Prospective Traditional Nursing Student

Dear Student,

Thank you for your interest in the Associate Degree Nursing Program at Oklahoma City Community College. The OCCC nursing program has continued full approval by the Oklahoma Board of Nursing (OBN). The most recent review by the Board of Nursing was February 2014. The program has continuing accreditation by the Accreditation Commission for Education in Nursing (ACEN), Inc. (3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; phone (404) 975-5000; Web site: www.acenursing.org). The most recent review by ACEN was February 2014. The next ACEN re-accreditation visit will occur in spring 2022. Required documentation will also be sent to OBN at that time.

We offer a seventy-one to seventy-two (71-72) credit hour program. Graduates of this state approved program are eligible to apply for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The enclosed information provides an overview of program requirements. If you are an LPN, Oklahoma licensed Paramedic, have a baccalaureate degree in another discipline, or are a nursing transfer student additional information is available upon request.

In addition to being admitted to the College, you must apply to be admitted to the nursing program. All applications must be submitted online, via the NursingCAS system. The link to this application service is: https://nursingcas.liaisoncas.com/applicant-ux/#/login **The deadline for completed applications for the Fall entry, submitted to NursingCAS, the first Friday in April at 10:59 p.m., Central Standard Time (11:59 p.m. EASTERN Time). The deadline for completed applications for the Spring entry, submitted to NursingCAS, the first Friday in September at 10:59pm, Central Standard Time (11:59 p.m. EASTERN Time).** Prior to submitting an application, it would be helpful if you schedule time to speak with an Academic Advisor. You may meet with an Academic Advisor in the Office of Academic Advising, located in the main building across from Admissions. No appointment is required, but you may request one by calling 682-7535. The Academic Advisor will provide you information on the application process.

Seventy- two (72) students are admitted to the (traditional) pathway in both fall and spring semesters. The class admitted in the fall semester follows a traditional day-time theory class schedule. The class admitted each spring has evening theory class times. Importantly, clinicals (and some campus laboratory times) are offered in both day and evening hours for both classes (fall and spring). Although some clinical site and time choices are available for students, we cannot guarantee preferred sites and times will always be available. Flexibility in your work or other responsibilities will be important to your success as a nursing student.

Due to clinical agency requirements, the Division of Health Professions requires an extensive nationwide Background Report which includes, but is not limited to, Oklahoma State Bureau of Investigation (OSBI) background searches for sex offender, violent offender, and criminal history. The student is responsible for the $65.00 cost of the Background Report, which must be paid by credit card or money order only. Clinical agency representative(s) review the reports. The facility alone can accept or deny clinical access to a student. If a student is denied access to clinical sites he/she will be unable to successfully complete the course or the program. Any break in continuous enrollment will require an additional extensive nationwide background check.

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Drug testing is also required for all students in the Division of Health Professions. Each student must have a drug test prior to the first clinical assignment. The $40.00 cost is included with tuition and other fees paid in the Bursar's office. Drug tests will be conducted on an unannounced date. Failure of the drug test, as confirmed by the Medical Review Officer, will result in withdrawal of the student from the nursing program. Students may apply for readmission based on the application procedure for the nursing program, but readmission is not guaranteed. Failure of a second drug test will result in dismissal from the program with no opportunity for readmission to any of the Health Professions Division's programs. Any break in continuous enrollment will require an additional test.

It is also important to inform applicants who are Oklahoma Licensed Practical Nurses or Advanced Unlicensed Assistants that a positive drug screen result must be reported to the Oklahoma Board of Nursing for the protection of the public. Additional information regarding both the extensive nationwide Background Report and drug testing requirements will be forwarded to students selected for admission to the program.

Oklahoma City Community College complies with Section 504 of the Rehabilitation Act & the Americans with Disabilities Act. Students with disabilities who seek academic adjustments/accommodations must make their request by contacting the office of Student Support Services located on the first floor of the main building near SEM entry 3 or by calling 405-682-7520. All academic adjustments/ accommodations must be approved by Student Support Services.

Each potential nursing student must recognize that he/she must be able to meet all course objectives and perform all required skills at the level designated as competent in order to successfully complete the program. Each student must also meet all requirements for clinical placement. Clinicals are generally one day per week. Students are not guaranteed any specific clinical day or facility.

 Additional information for applicants to the program from the Oklahoma Board of Nursing:

The Oklahoma City Community College nursing program is approved by the Oklahoma Board of Nursing. Graduates of this state-approved program are eligible to apply to write the National Council Licensure Examination (NCLEX) for registered nurses. Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. In addition to completing a state-approved nursing education program that meets educational requirements and successfully passing the licensure examination, requirements include submission of an application for licensure, a criminal history records search, and evidence of citizenship or qualified alien status. To be granted a license an applicant must have the legal right to be in the United States (United States Code Chapter 8, Section 1621). In addition, Oklahoma law only allows a license to be issued to U.S. citizens, U.S. nationals, and legal permanent resident aliens. Other qualified aliens may be issued a temporary license that is valid until the expiration of their visa status, or if there is no expiration date, for one year. Applicants who are qualified aliens must present to the Board office, in person, valid documentary evidence of:

- o A valid, unexpired immigrant or nonimmigrant visa status for admission into the U.S.;
- o A pending or approved application for asylum in the U.S.;
- o Admission into the U.S. in refugee status;
- o A pending or approved application for temporary protected status in the U.S.;
- o Approved deferred action status; or
- o A pending application for adjustment of status to legal permanent residence status or conditional resident status.

Applicants in the above six categories will only be eligible to receive a license card that is valid for the time period of their authorized stay in the U.S., or if there is not date of end to the time period of their authorized stay, for one year. The license card is required to indicate that it is temporary. The information will be verified through the Systematic Alien Verification for Entitlements (SAVE) Program, operated by the U.S. Department of Homeland Security.

The Oklahoma Board of Nursing has the right to deny a license to an individual with a history of criminal background, disciplinary action on another health-related license or certification, or judicial declaration of mental incompetence. These cases are considered on an individual basis at the time application for licensure is made, with the exception of felony convictions. An individual with a felony conviction cannot apply for licensure for at least five years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received. Additional information may be obtained at www.ok.gov/nursing.

CLINICAL INFORMATION

The following are the immunization and health records currently required to attend clinical. These records are subject to change as clinical agencies update their requirements.

All requirements must remain current throughout the semester.

1. All students must be currently certified in American Heart Association Healthcare Provider CPR prior to enrollment in any nursing course. Online CPR training is only acceptable if it includes hands-on skill check-off and is American Heart Association Healthcare Provider CPR. CPR certification is good for the period indicated on your card. However, it must be current for the entire semester in which the student is enrolling. E.g., if your CPR certification expires in the middle of a semester, you must renew prior to the first day of class for that semester.

2. All nursing students must present proof of the following immunizations and health records. Information is available in the Health Professions Division office on where the tests and required immunizations can be obtained. In addition to these sites, your personal health care provider, area hospitals with employee health services or the County Health Department in your community may be resources and can answer your questions about these requirements.

3. Two MMR (measles, mumps, rubella) vaccinations

   OR
   Positive titers for measles, mumps and rubella are required.

4. Two Varicella vaccinations OR one positive Varicella titer

5. Three Hepatitis B vaccinations OR Hep B waiver OR One positive Hep B titer

   <u>Note: If titers are equivocal, vaccinations will be required.</u>

6. Two negative TB skin tests, given within the last 12-month period prior to beginning clinicals. The test must remain current the entire semester (TB tests are good for one calendar year), no exceptions.

   OR
   Documented positive TB test with documented negative (-) chest x-ray AND negative (-) annual review of symptoms which will remain current the entire semester. Students with a non-negative TB test must submit a signed Clearance for Public Contact Statement from the County Health Department if the non-negative TB test results are recent. Please contact the Division office if you have questions regarding your non-negative test results.
   OR
   TB Quantiferon Gold (T-Spot) Blood Test with negative results.

Important: A PPD can be applied before or on the same day that MMR or varicella vaccine is given. However, if MMR vaccine is given on the previous day or earlier, the PPD should be delayed for at least one month. Live measles vaccine given prior to the application of a PPD can reduce the reactivity of the skin test because of mild suppression of the immune system (Reference: CDC).

7. Seasonal flu vaccination documentation OR signed flu vaccination declination statement. Student must have either

physician statement for medical reasons or minister's statement for religious reason if vaccine is not received.

8. Due to clinical agency requirements, the Division of Health Professions requires an extensive nationwide Background Report which includes, but is not limited to, Oklahoma State Bureau of Investigation (OSBI) background searches for sex offender, violent offender, and criminal history. The student is responsible for the cost of the Background Report, which must be paid by credit card or money order only. Clinical agency representative(s) review the reports that have any criminal history (or "hits on the designated areas of concern"). The agency alone can accept or deny clinical access to a student. **If a student is denied access to clinical sites, he/she will be unable to successfully complete the course or the program.** Any break in continuous enrollment will require another complete Background Report.

9. Drug testing is required for all students in the Division of Health Professions. Each student must have a drug test prior to the first clinical assignment. The fee is an additional one which will be paid with tuition and other fees for the semester in theprogram where actual clinical assignments begin. Positive drug test results must be cleared by the Medical Review Officer before the student can attend clinical. Failure of the drug test, as confirmed by the Medical Review Officer will require the student to withdraw from the course. Students may apply for readmission based on the application procedure for the nursing program, but readmission is not guaranteed. Failure of a second drug test will result in dismissal from the program with no opportunity for readmission to any of the Health Professions Division's programs. Any break in continuous enrollment will require an additional drug test.

   The licensing agencies require that any criminal history or positive drug testing results be reported to the appropriate licensing agency.

10. All students enrolled in nursing coursework with a clinical component must have Accidental Medical and Professional Liability Insurance. The cost of the insurance policy (at the time of this printing) is $31.02 for one calendar year and is purchased in the Bursar's office during normal hours of operation.

HIPAA requirements are followed at the College.

PROGRAM REQUIREMENTS

1. **Tuition and Program Costs (see enclosed Estimated Costs for Nursing program)**

   All students seeking financial aid should contact the Student Financial Support Services office at OCCC (682-7527) as early as possible, indicating the program option for which you are applying. Further information is available online at http://www.occc.edu/financialaid/financial-aid-intro.html

2. **NESA Requirements**

   All students must view the required NESA (Nursing Educators and Service Administrators) videos and pass the NESA exam, with a score of 85%, annually prior to attending clinical rotations.

3. **myClinicalExchange**

   myClinicalExchange is provided to facilitate the cooperative scheduling, coordination and arrangement of clinical rotation schedules and opportunities among hospitals, schools and students. Information available on myClinicalExchange includes hospital orientation material and the student's weekly clinical assignment. To serve this end, the student is required to create an account with myClinicalExchange, which will be accessible to coordinators, staff and other administrators (who have access to the service) at your school and at the various hospitals where you are scheduled for clinical rotations. The cost to students for myClinicalExchange is $36.50 per year due at the time of registration on myClinicalExchange. Students will be notified of the need to update their account yearly, if necessary. Failure to register will result in the student being unable to attend clinical, which may affect progression in the nursing program. Students may register for myClinicalExchange at: https://www.myclinicalexchange.com

4. Computer Based Testing

   All students are required to pay for and utilize a testing program to support their learning and enhance the nursing curriculum. The cost of this program is included in your enrollment fees. Assessment Technologies Institute provides multiple benefits to students including tutorials, review modules, benchmark testing throughout the program, and a comprehensive assessment/remediation plan for the NCLEX-RN exam.

5. Computer Requirements

   Students are required to purchase their own computer device to use throughout the entire nursing program. The computer requirements can be found at the following links:

   SofTest V11- https://examsoft.force.com/etcommunity/s/article/Examplify-Minimum-System-Requirements
   Windows- https://examsoft.force.com/emcommunity/s/article/Examplify-Minimum-System-Requirements-for-Windows
   Mac OS X – https://examsoft.force.com/emcommunity/s/article/Examplify-Minimum-System-Requirements-for-Mac-OS-X
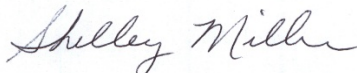   **iPad** – https://examsoft.force.com/emcommunity/s/article/Examplify-for-iPad-Minimum-System-Requirements

6. **Class/Clinical Time Requirements**
   All nursing courses required in the Traditional Nursing Pathway have clinical and lab requirements. In addition to the regular class times, you will be attending one to two days of clinical per week while in the nursing program. These days are from six to eleven hours in length depending on the semester in which you are enrolled. You can expect to be involved in some type of class, laboratory, or clinical activity up to four days a week.

I look forward to working with you as you begin your nursing education. As you proceed with your plans to enter the nursing program, please let me know if I can provide assistance. You will also find Claire Echols or another Academic Advisor in the Office of Academic Advising helpful as you plan for success.

Sincerely,

Shelley Miller, MSN, RN
Nursing Program Director

ASSOCIATE DEGREE IN NURSING PROGRAM CURRICULUM
TRADITIONAL PATHWAY

Requirements to obtain an Associate in Applied Science Degree in Nursing, traditional program, are 36 credit hours in nursing courses, 19-20 credit hours in general education courses, 3 credit hours in life skills course (BIO 1023) and 13 credit hours in support courses for a total of 71-72 credit hours. A minimum grade of "C" must be achieved in all courses required for this degree, with the exception of POLSC 1113 and HIST 1483 or 1493 (a grade of "D" is minimum). The Program is approved by the Oklahoma Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326 (www.acenursing.org). Upon completion of the following curriculum, the graduate will be eligible to apply for licensure by examination (NCLEX-RN) in Oklahoma, any other state in the United States, and other jurisdictions specified by the National Council of State Boards of Nursing (www.ncsbn.org). Applicants for Oklahoma licensure must meet all state and federal requirements to hold an Oklahoma license to practice nursing. Other states and jurisdictions will specify their requirements for licensure. Applicants with one or more felony convictions cannot apply for licensure for at least 5 years after completion of all sentencing terms, including probation and suspended sentences, unless a presidential or gubernatorial pardon is received. Please check http://ok.gov/nursing/nclex2.html website for more information.

SUGGESTED COURSE SEQUENCE

Entry Semester   **CREDIT HOURS**

Course	Title		Hours
*CHEM 1123	Survey of General, Organic and Biochemistry	AND	3
*CHEM 1131	Laboratory for Survey of General, Organic and Biochemistry	OR	1
*CHEM 1115	General Chemistry I		5
*BIO 1314	Human Anatomy and Physiology I		4
*ENGL 1113	English Composition I		3
*BIO 1023	Introductory Nutrition		3
*PSY 1113	Introduction to Psychology		3
			17-18

Second Semester

Course	Title	Hours
**+NUR 1519	Nursing Process I	9
*BIO 1414	Human Anatomy and Physiology II	4
*ENGL 1213	English Composition II	3
		16

Third Semester

Course	Title	Hours
+NUR 1525	Nursing Process II-Medical Surgical Nursing II	5
+NUR 1524	Nursing Process II-Care of the Childbearing Family	4
BIO 2125	Microbiology	5
		14

Fourth Semester

Course	Title	Hours
+NUR 2534	Nursing Process III-Mental Health Nursing	4
+NUR 2535	Nursing Process III-Medical Surgical Nursing III	5
POLSC 1113	American Federal Government	3
		12

Fifth Semester

Course	Title		Hours
+NUR 2549	Nursing Process IV		9
HIST 1483	US History to 1877	OR	3
HIST 1493	US History 1877 to Present		3
			12

Total Degree Hours Required   **71-72**

*Must be completed prior to beginning NUR 1519

**Selective admissions required.

+All Nursing major courses have pre- and co-requisite courses which are listed with the Course Descriptions in the OCCC Catalog. These courses also have clinical components which require purchase of liability insurance, immunizations and health records, registration and payment for the clinical management platform, personal computer, clinical uniform, and transportation to clinical sites.

Due to clinical facility requirements, the Division of Health Professions requires an extensive nationwide Background Report which includes, but is not limited to, Oklahoma State Bureau of Investigation (OSBI) background searches for sex offender, violent offender, and criminal history. The student is responsible for the cost of the Background Report, which must be paid by credit card or money order only. Clinical agency representative(s) review the reports that have any criminal history (or "hits on the designated areas of concern"). The facility alone can accept or deny clinical access to a student. If a student is denied access to clinical sites, he/she will be unable to successfully complete the course or the program. Any break in continuous enrollment will require another complete Background Report.

All Health Professions students are required to submit a nationwide background and pre-placement drug testing prior to clinical/fieldwork. More information will be distributed upon acceptance into your respected program. AUAs and LPNs with positive drug screen results must be reported to the Oklahoma Board of Nursing.

All applicants to the nursing program who hold a nursing license or AUA certification must be unencumbered for admission and progression in the program.

Graduates of the nursing program must also meet the requirements of the Oklahoma Board of Nursing for licensure, which include but are not limited to criminal history search and passing the licensure exam. Further information can be obtained at www.ok.gov/nursing.

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Nursing Traditional Pathway Estimated Costs

	1st Semester	2nd Semester	3rd Semester	4th Semester
Tuition and Fees:				
In-state resident tuition: ($135.29/credit hour)	$1,217.61	$1,217.61	$1,217.61	$ 1,217.61
Non-resident tuition: ($326.99/credit hour)	$2,942.91	$2,942.91	$2,942.91	$ 2,942.91
Lab Fee	$ 175.00	$ 185.00	$ 105.00	$ 30.00
Equipment Fee	$ 45.00	$ 45.00	$ 25.00	$ 45.00
Online Program Access:				
Standardized Testing (ATI)	$ 172.00	$ 142.00	$ 142.00	$ 142.00
ExamSoft-Online Testing	$ 35.00	$ 35.00	$ 35.00	$ 35.00
SafeMedicate	$ 55.00		$ 55.00	
SimChart Access	$ 139.00			
Textbooks:				
Required	$ 528.00	$ 91.95	$ 141.90	$ -
Optional	$ 550.45	$ -	$ -	$ 154.95
Clinical Requirements:				
Immunizations and/or Blood Tests	$ 250.00			
CPR Certification	$ 50.00			
Drug Testing Fee (included with tuition and other fees.)	$ 40.00			
Background Check	$ 65.00			
Student Liability Insurance	$ 31.02		$ 31.02	
Clinical Management Platform (myClinicalExchange)	$ 36.50		$ 36.50	
Miscellaneous:				
Uniforms, Shoes	$ 225.00			
Equipment: scissors, stethoscope, pen light	$ 100.00			
Student Nurses Association Membership	$ 66.00			
Resident	$3,560.58	$1,486.56	$1,659.03	$ 1,549.56
Non-Resident	$5,505.88	$3,441.86	$3,514.33	$ 3,349.86

Total: Resident $ 8,255.73

Total: Non-Resident $15,811.93

The above cost estimate is for the Nursing courses ONLY and does not include expenses attached to the general education and support courses.

*Students repeating any course will be required to purchase only those supplies needed to complete their lab kit.

Graduation Expenses

Nursing School Pin...	$ 40.00
Cap and Gown...	$ 36.00
Application for Licensure Exam	$ 85.00
NCLEX Registration...	$ 200.00
Fingerprinting..	$ 53.00
	$ 414.00

BASIC APPLICATION REQUIREMENTS

All applicants must meet the basic requirements listed below:

1. **Admission to Oklahoma City Community College (Prior to the nursing application deadline)**
   Criteria for admission to Oklahoma City Community College may be found in the College Catalog. Students who have been admitted or enrolled in classes at OCCC within the last five years will not need to reapply for admission.

2. **Completion of prerequisite courses: (These courses must be completed with a grade of "C" or higher by the start of NUR 1519)**
   ENGL 1113 English Composition I; PSY 1113 Introduction to Psychology; BIO 1023 Introduction To Nutrition; BIO 1314 Human Anatomy & Physiology I; CHEM 1123 Survey of General, Organic, and Biochemistry AND CHEM 1131 Laboratory for Survey of General, Organic, and Biochemistry OR CHEM 1115 General Chemistry I. (Students who have not yet completed these course must provide proof of enrollment in the course(s) by the application deadline)

3. **College Retention Grade Point Average (GPA) . . . . Minimum 2.5000**
   The College Retention GPA must include a minimum of 12 credit hours earned at a regionally accredited institution in 1000-level or above science, math, social science, or English courses excluding credit awarded by advanced standing. It will include all coursework attempted with the exception of courses forgiven through the Repeat, Reprieve, or Renewal provisions as outlined in the College Catalog. Students who wish to request academic forgiveness must submit a petition to the Office of Records and Graduation Services prior to the application deadline. Any student who has requested academic forgiveness must submit a letter with the nursing application to inform the selection committee that the request has been made. Graduate credit may be included in the retention GPA used for admission to the nursing program. Graduate credit will only be included if a written request is submitted with the nursing application.

   If the applicant has not attempted or completed the minimum of 12 credit hours at a regionally accredited institution of higher learning in 1000-level or above science, math, social science, or English courses excluding credit awarded by advanced standing, a High School Graduation GPA of 2.75 or a GED Transcript Reflecting Average Score of 530 may be utilized. The High School Graduation GPA or GED Average Score may NOT be used if a College Retention GPA as specified is lower than 2.5.

4. **CPT ACCUPLACER Reading placement test score . . . . Minimum 77**
   ACCUPLACER scores will only be accepted if the test was taken within two years of when the application for admission becomes available. Students who wish to raise their standard ACCUPLACER reading score should visit with an advisor from the Office of Academic Advising about retesting guidelines. COMPLETION OF COLLEGE COURSES AND/OR DEGREES WILL NOT BE ACCEPTED IN PLACE OF THE READING TEST SCORE REQUIREMENT. ACT SCORES CANNOT BE USED TO MEET THIS REQUIREMENT.

PREFERENCE POINTS

Once the basic application requirements are met, applicants may improve their opportunity for selection by earning preference points. A maximum of 25 total preference points may be awarded from three categories:

I.   ACHIEVEMENT – 12 POINTS POSSIBLE

College Degree (maximum of 3 points) Points Awarded for Highest Degree Earned ONLY POINTS
Associate Degree---AA, AS, AAS Degree …………………………..……………………………..1
Bachelors Degree and above…..…………………………………….……………………………2
Master's Degree and above………………………………………………………………………..3

GPA (maximum of 3 points)
College Retention GPA   GPA
College Retention GPA must include a minimum of 12 college credit   3.75-4.00……..………3
       hours in 1000-level or above science, math, social science, or   3.50-3.74……………..2
English courses, excluding credit awarded by advanced standing.   3.00-3.49……………..1
If the applicant has not completed 12 college credit hours as designated,
a high school graduation GPA may be used.

High School Graduating GPA
If the applicant has attempted or completed 12 college credit hours,   GPA
a high school graduation GPA cannot be used.   3.75-4.00……..………2
                                                                         3.50-3.74……..………1

OR

GED Score   GED Score
GED score will only be used in a case where no high school   670+……..…………....3
graduation or college retention GPA exists.   610-660………..………2
                                                                         550-600………..………1

Science Courses (maximum of 3 classes and 6 points) 2 points per class for a grade of A; 1 point
per class for a grade of B……………………………………………………………………..……………1-6
High school lab-science (1 Unit) or college-level science courses (3 credit hours or more)
with a minimum grade of "B".

NOTE: High school lab-science courses will NOT be applicable if college-level science courses have been
attempted or completed.

II.   POTENTIAL - 10 POINTS POSSIBLE

CPT ACCUPLACER
Scores must be no older than two years from the date the application first becomes available.
Subsections: SUBSCORE   POINTS
Reading……………………………………………………………………..…..91………………2
Writing………………………………………………………………….………..96………………2

OCCC College Prep Math Testing
Mathematics:…………70% or higher on CPMIV……………………………….……………..……..2

OR

ACT
Scores must be no older than five years from the date the application first becomes available.

Subsections:	SUBSCORE	POINTS
Reading…………………………………………………………………23	…………..………………2
English……………………………………………………………………22	……………………………2
Mathematics………………………………………………………….....19	…………..………….........2

Test of Essential Academic Skills (TEAS)
Scores must be no older than two years from the date the application deadline.

	SCORE	POINTS
TEAS (Version V) ………………………………………………..…….	……….62-69	………..………….........2
	70-78	………………...……….3
	79 and above	……………..4

III.   EXPERIENCE/CERTIFICATION – 3 POINTS POSSIBLE

LPN Licensure---OFFICIAL DOCUMENTATION REQUIRED POINTS
Graduate of ACEN Accredited Practical Nursing program……………………………………………….....3

Graduate of non-ACEN Accredited Practical Nursing program…….………….…………………………….2

Paramedic Licensure – OFFICIAL DOCUMENTATION REQUIRED……..………………….…..………......2

Current Certification – OFFICIAL DOCUMENTATION REQUIRED…………………………..……............1
Advanced Unlicensed Assistant (AUA); Certified Nursing Assistant (CNA); Registered Respiratory
Therapist (RRT); Certified Respiratory Therapist (CRT); Certified Surgical Technician (CST); Certified Medical
Assistant (CMA); Emergency Medical Technician (EMT); (points will be given for one certificate or licensure).

OVERALL TOTAL POINTS POSSIBLE: 25

NursingCAS Application Instructions
Before You Apply

Go to this link: https://nursingcas.liaisoncas.com/applicant-ux/#/login

1. Create an account. Use your college email when creating an account. You will not need to pay any application fee until you actually submit your nursing application to OCCC. Once the OCCC Nursing Application becomes available, you will select that application in NursingCAS and complete the application and program requirements before submitting and paying the application fee.

2. You can and are encouraged to complete the Personal Information, Academic History and Supporting Information sections of your NursingCAS application in advance of the OCCC Nursing Application becoming available. By entering this information ahead of time, you are better prepared when the OCCC Nursing Application for the pathway you are applying to becomes available.

3. Obtain student copies of your college transcripts to assist you in completing the course work section of the application.

4. Request official transcripts using the Transcript Request Form. The requested transcripts will have to be sent to NursingCAS by the college(s) you attended. This form can be printed from the 'Colleges Attended' section once you create an application. The form contains a NursingCAS number that will need to be included in your transcript requests. Regardless of whether you have submitted your transcripts to OCCC, ALL of your transcripts showing ALL of your educational history must be submitted to NursingCAS directly from the educational institution.

5. To request transcripts from OCCC, go to: http://www.occc.edu/records/transcripts.html

6. Turn off your email's spam/junk filters for the duration of the application cycle. If you're not able to do this, add nursingcasinfo@nursingcas.org, noreply@nursingcas.org, donotreply@webadmit.org, NursingCASemail@nursingcas.org and @sendgrid.me domain to your allowed email address list. Also, please check your spam or junk mail folders periodically throughout the cycle and check the "My Messages" section of your application frequently.

7. For detailed instructions, visit the following webpage: https://www.nursingcas.org/application-instructions/

All deadlines are 10:59 p.m. Central Standard Time (11:59 p.m. Eastern time) on the date listed. Students are highly encouraged to begin the application process several weeks prior to the deadline. All applications and required documents must be completed and verified via NursingCAS by the specified deadline, any documents that have not been completed and verified by the deadline will not be considered. If you have elected Transcript Entry service through NursingCAS, Transcript Entry must also must be completed and verified by the deadline. Please allow 4-6 weeks for this process. All transcripts must be completed and verified by the deadline including OCCC transcripts. There are no exceptions to this policy. For a definition of the NursingCAS statuses, please see the following information from the NursingCAS website: http://www.nursingcas.org/application-instructions/status-checks/

Please note, the completion and verification process can take several weeks, therefore it is imperative that application to this program begin promptly.

For questions and/or clarification about the application requirements or eligibility, contact the office of Academic Advising at OCCC. For technical assistance contact NursingCAS.