The following is the application process for the Fond du Lac Tribal and Community College Licensed Practical Nurse to Associate Degree of Nursing Program. Please make special note of any dates listed for future reference.

1. **Application deadline is 4:00 p.m. on November 1, 2019** (postmarked or time stamped via email). All applications will be time stamped and any received after the indicated time will not be considered for admission.

2. All applicants will be required to take the **Kaplan Admissions exam** at no cost to them in FDLTCC room 227. Applicants have the option of choosing one out of two dates to take this exam:
   a. October 17, 2019 from 9:00 a.m. to 12:00 p.m.
   b. October 18, 2019 from 1:00 p.m. to 4:00 p.m.
   *An admissions exam review book is available for purchase at Barnes and Noble or in the FDLTCC bookstore for approximately $25.00. ISBN and title information are attached to the back of the application form.

3. On **November 15, 2019 applicants will be notified by email** (to the account indicated on the application) as to their acceptance into the program. Hard copy letters with orientation forms to complete will follow by United States Postal Service to the address on the application.

   Individuals accepted into the LPN to RN Program will need to have the following **pre-requisites completed, with a grade of “C” or higher, by the end of spring semester** (MUST complete all required courses with a “C” or higher by end of spring semester. If any courses are not completed with a grade of “C” or higher by end of spring semester, candidate will be removed from program and asked to reapply the following year):
   - Current Minnesota LPN License
   - ENGL 1101 College Composition
   - BIOL 1001 Concept of Cell Biology or General Biology
   - BIOL 2015 Pathophysiology
   - BIOL 2020 Human Anatomy and Physiology I
   - BIOL 2021 Human Anatomy and Physiology II
   - MATH 1010 College Algebra or MATH 1030 Introduction to Statistics
   - PSYC 2010 Developmental Psychology
   - PSYC 2030 Abnormal Psychology

   If accepted, applicants must attend **mandatory orientation session**. (If candidate does not attend mandatory orientation session, candidate will be removed from program and asked to reapply the following year):
   - December 10, 2019 from 10:00 a.m. to 12:00 p.m. Location FDLTCC room CC212

   *Requirements due PRIOR TO Orientation* (If candidate does not meet the requirements listed below, candidate will be removed from program and asked to reapply the following year):
   - Immunization(s)
     o 2-Step Mantoux skin test (2 skin tests 1-3 weeks apart) or blood test for Tuberculosis, Flu Shot, MMR (2 shot series), Chicken Pox/Varicella (2 shot series or blood test), Hepatitis B (3 shot series), T-Dap (tetanus, diphtheria, pertussis) within 10yrs
   - Current Basic Life Support (BLS) CPR certification (**must** be American Red Cross or American Heart Association)
   - $100.00 Acceptance Deposit
Fond du Lac Tribal & Community College

Associate Degree of Nursing Program
Licensed Practical Nurse to Associate Degree of Nursing Track

Spring 2020 Entry Application
Application Criteria
Application review will be under the direction of the FDLTCC Nursing Faculty.

Admission Process
The admission committee considers the following criteria:
1. Any issues related to student status (holds, petitions, suspensions, etc.) must be resolved prior to the application deadline.
2. Acceptance into the nursing program will be based on:
   ✓ Kaplan Nursing Admission Test ranking
      - October 17, 2019 from 9:00am to 12:00pm
      - October 18, 2019 from 1:00pm to 4:00pm
   ✓ Complete application (including checklist and supporting documentation) received at FDLTCC by the deadline of 4:00 p.m., November 1, 2019 (postmarked or time stamped via email).

Admission Criteria – Licensed Practical Nurse to Associate Degree of Nursing Track
1. Admission to program determined by Kaplan Nursing Admission Test ranking
2. Courses either “In Progress” (will be registered/registering for spring 2019 semester) or have completed, with a grade of “C” or higher, by end of spring semester 2012:
   - ENGL 1101 College Composition
   - BIOL 1001 Concept of Cell Biology or General Biology
   - BIOL 2015 Pathophysiology
   - BIOL 2020 Human Anatomy and Physiology I
   - BIOL 2021 Human Anatomy and Physiology II
   - MATH 1010 College Algebra or MATH 1030 Introduction to Statistics
   - PSYC 2010 Developmental Psychology
   - PSYC 2030 Abnormal Psychology
3. Worked 2000 hours in past Five (5) years as Licensed Practical Nurse as evidenced by letter from employer or completed Practical Nursing program within past three (3) years.

Re-admission Criteria – Licensed Practical Nurse to Associate Degree of Nursing Track
1. If a student has previously failed one course in the nursing program, was exited for reasons other than professionalism, or exited on their own accord, the student may reapply with a detailed plan of action for success included in their application, the following year. If accepted, student must repeat any failed course and audit all other lecture/lab courses that semester.
2. If student failed more than one nursing course, they may reapply to the program as a new student by completing the application and meeting all other requirements at the time of application and must include a detailed plan of action for success.
3. Students may NOT reapply after two unsuccessful attempts to complete the program or if they have been exited for anything other than academic reasons.

Detailed plan of action must include:
- List 3 barriers experienced while in the nursing program previously and list 3 ways to overcome each barrier this time.
- Provide a study plan table with a paragraph that explains 2 actions currently being taking to ensure success within the program
- List 3 or more NEW specific, measurable, actions you will take to ensure your success within the program
- Page limit 500-word count, type-written, double-spaces, Times New Roman 12 font).
Application Procedure

1. Submit all application materials (via mail or hand deliver) listed below to:

   Dean of Nursing and Health Sciences  
   FDLTCC  
   2101 14th Street  
   Cloquet, MN 55720

   - Nursing Program Application
   - Copy of FDLTCC DARS showing major as Associate Degree of Nursing
   - Copy of Minnesota practical nursing licensure
   - Evidence of 2000-hours worked as Licensed Practical Nurse as evidenced by letter from employer or completion of Practical Nursing program within the last 3 years
   - Completed checklist signed

Application deadline is November 1, 2019 by 4:00 p.m. (postmarked or time stamped upon delivery). Applicants are encouraged to submit the application well ahead of the deadline to assure completion of the process. Students who submit applications after the deadline will not be considered for acceptance into the program. Students who are not accepted and wish to re-apply must complete the application process and resubmit application materials accordingly the following year.
Associate Degree of Nursing Program
Licensed Practical Nurse to
Associate Degree of Nursing Track
Application
Spring 2020 Entry

Date: _______________________

1. Name: ____________________________________________________________

2. Previous name(s) if any: _____________________________________________

3. FDLTCC Student ID#: __________________________

4. Address: ___________________________________________________________


6. Telephone: __________________________ Cell Phone: __________________________

7. E-mail address: __________________________
Fond du Lac Tribal and Community College  
Associate Degree of Nursing Program  
Licensed Practical Nurse to Associate Degree of Nursing Track  
Spring 2019 Entry  
Application Checklist

Please initial each of the following to verify completion of each item and submit the completed checklist along with your application materials to:

Dean of Nursing and Health Sciences  
FDLTCC  
2101 14th Street  
Cloquet, MN 55720

1. _____ I have applied and been accepted to FDLTCC.
2. _____ I have included my completed Licensed Practical Nurse to Associate Degree of Nursing Track Application.
3._____ I have taken the Kaplan Entrance Exam with a score of:_________
4.____ I have included a copy of my current license for Practical Nurse in Minnesota
5.____ I have included evidence of 2000-hours worked as Licensed Practical Nurse as evidenced by letter from employer or completion date of Practical Nursing program within the last 3 years.
6.____ I have included a copy of my FDLTCC Degree Audit Report (DARS) reflecting Associate Degree of Nursing as major. [http://www.fdltcc.edu/student-services/eservices.shtml](http://www.fdltcc.edu/student-services/eservices.shtml)
7.____ I have completed or will complete all required courses by end of spring semester 2019 with a “C” or higher as indicated by the following (if candidate is registered for course but not yet completed, mark “IP” for ‘in progress’ under Grade):

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester</th>
<th>Grade</th>
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<tbody>
<tr>
<td>ENGL 1101 College Composition</td>
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8. _____ I am enclosing this completed checklist along with my other application materials to FDLTCC.
9. _____ I verify that I have completed all requirements of the application process and understand that my application will not be considered unless all required information is complete and has been received (postmarked or time stamped upon delivery) before 4:00 p.m., November 1, 2019.
10. _____ I have enclosed my plan of action for success, if applicable. (For re-admission applications only. See page 4 of application for criteria.)

Student signature ___________________________________________________________
Nursing Program
Admissions Test Study “Guide”

(available at barnsandnoble.com)
Nursing School Entrance Exams 7th Edition (by Kaplan 2016)

Paperback: 396 pages
Publisher: Kaplan Publishing; Seventh edition (August 2, 2016)
Language: English
ISBN-10: 1506207448
Product Dimensions: 8.4 x 0.9 x 10.9 inches

This is comprehensive review of all tested material on major nursing school entrance assessments and Kaplan nursing school entrance exams—plus special guidance for older students who are making the transition to a career in nursing. Features: 2 complete practice tests, diagnostic exam, detailed answer explanations, focused review and practice for math, reading comprehension, and science, and admissions information and resources.

Approximately $25.00