

Caldwell Community College and Technical Institute

General Admission Requirements for Licensed Practical Nurse (LPN) to Associate Degree Nursing (ADN) Program

Applicants meeting all admission requirements by February 15, 2027 are eligible to compete for entry to the summer 2027 transition course and progress to the 4th and 5th semesters of the ADN program.

Note: Only one prior entry/admittance to or attempt of any nursing program without successful program completion is allowed in order to be an eligible applicant. If an applicant exceeds this limit, he/she may submit a written appeal to the director of nursing for further consideration and determination of application eligibility by a committee.

Completers of the LPN to ADN transition program (A45110TO) will graduate in May of 2028.

GENERAL INFORMATION

The Caldwell Community College and Technical Institute LPN to ADN program is available at both the Caldwell and Watauga Campuses. The admission criterion for the program satisfies requirements at both campuses. The curriculum provides individuals with the knowledge and skills to provide nursing care to patients and groups of patients throughout the lifespan and in a variety of settings. Graduates of this program are eligible to take the National Council Licensure Examination (NCLEX-RN), which is required for practice as a Registered Nurse. Employment opportunities include a wide variety of health care settings such as hospitals, long-term care facilities, clinics, physicians' offices, industry, and community health agencies.

APPLICATION/ADMISSIONS PROCESS

Caldwell Community College and Technical Institute's mission and philosophy includes the process to establish fair and equitable student guidelines for admission and progression. It is the applicant's responsibility to ensure that all requirements are met by the established deadlines. Program deadlines, guidelines, and policies apply equally to all students.

Clinical space determines the availability of seating for the LPN to ADN program each year. CCC&TI is approved to admit a limited number of students per year and utilizes a competitive-based admission process. CCC&TI Practical Nursing Graduates will compete to fill up to 60% of the total cohort capacity for the year, while graduates from other programs will compete to fill the remaining 40% of the cohort capacity. Applicants who meet all admissions requirements by the **February 15th deadline** are ranked according to competitive criteria specified in this document. The students with the highest accumulated point totals are admitted into the summer transition course at the campus of their choice (Caldwell or Watauga).

Meet the following admission requirements by February 15, 2027:

1. **GPA requirement** – Program GPA must be **2.5** or higher as of the deadline for the current application period. Program GPA is defined as any and all nursing program related general education coursework completed at CCC&TI and other regionally accredited institutions. Transitional level English and math courses are NOT included in program GPA calculation.
2. **Licensure** - Must provide current unrestricted licensure documentation as a practical nurse in NC or compact state from <https://portal.ncbon.com/licenseverification/search.aspx>.
3. **Application** – Available online at <https://cccti.edu/admissions/new-returning-student-admissions/>. Applicants must indicate the campus (Caldwell or Watauga) to which they are applying on the college application. Applicants are not allowed to apply to both campuses.
4. **Official documentation of high school graduation/high school equivalency** - A high school graduate should request an official transcript to be sent to CCC&TI indicating date of graduation. This is required even if the applicant holds a college degree.
Applicants with a high school equivalency must provide official documentation to CCC&TI from the granting institution.
Reproduced copies of documents are not acceptable.
5. **College transcripts** – Official transcripts can be mailed to CCC&TI or sent electronically to transcripts@cccti.edu. College transcripts must be received and evaluated in order to exempt the student from placement tests/transitional coursework.
Note: Transfer credits will be evaluated and awarded based upon CCC&TI's transfer credit policies.
6. **PN Review Course (optional)** – LPNs licensed longer than 6 months as of the February 15th admission deadline may want to consider taking a PN review course. CCC&TI offers this 3-day workshop which usually takes place during the first week of December. If interested, please contact Dr. Cline via email, acline@cccti.edu, no later than September 15, 2026 for more information.
7. **Gateway English and math readiness** - Applicants must be eligible to enter gateway (college-level) English and math courses without a pre-requisite.
8. **Nursing Information Session** – Applicants must complete an online nursing program information session. To receive credit for this requirement, review all content and complete the Nursing Confirmation form at the end of the information session. This completed form will be automatically routed to the Health Sciences Admissions Office once you click the submit button. **To complete the online information session, visit the nursing webpage at this link:** <https://cccti.edu/programs/all-programs/nursing-programs-information/>.

- 9. MAR (Minimum Admissions Requirements) Review** - Contact the Health Sciences Admissions Office to request a MAR Review of your admissions file as soon as ALL the above admissions requirements (1-8) have been completed. Upon verifying all admissions requirements have been met, the student's admission file will be marked complete. Request the MAR review by contacting:

Caldwell Campus

Last Names A-L: Amy Huffman 828.726.2710 or ahuffman@cccti.edu

Last Names M-Z: Ruthie Price 828-726-2711 or rprice@cccti.edu

Watauga Campus Movita Hurst 828.297.3811 *5200 mhurst@cccti.edu

NOTIFICATION PROCEDURE

Applicants meeting all requirements by the published February admission deadline will be ranked according to a point system for entry to the program. Accepted and alternate applicants will be notified via CCC&TI email accounts and via letter mailed late February or early March.

Other applicants will receive notification of their admission status via CCC&TI student email accounts no later than early March each year.

Accepted and alternate status applicants must respond to their notification to accept the offer. All other applicants must respond to keep their LPN to ADN application pending for the next application period.

Alternate students may be notified of acceptance should any accepted students decline their acceptance offer by May 1, 2027.

OVERVIEW OF POINT SYSTEM FOR LPN to ADN PROGRAM

A point system will be used as an objective means for evaluating nursing applicants. The student must meet all admissions requirements before they are ranked for admission into the program. Applicants are ranked in order according to the present applicant pool. Admission is then based on the point totals. Course work will begin in the summer semester.

Points for grades earned in General Education Courses. Applicants may earn points for the completion of the following courses. In order to earn points for general education courses, applicants must have achieved grades of “C” or higher. BIO grades must be “B” or above to earn points.

General Education Courses for Associate Degree in Nursing	
BIO 168	BIO 169
BIO 175 or 275	
PSY 150	PSY 241
ENG 111	ENG 112 or 114
Choose <u>one</u> of the following Humanities/Fine Arts Electives: ART 111, 114, 115; MUS 110 or 112; PHI 215 or 240; HUM 115	

Transfer credits will be evaluated by the Registrar’s Office and adhere to CCC&TI’s transfer credit policies.

NOTES:

- In the event that more than one applicant has the same total point count, applicants will be ranked based on the following criteria:
 1. GPA in completed nursing related Biology courses (BIO 168, 169, & 175 or 275)
 2. Program GPA in completed non-NUR courses (ENG, BIO, PSY) required for graduation
- Completion of all admission requirements is not a guarantee of acceptance. Available student seating for the program is determined by the director of the program based upon limited clinical availability for both campuses.
- When considering whether to admit an individual into a specific program of study, the College shall take into account that federal law prohibits states from granting professional licenses to undocumented immigrants. Furthermore, graduation from a CCC&TI health science program alone does not guarantee that the student has met all eligibility requirements for licensure, certification, or registry required in order to practice in the related medical field. Prospective students should contact the appropriate agency prior to enrollment if they have any questions concerning their eligibility for credentialing examinations and legal ability to practice.

SAMPLE
Caldwell Community College and Technical Institute
LPN to ADN (A45110TO) ADMISSIONS POINT COUNT WORKSHEET

Applicant Name: _____ ID# _____

Section A—Points are awarded for each BIO course included in the nursing curriculum completed with a grade of “B” or higher.

Biology classes	Grade of A (4 pts)	Grade of B (3 pts)	Grade of C (0 pts)
BIO 168			
BIO 169			
BIO 175 or 275			
Total			

Section B – Points are awarded for each general education course completed with a grade of “C” or higher.

Other General courses	1 pt. Each
PSY 150	
PSY 241	
ENG 111	
ENG 112 or ENG 114	
HUM/Fine Arts Elective	
Total	

Section C – Points awarded to CCC&TI practical nursing graduates only.

PN Course	Grade of A (2 pts.)	Grade of B (1 pt.)
NUR 101		
NUR 102		
NUR 103		
Total		

TOTAL POINT COUNT

Section	Points
Section A	
Section B	
Section C (CCC&TI graduates only)	
TOTAL Points	

****This point sheet is reviewed each year and is subject to change.****

AFTER BEING NOTIFIED OF ACCEPTANCE

Students will be notified via CCC&TI student email account and via mail once they have been officially accepted into the LPN to ADN program. The acceptance notification will include further information and direction to submit the following documentation in order to be eligible for clinical participation within the program:

- **Current Infant, Child, and Adult/AED CPR certification.** The following is required: American Heart Association Basic Life Support Provider course (BLS for the Healthcare Provider). A copy of the CPR certification should be submitted by the **deadline established by the program director.**

- **An accurate and satisfactory completed student medical form (health form)** which includes appropriate documentation of immunizations by the health care provider or county health department and physical exam results must be submitted to Certified Background Check Medical Document Management by the deadline stated in the acceptance letter. *Appropriate documentation includes copy of health immunizations record with proof of agency testing or by professional healthcare provider with signature. Each student will be responsible for the cost of the electronic health form tracking.* Requirements include current TB (2 step PPD) skin test (within 12 months), mumps/measles/rubella blood titer or vaccine, proof of chicken pox immunity by vaccination or blood titer, and current immunizations for influenza, tetanus, and diphtheria. The nursing student is also encouraged to obtain Hepatitis B immunizations. Otherwise, the decision to decline the Hepatitis B immunizations must be formally documented.

- **Criminal background checks/Drug screening/ other expectations:**
 1. Criminal background checks and/or drug screenings are required for the student to participate in the clinical component of each NUR course. A signed acknowledgement statement must have been submitted to the Health Sciences Admissions office as an admissions requirement (see admissions requirement #8 – Information Session). All costs associated with criminal background checks and drug screenings are the responsibility of the student.
 2. The students will assume responsibility for all health care or emergency room costs they might incur during their clinical rotations.
 3. The student will assume the responsibility for travel to and from the clinical site and all associated costs.
 4. The student will complete a final evaluation of all clinical rotation sites, including faculty and educational experience.

- **Progression policy** - A grade of “D” or “F” in any general education coursework must be repeated and completed with a grade of “C” or above as outlined in the nursing curriculum sequence in order to progress within the program and to meet graduation requirements. Additionally, all NUR prefixed courses must be completed with a final grade of 80 or above. Failure to maintain this program standard will result in student dismissal from the program. Refer to the Associate Degree in Nursing Program Manual for further details.

PHYSICAL AND COGNITIVE EXPECTATIONS OF A STUDENT NURSE

Nursing is a discipline where cognitive, sensory, affective, and psychomotor performance is required. For the purposes of nursing program compliance with the 1990 Americans with Disability Act, a qualified individual with a disability is one who, with or without reasonable accommodation or modification, meets the essential eligibility requirements and the Physical and Emotional Standards* for participation in the nursing programs.

If the student or faculty member believes that the student cannot meet nursing program requirements without accommodations or modifications, the nursing faculty, in consultation with the college disability director, will determine on an individual basis, whether or not the necessary accommodations can be reasonably made.

**Standards developed by the Board of Directors of the Southern Council on Collegiate Education for Nursing in association with the N.C. Conference of Associate Degree Nursing Directors and the N.C. Community College System staff.*

Legal Limitations of Licensure

Nursing applicants should be aware that the application for licensure at the completion of the program might be denied or restricted by the North Carolina Board of Nursing for the following reasons:

- The student practiced fraud or deceit in attempting to procure a license to practice nursing.
- The student has been convicted of a misdemeanor/felony (excluding minor traffic violations).
- The student is mentally or physically incompetent or uses any drug that interferes with ability to practice nursing.
- The student engages in conduct, which endangers the public health.

Technical Standards (Functional Abilities Essential for Nursing Practice)

The purpose of the CCC&TI Associate Degree Nurse Program is to educate graduates who meet program outcomes while providing safe, effective client care as outlined by the definition of nursing provided in the North Carolina Nurse Practice Act (August, 2009). Students will receive classroom and clinical instruction in multiple areas of nursing (Medical/Surgical, Maternal/ Child, Pediatrics, Mental Health, etc.) and will be required to assimilate knowledge, skill acquisition, and development of nursing judgment as they demonstrate competency in each area of nursing.

To effectively provide safe and effective client care, the student must be able to demonstrate, with or without reasonable accommodation, certain abilities in order to satisfactorily complete aspects of the program curriculum and clinical agency requirements. These abilities include physical, cognitive, and behavioral attributes. Admission, progression, and completion of the ADN program are contingent upon one's ability to satisfactorily demonstrate these essential nursing functions.

The essential functions/standards are deemed necessary by the CCC&TI LPN to ADN Program in order to provide safe and effective nursing care. The LPN to ADN Program reserves the right to amend these essential functions as deemed necessary according to changes in clinical agency or the North Carolina Board of Nursing guidelines. If a student or applicant feels that these standards cannot be met without accommodations or modifications, the college must determine on an individual basis, whether the necessary accommodations can be reasonably made. Requests for accommodations should be directed to Accessibility Services at:

Caldwell Campus Accessibility Services
Telephone: 828-726-2746

Watauga Campus Accessibility Services
Telephone: 828-297-3811 ext. 5263

Program: Associate Degree Nursing, LPN to ADN
Transition Option (A45110TO)

<u>Course Number</u>	<u>Course Title</u>	<u>Class Hours</u>	<u>Lab Hours</u>	<u>Credit Hours</u>
**	Credit Hours Awarded for PN	16	36	28
BIO 168	Anatomy & Physiology I	3	3	4
ENG 111	Writing and Inquiry	3	0	3
PSY 150	General Psychology	3	0	3
	<i>Total Hours (Fall Semester)</i>	<i>25</i>	<i>39</i>	<i>38</i>
BIO 169	Anatomy & Physiology II	3	3	4
PSY 241	Developmental Psychology	3	0	3
	<i>Total Hours (Spring Semester)</i>	<i>6</i>	<i>3</i>	<i>7</i>
NUR 214	Nursing Transition Concepts	3	3	4
	<i>Total Hours (Summer Semester)</i>	<i>3</i>	<i>3</i>	<i>4</i>
BIO 175	General Microbiology	2	2	3
NUR 221	LPN to ADN Concepts I	6	9	9
	<i>Total Hours (Fall Semester)</i>	<i>8</i>	<i>11</i>	<i>12</i>
ENG 112	Writing/Research in the Disc OR			
ENG 114	Professional Research & Report	3	0	3
NUR 223	LPN to ADN Concepts II	6	9	9
	Humanities/Fine Arts Elective	3	0	3
	<i>Total Hours (Spring Semester)</i>	<i>12</i>	<i>9</i>	<i>15</i>
	TOTAL PROGRAM HOURS	54	65	76

LPN to ADN Program Costs per Semester

****costs are approximate and are subject to change based on outside agency costs/policies**

- All costs are speculative and are subject to change according to the General Assembly of North Carolina, CCC&TI, and LPN to ADN program.

General education courses (ENG, BIO, PSY, etc.) can be taken prior to starting the NUR-prefixed courses and are billed each semester based upon the total credit hours a student is enrolled. See tuition rates below:

\$76.00 per semester hour + \$50 per fall/spring activity fee + \$ 35 summer activity fee + \$2 per course campus service fee + \$2 per semester hour technology fee

Item	Summer	Fall II	Spring II
Tuition (NUR courses only)	\$329.00	\$774.00	\$757.00
Comprehensive Nursing Support Package	\$660.00	\$660.00	\$660.00
Accident/Malpractice Ins.	\$ 19.00	\$ 19.00	
Supplies/Uniforms/Clinical fees	\$150.00		
Graduation/Pinning Costs	N/A	N/A	\$100.00
Total cost/semester	\$1158.00	\$1453.00	\$1517.00
Approx. Total Program Costs			\$4129.00

* \$155.74.00 fee for criminal background check and drug screening required during summer prior to first clinical rotation

**\$450.00 fees for taking NCLEX-RN—not part of program tuition/costs but required prior to graduation

For additional information, please contact:

Ruthie Price, B.S.
Coordinator, Health Sciences Admissions
828-726-2711
E-mail: rprice@cccti.edu

Movita Hurst, BS, BSW, MSW
Counselor, Student Services (Watauga Campus)
(828) 297-3811, Ext. 5200
Email: mhurst@cccti.edu

Amy Huffman, B.A.
Director, Admissions and Academic Planning
828-726-2710
Email: ahuffman@cccti.edu

Dr. April Cline, PhD, MSN, RN, RN, CNE
Director, Associate Degree Nursing Program
828-726-2343
Email: acline@cccti.edu

Since health program standards are mandated by accrediting and regulatory agencies, revisions to the above information may be necessary. Efforts will be made to keep changes to a minimum and finalized one year in advance of the starting date of the program; however, the college reserves the right to revise any part or section as necessary. For programmatic and regional accreditation information: <https://cccti.edu/about-cccti/consumer-information/accreditation/>.

This application process is reviewed on an annual basis.

Revised 02/16/26