Spring 2020

Application Deadline is October 4, 2019

Practical Nursing
One-Year Certificate

ADMISSION REQUIREMENTS
AND PROGRAM INFORMATION

Revised 7/19/19

Accredited by:
Southern Association of Colleges and Schools Commission on Colleges
1866 Southern Lane
Decatur, GA 30033-4097
404.679.4500

Conditional Approval by:
Virginia State Board of Nursing
Perimeter Center
9960 Mayland Drive, Suite 300
Richmond VA 23233-1463
804.367.4515
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PVCC reserves the right to make changes to any provision or requirement within these sources, as well as changes to any curriculum or program, whether during a student’s enrollment or otherwise.

Hard copies of the Admission Requirements and Program Information booklets may be obtained in the Admissions and Advising Center and in the lower-level of the Keats Science Building.

Nondiscrimination Statement

Piedmont Virginia Community College is an equal opportunity institution providing educational and employment opportunities, programs, services, and activities. PVCC does not discriminate based on age, color, disability, family medical history or genetic information, military service, national origin, parental status, political affiliation, race, religion, sex (including pregnancy and gender identity), sexual orientation, or any other non-merit base factor. The College also prohibits sexual harassment including sexual violence or misconduct. The following person has been designated to handle inquiries regarding any of these policies: Human Resources Manager, 501 College Dr., Main Building, Room M810, Charlottesville, VA 22902; 434.961.6567.
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Introduction

The PVCC Practical Nursing (PN) Program prepares graduates to successfully function in the role of an entry-level licensed practical nurse under the supervision of a registered nurse or physician in structured settings, providing direct care to clients with common health problems that have predictable outcomes.

The purpose of the Practical Nursing Program is to educate individuals who are concerned with basic therapeutic, rehabilitative and preventative care for people of all ages and diverse cultures in various stages of dependency. The graduate of PVCC’s PN program will be eligible to apply for licensure after successful completion of the NCLEX-PN examination.

The problem-solving process is used as a framework for critical thinking and practice. Concepts that provide further structure for the development of practical nursing competency are assessment of patients with emergent needs, communication skills and development of professional attitudes and characteristics.

Practical Nursing Program Mission Statement

The mission of Piedmont Virginia Community College is to offer accessible, affordable, high quality educational programs that promote student success and community vitality.

In support of the college mission, the mission of the PVCC nursing program is to provide high quality nursing education to a diverse student population in preparation for entry-level, professional nursing practice in a variety of settings. This mission is accomplished through innovative programs that reflect the current needs and trends of healthcare and our community. Our programs are developed and implemented by faculty who are committed to education of the highest standards and who promote clinical practice, scholarly activity, and life-long learning to advance the profession of nursing.

Practical Nursing Program Philosophy Statement

The nursing program is organized around the concept of nursing as defined by the International Council of Nurses (2010):

“Nursing encompasses autonomous and collaborative care of individuals of all ages, families, groups and communities, sick or well, and in all settings. Nursing includes the promotion of health, prevention of illness, and the care of ill, disabled and dying people. Advocacy, promotion of a safe environment, research, participation in shaping health policy and in patient and health systems management, and education are also key nursing roles.”
The conceptual framework guiding the nursing program philosophy and curriculum is based on the National League for Nursing Education Competencies Model. This model integrates several components which are essential in a comprehensive, successful nursing program. At the foundation are the Core Values: caring, diversity, ethics, excellence, holism, integrity, and patient-centeredness (National League for Nursing, 2010).

Keeping the core values in mind, the foundational core values inform the integrating concepts within the NLN model that provide further structure for the development of nursing knowledge and competencies are: 1) context and environment, 2) knowledge and science, 3) personal/professional development, 4) quality and safety 5) relationship-centered care, and 6) teamwork (National League for Nursing, 2010). The nursing process is also used as a basis for introducing critical thinking and nursing practice. Additional concepts have been derived from the Quality and Safety Competencies (2007) from the Quality and Safety Education for Nurses (QSEN) and have been incorporated into the curriculum.

Practical Nursing Program Objectives

The PVCC Practical Nursing Program prepares graduates to successfully function in the role of an entry-level licensed practical nurse under the supervision of a registered nurse or physician in structured settings, providing direct care to clients with common health problems that have predictable outcomes. The graduate is expected to function in the following ways.

1. Promoting optimal health for clients at various points on the wellness-illness continuum by applying principles from the physical, biological and social sciences when delivering nursing care; conceptualizing illness as an opportunity for client growth; facilitating the client’s assumption of primary responsibility for wellness recognizing that one or more of an individual’s basic needs are not being met.

2. Using the nursing process as a guide to maintain individual nursing care plans.

3. Effectively communicating with clients, colleagues and others.

4. Participating in teaching clients who need information or support to maintain health.

5. Managing, with supervision in structured settings, the nursing care for clients who have common, well-defined health problems.

6. Functioning as a member within the profession of nursing.
Essential Functions and Standards for Successful Performance

To successfully complete the classroom and clinical components of the program, the nursing student must, either independently or with reasonable accommodation, be able to perform all of the following essential standards and functions of a practical nurse. Students who are unable to meet these standards are not eligible for admission to the program.

1. **Speech**: Establish interpersonal rapport and communicate verbally and in writing with clients, physicians, peers, family members and the health-care team from a variety of social, emotional, cultural and intellectual backgrounds.

2. **Hearing and Comprehension**: Auditory acuity sufficient to respond to verbal instruction, perceive and interpret various equipment signals, use the telephone, understand and respond appropriately to verbal directions and hear faint body sounds.

3. **Vision**: Visual acuity sufficient to identify and distinguish colors, read handwritten orders and any other handwritten or printed data such as medication records or scales, chart data and provide for the safety of clients’ condition by clearly viewing monitors and other equipment in order to correctly interpret data.

4. **Mobility**: Stand and/or walk eight hours daily in the clinical setting. Bend, squat or kneel. Assist in lifting or moving clients of all age groups and weights. Perform cardiopulmonary resuscitation (move around client to manually compress chest and ventilate). Work with arms fully extended overhead. Lift 50 pounds independently and 125 pounds with assistance.

5. **Manual Dexterity**: Demonstrate eye/hand coordination sufficient to manipulate equipment (syringes, infusion pumps, life support systems).

6. **Fine Motor Ability**: Ability to use hands for grasping, pushing, pulling and fine manipulation. Have tactile ability sufficient for physical assessment and manipulation of equipment.

7. **Mentation**: Ability to remain focused on multiple details and tasks for at least an eight-hour period of time. Assimilate and apply knowledge acquired through lectures, discussions and readings.

8. **Smell**: Olfactory ability sufficient to monitor and assess health needs.

9. **Writing**: Ability to organize thoughts and present them clearly and logically in writing.
10. **Reading**: Ability to read and understand written directions, instructions and comments in both classroom and clinical settings.

## Health Status

All individuals admitted to the Practical Nursing Program will be required to submit documentation of a complete health assessment by his/her health-care provider. This will include documentation that specific immunizations and tests have been completed. A list of these immunizations may be obtained from the Health and Life Sciences Division Office in the Keats Science Building, Room K224A.

## Criminal Background Check and Drug Screening

All PVCC Nursing students must complete a Background Check and Drug Screening through our vendor, CastleBranch. No other processes may be substituted for this requirement. Forms and information will be made available to students upon acceptance into the Nursing Program. All fees will be paid directly to CastleBranch.

The **Background Check** will search for misdemeanors and felonies of any type. However, only “barrier crimes” will result in failure of the background check. Barrier crimes are those that would prevent a student from obtaining employment in a hospital, nursing home, home care organization or hospice. Generally, criminal convictions for offenses involving abuse or neglect disqualify an applicant from employment. For a more complete list of barrier crimes, please check the Virginia Department of Nursing website: [https://www.dhp.virginia.gov/nursing/nursing_guidelines.htm](https://www.dhp.virginia.gov/nursing/nursing_guidelines.htm), click on Guidance Document 90-55.

Students who have criminal convictions, but who passed the background check for barriers to employment, should be aware that (1) any felony conviction, or (2) any misdemeanor conviction that involves moral turpitude (lying, cheating, stealing), may result in applicant not being allowed to sit for licensing exam. However, each applicant is considered on an individual basis. There are NO criminal convictions that are an absolute bar to nursing licensure. For further information, please check the Virginia Department of Nursing website: [https://www.dhp.virginia.gov/nursing/nursing_guidelines.htm](https://www.dhp.virginia.gov/nursing/nursing_guidelines.htm) and click on Guidance Document 90-55. Questions regarding eligibility for licensure should be addressed with the Virginia Board of Nursing directly.

The **Drug Screen** tests for Amphetamine (methamphetamine), barbiturates, benzodiazepine, cocaine, marijuana, methadone, methaqualone, opiates (codeine, morphine), phencyclidine and propoxyphene.

Any of these drugs found in the student’s drug screen, will result in the student failing the drug screen. In cases of failure, CastleBranch will reach out to the student and, if the student failed due to a valid prescription, the student can send CastleBranch prescription
Program Behavior Expectations

The PVCC Practical Nursing Program reserves the right to refuse admission to applicants if such refusal is considered to be in the best interest of the program. The Practical Nursing Program will not accept any student who has been dismissed from another college or program due to misconduct or threatening behavior, or who has been determined to be a potential threat. Students may be denied admission to the program if there is sufficient reason to believe that they present a danger to themselves, other members of the college community or clients in the clinical setting.

Practical Nursing Program Prerequisites

Application deadline for the PVCC-PN 2020 Cohort is October 4, 2019. No late applications will be accepted. Students completing prerequisites may be conditionally admitted into the 2020 Cohort, but all prerequisites must be completed by Dec. 16, 2019 with a “C” or better for full admission. All other criteria for admission must be met.

Staff will not be available to assist with submission of application materials after 5 pm on October 1st. We strongly recommend you complete the process before October 1st.

The following items must be satisfactorily completed in order to be considered for admission to the PVCC PN program. This is a competitive admissions process with limited enrollment and not all applicants will be granted admission. Completion of these prerequisites and any of the general education courses in the curriculum does not guarantee admission.

***All college and high school transcripts must be uploaded to application portal***

***Application Committee will not consider information/transcripts not uploaded to application portal***

***Application submitted after the deadline will not be considered***

1. Minimum overall GPA of 2.0 (all college transcripts)

2. Be in good standing with college.

3. Demonstrated competency in reading and writing (eligible to enroll in ENG 111)
   a. Successful completion of ENG 111 (or equivalent transfer course).
4. Demonstrated competency in Algebra

   a. Successful completion of developmental math courses (MTH 2, BSK 6, 8, and 9 OR MTE 1-5) (within last 8 years) OR
   
   b. Virginia Placement* math scores showing proficiency in MTE 1-5 (valid for five (5) years after the date of the test) OR
   
   c. Completion of an acceptable college-level Algebra course (within last 5 years) with a grade of “C” or better (Technical math or statistics courses will not satisfy requirement. Official transcript required.) OR
   
   d. Meet criteria through Direct Placement High School scores (see Academic Advisor for specific scores).

*Students who take the placement test and who do not enroll in developmental math are allowed to take one (1) retest within twelve (12) months. Students who attempt developmental mathematics will be ineligible for a retest. For students who test out of developmental math, test scores are valid for 8 years.

   e. Completion of an acceptable college-level Algebra course (within last 5 years) with a grade of “C” or better (Technical math or statistics courses will not satisfy requirement. Official transcript required.) OR
   
   f. SAT quantitative score of 520 or PSAT of 52 (valid for five (5) years after the date of the test) OR
   
   g. ACT score of 22 (valid for five (5) years after the date of the test)

5. Biology (High school level)

   a. Completion of high school general biology course with a “C” or better OR
   
   b. Completion of acceptable college-level general biology course with a “C” or better OR
   
   c. Completion of NAS 2 – Foundations of Life Science with a grade of “P” OR successful completion of NAS 2 challenge exam with a 70% or better
   
   (BIO 145 will not meet this prerequisite.)

6. Completion of all PN Prerequisite curricular courses with a GPA of 2.5 or above

   a. The prerequisite curricular GPA is the grade point average of all non-PNE courses listed on the Practical Nursing certificate curriculum sheet that the student has completed by the application deadline: 1) BIO 145 (or BIO 141/142), 2) SDV 100/101/108, 3) ENG 111, 4) HLT 141 and 5) PSY 230. You must also have a minimum of 2.0 overall GPA.

5. Kaplan (or equivalent) Pre-entrance exam

   All students who are applying to the PN program must take the Kaplan Nursing
pre-entrance exam (or equivalent pre-approved by program director). This exam must be uploaded with your application. The exam can be taken in the testing center, free of charge to PVCC students and can be taken twice. Applications that do not include the Kaplan exam will be considered incomplete and will not be considered.

6. Test of English as a Foreign Language (TOEFL iBT)
   a. Completion of the TOEFL iBT with a standard score of 84 or above and a minimum speaking score of 26 is required for ALL nonnative English speakers. Completion of ENG 111 does not meet this requirement.
   b. These scores are based on recommendations from the National Council of State Boards of Nursing for the level of English proficiency required to perform entry-level nursing safely and effectively.
   c. Any nonnative English speakers who do not take the TOEFL iBT and are determined to be unable to understand and speak English at the required proficiency will be dismissed from the nursing program.
   d. TOEFL iBT scores are valid for up to two years and must be valid at time of application.

7. Preference given to those with CNA experience. You must upload a copy of your CNA license for preference to be applied.

8. Applications must be completed and documentation received as described below no later than the application deadline of 5 pm, October 4, 2019. Late documentation will not be considered.
   a. Submitted to the PVCC Admissions and Advising Office:
      Official non-VCCS transcripts. You must also submit a Transcript Evaluation Form (http://www.pvcc.edu/files/media/form_transcript_evaluation_request.pdf) for any course for which you want credit as part of the Practical Nursing curriculum that was taken at a college other than PVCC (including other VCCS colleges).
   b. Supporting documentation uploaded through the application
      [To upload documents, follow the instructions on the health science application site.]
      Students should upload any supporting documents (if used to document prerequisites or general education courses included in curriculum), which may include: official or unofficial non-VCCS transcripts, high school transcript, TOEFL iBT scores, SAT/ACT scores.

      It is recommended that students store their supporting documents on a thumb drive for ease of uploading into the application and for any future use. These uploaded documents will be maintained only for the current application.
### Curriculum for Practical Nursing Program

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education Courses (all prerequisite courses must be completed by end of Fall 2019)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SDV 100/101/108</td>
<td>Orientation</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>BIO 145(^1)</td>
<td>Human Anatomy and Physiology for the Health Sciences</td>
<td>4</td>
<td>Placement into ENF 3 OR SAT critical reading/writing score of 500 or greater OR ACT reading/writing score of 21 or greater; AND completion of MTE 1-5 or placement test equivalent ALL within 2 years of enrollment</td>
</tr>
<tr>
<td>HLT 141</td>
<td>Medical Terminology</td>
<td>2</td>
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</tr>
<tr>
<td>PSY 230</td>
<td>Developmental Psychology</td>
<td>3</td>
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<tr>
<td>ENG 111</td>
<td>College Composition I</td>
<td>3</td>
<td>SAT, placement score</td>
</tr>
<tr>
<td>PNE Courses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1(^{st}) Semester (Spring)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PNE 186</td>
<td>Nursing Concepts I</td>
<td>6</td>
<td>Admission to Practical Nursing program</td>
</tr>
<tr>
<td>PNE 173</td>
<td>Pharmacology for Practical Nurses</td>
<td>2</td>
<td>Admission to Practical Nursing program</td>
</tr>
<tr>
<td>2(^{nd}) Semester (Summer)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PNE 187</td>
<td>Nursing Concepts II</td>
<td>9</td>
<td>Successful completion of first-semester nursing courses</td>
</tr>
<tr>
<td>PNE 116</td>
<td>Nutrition and Diet Therapy</td>
<td>1</td>
<td>Successful completion of first-semester nursing courses</td>
</tr>
<tr>
<td>3(^{rd}) Semester (Fall)</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>PNE 188</td>
<td>Nursing Concepts III</td>
<td>6</td>
<td>Successful completion of first-year nursing courses and BIO 145 or BIO 142 and HLT 141</td>
</tr>
<tr>
<td>Total Credits</td>
<td></td>
<td>37</td>
<td></td>
</tr>
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</table>

\(^1\)A grade of "C" or higher is required. Students who plan to go on to an RN program are encouraged to take BIO 141 and BIO 142 in place of BIO 145. These courses must be repeated if they were taken more than eight years prior to application for admission to program.
Factors Considered for Admission Decisions

Admission to the Practical Nursing Program is competitive and will be based on a ranking system that includes student performance in the general education courses in the Practical Nursing curriculum. Each student's past and potential educational achievement is measured against all other students applying. Applicants must submit all official documentation and demonstrate minimum requirements for consideration by the posted deadline to be considered for acceptance. Coursework in progress at time of deadline will not be considered during the application process. Students meeting all of the minimum requirements for admission are not guaranteed acceptance and not all applicants will be granted admission. Priority is given to qualified students residing in the PVCC service region (Albemarle, Buckingham, Charlottesville, Fluvanna, Greene, Louisa and Nelson) and students holding a current Certified Nurse Assistant (CNA) license.

Due to the large number of interested students, Practical Nursing Program personnel are not able to schedule individual appointments to review application documents. In an effort to provide students with the most current and comprehensive data, information sessions will be held during the fall semester. During these sessions, the Director of Nursing Programs will review the applications process, prerequisites, and the competitive ranking criteria. All applicants are highly encouraged to attend one of these sessions. In addition, there are advisors available in the Admissions and Advising Center daily.

Information Sessions for Fall 2019:

- Wednesday, Sept 4 4pm
- Monday, September 7 4pm
- Monday, September 9 4pm
- Monday September 16 4pm
- Friday, September 27 3pm * note different time
- Monday, September 30 4pm

**CHECK WEBSITE FOR ADDITIONAL DATES AND TIMES**
Evaluation Process

1. Practical Nursing applicants complete online Practical Nursing Program application and complete all required prerequisites prior to October 4 deadline. Applications or documentation received after the deadline will not be considered. THIS PROGRAM APPLICATION IS IN ADDITION TO THE PVCC COLLEGE APPLICATION.

2. All supporting application documents are compiled by division and admission office personnel.

3. The Director of Nursing Programs will do preliminary screening of all applicants to determine the applicants who have met the minimum prerequisites and are eligible for admission.

4. The Nursing Admissions Committee will then review the applications and academic records of eligible candidates.

5. Applicants are ranked according to the following criteria in order of importance:
   a. The GPA earned in non-PNE prerequisite curriculum courses (minimum 2.5 required)
   b. Preference will be given to applicants who are certified nursing assistants (CNAs).
   c. Preference is given to qualified students residing in the PVCC service region (Albemarle, Buckingham, Charlottesville, Fluvanna, Greene, Louisa and Nelson).
   d. Applicants completing prerequisite course Fall 2019.

6. Applicants will be accepted, placed on deferred list, conditionally accepted, or not accepted. Notification of status will be emailed to students’ VCCS email address within the final week of November. Letters to all applicants will be mailed within the final week of November.
   a. Students on Deferred Status will have the option to enter the program when a position in the cohort becomes available. All students who were not admitted for their desired year will have the option to reapply for admission in subsequent years. Criteria for admission will be based on subsequent application year’s Information Booklet.
   b. Students seeking readmission into the program or advanced placement transfers will be considered on a space-available basis. Applicants for readmission must have submitted their letter requesting readmission by April 15 for summer readmission and July 15 for fall readmission. Students desiring readmission into PNE 186 must apply as new applicants.
1. **HOW DO I APPLY?**

   The application to the program is online: [Practical Nursing Application](#). Create a username and password that is unique to you and complete the remaining information that is requested on the online form. Select “Register” at the bottom when you are done.

   Official copies of any non-VCCS college transcripts should be sent to Admissions and Advising along with a Transcript Evaluation Form completed by the applicant [Transcript Evaluation Request Form](#).

2. **HOW LONG WILL IT TAKE TO COMPLETE THE PRACTICAL NURSING PROGRAM?**

   Once the pre-requisites are completed, the Practical Nursing Program curriculum can be completed within a one-year period.

3. **AM I A LPN WHEN I COMPLETE PROGRAM?**

   NO. Once you have earned the Certificate in Practical Nursing, you are eligible to take the State Board Licensing Examination (NCLEX-PN). Upon passing this examination, you are eligible to apply to the Virginia Board of Nursing for licensure.

4. **ARE THERE ANY COSTS INVOLVED IN THE NURSING PROGRAM?**

   In addition to tuition and the cost of transportation to clinical sites and parking, students are responsible for the following items (estimated):

   - **Books** (including Kaplan online learning system): $1,800
   - **Supplies**: $570
   - **Health Screening**: $100-$500 (depending on health care provider and immunizations required)
   - **Background Check/Drug Screen**: $147.75
   - **NCLEX-PN Exam**: $200
   - **Virginia License Application**: $190
   - **Licensure Background check**: $35.95
5. WHERE ARE THE CLINICAL ASSIGNMENTS IN THE PROGRAM?

Clinicals include, but are not limited to: Augusta Health, Westminster-Canterbury of the Blue Ridge, The Laurels, Albemarle Health and Rehabilitation, Pediatric Associates, Charlottesville Family Medicine, Madison Family Physicians, Albemarle-Charlottesville Regional Jail, Western State Hospital and local school systems. Please note that while we make every effort to consider driving distances in all clinical assignments, we cannot guarantee to accommodate any individual schedule or site request. Carpooling with fellow students is highly encouraged. **STUDENTS WILL BE EXPECTED TO ATTEND CLINICAL SITES THAT MAY BE OUTSIDE OF THE CHARLOTTESVILLE/ ALBEMARLE AREA.**

6. IF I AM TRANSFERRING FROM ANOTHER COLLEGE, CAN I GET CREDIT FOR SOME OF THE GENERAL EDUCATION COURSES

Yes. Once your transcripts are on file in PVCC’s Office of Admissions and Records, you may request that the Registrar complete a transcript evaluation and send you written confirmation of courses accepted for transfer to PVCC. The Transcript Evaluation Request form can be found online at Transcript Evaluation Request Form.

7. CAN I USE BIO 141 AND BIO 142 IN PLACE OF BIO 145?

Yes. Students may take BIO 141 and BIO 142 in place of BIO 145 for the Practical Nursing Program. Please note that **both** BIO 141 and BIO 142 must be taken to satisfy the curricular requirement.

8. IS THERE FINANCIAL AID AVAILABLE TO PRACTICAL NURSING STUDENTS?

Yes. There are a number of financial aid opportunities. For further information, please contact the Financial Aid Office (434.961.6545) at your earliest convenience. It is best to complete your financial aid application by March 31 for the following fall semester.
**Practical Nursing Program Admission Checklist**

<table>
<thead>
<tr>
<th>PREREQUISITES</th>
<th>Ways prerequisites can be met</th>
<th>How did you meet prerequisite?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion of science prerequisite requirement</td>
<td>(1) HS transcript, (2) college transcript, (3) completion of NAS 2 or (4) test-out of NAS 2</td>
<td></td>
</tr>
<tr>
<td>Completion of reading/writing prerequisite requirement</td>
<td>(1) Placement test, (2) college transcript, (3) SAT or ACT score</td>
<td></td>
</tr>
<tr>
<td>Completion of math prerequisite requirement</td>
<td>(1) Placement test, (2) college transcript, (3) SAT or ACT score</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Application Requirement</th>
<th>How Met?</th>
<th>Completed?</th>
</tr>
</thead>
</table>

- **Complete PVCC Application**
  - [http://www.pvcc.edu/admissions/apply-now](http://www.pvcc.edu/admissions/apply-now)
  - [Online Application](http://www.pvcc.edu/admissions/apply-now)

  **If non-native English speaker**, include copy of results of TOEFL iBT in upload of supporting documents. (TOEFL iBT scores are valid for up to two years.)

  - To find test site, go to TOEFL iBT web site at: [http://www.ets.org/bin/getprogram.cgi?test=toefl](http://www.ets.org/bin/getprogram.cgi?test=toefl)

- **Submit official transcript(s)** for non-VCCS colleges to PVCC Office of Admissions and Advising. Request transcript evaluation for transfer credit (for any college other than PVCC).

  - Have colleges send official transcripts to PVCC Office of Admissions and Advising. Complete request form ([http://www.pvcc.edu/files/media/form_transcript_evaluation_request.pdf](http://www.pvcc.edu/files/media/form_transcript_evaluation_request.pdf)) to have courses evaluated for transfer credit.

- In the online application, upload supporting documents (used to document prerequisites and/or general education courses included in curriculum), such as:
  - official or unofficial transcript(s) from ALL colleges or H.S.
  - high school transcript
  - CNA license (if currently certified)
  - SAT or ACT scores
  - TOEFL scores

  **For instructions on how to upload your supporting documents, please check the application site.**

  - Obtain any required documents and upload in application.

  **"ALL TRANSCRIPTS MUST BE UPLOADED FOR CONSIDERATION"**

<table>
<thead>
<tr>
<th>COURSE/REQUIREMENT</th>
<th>INSTITUTION</th>
<th>SEMESTER/YEAR</th>
<th>GRADE</th>
</tr>
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<tbody>
<tr>
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