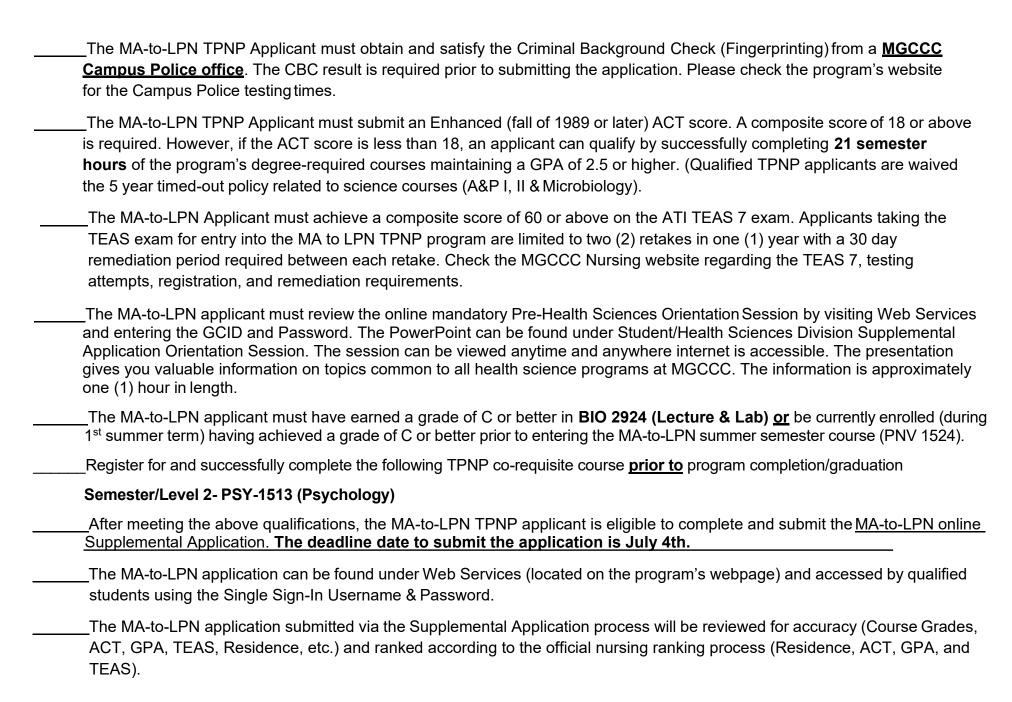
MISSISSIPPI GULF COAST COMMUNITY COLLEGE

TRANSITION into PRACTICAL/PROFESSIONAL NURSING PATHWAY (TPNP) STEP-BY-STEP APPLICATION CHECKLIST FOR THE

MEDICAL ASSISTANT-to-LPN STUDENT

Complete the MGCCC College Admission Requirements
Visit the Nursing Program Website http://www.mgccc.edu
 The MA to LPN applicant must have evidence of having earned a Medical Assistant (MA) Certificate or registration.
 Register for and successfully complete the following TPNP pre-requisites courses prior to application submission
ENG 1113 (English Composition I) CSC 1123 (Computer Applications)
BIO 2514 (Human Anatomy & Physiology I) BIO 2524 (Human Anatomy & Physiology II)
Maintain a minimum core GPA of 2.5 (A core GPA is defined as the average of the best grade achieved for all required courses. If you have taken extra courses, not required by the program or previous nursing courses, those courses will NOT be used to calculate the GPA).
 The MA-to-LPN applicant must possess a valid MA certification or registration (CMA or RMA) and must have completed a minimum of 3,000 hours of documented work experience within the past two years (letter from Employer, W-2 Wage Form). Full-time (40 hours/week): 3,000 hours / 40 hours/week = 75 weeks, or about 18 months. Part-time (30 hours/week): 3,000 hours / 30 hours/week = 100 weeks, or about 2 years.
The MA-to-LPN TPNP applicant must submit two (2) letters of recommendation from persons familiar with applicant in a professional capacity. If possible, one recommendation should come from current supervisor.



 _Applicants that are <u>conditionally</u> accepted into MA-to-LPN program option will be notified within seven (7) college business days following the deadline date. The initial formal notification of acceptance is sent via the applicant's <u>MGCCC Bulldog Email</u> <u>Address</u> requesting an email response from the applicant (<u>within 24 hours of the email's date and time</u>) to accept or deny a conditional enrollment. Failure of the applicant to appropriately respond within the 24 hour timeframe forfeits the seat.
Applicants who are not notified of conditional enrollment by the end of the seven (7) day timeline will remain ranked throughout the first day of registration. In the event a MA-to-LPN seat is later declined or forfeited, the next ranked student will be notified by phone (number listed) and by the MGCCC Bulldog Email Address. Again, this applicant will be required to respond within 24 hours of the email's date and time. Once full seat capacity has been reached, a final official letter of acceptance or non-acceptance (excluding denials or forfeits) will be mailed to the address listed on the Supplemental Application.
MA-to-LPN applicants officially notified of a Conditional program acceptance are required to:
Participate in a <i>Mandatory</i> Pre-Nursing Webinar Session. The date and time of the webinar will be included in the letter of acceptance. Failure to participate fully will result in being dropped from the program option.
Have a consistent and reliable laptop with internet access and all required components (Sound card with speakers, printer, microphone, web-camera capable of video web conferencing, DVD/CD-ROMdrive)
_Have a basic understanding of computer terminology, specifications, software and applications (Microsoft® Windows® 7 or later/Firefox/Chrome, Microsoft Office® 2010 or later, Adobe® Reader® 9.0 or later, navigating the internet, sending and receiving emails with and without attachments, and an Antivirus application updated regularly)
Provide proof of required immunizations, substance testing, and CPR currency
 Maintain a current, active, unencumbered MA certification (CMA or RMA) until program completion.
 Maintain own dependable transportation to and from classes and clinical site rotations. Mileage will vary.
 Purchase the required supplies, equipment, and resources by the established deadlines.
Abide fully by the policies and procedures of the nursing education unit.