HEALTH AND REGULATORY REQUIREMENTS

TO ASSURE THE HEALTH AND SAFETY of nursing students and patients, The Reading Hospital School of Health Sciences Nursing Program requires all students to meet health and regulatory requirements. If you choose to enroll in the Program, you must adhere to specific guidelines on clinical clearance, CPR, and record checks. Failure to comply with health and regulatory requirements could result in an inability to proceed with the curriculum.

[STUDENT HEALTH SERVICES]

Health screening, including drug screening, is required for all nursing students. Students must complete all health screenings and required forms provided and requested by The Reading Hospital School of Health Sciences.

The physical examination and immunization record must have been completed and signed by a physician or nurse practitioner within one year of the date of entrance into the Program.

Hospital rules and regulations require each enrolled student to have an annual tuberculosis screening test.

Nursing students who have physical restrictions and are under the care of a physician need to update the Nursing Program as to the status of these restrictions as necessary. Following the lifting of physical restrictions, a written clearance from the physician is required in order for the student to attend the clinical component of the curriculum.

The Occupational Health Services Department of The Reading Hospital and Medical Center is available to the student nurse for consultation in the event of a physical illness. The student is responsible for all medical charges for treatment of an illness or accident. Health insurance must be current throughout a student's course of study.

[RESIDENCE LIFE IMMUNIZATION]

It is the policy of the School of Health Sciences to require all resident students to be vaccinated against meningococcal disease prior to move-in day. Students must provide documentation of immunization (Menactra) to the Occupational Health Services Department.

HEALTH AND REGULATORY REQUIREMENTS

[CLINICAL CLEARANCE]

All students are responsible for achieving clinical clearance. Any lapse in clinical clearance may result in the students being dropped from a course and/or the Program.

Specific guidelines:

- Physical Exam on admission.
- All required health screenings and documentation of immunizations as required by Occupational Health Services Department.
- Documentation of valid health insurance coverage.
- Completed and approved background check results.
- Documentation of valid CPR: BLS for Healthcare Provider or American Red Cross Professional Rescuer (two-year certification strongly recommended).
- Mandatory new student orientation sessions, including Occupational Safety and Health Administration (OSHA) compliance.

[CPR CERTIFICATION]

Students are required to complete CPR for clinical experiences and submit a copy of their card prior to enrollment and ongoing as renewal occurs. We strongly recommend that you complete the required CPR course carrying TWO-YEAR certification.

The only acceptable CPR cards are:

- The American Heart Association Basic Life Support for Healthcare Provider (BLS for Healthcare Provider) OR
- American Red Cross Professional Rescuer (ARC Professional Rescuer).

It is advisable that students complete CPR in the summer months leading up to fall clinical for new students and renew CPR one semester prior to the expiration date for returning students.

After matriculation, students are required to maintain CPR certification. Expired CPR may prevent a student from receiving a grade report, attending clinical, meeting course objectives, and passing a clinical course.

HEALTH AND REGULATORY REQUIREMENTS

[CRIMINAL BACKGROUND CHECK/CHILD PROTECTIVE SERVICES]

The Nursing Program requires all students to have a Criminal Background Check and a Pennsylvania Child Abuse History Clearance on file at the School prior to practicing in any healthcare facility.

The Pennsylvania State Board of Nursing (and other State Boards of Nursing) may deny licensure based on an individual's criminal or child abuse history.

[QUALIFICATIONS FOR LICENSURE AND ADMISSION]

Every applicant, to be eligible for examination and licensure as a registered nurse, shall furnish evidence satisfactory to the State Board of Nursing that he or she is of good moral character, has completed work equal to a standard high school course as evaluated by the Board, and has satisfactorily completed an approved program of professional nursing.

The State Board of Nursing requires applicants for licensure to disclose if they have been convicted of a misdemeanor; felony; felonious act; an illegal act associated with alcohol; or an illegal act associated with substance abuse. The Board shall not issue a license or certificate to an applicant who has been convicted of a felonious act prohibited by the Act of April 14, 1972 (P.L.233, NO.64), known as "The Controlled Substance, Drug, Device, and Cosmetic Act," or convicted of a felony relating to a controlled substance in a court of law in the United States or any other state, territory, or country, unless:

(1) at least 10 years have elapsed from the date of conviction;

(2) the applicant satisfactorily demonstrates to the Board that he or she has made significant progress in personal rehabilitation since the conviction such that licensure of the applicant should not be expected to create a substantial risk of harm to the health and safety of patients or the public, or a substantial risk of further criminal violations; and

(3) the application otherwise satisfies the qualifications contained in or authorized by this act. As used in this subsection, the term "convicted" shall include a judgment, admission of guilt, or a plea of nolo contendere. An applicant's statement on the application declaring the absence of conviction shall be deemed satisfactory evidence of the absence of a conviction, unless the Board has some evidence to the contrary.

ADMISSION

[PURPOSE]

The student body at The Reading Hospital School of Health Sciences is carefully selected to include individuals capable of meeting the rigorous educational requirements for preparation as healthcare professionals.

[PROCEDURE]

Admission is competitive with specific academic standards for each Program of study. Selection of students will be based on personal composition, academic ability, references, interview performance, aptitude tests, writing samples, and previous healthcare experience according to Program-specific requirements. The School reserves the right to deny admission or readmission to any applicant if, in the opinion of the School, his/her admission is not in the best interest of the student or the School.

The School considers preferred admission for applicants who are: qualified Berks County residents; employees of The Reading Hospital and Medical Center; or dependents and immediate family members of employees of The Reading Hospital and Medical Center or its affiliates and subsidiaries.

The Reading Hospital School of Health Sciences operates without distinction to age, race, color, religion, gender, disability, sexual orientation, national origin, or economic means.

A | GENERAL ADMISSIONS PROCEDURES

1 | Overview of Criteria

- Applicants must be citizens of the United States or provide documentation of permanent residency or working status.
- All applicants must have a high school diploma or GED. Home-schooled students must have a diploma from an accredited home school association, or have met requirements for the GED. GED applicants may be required to take additional post-secondary work to meet the academic requirements of the individual programs.
- Cumulative grade point average (GPA) of 2.5 or greater in high school or post-secondary coursework is required for all applicants and candidates for matriculation. The most recent post-secondary GPA will be used in the admission decision.
- At the discretion of the individual Program, applicants may be required to submit scores from the Scholastic Aptitude Test (SAT) administered by the College Entrance Examination Board or the American College Testing Assessment Program (ACT) administered by the American College Testing Program. This requirement may be waived for applicants with earned college degrees.
- Potential students must submit two reference forms from teachers, guidance counselors, employers, supervisors, or others. Healthcare professionals must submit one reference from the current or most recent healthcare employer.

2 | TECHNICAL STANDARDS FOR ALL APPLICANTS

Successful completion of a School of Health Sciences Program necessitates mental and physical health essential to meet the objectives of the curriculum, as well as other skills necessary for success in the classroom and clinical components of the Program. Based on these criteria, applicants must:

- Be able to read, write, and speak the English language, and communicate in an understandable manner.
- Possess the emotional health necessary to fulfill the educational requirements of the Program.
- Demonstrate a history of personal integrity, compassion, motivation, and the ability to function in stressful situations.
- Be able to walk, stand, move, and sit for long periods of time.
- Possess auditory, visual, and tactile abilities sufficient to assess and monitor health needs and provide safe care.
- Possess interpersonal abilities sufficient to interact with individuals with various backgrounds.

In Programs requiring physical skill and dexterity:

- Be able to lift and move patients and equipment.
- Have fine motor movement to complete tasks in a safe and effective manner.

The School makes every effort to accommodate students and applicants with disabilities. Any applicant with a documented disability can request special accommodations by notifying the Admissions Office in writing at the time of application.

3 | INFORMATION

All materials that are submitted to the Admissions Office become the property of the School of Health Sciences and cannot be returned or forwarded unless the applicant makes a formal request in writing to the School.

Any misrepresentation or omission of facts or essential documents during the application process and/or after acceptance into the Program will result in a delay, denial, or revocation of admission.

As deemed appropriate, the Admissions Committee reserves the right to waive admission requirements after reviewing an applicant's completed record.

All applications must be completed by the deadline described under the Program-specific requirements. A completed application file must contain:

- A completed application and an application fee.
- Proof of permanent residency or working status, if applicable.
- An official high school transcript or GED.
- All official post-secondary transcripts, if applicable.
- A copy of Practical Nursing license, if applicable.
- Aptitude test scores, as required.
- Two references.

B | ADDITIONAL REQUIREMENTS FOR FOREIGN-EDUCATED STUDENTS

The School is not approved to issue or accept student visas. Applicants must show proof of permanent residency or working status.

Test of English as a Foreign Language (TOEFL), administered by the Educational Testing Service (ETS), Princeton, New Jersey, may be required for applicants educated outside the United States or whose preferred language is not English, including those transferring from English-speaking colleges and universities.

The School may require the following documentation to determine eligibility for admission:

- Satisfactory score on TOEFL. Testing must have occurred within two years of the application submission.
- An evaluation of foreign transcripts by the World Education Service (WES) or other approved agency is required.
- Certificate of Preliminary Education (CPE) from the Department of Education.
- General Education Development (GED).
- General Report from the Commission on Graduate Foreign Nursing Schools (CGFNS).
- Evidence of completion of required high school or post-secondary coursework.
- Paper-based score of 560 or internet-based score of 83.

C | PRE-ADMISSION TESTING

At the discretion of the individual Program, pre-admission testing may be required to assess an individual's skills in Reading, Mathematics, Science, and English and Language Usage.

The School administers the Test of Essential Academic Skills Version V (TEASV) by Assessment Technologies, Inc. The applicant's individual scores may be used as part of the admission criteria to assess the student's academic foundation. The student's individual score will be compared with Assessment Technologies Institute's normative data, as well as

statistical data gathered from previous student cohorts accepted into The Reading Hospital School of Health Sciences academic Programs. Each academic Program will determine Program-specific benchmarks on an annual basis.

Those individuals selected for pre-admission testing will be contacted by Admissions. There is a fee for pre-admission testing. Re-tests may be granted to applicants. Test scores are valid for two years, with the highest score used in the admission decision process.

D | ADDITIONAL PROGRAM-SPECIFIC REQUIREMENTS

In addition to the general admissions procedures, all applicants must fulfill the Program specific requirements described below.

NURSING

The Nursing Program admits new classes every August. **The deadline for completed applications is February 1.**

MINIMUM REQUIREMENTS FOR ADMISSION CONSIDERATION

To be considered for admission, all applicants must have a standard high school diploma with minimum GPA of 2.5 or higher and units that must include the following:

An earned grade of "C" or better in the subjects listed below:

- English: 4 units
- Social Studies: 3 units
- Mathematics: 3 units, including Algebra I
- Science: 3 units, including Chemistry/Lab

Applicants may be required to validate minimum requirements through college-level coursework.

PRE-ADMISSION TESTING

All qualified applicants must complete a pre-admission examination. Pre-admission testing will begin in the fall and conclude when the cohorts are filled. Nursing applicants will be permitted to re-test one time only.

CLASS SELECTION CRITERIA: APPLICANT POINT SYSTEM

The Admissions Committee operates in accordance with a selective admission process, which means the best-qualified applicants receive consideration for preferred admission. After December 1, all qualified applicants will be considered for admission based upon the Applicant Point System results.

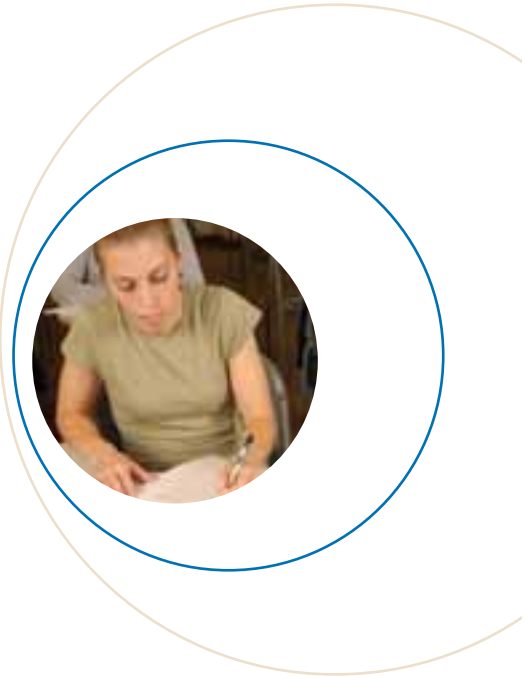
ADMISSION

Admission to the Nursing Program is highly competitive. Applicants need to be aware that meeting the minimum requirements does not assure admission to the Nursing Program. The Admissions Committee utilizes a point system to rank candidates. Applicants will be ranked by total weighted points accumulated based upon the following criteria: personal composition, recommendations, past and current progress in high school and post-secondary level coursework, GPA, and standardized test scores.

Refer to Addendum 300.9 Nursing Program Applicant Point System

TRANSFER CREDIT CONSIDERATION IN ADMISSION

It is advisable that applicants enroll in at least one general education course scheduled to run in the first year of the Evening/Weekend tract in order to secure a new student seat in the Evening/Weekend cohort. We strongly recommend applicants seek guidance on the transfer credit policy and issues that may arise with financial aid, insurance, and curriculum placement as a result of transferring in coursework.



ADMISSION

[FINAL ACCEPTANCE INTO A PROGRAM OF STUDY]

Final acceptance into the Program of Study will be communicated in writing to successful applicants by the Admissions Office.

Final Acceptance is contingent upon:

- Receipt of all official transcripts.
- Maintaining the applicant's high school or post-secondary GPA at or above 2.5 for the remainder of the current educational experience. A minimum GPA of 2.5 is required of all candidates for matriculation.
- Submitting these post-acceptance documents in accordance with established deadlines:
  - A non-refundable confirmation fee of $300 within two weeks of the acceptance date.
  - Copy of photo identification (i.e., valid driver's license, school or employee identification, permanent residency card).
  - Necessary paperwork used to verify official name or name changes.
  - Completed and approved Criminal Record Check.
  - Completed and approved Pennsylvania Child Abuse History Clearance.
  - Valid two-year healthcare provider CPR certification.
  - Documentation of health insurance, including hospitalization benefits.
  - Healthcare provider confirmation of required health screenings, tests, and immunizations.
  - Final official high school and/or post-secondary transcripts reflecting required GPA.

Admitted students who fail to meet all these requirements by specified deadlines will have their admission offer revoked.

[DEFERMENT]

At the discretion of the individual Program, applicants may be granted a one-year deferment on their application. Deferment is granted one time only.

[WAIT-LIST]

At the discretion of the individual Program, qualified applicants may be wait-listed when the Program's clinical and facility capacities have reached maximum levels. Wait-listed applicants will be notified if space becomes available. When offered admission, these applicants must meet the post-acceptance requirements outlined above.

[CANCELLATION]

Applicants whose files are cancelled by either their own efforts or the efforts of the Admissions Committee can reapply to a program at a later date.

ADMISSION

POINTS	PERSONAL COMPOSITION	WEIGHTED SCORE
2	Recent waitlisted candidate	Section Total _____/18 (*.10) _____ Weighted Score
3	Current Reading Hospital employee or immediate family member	
3	Berks County resident	
2	Shadow, Discover or Medical Health Professions Program Participant	
2	Voluntarism	
3 (6 max)	Recommendation with confidence (2 ref. min)	
2	Recommend (2 ref. min)	
	HIGH SCHOOL DATA	Section Total _____/30 (*.35)_____ Weighted Score
4	Current High School Senior Point Adjustment	
6	High school GPA 3.0 or higher	
3	High School GPA 2.7- 2.9	
5	High school class rank: upper half	
1 (5 max)	Advanced or honors coursework (min. C)	
1 (5 max)	Additional related HS coursework (min. C) i.e., Algebra III, Trigonometry, Calculus, Analytical Geometry, Physics, Chemistry II, Anatomy, Physiology, Psychology, Nutrition, Health Occupations, Health, Medical Terminology, Latin	
5	No history of W's , D's, E's or F's in sequence of coursework	
-1	Minus 1 point for each D, E, or F in high school-level work	
	POST SECONDARY DATA	Section Total _____/37 (*.35)_____ Weighted Score
3	Current LPN (copy of license and academic transcript needed)	
6	Post-secondary GPA 3.0 or higher (most recent or current GPA is used in point system)	
3	Post-secondary GPA 2.7-2.9 (most recent or current GPA is used in point system)	
3 (6 max)	Post-secondary Biology (min. C)	
3 (6 max)	Post-secondary Mathematics (min. C)	
3 (6 max)	Post-secondary level English or Communications (min. C)	
5	No history of W's , D's, E's or F's in sequence of coursework	
1 (5 max)	Other post-secondary courses not required but which contribute substantially to your success in nursing (min. C) i.e., Nursing, Chemistry, Nutrition, Social or Behavioral Sciences, Medical Terminology, and Latin	
-1	Minus 1 point for each D, E or F in the last five years of college level work	
-1	Minus 1 point for each course withdraw (W) that is not repeated/recorded as a grade of C or better within a two-year period	
	STANDARDIZED TESTING	Section Total _____/15 (*.20)_____ Weighted Score
2 (6 max)	SAT score of 450 in each section OR ACT points	
6	ACT composite of 19 or higher OR SAT points	
3	Essay score of 7 or higher	
6	Pre-admission examination composite score at or above preferred benchmark	
Comment Section		Total Points _____/ 100 _____ Total Weighted Score

READMISSION

READMISSION ALLOWS qualified former students an opportunity to re-enter the Nursing Program. Decisions will be based on prior performance, admission changes since prior enrollment, and space availability. Re-entry is granted one time and is not a guarantee. It is advisable that former students meet with an admissions representative and review the readmission policy before submitting an application and fee. Please call Admissions at 610-741-0100.

TRANSFER CREDIT CONSIDERATION

[PURPOSE]

It is the policy of the nursing program to evaluate and award credit for college level courses completed through a regionally accredited institution of higher education (as recognized by the Council for Higher Education Accreditation), National League for Nursing program, College Board Advanced Placement (AP), and College Level Examination Program, for transfer credit purposes. Decisions on advanced standing and placement will be based on classroom and clinical capacities.

[PROCEDURE ADMISSION PROCESS] *(prior to matriculation into the program)*

Official transcripts must be received from all educational programs previously attended. Course outlines and descriptions may also be required. Decisions regarding acceptable college coursework or challenge examinations will be at the discretion of the committee. It is strongly recommended that applicants seek guidance from the office of admissions before registering for courses at another institution.

Applicants will need to enroll in at least one general education course scheduled to run in the first year of the Evening/Weekend tract in order to secure new student seat in the Evening/Weekend cohort. We strongly recommend transfer applicants seek guidance prior to registering for any course that would result in special placement in the curriculum. Clinical placement (Year 2) in the Evening/Weekend track as a new transfer student can not be guaranteed.

Applicants offered advanced standing must be enrolled in the school curriculum the entire last year (Level II) of the program (i.e. complete all 200 level NUR courses) and have satisfied all curriculum requirements to be eligible for graduation.

[GENERAL EDUCATION COURSES]

Applicants who have completed one or more general college level course with a grade of “C” or better at a regionally accredited institution of higher education, will be offered transfer credit if the courses are similar in length and content with courses provided by the nursing program. Transfer credit will be documented on the student’s permanent record.

Transfer credit decisions are made in accordance with this policy and will supersede all college vendor decisions that warrant credit.

- Biology courses taken more than ten years before student enrolls in the Nursing Program will not be transferable.
- Mathematics for Nurses course taken more than two years before the student enrolls in the Nursing Program will not be transferable.
- English, Psychology, and Sociology have no expiration.

TRANSFER CREDIT CONSIDERATION

[NURSING COURSES]

Applicants, who have earned a minimum "C+" in nursing courses/clinical from an accredited School of Nursing within the last two years, may request to have their course outlines and clinical evaluations reviewed by the Curriculum Committee. Advanced placement for any nursing course is not a guarantee for those students with previous nursing course background.

[CREDIT BY EXAMINATION]

Individuals who have successfully completed and passed the College Level Examination Program (CLEP) and the College Board Advanced Placement (AP) Examinations may receive credit for specific courses. Awarding of credit through CLEP or AP is determined by the following:

- Equivalency course(s) to course(s) in curriculum.
- Validation of credit on a college/university transcript.
- Completion of credit by examination and forwarding an official transcript or score report with a required minimum score of the following:
  - AP: 3
  - CLEP: 50/C

[CURRENTLY ENROLLED STUDENTS]

After enrollment in the nursing program it is expected that students complete all remaining courses at The Reading Hospital School of Health Sciences. Students are not permitted to CLEP or transfer additional course credits after they matriculate into the program.

Should there be extenuating circumstances (just as an extensive illness or other unforeseen special need which requires the student to seek an alternative method of meeting graduation requirements, a student may request an exception to either take a course outside the School or to receive credit by examination (CLEP). Permission for a student to either CLEP or transfer credits after enrollment in the program will be granted only for students who have an illness or other extenuating circumstance which precludes their ability to attend the class when it is offered in the program. Approval for Credit by Examination will be granted only to students who can document prior post-secondary coursework or experience in the subject. Enrolled students may not repeat a course by using Credit by Examination if they originally took the course in the nursing program and received a failing grade.

TRANSFER CREDIT CONSIDERATION

Students with these extenuating circumstances will follow the guidelines below:

- The student must meet with the Curriculum Coordinator to discuss their extenuating circumstances and explain the request.
- Student must complete a “Transfer/CLEP Credit Approval” form obtained from the Admissions Office and submit the completed form to the Admissions Office prior to registering for the course.
- The student must submit a course description if requested.
- The student must receive clearance from both the Enrollment Manager and the Curriculum Coordinator.
- Consultation with a financial aid officer is highly recommended prior to making a decision to CLEP or transfer a course
- Transfer courses or credit by examination must be completed prior to the start of the semester in which the course is offered in the designated tract.
- The student must submit an official transcript at the conclusion of the course/examination. In order to receive credit, the school registrar must receive the official transcript six weeks prior to the beginning of the semester in which the course is offered in the student’s tract.