. The applicant must meet current requirements of health screening and immunizations, currently is certified as a Health Care Provider CPR from the American Heart Association.

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

D. If applicant is an Apollo Program Transfer:

1. The above criteria 1-4 will apply for an internal Apollo student transfer from one class to another. Transfer form must be on file in place of the written resignation.
2. Any additional cost involved in the transfer will be the students' responsibility.
3. Transfers are at the discretion of the Director of the Practical Nursing program with input from the admission committee and will be handled on an individual basis.

I, _____, have received a copy and understand the Special Admissions Policy. This policy has been explained and/or discussed with me. I understand that I must also meet the current curriculum requirements of the program for readmission.

Applicant Signature

Date Signed

Faculty Signature

Date Signed

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