



**Office of Admissions**  
**Nursing (LPN-RN)**  
**Associate in Technical Arts Pathway**  
**Application Instructions**  
*(Do not include with your application)*

**Revised 109/2023**

Accreditation Commission for Education in Nursing (ACEN)  
3343 Peachtree Road NE Suite 850  
Atlanta, GA 30326  
P: (404) 975-5000  
[www.acenursing.org](http://www.acenursing.org)

Washington State Nursing  
Care Quality Assurance Commission  
P.O. Box 47864  
Olympia, WA 98504-7864  
(360) 236-4700

Olympic College provides equal educational and employment opportunities without regard to race or ethnicity, creed, color, sex, pregnancy or family status, national origin, age, marital status, religion, the presence of any sensory, mental, or physical disability, reliance on public assistance, sexual orientation, gender identity, or status as a disabled or Vietnam-era veteran in its educational programs, admissions, activities, and employment policies, in keeping with the letter and spirit of all equal opportunity and civil rights laws.

**Download fillable PDF application and save the file with the naming convention provided in the following scenario:**

Your name is Student Nurse. Your file will be saved as:  
**Nurse.S LPN-RN Application.mmddy.pdf.**

**Submit application by email to: [SelectiveAdmissions@olympic.edu](mailto:SelectiveAdmissions@olympic.edu)**

**Or submit application in person:**

Olympic College  
Office of Admissions, 1<sup>st</sup> floor Building 4 (HSS  
(Humanities and Student Services)) Records  
and Registration counter  
1600 Chester Ave.  
Bremerton, WA 98337

**Or submit by US mail to:**

Olympic College  
Attn: Office of Admissions, 1<sup>st</sup> floor Building 4  
(HSS) 1600 Chester Ave.  
Bremerton, WA 98337

**Application fee can be paid at the Cashier's office, or by emailing [WebPayment@olympic.edu](mailto:WebPayment@olympic.edu), or if mailing the application, by including a check or money order for \$35.00 made out to Olympic College.**

**Nursing Programs Contact Information:**

**Healthcare Division Office**

1600 Chester Ave  
Bremerton, WA 98337  
Building 5, Room 341, Bremerton Campus  
Main office phone: 360-475-7748  
Main office email: [healthcaredivision@olympic.edu](mailto:healthcaredivision@olympic.edu)

**Ashley Blake, PsyD**

Student Success Coach—Healthcare Pathway  
Building 5 (CSC) Room 312, Bremerton Campus  
Phone: 360-475-7782  
Email: [ablake@olympic.edu](mailto:ablake@olympic.edu)

**Student Disability Services**

Olympic College is committed to providing access to higher education for students with disabilities. Any student with a permanent or temporary disability is encouraged to contact Student Disability Services at (360) 475-7540 or email [disabilityservices@olympic.edu](mailto:disabilityservices@olympic.edu) to discuss appropriate accommodations.



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# Part 1: Application Timeline

## The Application Deadline

**The Nursing (LPN-RN) Associate in Technical Arts (ATA) Pathway application deadline is August 31<sup>st</sup>.** Application and all supporting documents must be received by the deadline. Applicants are strongly encouraged to apply as soon as they are eligible.

## When to Apply

Applicants may submit the application and all supporting documents when they have completed the following:

- **Accuplacer Assessment.** Minimum score of 260 on the Reading Comprehension section of the Next Generation version of the Accuplacer is required. ***Please note: Reading scores from other assessment tools are not accepted.***
- **Required prerequisite courses with a 2.0 grade or higher by the August 31<sup>st</sup> deadline.**
  1. ENGL& 101- English Composition I
  2. CHEM& 121 (or CHEM& 141/151 AND 142/152)
  3. BIOL& 241 – Anatomy and Physiology I\*
  4. BIOL& 242\* - Anatomy and Physiology II\*
  5. BIOL& 260 - Microbiology
  6. PSYC& 100 – General Psychology **or** PSYC& 102 – Psychology of Adjustment

*\*CHEM& 121 and CHEM& 131 are required prerequisites for BIOL& 241 and BIOL& 242 at Olympic College, though CHEM& 131 may be waived by exam.*
- **AND have completed or are registered for the following prerequisite courses in fall quarter:**
  1. NURSE 151 – Dosage Calculation
  2. NURSE 152 – Pharmacology

*\*\*NURSE 151 must be completed with a 3.7 or above.*

*\*\*\*NURSE 152 must be completed with a 2.2 (80%) or above.*
- **The following support courses are optional, but awarded factor points for successful completion with a 2.0 grade or higher by the August 31 deadline:**
  1. ENGL& 102 – English Composition II
  2. MATH& 107 – Math in Society **or** MATH& 141 – Precalculus I: Algebra

## Part 2: Application Checklist

### All Applicants

- Review nursing program website and Frequently Asked Questions (FAQs) <https://www.olympic.edu/academics/academic-pathways/healthcare/nursing/nursing-faq>.
- Complete Accuplacer placement assessment if needed for Math and English. If you have already completed math and English classes, the Reading Comprehension section is still required of all applicants. Visit <https://www.olympic.edu/student-life-support/enrollment-services/assessment-testing-services/placement> for testing information or contact the Assessment and Testing Center at 360-475-7238.
- Attend an Information Session (dates and times available at <https://www.olympic.edu/information-sessions>).
- Meet with the Healthcare Student Success Coach if you need assistance with planning or have more questions. (This can be scheduled with Ashley Blake at [ablake@olympic.edu](mailto:ablake@olympic.edu) or 360-475-7782.)
- Download fillable PDF application and save the file with the naming convention provided in the following scenario. Your name is Student Nurse and your file will be saved as: Nurse.S LPN-RN Application.mmddyy.pdf.
- Submit completed Nursing (LPN-RN) ATA Pathway application and the following documents to the Office of Admissions on the Bremerton Campus, HSS building 4, Records and Registration counter, or via email to [selectiveadmissions@olympic.edu](mailto:selectiveadmissions@olympic.edu).
  - Official Accuplacer Reading Comprehension Proficiency Test scores. Reading scores from any other placement exams will not be accepted.
  - Reflective Statement describing how your unique experiences and attributes (background, identity, culture, beliefs, values, or experiences) will contribute to your success in the Nursing (LPN-RN) ATA Pathway and align with the Olympic College Nursing Program Mission. The reflective statement should be no more than two pages, double-spaced, size 12 font (Arial or Times New Roman) with 1-inch margins.
  - Current resume describing the specific activities and responsibilities of your professional and academic experiences. Include any activities, certifications, and skills relevant to healthcare. Please indicate any languages spoken and proficiency on the resume if seeking bonus points for being multilingual. The resume should be no more than two pages, size 12 font (Arial or Times New Roman) with 1-inch margins.
  - Verification of Washington State Practical Nurse professional licensure.
  - DD214 or DD215 to verify military service, if applicable.
  - Letter(s) documenting qualification for the following state or federally awarded financial aid programs (if applicable): Basic Food Employment and Training (BFET), Temporary Assistance for Needy Families (TANF), Opportunity Grant, Worker Retraining, Pell Grant, Washington Application for State Financial Aid (WASFA), Washington State Need Grant, Free and Reduced Lunches. Award letters must be dated within 12 months of the application deadline.

- Application fee can be paid at the Cashier's office, or by emailing [WebPayment@olympic.edu](mailto:WebPayment@olympic.edu), or if mailing the application, by including a check or money order for \$35.00 made out to Olympic College.

**Applicants who have attended any institution other than Olympic College**

- Complete the course review process for biology or nursing support courses if applicable (pg. 9).
- Submit official transcripts from **ALL** colleges other than Olympic College
  - Electronic official transcripts can be sent to [evaluators@olympic.edu](mailto:evaluators@olympic.edu). Sealed official transcripts can be mailed to: Olympic College, Registration & Records, 1600 Chester Ave., Bremerton, WA 98337.
  - You must provide an official transcript from **each** school you have attended, even if the course(s) was from a non-accredited school, was taken for "no credit," or is not applicable to nursing. Showing transferred courses on one transcript will not be considered.
  - If courses are in-progress winter quarter, and you are attending a school other than Olympic College, you will be required to submit official transcripts as soon as summer grades are posted; transcripts must be received no later than April 15<sup>th</sup>. Failure to do so will make your application ineligible.
  - If you took Advanced Placement courses in high school, you must submit a copy of your scores from the College Board.
- Submit a Transcript Evaluation Request which can be completed online at <https://www.olympic.edu/student-life-support/enrollment-services/transfer-students/transfer-olympic-college/transfer-credit>.

## Part 3: Application Process

### Admission Procedure

The Nursing (LPN-RN) ATA Pathway is open to all qualified candidates and is a full-time program. The pathway admits up to 10 students, **winter quarter only**. Acceptance is based on a factoring system that includes academic and non-academic metrics.

Application to the Nursing (LPN-RN) ATA Pathway is a separate process from the application to Olympic College. Enrollment in the Nursing (LPN-RN) ATA Pathway is limited; therefore, admission to Olympic College does not guarantee admission to the Nursing (LPN-RN) ATA Pathway. Formal application to the Nursing (LPN-RN) ATA Pathway should be made when the applicant has completed or is registered for their last prerequisite course. The Nursing (LPN-RN) ATA Pathway Application **MUST** be received **NO LATER THAN** August 31<sup>st</sup> of the academic year the applicant anticipates entering the Nursing (LPN-RN) ATA Pathway.

### Admission Requirements

- 1) Fluency in the English language (reading comprehension and writing); a necessary requirement for licensure as a nurse.
- 2) Achieve at 260 on the Accuplacer Next Generation Reading Assessment. Contact the Assessment and Testing Center at <https://www.olympic.edu/student-life-support/enrollment-services/assessment-testing-services/placement> to schedule. The Reading Comprehension Test is required for ALL applicants regardless of background or previous degrees.
- 3) Completion of the following prerequisite courses with a minimum grade of 2.0 in each course: ENGL& 101, CHEM& 121 (OR CHEM& 141/151\* AND 142/152\*), PSYC& 100 (OR PSYC& 102), BIOL& 241, BIOL& 242  
**Note: CHEM& 141/151 and 142/152 cannot be substituted if a student has not been successful in CHEM& 121 within three attempts)**
- 4) Applicants must have completed NURSE 151 and NURSE 152 or be registered in them for fall quarter at the time of the application deadline. Minimum grade requirements: **NURSE 151 must be completed with a 3.7 or above. NURSE 152 must be completed with a 2.2 (80%) or above.**
- 5) Courses completed in the **summer** quarter with the minimum required GPA will be included in the student's file for winter admission consideration.
- 6) Current, unencumbered Washington state Practical Nursing License.

The application and supporting documents must be received no later than August 31<sup>st</sup> for priority consideration (i.e., late applications will only be considered based on Nursing Program discretion). Olympic College is not responsible for errors in submitting applications. The applicant is responsible for verifying that all required documentation is received by the Office of Admissions. Applications and transcripts received after August 31<sup>st</sup> may not be considered for admission to the pathway for that year. Applications will be reviewed in the order they are received. Incomplete applications will not be accepted. All application materials become the property of Olympic College.

## **Part 4: Additional Admissions Information**

### **Important Note About Retaking Classes**

Students can take a prerequisite or support course up to three times. If an applicant has retaken a required course multiple times, the grade for the most recent attempt will be considered. If the grade for the final attempt for a required class is below the minimum GPA required, the student will be considered ineligible for application to the Olympic College Nursing (LPN-RN) ATA Pathway.

### **Students with Previous Nursing Education**

Students who have completed formal nursing education at Olympic College or any higher education institution must complete prerequisite coursework, meet grade requirements, and enter the applicant pool. If a student started a nursing program outside of Olympic College but did not complete the program for any reason, the student must provide a letter from the previous nursing school's chief nurse administrator (e.g., Dean or Director) stating they left in good standing. If accepted to the Nursing (LPN-RN) ATA Pathway, previous coursework may be reviewed to determine advanced standing.

### **Past Disciplinary Action Petition Letter**

Students with official disciplinary action or warning or deemed "not in good standing" at Olympic College or any previous higher education institution must include an admission petition letter as part of their application materials. The petition letter must address the disciplinary action, contributing factors, and a mitigation plan to promote future success. Nursing Program entry is NOT an option if the student was disciplined due to a critical safety element.

### **Background Inquiry**

Students who have any previous legal charge or conviction must include a letter indicating the nature of the charge and final disposition with their application. For all students accepted to the Nursing (LPN-RN) ATA Pathway, a national background inquiry completed by Certified Background is required to disclose any history of criminal record or abusive behavior (Child/Adult Abuse Information Act, RCW; 43.43.830 through 43.43.840). If the results of this information cause any clinical agency to deny you privileges to rotate through that agency, withdrawal from the Nursing (LPN-RN) ATA Pathway will be required.

The WA State Department of Children, Youth & Families (DCYF) hopes to help individuals who have a founded finding of child abuse or neglect in their past that is preventing them from gaining employment. By applying for and gaining a Certificate of Parental Improvement (CPI) DSHS will no longer automatically disqualify you from working in a Long-Term Care facility and the facility must do a suitability review. More information can be found at: <https://www.dcyf.wa.gov/safety/can-founded-findings/cpi>.

### **Re-entering Olympic College Nursing (LPN-RN) ATA Pathway Nursing Students**

Reentering Olympic College Nursing (LPN-RN) ATA Pathway students must submit a Nursing (LPN-RN) ATA Pathway Admissions Application and credential requirements to be eligible to re-enroll. The deadline is two weeks after the final re-entry petition decision.



## Part 5: Course Review Process

### Who Needs to Complete a Course Review?

Students who took science classes (anatomy and physiology I and II, microbiology, ) outside Washington State or from The Evergreen State College must have their classes reviewed to ensure equivalency to the classes required for the Nursing program (BIOL& 241, BIOL& 242). Students taking science courses from a Washington State college or university will not generally need a formal course review, though a course review may be required if equivalency cannot be determined.

Students who took the following course(s) at a college or university other than Olympic College will also need to complete the course review process:

1. Dosage Calculation
2. Pharmacology

To complete the course review process, please provide copies of the required documents to the Healthcare Student Success Coach via email to [ablake@olympic.edu](mailto:ablake@olympic.edu). Please keep all original documents.

### Required documents for a course review:

1. Syllabus (not course description) with lab component clearly listed *and*
2. Unofficial transcript showing the listed courses and grades received.
3. ***ALL course review documents must be submitted before the August 31st deadline.***

## Part 6: Selection of Applicants

Acceptance into the Nursing (LPN-RN) ATA Pathway is based on a factoring system that includes academic and non-academic metrics. Once applications and supporting documents are received, an admission score is determined according to a factoring and applicants are ranked according to the total number of factor points.

Factor points are only awarded if courses/requirements are completed by the application deadline. **If a student retakes a course, the most recent attempt is used for assigning factor points.**

	Category	1 point	2 points	3 points	Points Awarded	Total Possible
<b>PREREQUISITE &amp; SUPPORT COURSES (ACADEMIC METRICS)</b>						
<b>Prerequisite Courses</b>	ENGL& 101 <sup>1</sup>	2.00-2.89	2.9-3.49	3.50-4.00		3
	CHEM& 121 <sup>1</sup> (OR CHEM& 141/151* AND 142/152*) <sup>1</sup>	2.00-2.89	2.9-3.49	3.50-4.00		3
	PSYC& 100 <sup>1</sup> (or PSYC& 102 <sup>1</sup>	2.00-2.89	2.9-3.49	3.50-4.00		3
	BIOL& 241 <sup>1</sup>	2.00-2.89	2.9-3.49	3.50-4.00		3
	BIOL& 242 <sup>1</sup>	2.00-2.89	2.9-3.49	3.50-4.00		3
	BIOL& 260 <sup>1</sup>	2.00-2.89	2.9-3.49	3.50-4.00		3
	NURSE 151 <sup>2,4</sup>			3.70-4.00		3
	NURSE 152 <sup>3,4</sup>	2.20-2.89	2.90-3.49	3.50-4.00		3
<b>Support Courses</b>	ENGL& 102 <sup>1</sup>	2.00-2.89	2.9-3.49	3.50-4.00		3
	MATH& 107 <sup>1</sup> (or MATH& 141 <sup>1</sup> )	2.00-2.89	2.9-3.49	3.50-4.00		3
<b>PREREQUISITE &amp; SUPPORT COURSES TOTAL</b>						<b>30</b>
<b>PREREQUISITE &amp; SUPPORT COURSES WEIGHTED AT 60%</b>						
<b>NON-ACADEMIC METRICS: APPLICATION MATERIALS</b>						
<b>Reflective Statement</b>		See Rubric				9
<b>Resume</b>		See Rubric				9
<b>Healthcare Experience</b>		0 points	1 point	2 points	3 points	3
		none	<1 year	1-2 years	> 2 years	
<b>APPLICATION MATERIALS TOTAL</b>						<b>21</b>
<b>APPLICATION MATERIALS WEIGHTED AT 30%</b>						
<b>CULTURAL WEALTH &amp; BONUS POINTS</b>						
<b>Cultural Wealth Points</b>	Award letter verifying qualification for the following state or federally awarded financial aid programs: BFET, TANF, Opportunity Grant, Worker Retraining, Pell Grant, WASFA, Washington State Need Grant, Free and Reduced Lunches.					1
	Military/Veteran (Must include DD214 or DD215 with application materials to receive point.)					1
	Multilingual (Languages must be noted on resume to receive point.)					1
	First Generation College Student <sup>5</sup>					1
<b>Bonus Points</b>	Rollover <sup>6</sup> (for applicants who are eligible but not accepted on their first attempt)					1
	Graduate of an Olympic College Healthcare Program or Pre-Nursing DTA					1
<b>CULTURAL WEALTH &amp; BONUS POINTS TOTAL</b>						<b>6</b>
<b>CULTURAL WEALTH &amp; BONUS POINTS WEIGHTED AT 10%</b>						
<b>WEIGHTED TOTAL</b>						



NOTES:

<sup>1</sup> Minimum GPA of 2.0 required.

<sup>2</sup> Minimum GPA of 3.7 required.

<sup>3</sup> Minimum GPA of 2.2 required.

<sup>4</sup> Applicants must have completed NURSE 151 and NURSE 152 or be registered in them for fall quarter at the time of the application deadline. Students who have successfully completed NURSE 151 & NURSE 152 at the time of the application deadline will be awarded points toward ranking.

<sup>5</sup> First generation college students are students whose parent(s) or guardian(s) have not earned a bachelor's degree.

<sup>6</sup> Awarded one time only per qualified applicant.

## Reflective Statement

The Reflective Statement should be no more than two pages, double-spaced, size 12 font (Arial or Times New Roman) with 1-inch margins. Reflective Statements will be reviewed and scored by Olympic College Nursing Program faculty and staff.

Provide three or more samples of how your unique experiences and attributes (background, identity, culture, beliefs, values, or experiences) will contribute to your success in the Nursing (LPN-RN) ATA Pathway and align with the Olympic College Nursing Program Mission:

We are committed to:

- Facilitating an interactive environment that fosters growth and maximizes the potential of each individual student to achieve high academic and ethical standards,
- Developing reflective, caring students who demonstrate professional behavior and commitment to lifelong learning,
- Empowering students to optimize the health and wellness of diverse communities, and
- Challenging students to become responsible decision makers and to be accountable for the consequences of their actions.

Criteria	1 point	2 points	3 points	Points Awarded	Total Possible
<b>Description of Experiences and Attributes</b>	Includes adequate description, analysis, and reflection of experiences and attributes but does not connect to the Olympic College (OC) Nursing Program Mission.	Includes adequate description, analysis, and reflection of experiences and attributes, but gives 1-2 examples that align with the OC Nursing Program Mission.	Includes comprehensive description, analysis, and reflection of experiences and attributes, providing 3 or more examples that align to the OC Nursing Program Mission.		6
				x2 =	
<b>Formatting, Grammar, and Spelling</b>	Missing 2 or more of the formatting criteria Many spelling or grammar errors	Missing 1 or more of the formatting criteria Some spelling or grammar errors	Followed formatting guidelines: No more than 2 pages, double-spaced, 12 size font (Arial/Times New Roman), 1-inch margins No spelling or grammar errors		3
<b>Reflective Statement Total</b>					<b>9</b>



### Resume

The Resume should be no more than two pages, size 12 font (Arial or Times New Roman) with 1-inch margins. The resume should describe the specific activities and responsibilities of your professional, volunteer, and academic experiences. Include any activities, certifications, and skills relevant to healthcare. Please indicate any languages spoken and fluency on the resume if seeking cultural wealth points for being multilingual. Resumes will be reviewed and scored by Olympic College Nursing Program faculty and staff.

Criteria	1 point	2 points	3 points	Points Awarded	Total Possible
<b>Education, Employment, Volunteer, &amp; Relevant Healthcare Experience</b>	Missing elements	Education is listed; employment, volunteer, and experience are listed, but not relevant to healthcare	Education is listed in chronological order; employment, volunteer, and relevant healthcare experience is listed		3
<b>Activities, Certifications, and Skills</b>	Missing elements, or nothing listed	Activities, certifications, and skills listed, not relevant to healthcare	Activities, certifications, and skills listed and relevant to healthcare		3
<b>Formatting, Grammar, and Spelling</b>	Missing 2 or more of the formatting criteria  Many spelling or grammar errors	Missing 1 or more of the formatting criteria  Some spelling or grammar errors	Followed formatting guidelines: No more than 2 pages, 12 size font (Arial/Times New Roman), 1-inch margins  No spelling or grammar errors		3
<b>Reflective Statement Total</b>					<b>9</b>

### Tie Breakers

In the event of a tie, the following tie breakers will be used in order (1-5) to determine ranking for admission:

1. Combined **GPA** of prerequisite courses (ENGL& 101, CHEM& 121, PSYC& 100, BIOL& 241, BIOL& 242, BIOL& 260, NURSE 151, NURSE 152)
2. Number of support courses (ENGL& 102, MATH& 107 or MATH& 141) completed by August 31<sup>st</sup>
3. Combined **GPA** of the support courses
4. Overall cumulative **GPA** for all colleges attended

## Part 7: Post-Application: What to Expect

### Office of Admissions Timelines

1. Nursing (LPN-RN) ATA Pathway Admissions Application and all supporting documents must be submitted to the Office of Admissions by August 31<sup>st</sup>.
  - a. Nursing (LPN-RN) ATA Pathway Admissions Applications received after August 31<sup>st</sup> may not be considered for the upcoming cohort.
  - b. All students whose application materials (prerequisites and required documentation) are not complete may need to apply for the following year's cohort.
2. Applicant files will be reviewed by the Office of Admissions. A letter will be sent to applicants advising them of any missing documents. Incomplete applications turned in within the last three weeks of August are not guaranteed to receive notification from the Admissions Office prior to the application deadline. Therefore, applicants are strongly encouraged to submit application materials as soon as they are eligible to apply. Any required documents missing from the application packet will make your application ineligible for the current year and ineligible to receive a rollover point the following year.
3. The Nursing (LPN-RN) ATA Pathway Admissions Committee will meet after the deadline to determine admission to the fall cohort.
4. The admission letters for the Nursing (LPN-RN) ATA Pathway will be sent via email (listed on the application) by the Admissions Department (not the Nursing Program). Students will be notified of their status before December 21<sup>st</sup>.
  - a. **Do not contact Admissions or Nursing before December 21<sup>st</sup> about the acceptance letter status.**
  - b. **After December 21<sup>st</sup>**, if you have not received notification of your status, you may contact Selective Admissions at 360-475-7206.

Admissions are granted for a specific cohort year, as noted in the acceptance letter. Students who have been offered admission but do not enter the program for the specific cohort year must submit a new application to be considered for a future cohort year in the Nursing (LPN-RN) ATA Pathway by the August 31<sup>st</sup> deadline.

***Eligible applicants not admitted must submit a new application by the August 31<sup>st</sup> deadline for the next cohort year to be considered a rollover applicant.*** It is not necessary to resubmit official transcripts unless additional classes have been taken at institutions outside of Olympic College.

Students who have been offered admission will be required to attend mandatory Nursing (LPN-RN) ATA Pathway orientation sessions prior to the beginning of winter quarter.

## Part 8: Nursing (LPN-RN) ATA Pathway Clinical Experiences

The Olympic College Nursing (LPN-RN) ATA Pathway includes clinical experiences in patient care at cooperating health care facilities. The clinical agencies require students to provide evidence of the following prior to beginning clinical experiences:

- 1) Current immunizations, uploaded to and confirmed by Nursing Program staff;
- 2) National Background Check, Washington State Patrol Background Check, and Department of Social and Health Services (DSHS) background check within acceptable parameters of clinical agencies;
- 3) Annual criminal history disclosure;
- 4) Current Basic Life Support for Health Care Providers Certification (American Heart Association for the Healthcare Provider) that is valid through expected date of graduation;
- 5) Non-refundable liability and malpractice insurance (purchased through Olympic College fees);
- 6) Proof of personal health insurance; and
- 7) Learning modules and trainings as required by clinical facilities.

***Please do not turn in documents pertaining to items 1-7 above with your application.*** Applicants accepted into the Nursing (LPN-RN) ATA Pathway must attend a mandatory Clinical Documentation Orientation. We recommend that all applicants wait to start the documentation process until after attending the Clinical Documentation Orientation.

Applicants who have chronic health conditions or disabilities which require alterations to the program of study as approved by the Washington State Nursing Care Quality Assurance Commission, or which prevent the practice as an RN with reasonable skill and safety, should be aware of the possibility that they may not be eligible to sit for the National Council Licensing Exam (NCLEX) licensing examination or obtain a license to practice Nursing. Questions should be addressed directly to the Washington State Nursing Care Quality Assurance Commission, Nurse Practice Advisor at (360) 236-4725.



# Part 9: Student Health & Safety Requirement Checklist

For information purposes only. You must obtain these items only after acceptance into the program and attending the mandatory Clinical Documentation Orientation. **DO NOT fill out this form and return it with your application.**

SUBMITTED ONCE		SUBMITTED YEARLY	
<p><i>By contract with your academic institution, all students and faculty participating in learning experiences at this healthcare site must meet the following health and safety requirements. The academic institution is responsible for ensuring that requirements have been met prior to participation in the clinical experience. Records will be kept at the academic institution and random review by the clinical affiliates will occur on a regular basis. Documentation must meet requirements at all times. Required immunizations must include mm/dd/yyyy if available.</i></p> <p><b>TUBERCULIN STATUS</b> The Tuberculin Status requirements can be met through completion of one of the following:</p> <p><b>A. Completed 2-step TST</b></p> <ul style="list-style-type: none"> <li>If first TST is positive, with no prior history of disease, then an IGRA with a provider examination and Chest X-ray is recommended to confirm.</li> </ul> <p><b>B. TB IGRA</b></p> <p><b>C. New positive Results of TB then provide date of Exam/X-ray</b></p> <ul style="list-style-type: none"> <li>Accompanying treatment documentation may be requested on a case-by-case basis.</li> </ul> <p><b>D. History of Positive TB results then provide date of Exam/x-ray</b></p> <ul style="list-style-type: none"> <li>Accompanying treatment documentation may be requested on a case-by-case basis.</li> </ul> <p><b>HEPATITIS B</b> The hepatitis B requirement can be met through completion of one of the following:</p> <p><b>A. 3-series (Recombinex HB or Energix-B or Recombivax HB) Series shots at 0, 1, 6 months plus titer confirmation 6-8 weeks later.</b></p> <ul style="list-style-type: none"> <li>For persons who do not respond to the primary hepatitis B vaccine series they must complete a second vaccine series. For the second series, a different brand of vaccine should be administered. If negative titer after initial series of 3 vaccines, then vaccine #4 and re-titer OR #5 and #6 vaccines and re-titer.</li> </ul> <p><b>B. 2-series (Hepilisav) Series shots are administered one month apart.</b></p> <ul style="list-style-type: none"> <li>If negative titer after initial series of 2 vaccines, then vaccine #3 and re-titer and #4 vaccines and re-titer</li> </ul> <p><b>C. Immunity by Titer (anti-HBs or HepB Sab)</b></p> <p><b>D. History of Disease/non-converter</b></p> <p>* Signed Declination: A student is permitted in the clinical setting if they have begun, but not yet completed, their Hep B vaccine series. A signed declination is required if the student is in process and has not completed their vaccine series.</p> <p><b>MMR (Measles, Mumps, Rubella) or MMRV (Measles, Mumps, Rubella, and Varicella)</b></p> <p><b>A. MMRV is accepted if received prior to the age of 12 years.</b></p> <ul style="list-style-type: none"> <li>Proof of Measles immunity by titer <b>and</b></li> <li>Proof of Mumps immunity by titer <b>and</b></li> <li>Proof of Rubella immunity by titer</li> </ul> <p><b>VARICELLA</b></p> <ul style="list-style-type: none"> <li>Proof of vaccination (2 doses administered at least 4 weeks apart) OR</li> <li>Proof of immunity by titer</li> </ul> <p><b>TETANUS, DIPHTHERIA, PERTUSSIS (Tdap)</b></p> <ul style="list-style-type: none"> <li>1 initial dose of Tdap required followed by a dose of Td or Tdap every 10 years.</li> </ul> <p><b>COVID-19</b></p> <ul style="list-style-type: none"> <li>Vaccine information must include the vaccine manufacturer, 1 or 2 dose series, Date of first dose, date of second dose (if applicable).</li> </ul> <p><b>AUTHORIZATION FOR RELEASE OF RECORD</b></p> <ul style="list-style-type: none"> <li>Kept on file by education institution</li> </ul> <p><b>MILITARY IMMUNIZATION</b></p> <ul style="list-style-type: none"> <li>If immunization occurred during Military service</li> </ul> <p><b>ADDITIONAL REQUIREMENTS (if applicable)</b></p> <ul style="list-style-type: none"> <li>Some healthcare settings may have additional student onboarding requirements. Visit the Site Specific Requirements for your assigned facility to determine what additional requirements and/or education is required, on the CPNW website.</li> </ul>		<p><b>TUBERCULIN STATUS</b> Annual Tuberculin Status must be confirmed less than one year from the previous testing administration date. Annual TST requirement may be met through completion of one of the following:</p> <ul style="list-style-type: none"> <li>2-step TST</li> <li>1-step TST</li> <li>Annual TB IGRA</li> <li>If New Positive TST or IGRA Exam/Chest X-ray <ul style="list-style-type: none"> <li>Accompanying treatment documentation may be requested on a case-by-case basis.</li> </ul> </li> <li>For known history of positive/possible Treatments: <ul style="list-style-type: none"> <li>Download Annual Symptom Check form: (<a href="#">Self Screening</a>)</li> </ul> </li> </ul> <p><b>INFLUENZA</b></p> <ul style="list-style-type: none"> <li>Proof of seasonal vaccination(s)</li> </ul> <p><b>BACKGROUND CHECKS</b></p> <ul style="list-style-type: none"> <li>National Criminal Background Check and Washington State Patrol Background Check (WATCH) upon admission/re-admission and re-entry/hire to program to include all counties of residence &amp; all Washington State counties per RCW43.43.830 and OIG and GSA screens. Excluded Provider search on: <ol style="list-style-type: none"> <li><a href="http://exclusions.oig.hhs.gov/">OIG http://exclusions.oig.hhs.gov/</a> (conducted bi-monthly by CPNW)</li> <li><a href="http://www.sam.gov">GSA http://www.sam.gov</a> (conducted bi-monthly by CPNW)</li> </ol> </li> <li>Washington State Patrol Background Check (WATCH) and Criminal History Disclosure Form completed annually by the student/program and kept on file by the education institution.</li> <li>If your program does not provide a disclosure form you can find one by <a href="#">clicking here</a>.</li> </ul> <p><b>AHA CPR</b></p> <ul style="list-style-type: none"> <li>You are required to have an: <ul style="list-style-type: none"> <li>AHA BLS Provider Approved Course card/e-card</li> <li>AHA BLS Provider Resuscitation Quality Improvement Plan (RQI) meets this requirement</li> </ul> </li> <li>Any BLS course not through the AHA is not accepted at this time.</li> </ul> <p><b>COVID-19</b></p> <ul style="list-style-type: none"> <li>Annual information must include the vaccine manufacturer and date of vaccine.</li> </ul> <p><b>INSURANCE</b></p> <ul style="list-style-type: none"> <li>Professional Liability \$1,000,000/3,000,000 policy (This may be coverage via the school or individual)</li> </ul> <p><b>REQUIRED EDUCATION</b></p> <ul style="list-style-type: none"> <li>Each healthcare organization will communicate to faculty and students any required educational content to be completed prior to participation in the clinical experience.</li> <li>The Clinical Passport is intended to follow a student through their academic program and therefore updated when any field expires and/or from year to year. There is no need to introduce or start a new Passport each academic year.</li> </ul> <p><b>LICENSE</b> (If individual is licensed as any healthcare provider [RN, LPN, NAC, etc.] and in what specific State)</p> <ul style="list-style-type: none"> <li>Current</li> <li>Unencumbered</li> </ul> <p><b>DECLINATION</b> (If applicable)</p> <ul style="list-style-type: none"> <li>Declinations of any kind are reviewed on a case by case basis. All declinations must be discussed between the program and facility, utilizing facility approved declination forms. Both an approved program declinations and approved facility declinations are to be uploaded to the student CPNW account.</li> </ul>	