Mineral County School of Practical Nursing
Mineral County Technical Center
600 Harley O. Staggers, Sr. Drive
Keyser, West Virginia 26726

May 1, 2015

To Whom It May Concern:

This letter is being sent to you as a result of your recent inquiry about the LPN program at the Mineral County Technical Center. The School of Practical Nursing will accept applications for the January 2016 class until July 31, 2015. I have enclosed an enrollment form and test registration for you to complete. A summary of the admission policy is enclosed for your information. I ask that you read it carefully. You can see there are multiple steps involved in the admission process. Please note that you are required to submit a copy of your high school diploma (or date of your 2015 graduation) or GED/TASC certificate.

All applicants are required to take and pass the Test of Essential Academic Skills (TEAS), version V, written by Assessment Technologies Institute (ATI). An applicant must "pass" the preadmission examination, a ranking of 50th percentile or higher in the *Individual Percentile Rank-Program*, to proceed in the admission process. The timed, paper-and-pencil test requires four hours to complete. A list of dates the pre-admission test will be given and the deadlines for registration are listed on page 3. The cost of the test is $60.00. To register for this test, you must:

1. Complete the enclosed application and submit it with a copy of your high school diploma, (or paper with the date of your 2015 graduation) or GED/TASC Certificate. When completing the criminal background portion, please read this section carefully and fully disclose all information, as the LPN board must review convictions prior to application to ensure that they will not interfere with nursing licensure in the state of WV. Report ALL prior convictions, including traffic and seat belt violations. If an applicant does not fully disclose this information, the application will be void.
2. Complete the bottom of the information sheet (page 3) with your name, address, social security number, telephone number, and any special testing needs. Please note the deadlines for registration.
3. Obtain a money order made out to the *Mineral County Technical Center* in the amount of $60.00.
4. Bring these forms in or mail them, with a **money order payment,** to:
    >Mineral County Technical Center
    >Attn: Petula Staggs
    >600 Harley O. Staggers, Sr. Drive
    >Keyser, WV 26726
5. Create an account at www.atitesting.com to obtain an ID number. You must have this number for the company to score your test. Please see the information sheet included that begins with the words, "You talked, we listened!" If you have difficulty creating an account, call us; we can schedule an appointment at least one week prior to your test date for you to come in and we will help you.

All applicants are notified of their test results by mail. Those who pass the preadmission test and want to continue the admission process are required to:
1. Have a federal criminal history check done. The cost for this service is $18.00 and may include a charge for fingerprinting depending on where the applicant chooses to have the fingerprints completed (further directions will be given to applicants who pass the preadmission test); and
2. Have an **official high school transcript** or **official GED/TASC test score** sent to the school prior to the interview; and
3. Have three p**rofessional** reference forms (provided by the school) **mailed by the person submitting the reference letter** to the school **prior to the interview**; and
4. Be interviewed by faculty and/or advisory committee member(s) in August-September of 2015; and

5. Complete a medical terminology class with a final grade of B or higher by November 30, 2015; or submit an official grade transcript as evidence of having completed a medical terminology class within the last five years (2010) with a final grade of B or higher at the time of your interview; and
6. Complete the pre-LPN coursework with a final grade of B or higher by November 30, 2015.

When all eligible applicants have been interviewed, the members of the selection committee make their recommendations. Students are selected for the class using a point system to evaluate each applicant in the areas of pre-admission test performance, high school grade point average or GED/TASC scores, college grade point average (if earned 12 or more credits), medical terminology grade, knowledge and experience as a direct care provider in a structured health care facility, demonstrated interest and knowledge of practical nursing, and references. All those interviewed will be notified of the committee's decision by September 30.

Please be advised that final acceptance into the program is contingent upon documentation of health requirements, the results of the federal criminal history check, and successful completion of the pre-LPN coursework and medical terminology classes, with a minimum grade of 80%. Failure to disclose any criminal conviction, felony or misdemeanor, on the application or at any time during the application process is considered falsification of records and is reason for an application to be void. Please note that all deadline dates must be met; no exceptions will be made.

If you should have any questions regarding your application or the program, do not hesitate to contact me at 304-788-4240, ext. 16. Best of luck in your endeavors!

Sincerely,

April L. Shapiro, RN, BSN, MS, MS
Nursing Coordinator, Mineral County Technical Center

PRE-ADMISSION EXAMINATION DATES AND DEADLINES FOR REGISTRATION

Test Date	Deadline
June 5, 2015	May 29, 2015
July 10, 2015	July 6, 2015
July 24, 2015	July 17, 2015
August 7, 2015	July 31, 2015

ONE WEEK PRIOR TO YOUR SCHEDULED TESTING DATE, CREATE AN ATI ACCOUNT TO OBTAIN AN ID NUMBER.

TEST SITE: Mineral County Technical Center
600 Harley O. Staggers Sr. Drive
Keyser, West Virginia
304-788-4240, ext. 16

- **Testing begins at 8:00 a.m.; please arrive at the site no later than 7:45 a.m.**
- **Bring driver's license for photo identification and your ATI paper-pencil ID.**
- The test is timed and requires about 4 hours to complete**.**
- Schedule as early as possible.
- All fees are non-refundable.
- **Reminder: Your money order should be made out as follows: *$60.00* Test Fee made payable to the *Mineral County Technical Center***
- *We will NOT notify you prior to testing. If the school has received your enrollment and registration forms, you are allowed to test on the day you selected.*

_____

Complete the following information to register for the preadmission examination.
Return this portion of the sheet with your $60.00 money order to:

Mineral County Technical Center
Attn: Petula Staggs
600 Harley O. Staggers Sr. Drive
Keyser, WV 26726

NAME   _____

S.S.NUMBER   _____

TELEPHONE NUMBER   (____) _____-_____

Mark an "X" in front of the date you wish to test:

_____ June 5   _____ July 10   _____ July 24   _____ August 7

Do you have any special testing needs? Circle: Yes or No

Describe those needs _____
If yes, please attach official documentation from the healthcare provider who diagnosed the need.

Set Yourself Up… For Success!

STEPS FOR APPLYING TO THE LPN PROGRAM/INTERVIEW DATES/ STATEMENT OF RIGHT

The following outlines the procedures in proper sequence for the application to the LPN class. As you are applying, please pay close attention to dates and times as the school follows these strictly.

1. Applicant completes application and returns it to the school with a copy of high school diploma, GED/TASC certificate, or paper with the date of your 2015 graduation.
2. Applicant schedules and makes *$60.00 payment (money order made out to the Mineral County Technical Center)* for preadmission examination.
3. Applicant creates an ATI account and obtains an ID number for testing. Applicant completes the preadmission examination.
4. When the preadmission examination results have been evaluated:
   a. Applicants who did not make acceptable scores are notified.
   b. Applicants with satisfactory scores are notified and need to call to schedule an interview.
5. Applicant completes a medical terminology course with a final grade of B or higher; if the applicant has completed a medical terminology course within the past five years (2010) with a grade of B or higher, proceed to step 6.
6. *Three weeks before interviewing*, applicant must have fingerprinting done (further directions will be given). The application should also request **three professional reference forms** (**must be in file at time of interview**), **official high school transcript/GED/TASC scores, and official grade transcript for medical terminology and other college coursework be sent to the school.**
7. Applicant interviews with a member of the faculty and/or advisory committee.
8. Selection committee evaluates applicant's record.
9. Coordinator notifies applicant, by mail, of the selection committee's decision.
10. Applicant completes physical/immunization/dental examinations by November 16, 2015 at 10:00 a.m.
11. Applicant completes pre-LPN coursework and medical terminology class, by November 30, 2015 at 10:00 a.m.
12. When those recommended for admission have *satisfactorily met ALL requirements, they will be accepted into the Mineral County School of Practical Nursing Program.*

NOTE: When the school has more applicants meeting the educational requirements than can be accepted, those applicants are notified and will be considered for the next class.

INTERVIEW DATES

Date	Time
August 17 - 21	8:30 am – 1:30 pm
August 24 - 28	8:30 am – 1:30 pm
August 31 - Sept. 4	8:30 am – 1:30 pm

West Virginia State Board of Examiners for Licensed Practical Nurses 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 habit forming drugs, or are mentally incompetent. The applicant will be required to contact the WV State of Board of Examiners for Licensed Practical Nurses to discuss the potential impact of a criminal conviction on the application and licensure process, prior to application.

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MINERAL COUNTY TECHNICAL CENTER
ADULT ENROLLMENT DATA FORM

PLEASE PRINT CLEARLY:

Technical Program Applying for:_____ LPN PROGRAM _____ Full Time Student _____

NAME: _____
           Last   First   Middle   Maiden

MAILING ADDRESS: _____

_____

BIRTH DATE: _____/_____/_____   SEX: _____Male _____Female

SOCIAL SECURITY NUMBER: _____/_____/_____   TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

HIGH SCHOOL DIPLOMA ___Yes ___No _____Year   GED/TASC ___Yes ___No _____Year

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Criminal History Disclosure
HAVE YOU EVER BEEN CONVICTED OR PLED GUILTY OR NO CONTEST TO A CRIME, FELONY OR MISDEMEANOR, including traffic violations? _____ No _____ Yes

If you answered Yes to this question:
1. **Attach a Complete Explanation and Copy of the Final Disposition for Review by the School; AND**
2. **Prior to Application, Contact the West Virginia State Board of Examiners for Licensed Practical Nurses at 877-558-LPNS to Discuss the Potential Impact of a Criminal Conviction on the Application and Licensure Process**

APPLICANT MUST ATTACH COPY OF HIGH SCHOOL DIPLOMA OR GED/TASC CERTIFICATE

HAVE YOU ATTENDED ANOTHER TECHNICAL SCHOOL OR COLLEGE ___Yes ___ No

    Institution attended: _____ Year:_____

    Name of program enrolled in: _____

    Number of hours or semesters attended: _____

    Financial aid received at other school: _____

COMPLETE THE FOLLOWING:

    Primary Care Provider:_____
                              (Name and Address)

    Hospitalization Insurance: _____Yes _____ No   Company: _____

    In case of accident, notify: _____

    Phone: _____

VETERAN ___Yes ___ No

Please be sure the following items are included with your application: Copy of High School Diploma/GED/TASC and Selective Service Number, if applicable _____ (for those born after 1960).

By signing below, you confirm that the information on this application is accurate, complete, and truthful.

X_____   _____
Signature   **Date**

Need help preparing for our nursing preadmission test? Check out these resources...

Order a review manual by the maker of the test
- Call ATI testing at (800) 667 – 7531 or go online at www.atitesting.com to order
- Name of the book: Test of Essential Academic Skills Pre-Test Study Manual, Version V (five)
- Reviews basic reading, math, science, & English

Find other study materials, such as practice tests, flash cards, and review books, through ATI or your favorite bookstore

Call Robin Haupt at 304-788-4209, Adult Basic Education

Keep studying... Practice, practice, practice!

Maintain a positive attitude; whether you think you can or think you can't, you are right!

Set Yourself Up... For Success!

Cengage Learning: Medical Terminology for Health Professions, Online Course
ISBN 978-0-7668-2738-7
Student Instructions & Grading Guidelines

READ THESE INSTRUCTIONS CAREFULLY!

Accessing Your Course the First Time

First-time users must register at www.cengagebrain.com one time only. Complete the following steps to register for the online course:

- Go to www.cengagebrain.com
- Click "Sign Up" (top, right part of screen), complete the registration form to create an account & login information, & then click "Sign Up."
- The cost of the course is set by Delmar Learning & is currently $102.95. *Make sure you register for the online course,* **"Medical Terminology for Health Professions," ISBN 978-0-7668-2738-7.**
- When asked, enter your instructor-provided learning code LCASHAPIRO01. This allows Mineral County School of Practical Nursing (MCSPN) to access your scores for verification in their LPN program application process. MCSPN maintains confidentiality of your records & will not release any information without your written consent.
- After paying by credit card, you will be given information to access you course materials.
- Once your registration is complete, you have access to your account & the course information 24/7 for **20 weeks total**; you must complete the course within the 20-week time frame.
- Click on the product title to begin using your online course!

Accessing Your Course on Future Visits

- Go to www.cengagebrain.com
- Click on "Log In" at the top, right part of the page to enter your user name & password.
- Log in & access your course!
- Note: Use the program's "bookmark" feature to mark where you leave off each day. Always click on "Logout" after each session to protect your course & private information.

Need Technical Support?

Follow the onscreen directions for live support or call (866) 994 – 2427.

MCSPN Grading Guidelines

- All work must be completed by the registered user (student) only.
- The course must be completed *within 20 weeks of the start date.*
- *The student must complete all 15 modules, each module exam, the midterm, & the final test; the practice tests and comprehensive exam are optional.*
- For any module exam, midterm, or final exam grade below 80, the student must review the course materials for remediation & retake the corresponding exam, scoring an 80 or higher on the retest.
- The grading scale is 93 – 100 A, 80 – 87 B; below 80 is unacceptable for MCSPN application
- E-mail April Shapiro at ashapiro@k12.wv.us to notify the school of your completion of the course & to receive verification of your final grade.
- Call MCSPN at (304) 788 – 4240, ext. 16 or e-mail ashapiro@k12.wv.us for questions.

Set Yourself Up… For Success!

From Debbie Weibel <dweibel@atitesting.com>
Sent Wednesday, August 15, 2007 9:25 pm
To April Shapiro <ashapiro@access.k12.wv.us>
Subject ATI Paper Pencil ID Change

You talked, we listened!

We have had many requests from our paper/pencil testers to replace the use of a social security number (SSN) as a means of identification. We are now in a position to do exactly that! August 2007 to December 31, 2007, will be a transition period for paper/pencil testers to convert to the new system. Each institution can make a decision regarding when they will have their students change to the new format. Following are the guidelines for a successful testing experience.

HOW DO TESTERS OBTAIN AN ATI PAPER/PENCIL ID NUMBER? All testers must create an ATI account prior to taking a paper/pencil test. They can create an account at www.atitesting.com by clicking on Create New Account and following the screen prompts. After a tester has registered on the site, that tester's personal paper/pencil ID will be displayed under Account Information. At this screen, the user will have an opportunity to print the paper/pencil ID. Each user should print and retain this and use it for identification on every paper/pencil test. This ID number will not change; the tester only needs to register once. Testers who forget their login information can retrieve it by using the Forgot Password feature or have an instructor look up the information under Manage Students.

WHAT IF I HAVE TESTED BEFORE BUT DON'T KNOW MY USERNAME OR PASSWORD? Students who have tested previously but have never logged into ATI should sign in using their SSN without dashes or spaces as their username and the last four digits of their SSN as their password. Users should follow the screen prompts to update their account and receive their paper/pencil ID; they should print the information and take it with them to their test session.

I'VE TAKEN A TEST USING MY ATI PAPER/PENCIL ID. HOW DO I OBTAIN MY RESULTS? Students can sign in to the ATI system using the username and password they used when they created their account. They can retrieve their results by clicking on Results under the Quick Links section.

WHAT IS THE DIFFERENCE BETWEEN THE ATI PAPER/PENCIL ID AND MY ATI USERNAME? The ATI Paper/Pencil ID Number is a number assigned by the ATI system to students and is only used on paper/pencil forms. Students create their own ATI username to log into www.atitesting.com; they should always choose something they can remember easily.

I'M AN INSTRUCTOR, DIRECTOR, OR PROCTOR. HOW CAN I HELP MY TESTERS LOG IN? Proctors, instructors, and directors can retrieve a list of tester paper/pencil ID numbers by clicking on Manage Students. They can follow the system prompts to retrieve the information.

PLEASE NOTE: All paper/pencil tests received after December 31, 2007, must be identified with a paper/pencil ID to be scored. Social security numbers will no longer be acceptable on answer sheets.

Samples of the two Answer Sheets

Debbie Weibel
Assessment Technologies Institute
Results Coordinator
Phone: 800-667-7531
Fax: 913-685-2381

www.atitesting.com