



GENERAL STUDENT INFORMATION

REGISTRATION AND ADMISSION POLICY

Registration for classes is "open" enrollment, except for the Practical Nursing Program, see Practical Nursing Handbook. Registrations are accepted in the order received. To ensure successful completion of the course of study, prospective students must meet course requirements and complete all enrollment procedures before being admitted to their chosen program. All adult students must have a high school diploma, TASC or GED. (or a sealed transcript if the diploma, GED, or TASC report is not available). Other requirements may include pre-entrance testing. Diploma, transcript, and /or GED/TASC report must be from a public or accredited private entity.

Those that do not possess a high school diploma, TASC or GED are referred to the Adult Education Learning Center for completion of high school equivalency.

All students may take the TABE exam to determine math and reading levels and their potential for success. Students should achieve a 11th grade equivalence in each of the require TABE exam components. Those who fail to achieve this level are referred to the Adult Education Learning Center and may continue, at no cost, working on any deficits that were noted while working on their certification.

All students applying for admission to the career and technical programs are required to complete and submit the following forms and credentials to the admission office:

1. Admission Application
2. Official high school transcript/proof of diploma, GED or TASC transcript– must be from and accredited school or agency approved by the West Virginia Department of Education.
3. At least 18 years old prior to start of program or prior to clinical rotations and or Internships. Be physically and academically capable of meeting the essential skills of their career pathway.
4. Meet additional requirements unique to specific program.

Ralph R. Willis Career and Technical Center complies with the Americans with Disabilities Act (ADA) in regard to students with disabilities.

ADMISSION PROCEDURE

Adults Enrolling in Secondary Programs

Applications for admission and program brochures are available in school office and on line.

Students must meet with the Admission office to officially enroll.

1. Complete the Tests of Adult Basic Education (TABE) Exam in the Adult Learning Center or submit proper documentation of TABE previously taken, ACT scores, college admission scores, etc.
2. After TABE Test or documentation of scores are confirmed, must complete an enrollment application.
3. Receive the New Student Packet and check off list showing requirements along with providing copy of high school diploma, TASC, or GED.
4. Males who are between the ages of 18 and 26 must verify they are in compliance with the Selective Service Act. (See policy/procedures outlined in handbook)



ADMISSION PROCEDURES

Practical Nursing

1. Applicant must have a high school diploma or High School Equivalency Test (GED) prior to August 1st, and be 18 years old prior to start of clinicals. TASC verification may be obtained from DiplomaSender.com.
2. Applicants must take the TABE test and score a minimum of 11.0 in each area of concentration prior to taking the pre-entrance exam. Remediation may be completed through the Adult Education Center Monday-Friday from 8am-3pm and on Thursday from 12pm-7pm. It is free of charge. It is believed that students who cannot function at this level will have difficulty maintaining standards in the Practical Nursing Program.
3. Applicant must develop a study regimen with the Adult Education Instructor. Applicants must register, pay the testing fee & complete a Pre-Admission exam (TEAS) with a minimum score determined by the Ralph R. Willis Career and Technical Center School of Practical Nursing Program. Applicants who are unsuccessful at meeting the benchmark score can return to the Adult Education Center for a minimum of 10 hours to upgrade skills before re-testing. Students will be permitted to take the test twice ONLY. The Program may accept passing test scores from other testing sites when space is available.
4. Practical Nursing students complete and file for FAFSA at FAFSA.ed.gov. Once confirmation is received, contact the Financial Aid office to review your financial aid eligibility.
5. Applicant must be in good physical and mental health as verified by a licensed health care professional (physician, advanced practice nurse, PA). Appropriate proof must be in the applicant's file.
6. Applicant must have on file in the Nursing Office a minimum of three references from any past employers, clergy, counselors, teachers or personal friends who have known the applicant at least three years. NO RELATIVES may submit references. If the applicant has been employed in any area of health care, a reference form is needed from the facility.
7. Applicant may have a personal interview. The applicant may be rated by the interviewer(s) on promptness, appropriate dress, grooming, effectiveness of oral expression, overall attitude and manner and ability to follow instructions. Additional points are earned for individuals who have an active medical license (CNA, EMT), medical terminology class, or computer class.
8. Applicants are required to have random drug screens. The drug screens are done at the office of Quality Drug Testing. A photo ID and payment are required at the time of the screening. The cost of the drug screen is the applicant's responsibility. The results of the drug screen will be sent directly to the Coordinator of the Ralph R. Willis School of Practical Nursing. The presence of any illegal drug or prescription drug for which the applicant has no valid prescription will be grounds for immediate dismissal. Refusal to submit to a drug screen will be grounds for dismissal from class participation. Drug screening can occur any time after students receive their acceptance letter and randomly throughout the course year. Faculty reserves the right to screen with urine dipstick or cups and also alcohol screening with saliva. Any positive result will be confirmed through additional testing with Quality Drug Testing.

ADMISSION PROCEDURES

Practical Nursing (Continued)

9. A background check must be completed. The results of the background check will be sent to the Ralph R. Willis Career and Technical Center School of Practical Nursing. The cost of the background check is the applicant's responsibility. Participating clinical facilities may designate the use of a particular requirement for the background checks. In the event the results deem an individual "ineligible", the applicant will not be admitted to the program. In addition, The WV State Board of Examiners for LPNs reserves the right to refuse to admit applicants to the licensure examination, who have been convicted of a felony, are habitually intemperate, addicted to the use of drugs, is mentally incompetent, or guilty of professional misconduct including conviction of a misdemeanor with substantial relationship to the practice of nursing. Anyone who has a criminal conviction should contact the WV STATE BOARD OF NURSING to discuss the potential impact of a criminal conviction on the application and licensure process as a practical nurse. Therefore, the Ralph R. Willis School of Practical Nursing shall not consider applicants who, by reason of the above, would not be admitted for the NCLEX-P.N. examination. Failure to report any such acts of criminal convictions may result in immediate dismissal from the program. In addition, students will undergo an additional background submission through Identogo prior to registering for the NCLEX. The cost of the background check is student responsibility.
10. All deadline dates must be met.
11. When interviews are conducted: selection of students will be based on a point system. Points will be given for scores for each section of the Pre-Admission test, interview data, previous experience in the health care field and completion of a formal hospital or technical nursing assistant class.
12. As required by Federal laws and regulations, the Ralph R. Willis Career and Technical Center Practical Nursing Program does not discriminate on the basis of age, sex, race, Color, creed, religion, handicap conditions, marital status or national origin.
13. The Office of Health Facility Licensure and Certification site will be checked prior to admission. Any person whose name appears on the Abuse Registry will not be permitted to perform any of their clinical experience in a nursing home or in a licensed distinct part of the hospital. Since these clinical experiences are a requirement of the program and the WV State Board of Education and State Board of Nursing, the individual will be dismissed from the program. The registry will be rechecked at six months and again prior to graduation. Substantiated abuse on a student's record will result in dismissal from the program at that time.
14. Any student who has been denied entry or dismissed previously in the past 24 months for misconduct/failing a drug screen, refusing a drug screen, etc. will not be permitted to re-apply to the program.

DISABILITY ACCOMMODATIONS

In order to receive accommodations for a disability a student must self-disclose the disability and provide documentation prior to enrollment. The Director will schedule a meeting with the student and the instructor to discuss disability documentation and applicable accommodations.

WITHDRAWAL PROCEDURES POLICY

Students must complete the withdrawal process by filling out an official withdrawal form accessible in the financial aid office. Student must have the instructor sign the withdrawal form and forward it to the financial aid office. The day of official withdrawal will be the day the instructor and student signs the official withdrawal form. Students who do not "officially" withdraw but stop attending class are considered unofficial withdraws. The last day the student was in attendance will be the official day used for records of withdrawal.