

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)

_____ BIO 2514 (Human Anatomy & Physiology I)

_____ CSC 1123 (Computer Applications) or BAD 2533 (Computer App in Bus & Ind)

_____ 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.

- _____The MA-to-LPN TPNP Applicant must obtain and satisfy the Criminal Background Check (Fingerprinting) from a **MGCCC Campus Police office**. The CBC result is required prior to submitting the application. Please check the program's website for the Campus Police testing times.
- _____The MA-to-LPN TPNP Applicant must submit an Enhanced (fall of 1989 or later) ACT score. A composite score of 18 or above is required. However, if the ACT score is less than 18, an applicant can qualify by successfully completing **21 semester hours** of the program's degree-required courses maintaining a GPA of 2.5 or higher. (Qualified TPNP applicants are waived the 5 year timed-out policy related to science courses (A&P I, II & Microbiology).
- _____The MA-to-LPN Applicant must achieve a composite score of 60 or above on the ATI TEAS 7 exam. Applicants taking the TEAS exam for entry into the MA to LPN TPNP program are limited to two (2) retakes in one (1) year with a 30 day remediation period required between each retake. Check the MGCCC Nursing website regarding the TEAS 7, testing attempts, registration, and remediation requirements.
- _____The MA-to-LPN applicant must review the online mandatory Pre-Health Sciences Orientation Session by visiting Web Services and entering the GCID and Password. The PowerPoint can be found under Student/Health Sciences Division Supplemental Application Orientation Session. The session can be viewed anytime and anywhere internet is accessible. The presentation gives you valuable information on topics common to all health science programs at MGCCC. The information is approximately one (1) hour in length.
- _____The MA-to-LPN applicant must have earned a grade of C or better in **BIO 2924 (Lecture & Lab)** or be currently enrolled (during 1st summer term) having achieved a grade of C or better prior to entering the MA-to-LPN summer semester course (PNV 1524).
- _____Register for and successfully complete the following TPNP co-requisite course **prior to** program completion/graduation
- Semester/Level 2- PSY-1513 (Psychology)**
- _____After meeting the above qualifications, the MA-to-LPN TPNP applicant is eligible to complete and submit the MA-to-LPN online Supplemental Application. **The deadline date to submit the application is July 4th.**
- _____The MA-to-LPN application can be found under Web Services (located on the program's webpage) and accessed by qualified students using the Single Sign-In Username & Password.
- _____The MA-to-LPN application submitted via the Supplemental Application process will be reviewed for accuracy (Course Grades, ACT, GPA, TEAS, Residence, etc.) and ranked according to the official nursing ranking process (Residence, ACT, GPA, and TEAS).

- _____ Applicants that are conditionally 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 MGCCC Bulldog Email Address requesting an email response from the applicant (within 24 hours of the email's date and time) 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 **Mandatory** 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-ROM drive)
 - _____ 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.