Practical Nursing (Diploma) Application Packet

The information in this packet is for application to the 2025-2026 Practical Nursing program which begins with nursing coursework in the fall of 2025. We will accept applications from June 15, 2024 through February 15, 2025. Applications received after February 15, 2025 will not be considered for the fall 2025 start date. ***Successful completion of prerequisites is required prior to beginning the nursing program.***

This packet includes:

1. Practical Nursing Program Application Checklist and Practical Nursing Program addresses
2. Nursing Education Program Technical Standards
3. ATI TEAS Test Information
4. Practical Nursing Program Sheet

Practical Nursing Program Application Checklist

The following are required by the **February 15 deadline.**

_____ Complete the Application for Admission to the College https://www.mnwest.edu/get-started/apply

_____ Submit official high school and college transcripts or copy of GED certificate to the college

_____ Complete the online Practical Nursing Program Application https://www.mnwest.edu/admission/programs-with-special-consideration/nursing

_____ Complete the ATI TEAS Online Remote Proctored Exam. Register at https://atitesting.com/teas and make payment of $120.00 to ATI. The cut score is the proficient level minimum of 58.7%. The test is limited to three attempts in an application period (June 15 through February 15). If you retest, you must wait one month before retesting. February 15th, 2025 is the last day to test. Official transcript results (Version 7) must be sent to Minnesota West Community & Technical College.

_____ Complete or submit previously taken ACT Composite test score (www.ACT.org*)*
OR SAT Total test score (www.collegeboard.org). The ACT/SAT test will be waived for applicants that have a BA/BS degree or higher. Minnesota West will offer the ACT On-Campus test however these test scores are not transferrable and will only be used for students pursuing a nursing degree at our college.

For more information, please contact Jodi Christensen at jodi.christensen@mnwest.edu or 507-825-6806

Important Information
Please Read

Practical Nursing Prerequisites

At the time of application, you must have completed or be in the process of completing all of the nursing program prerequisites. Prospective, transfer, current and returning students to Minnesota West should contact the campus Student Services Office for help with course advising regarding the nursing program.

- ➢ Completion of a federally approved NA/HHA (Nursing Assistant/Home Health Aide) course of 75 hours or more in length after 1990.
  - a. If a NA/HHA course has been taken within the past 3 years, the student is not required to be on the MN NA Registry.
  - b. If a NA/HHA course is greater than 3 years old, the student must be on the MN NA Registry.
  - c. A test out is available for those students that have taken a course after 1990 and need to obtain certification on the Minnesota NA Registry.

  Clarification: If a student is just taking the NA course to meet the NA requirement for the nursing program, they *do not need to test out* at the end. **However**, the student **will not be certified** as a NA/HHA and will not be able to work in this role without the test out.
- ➢ Human Anatomy (BIOL 2201) is a prerequisite to the Practical Nursing Program. This course has a time limit of 5 years. Additional courses with a 5 year limit are Physiology, and Developmental Psychology. Applicants should review currency of courses with a nursing advisor.
- ➢ Current CPR certification from the **American Heart Association (AHA) or American Red Cross (ARC) Basic Life Support (BLS) CPR course with an in-person skills test-out certification.** You must remain CPR certified through the completion of the program.

Program Costs

Tuition and fees are posted on our website at www.mnwest.edu and are subject to change. Additional costs include:
- ➢ Supplies, books, transportation, and miscellaneous expenses
- ➢ Licensure preparation testing (ATI) at the end of program (included in tuition)

Transcripts

Official high school and college transcripts must be submitted to the Nursing Department at Minnesota West by the February 15 deadline. Final official transcripts must be forwarded after you complete courses that are in progress. *Some general courses required for nursing programs have a time limit of five (5) years (i.e., Anatomy, Physiology, and Developmental Psychology).*

Selection Process

Admission to the nursing programs is competitive. Applicants who have met the minimum admission requirements by February 15th will be reviewed for fall admission to the program.

Admission to the nursing program is determined by a screening committee based on the following criteria:
- ➢ Nursing test scores (ATI TEAS test for Practical Nursing and NLN test for Nursing, A.S.)
- ➢ College GPA
- ➢ Coursework related to the degree requirements for the nursing program. Minnesota West will evaluate the college transcripts and post transfer credits to your Minnesota West transcript in accordance with Minnesota State policy 3.21. You are encouraged to complete non-nursing courses prior to beginning nursing courses.
- ➢ ACT Composite Test score OR SAT Total Test score. The Standardized National ACT Test OR the SAT Test is required as part of the admission process for incoming students. The ACT/SAT test will be waived for applicants that have a BA/BS degree or higher.

Applicants who **do not** meet the minimum admission requirements or fail to complete the nursing program admission process by the February 15 deadline **will be denied** admission to the nursing program. Minnesota West will notify all applicants in writing of their admission status in the nursing program within six weeks of the application deadline. Please do not call to check on your admission status before April 1.

Requirements after Acceptance to the Nursing Program

1. Completion of all prerequisite coursework and courses within the nursing program with a grade of C or higher. C minus (-) grades are not accepted.
2. Current personal health insurance is required. Students are responsible for incurred medical costs during the nursing program.
3. *CastleBranch* database registration is required for all nursing students. Students are required to upload clinical documents to *CastleBranch* **by July 15** where your health record will be stored while you are in the nursing program. Students are responsible for registering and paying the *CastleBranch* fee. Documents that must be uploaded to the *CastleBranch* database include:
   a) Minnesota West Nursing Health History and Physical form. https://www.mnwest.edu/images/student-forms/health_history_form.pdf
   b) Written documentation from a health care provider or agency of immunizations/vaccinations/tests which include the following:
   - Hepatitis B series – documentation of three (3) vaccinations; documentation of the new 2-dose Heplisav-B vaccination; or evidence of a positive Hepatitis B titer.
   - MMR (Measles, Mumps and Rubella) – documentation of two vaccinations or documentation of a positive MMR titer.
   - Tdap (Tetanus, Diphtheria and acellular Pertussis) – within the last ten (10) years.
   - Varicella (Chicken Pox) – two vaccinations or documentation of a positive varicella titer.
   - 2 step- Tuberculosis Skin Test or evidence of recent chest X-ray (within one year).
   - A COVID vaccine (or declination to the vaccine) is required at clinical experience locations. COVID documentation must include vaccine manufacturer and lot number.
   - Influenza - documentation must be administered during current flu season (August – March) and must be submitted on the school form available for download. https://www.mnwest.edu/images/student-forms/influenza_vaccination_administration_nursing_allied_health.pdf
4. Current CPR Certification from the American Heart Association (AHA) or American Red Cross (ARC) BLS for the Healthcare Provider
   - Certification must include 'hands-on' demonstration of CPR skills for all age groups and include AED training.
   - Online CPR renewals **will not be accepted.**

> *Note:* Records with any personal medical information are considered confidential documents and are secured in the student *CastleBranch* database.

5. **Background Checks:** Nursing students are required to complete two (2) background checks at beginning of nursing program. Clinical facilities may also require their own background check – in addition to the following background checks: - MN Department of Human Services (DHS) background check pursuant to MN Statute 245C requires that students who have contact with individuals in licensed health care institutions complete an annual background study with the MN Department of Health and Human Services. - Criminal Background Check: students will complete a criminal background check through *CastleBranch* database, in addition to the MN Department of Human Services background check. If discrepancies occur on background checks, the student will be contacted by the nursing program director. Disqualifying offenses may be found at: https://www.revisor.mn.gov/statutes/?id=245C.15. Criminal background discrepancies may be reviewed by clinical facilities. Clinical facilities have the final decision on if students with a discrepancy may attend clinical experiences at their location.
6. **For A.S nursing program only**: Students must have an active and unencumbered LPN license throughout the entire AS nursing program.
7. Students are responsible for cost of nursing clinical experiences, health examinations, health insurance, malpractice insurance, CPR certification, *CastleBranch* registration fee, background checks, etc.
8. ATI examinations are required periodically in the program as well as a national standardized, end-of-program ATI exam near the completion of your final semester to assist in preparation for the licensure exam after graduation. The cost of this preparation tool and examinations by ATI are included in your ATI product purchase at the beginning of the program.
9. ATI review course: Students must complete an ATI and Hurst NCLEX review course after graduation and prior to receiving authorization to test for the NCLEX-PN exam.

(Minnesota West reserves the right to modify admission requirements and/or curriculum for the 2025-2026 Practical Nursing program)

Minnesota State Practical Nursing Program Performance Standards

The system of Minnesota State Colleges provides the following example of performance standards that practical nursing students are required to meet and maintain to provide safe and effective care, to be successful and progress in nursing programs. The standards are based on The Minnesota Nurse Practice Act. The examples listed are for illustrative purposes only, and are not intended to be a complete list of all tasks in a nursing program.

Students with documented disabilities, or who believe they may have a protected disability, can request accommodation, which may assist with meeting the standards for nursing programs. Please contact the Minnesota West Accessibility and Disabilities Services Coordinator at 800-658-2330 to schedule an appointment.

Requirements	Standards	Examples include but are not limited to…
Critical-thinking Skills	Critical thinking ability for effective clinical reasoning and clinical judgment consistent with level of educational preparation	• Ability to understanding context of situations, make logical decisions and request assistance as needed. • Organize workload to manage time effectively and prioritize the delivery of client care. • Ability to recognize and report changes in client's condition to registered nurse or instructor. • Assimilate information from class, lab and clinical to demonstrate achievement of learning outcomes. • Ongoing demonstration of skills mastery while integrating new information.
Interpersonal Skills	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families, and groups	• Maintain and protect client confidentiality and privacy. • Establish professional relationships. • Accept feedback and integrate new understanding into behavior. • Display personal accountability, integrity, understanding that student behavior affects others. • Practice the ability to assign tasks to other LPN's and unlicensed personnel. • Promote a team-building environment. • Provide safe effective care in a variety of cultural settings. • Convey empathy, compassion and sensitivity in interactions and relationships.
Communication Skills	Communication skills sufficient for verbal and written professional interactions	• Assimilate verbal and non-verbal information, process and exchange information with clients, families, instructors and members of the healthcare team. • Accurately document nursing actions and client responses. • Display the capacity to participate in successful conflict resolution and advocate for client rights and needs. • Effectively communicate in English in verbal, written, and electronic resources with colleagues, school staff, and members of the interdisciplinary team. • Use therapeutic communication techniques to provide support to peers, clients and families. • Process relevant information; accurately and timely communicate to the healthcare team. • Ability to perform client education and adjust information to client understanding.

Psychomotor Skills	Psychomotor skills sufficient for providing safe, effective nursing care	• Move about client's room and/or workspaces to complete client assessment. • Ability to administer rescue procedures - cardiopulmonary resuscitation. • Demonstrate the ability to work for long periods. • Safely use and calibrate equipment in a variety of settings. • Perform procedures necessary to safely admit, transfer, or discharge a client. • Prepare and administer medications and treatments. • Perform basic nursing skills safely and efficiently.
Assessment Skills	Assessment skills sufficient for providing safe, effective nursing care	• Conduct focused assessment; compare data with normal findings, report changes to registered nurse or other licensed healthcare provider. • Observe client's condition, utilizing all senses, and data from equipment, report changes. • Ability to respond to client distress calls. • Implement interventions delegated or ordered by healthcare provider. • Participate with other members of the healthcare team to develop and modify care plans.
Emotional Behavioral Skills	Demonstrates appropriate behavior to function effectively under stress and assume accountability for one's actions	• Demonstrate emotional stability while encountering a wide variety of emotions in self and others. • Communicate empathy, recognize own values, attitudes, beliefs, emotions and experiences affect perceptions and relationships with others. • Personal flexibility to adapt to rapidly changing environments. • Ability to apply sound judgement in pressured situations. • Recognize limits of knowledge and abilities and seek assistance.
Professional Conduct Skills	Process attributes that include compassion, altruism, integrity, honesty, responsibility and tolerance	• Provide safe and effective care to patients along the age continuum without regard to disability, ethnic origin, gender status or social standing. • Recognize and preserve individual human dignity. • Advocate for the client's best interest. • Demonstrate professional accountability and ability to work in hierarchical environment. • Demonstrate intent to follow the ANA Code of Ethics.
Environmental Stressors	Other considerations	• Ability to work with infectious agents and blood-borne pathogens. • Ability to work in area with potential chemical and radiation hazards. • Ability to work with potential allergens such as latex. • Ability to work in areas of potential violence. • Ability to work in close proximity to others.
Other	Sensory	• Visual and auditory ability to perform assessments, safe nursing care, and meet program outcomes.

References
H.C. Gonzalez, E-L. Hsiao / Teaching and Learning in Nursing 15 (2020) 53-56.
Minnesota Nurse Practice Act – Minnesota Statute Section 148.171.
Revised and approved by AD and PN Nursing Directors of Minnesota State June 2020.

ATI TEAS Test

What is the TEAS?
The ATI TEAS, or Test of Essential Academic Skills, is a standardized test designed specifically to assess a student's preparedness for entering the health science fields. Questions are designed to test the basic academic skills you will need to perform successfully in the areas of: Reading, Math, Science, and English and Language Usage.

Why do I (the student) have to take the TEAS?
The ATI TEAS has been statistically proven to be a valid predictor of early nursing school success. Your score on the TEAS is one measure of academic preparedness that helps Minnesota West Community & Technical College consider your acceptance into our nursing program(s).

What does the TEAS exam consist of?
The ATI TEAS test is comprised of 170 questions that are formatted as both multiple-choice items with 4 answer options and alternate-type items. This includes 150 scored questions and 20 unscored pretest questions. Students have 209 minutes to complete the exam.

ATI TEAS, version 7, the number of questions in each content section and subsection are as follows:

- **Reading – 45 questions (55 minutes)**
    - Key Ideas & Details – 15
    - Craft & Structure – 9
    - Integration of Knowledge & Ideas – 15
    - Unscored Pretest Items – 6
- **Math – 38 questions (57 minutes)**
    - Numbers & Algebra – 18
    - Measurement & Data – 16
    - Unscored Pretest Items – 4
- **Science – 50 questions (60 minutes)**
    - Human Anatomy & Physiology – 18
    - Biology – 9
    - Chemistry – 8
    - Scientific Reasoning – 9
    - Unscored Pretest Items – 6
- **English & Language Usage – 37 questions (37 minutes)**
    - Conventions of Standard English – 12
    - Knowledge of Language – 11
    - Using Language and Vocabulary to Express Ideas in Writing – 10
    - Unscored Pretest Items – 4

How do I register for the exam?
In order to be considered for admission to Minnesota West Community & Technical College, applicants must sit for the ATI TEAS exam. Applicants will take the ATI Nursing TEAS exam from home via an online remote proctor. Register and make payment of $120.00 to ATI. The test is limited to three attempts in an application period (June 15 through February 15). If you retest, you must wait one month before retesting. February 15th, 2025 is the last day to test. Official transcript results (Version 7) must be sent to Minnesota West Community & Technical College.

- https://atitesting.com/teas

How should I prepare for the TEAS exam?
ATI, the official provider of prep for the exam, recommends that you allow yourself at least six weeks to prepare for the exam. There are a variety of prep resources available to help you study for the test – all aligned to the ATI TEAS, Version 7 and packed with thousands of practice questions based on the content and format of the actual exam.

- ATI TEAS Study Manual https://atitesting.com/teas/study-manual
- ATI TEAS SmartPrep Tutorial https://atitesting.com/teas/smart-prep-tutorial
- ATI TEAS Online Practice Assessment   https://atitesting.com/teas/practice-assessment

Practical Nursing, Diploma

Practical Nursing is designed to create upward mobility nursing education opportunities. After successful completion of the Practical Nursing Program, students will receive the Practical Nursing Diploma and be eligible to take the NCLEX-PN examination. Students may enter the nursing workforce or continue to the Associate Degree in Nursing Program (after graduation students are eligible to take the RN licensing examination).

PREREQUISITES: Courses must be taken prior to starting the nursing program: Nursing Assistant (NA) course (from a state approved NA course and location), BIOL 2201 Human Anatomy, EMS 1112, AHA CPR for Healthcare Provider, AED First Aid Certification or an equivalent American Heart Association (AHA) Basic Life Support (BLS) CPR course with an in person skills test-out certification. Students must remain CPR certified through the completion of the program.

The following course sequence is required for completion of this program. **Only students who have been accepted into the Nursing program are allowed to take the NURS courses.** The non-nursing course, Lifespan Developmental Psychology, may be taken either before or during the Fall term. All other prerequisite courses must be taken before the beginning of the program. ***Recommended courses to prepare for the Practical Nursing Program: MATH 1111 College Algebra, BIOL 2245 Medical Terminology, and CSCI 1102 Computer Applications 1.***

	Prerequisites			**Spring Semester**	
BIOL 2201	Human Anatomy	4	NURS 1220	Nursing of the Adult II	3
			NURS 1230	Pharmacology II	3
	Fall Semester		NURS 1250	Family Nursing	4
NURS 1100	Principles & Practices of Nursing	3	NURS 1260	Mental Health Nursing	1
NURS 1120	Nursing of the Adult I	3	NURS 1280	*Clinical Applications II	6
NURS 1130	Pharmacology I	3			
NURS 1140	Nursing Skills Lab	2		**May Term**	
NURS 1180	*Clinical Applications I	2	NURS 1295	PN Integration	2
PSYC 1150	Lifespan Developmental Psychology	3			

Notes: Practical nursing students are required to participate in the ATI Integrated Testing Program. Required end of program assessment will include:

- ➤ Completion of an ATI Integrated predictor exam prior to graduation
- ➤ Completion of an ATI Review course prior to authorization to test for NCLEX-PN exam

* Clinical situations are a part of the program and are completed in healthcare facilities located in southwest Minnesota. On-campus and online learning students need to be prepared to travel to assigned clinical sites as part of the program.

Nursing, A.S. (Registered Nurse)

Nursing A.S. is designed for Licensed Practical Nurses who wish to obtain the Associate of Science Nursing Degree. It is an entrance point for mobility students who have graduated from another nursing program or have completed Minnesota West's Practical Nursing Program. After successful completion of the Nursing A.S. Program, students are awarded the Associate of Science (AS) Nursing Degree and are then eligible to take the NCLEX-RN examination. Students are also eligible to articulate to BSN/BAN programs in the Minnesota State system.

2025 – 2026 Admission Requirements:
(Minnesota West reserves the right to modify admission requirements and/or curriculum for the AS Nursing program)

For Minnesota West Practical Nursing students applying to progress to the AS Nursing program:

1. Licensed as an LPN by July 15.
2. Cumulative prerequisite GPA of 3.0 in BIOL 2201 *(Human Anatomy)*, BIOL 2202 *(Human Physiology)*, ENGL 1101 *(Composition I)*, and PSYC 1150 *(Lifespan Developmental Psychology)*
3. No grade lower than a "C" is accepted in any course required for the AS Nursing program *(including prerequisites)*.
4. Complete the Declaration of Intent form.

For licensed LPN's applying to enter the AS Nursing program:

1. Licensed as an LPN by July 15.
2. Cumulative prerequisite GPA of 3.0 in BIOL 2201 *(Human Anatomy)*, BIOL 2202 *(Human Physiology)*, ENGL 1101 *(Composition I)*, and PSYC 1150 *(Lifespan Developmental Psychology)*.
3. No grade lower than a "C" is accepted in any course required for the AS Nursing program *(including prerequisites)*.
4. Minimum decision score of 80 on the National League for Nursing (NLN) NACE I Foundations entrance exam. Applicants may only take entrance exam twice in an application period, one month apart. Entrance exam scores are valid for a two year period of time.

NURS 2000, Transition into Professional Nursing Education (1 credit), is required prior to entrance into Fall Semester nursing classes for students who have graduated from another nursing program or are returning to Minnesota West's Nursing Program.

The following course sequence is required for completion of this program. Only students who have been accepted into the Nursing program are allowed to take NURS courses. The prerequisite courses shown must be completed before beginning the program.

Prerequisites

(The following prerequisite courses shown must be completed before beginning the program.)

Practical Nursing Diploma **OR** completion of Practical Nursing program (Advanced Standing)   6

BIOL 2201	Human Anatomy	4
BIOL 2202	Human Physiology	4
ENGL 1101	Composition I	3
PSYC 1150	Lifespan Developmental Psychology	3

Co-requisite courses

(The following General Education courses may be taken prior to beginning or during AS Program. Must be completed prior to graduation.)

	Communication Elective (CMST 1101, 1103, 1130 or 1120)	3
	Sociology Elective	3
PHIL 2101	Ethics Theory and Practices *(medical focus)*	3
	Electives *(Composition II and College Math recommended)*	7

Fall Semester

NURS 2125	Patient Centered Care I	3
NURS 2130	Pharmacology: A Pathophysiologic Approach	2
NURS 2135	Geriatric and Psychiatric Nursing	2
NURS 2145	Principles of Professional Nursing	2
NURS 2150	Skills Lab	2
NURS 2190	Acute Care Clinical I*	2

Spring Semester

NURS 2225	Patient Centered Care II	3
NURS 2245	Health Promotion and the Role of the Professional Nurse	2
NURS 2255	Pharmacology: A Pathophysiologic Approach II	2
NURS 2260	Family Centered Care	3
NURS 2290	Acute Care Clinical II*	2
NURS 2390	Clinical in Alternate Settings*	2

Mayterm

NURS 2275	Nursing Preceptorship	1

Recommended electives include: ENGL 1102, humanities, social sciences (HIST 1101, HIST 1102, geography, political science or economics), chemistry, BIOL 1115, PSYC 1101, college math or statistics.

Humanities: choose from the areas of art, literature, theatre, HIST 1111, HIST 1112, music, or any course with HUM designator.

AS nursing students are required to participate in the ATI Integrated Testing Program. Required end of program assessment will include:

➢ Completion of an ATI Integrated predictor exam prior to graduation
➢ Completion of an ATI Review course prior to authorization to test for NCLEX-PN exam

* Clinical experiences are a part of the program and are completed in healthcare facilities located in southwest Minnesota. On-campus and distance learning students need to be prepared to travel to assigned clinical sites as a program requirement.

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