

## Cincinnati State Nursing (NUR) and LPN-to-RN (NURP) Selective Admission FAQs

The Cincinnati State College - Bethesda School of Nursing accepts applications for Selective Admission to the clinical Nursing courses twice yearly, for clinical start dates in the Spring and Fall semesters. The LP to RN (NURP) program starts in Spring and Summer semesters.

### A student is eligible to apply to the NUR Program who:

1. Has been admitted to the Nursing Program at Cincinnati State, with a NUR major.
2. Has completed all Academic Foundation courses as required by the College Placement Test.
3. Is listed on the Ohio Nurse Aide Registry in active status as a State Tested Nurse Aide, or holds an active, unencumbered LPN license
4. Has satisfied the prerequisites to enter the course BIO 151 - Anatomy and Physiology:
  - has completed a full year credit of both a high school or a college Biology course and a Chemistry course (with lab) with a C grade or better, within 7 years of admission to the program.
  - OR has completed the BIO 151 prerequisite course BIO 100, with a grade of C or higher.
5. Has a minimum of 2.750 cumulative GPA at Cincinnati State.
6. Has taken the TEAS test within the past two years and earned the minimum required score levels.

### A student is eligible to apply to the NURP (LPN to RN Bridge Program) who:

1. Has been admitted to the Nursing Program at Cincinnati State, with a NURP major.
2. Has completed all Academic Foundation courses as required by the College Placement Test.
3. Holds an active, unencumbered LPN license.
4. Has completed all non-nursing courses listed in the first semester of the published NURP curriculum.
5. Has a minimum of 2.750 cumulative GPA at Cincinnati State.
6. Has taken the TEAS test within the past two years and earned the minimum required score levels.

### How do I know if I completed my Math requirement under Academic Foundations?

- You have completed the Academic Foundations Math requirement if you meet one of these criteria ***within the past 7 years***:
  - College Placement Test scores indicated no need for Developmental / Academic Foundation Math.
  - College Placement Test was waived based on ACT scores.
  - You are a transfer student and the College Placement Test was waived upon admission.
  - Since your most recent admission to Cincinnati State, you have completed DE 0025, MAT 1105, AFM 095, MAT 105, or a higher-level Math course, or you have completed Chemistry courses CHE 2204 and CHE 2205. Note that CHE 100 meets the Chemistry pre-req but does NOT satisfy the Math requirement for the program.
  - You have been working with a Nursing program advisor for possible exceptions earned by higher-level math courses, such as Intermediate Algebra or Statistics

### How do I know if I have met the Biology pre-req to enter BIO 151 - Anatomy and Physiology 1?

- You have met the Biology requirement if you completed one of these criteria ***within the past 7 years***:
  - You completed a high school Biology course, with lab for 1 full credit, with a grade of C or higher.
  - You completed at Cincinnati State BIO 4073, BIO 4081, BIO 111, or any higher level Biology course with lab, with a grade of C or higher.
  - You have transfer credit for a comparable college Biology course with lab, with C grade or higher.
  - If you completed BIO 100 at Cincinnati State with at least a C grade, you satisfied the pre-req for BOTH Biology and Chemistry.

### How do I know if I have met the Chemistry pre-req to enter BIO 151 - Anatomy and Physiology 1?

- You have met the Chemistry requirement if you completed one of these criteria ***within the past 7 years***:
  - You completed a high school Chemistry course, with lab for 1 full credit, with a grade of C grade or higher.
  - You completed at Cincinnati State CHE 2202 and 2203, or CHE 2204 and 2205, or CHE 2231, CHE 2236, CHE 100, CHE 111, CHE 112, CHE 115, or a higher-level chemistry course, with a grade of C or higher.
  - You have transfer credit for a comparable college Chemistry course with lab, with a grade of C or higher.
  - If you completed BIO 100 at Cincinnati State with at least a C grade, you satisfied the pre-req for BOTH Biology and Chemistry.

**May I repeat BIO 151 - Anatomy and Physiology 1 or other sciences to earn a higher grade for Selective Admission points, even though I have taken it within the past 7 years?**

- Yes. Sciences may be repeated for a higher grade. One point will be deducted from the total point value for each previous attempt (within the past seven years). However, you should consult with Financial Aid about whether a repeat course would be covered.

**How do I document my current cumulative GPA?**

- Your cumulative GPA will be reflected on your printed degree audit/academic evaluation (available in your Cincinnati State MyCState account), or on an official Cincinnati State transcript.

**If I have taken no courses at Cincinnati State, how is my GPA established?**

- Transfer credits are NOT calculated into the Cincinnati State cumulative GPA.
- Your GPA from the **most recently attended college** will be used to satisfy this requirement if you have no established GPA at Cincinnati State. The college must be regionally accredited.

**How do I document my standing on the Nurse Aide Registry?**

- You can go to the Registry website to verify your date of expiration: [https://odhgateway.odh.ohio.gov/nar/nar\\_registry\\_search.aspx](https://odhgateway.odh.ohio.gov/nar/nar_registry_search.aspx)
- Students who are currently employed as PCAs and are expired on the Nurse Aide Registry must update to active status by providing information to the Registry at the address shown below. Information must include:
  - Name
  - Registry number or Social Security number
  - Documentation from a supervisor on company letterhead, including date employment started, date employment ended, job title, and either description of job duties (i.e., personal care, bathing, toileting, ambulating, feeding, vital signs, etc.) or a copy of the job description.
- Students who are currently employed as PCAs, who are expired on the Nurse Aide Registry, and who have been denied recertification, should consult a Nursing Advisor.

**Must I be Nurse Aide certified in Ohio?**

- Yes, you must be on the Ohio Nurse Aide Registry. Students who are listed as an STNA in another state may apply for reciprocity to Ohio by providing the following information to the address below:
  - Clear copy of Driver's license or Photo ID
  - Copy of Social Security Card
  - Copy of Nurse Aide Registry Card or Registry number
  - Date of Birth
  - Home address (no P.O. Boxes)
  - Phone Number
  - State in which the registration is currently held
- Questions can be directed to the Ohio Board of Registry. Phone 1-800-582-5908  
Ohio Nurse Aide Registry  
246 N. High St. First Floor  
Columbus, Ohio 43266-0188

**How do I document a current LPN license?**

- Submission for web verification of license: <https://license.ohio.gov/lookup/default.asp?division=86>

**I am an LPN in another state—is that acceptable?**

- Active, unencumbered LPN licenses from other states are accepted. Ohio licensure is preferred.

**Must I document my experience?**

- Documented experience as an LPN is not required for application; however, students can earn extra points for Selective Admission by documenting health care work experience, as described in application packet.

**How do I document military experience with an Honorable discharge?**

- You must provide a copy of form DD214.

### **What is the TEAS test?**

- The Test of Essential Academic Skills (TEAS\*V) from ATI is a standardized test that measures academic readiness to begin Nursing classes. It is a multiple choice test measuring Reading, Math, Science, and English/Language skills—content learned in high school. More information and test preparation materials may be obtained from <https://www.atitesting.com/solutions/prenursingschool/teas.aspx>

### **When and where can I take the TEAS test?**

- The test can be taken at Cincinnati State or elsewhere. Students may register for the test on the ATI website, [www.atitesting.com](http://www.atitesting.com), or from the Cincinnati State website. (Look for the TEAS link on the Cincinnati State Nursing web page, under **Important Documents**. Register under Cincinnati State Nursing or RN).
- New test dates are continually added to the TEAS website, so continue to check for a convenient time. Testing is typically on Saturday mornings.

### **Is there a charge for the TEAS test?**

- The current charge for the test is \$81, and the fee must be paid by credit card when you register. Once paid, the fee is non-refundable, and the test cannot be re-scheduled. Test fees are not covered by Financial Aid.

### **I have already taken the TEAS test. Must I retake it? Is there a time limit?**

- TEAS test scores must be at a specified level (see the Applicant Ranking Worksheet) and dated within the past 2 years.

### **Is test preparation material available?**

- Test preparation resources are on reserve in the Cincinnati State Library, can be purchased from the Cincinnati State Bookstore, or can be obtained from the ATI website above. Students may purchase a bundled Study Manual and practice tests through the ATI website, if desired. Please note: these study manuals and practice tests must be purchased, so you should determine which products will meet your needs for the best price.

### **I take my course tests in the Disability Services Office. How can I do this with TEAS?**

- You will need to make arrangements through both the Nursing Program and Disability Services **well ahead of time**. Please see the Nursing Program Coordinator (Joanne Johnson) about these arrangements.

### **May I retake the TEAS test to improve my score and be eligible for more Selective Admission points?**

- The TEAS test may be taken twice per calendar year. Students are encouraged to remediate prior to retaking the TEAS test, using feedback data from the earlier test attempt. When re-testing, you must take the entire test. Only one set of scores may be submitted with an application-- you cannot pick and choose scores from multiple attempts.

### **How do I document recent health care work experience for Selective Admission points?**

- Written documentation of at least 1000 hours of direct patient care experience within the past three years is required. These jobs are eligible: STNA, hospital PCA, LPN, Medical Corpsman in the military, Medical Assistant, EMT or Paramedic, or Surgical Technologist or Technician.
- The student must obtain and submit a letter from their immediate supervisor (not Human Resources or Payroll) on company letterhead, with a signature and contact information. The letter must verify the position, the minimum of 1000 hours worked within the past three years, and that job performance was at least satisfactory. A copy of your paystub is NOT acceptable.
- A Medical Corpsman must provide a copy of DD214, a list of work assignments as a corpsman in the past three years, and training records indicating which corpsman school was attended.

### **How do I document my participation in the Honors Program?**

- A letter from the Chair of the Honors Program must be submitted, indicating active participation in Honors Program activities, as well as listing Honors section classes completed. Note that being a participant in the Cincinnati State Honors Program is NOT the same as being on the “dean’s list” or being invited to join an academic honor society.

### **What type of criminal background check is required for my application to the Nursing program?**

- Students must initiate both FBI and Ohio BCII background checks, with results directed to the College, in order to apply to progress. This does involve fingerprinting. (City of Cincinnati police check is NOT required.)
- A receipt (no more than one year old) must be provided with the application. Results may take 90 days to reach us.

### **What past charges or criminal activity are likely to be a problem?**

- Certain prior convictions can DISQUALIFY individuals from licensure and also from participation in clinical laboratory experiences, which are a part of required course activities. For more information, see:  
<https://www.jointcommission.org>  
<http://www.nursing.ohio.gov/discipline.htm>

These issues are most likely to be problematic:

- Any felony conviction
- Violent offenses, including assault and domestic violence
- Drug offenses
- Theft offenses

Note that in our experience, within Ohio, background checks will often show offenses that were supposedly sealed in Juvenile Court, offenses that were expunged, as well as charges that were later dismissed (but the background check won't say that).

### **What if I do have something in my criminal background?**

- If there is ANY CHANCE that issues will be revealed on your criminal background checks, you should initiate the background check process ASAP, and you MUST talk with the Nursing Program Director, Denise Rohr. Ms. Rohr is a nurse, and is the Interim Dean of the Health and Public Safety Division. Start with an email to [denise.rohr@cincinnati.edu](mailto:denise.rohr@cincinnati.edu):
  - Explain that you are a Nursing student, and include the date you will apply for Selective Admission.
  - Explain your background check issues as clearly and concisely as possible, with relevant dates.
  - Provide contact information so Ms. Rohr can reply to your email or call you.
  - You may need to schedule a meeting with Ms. Rohr, so consider when you can be available for this meeting.

### **How do I get a background check done? What does it cost?**

- The best location is the Hamilton County Justice Center, in downtown Cincinnati (1000 Sycamore Street, Hamilton County Sheriff's Record Division, Room 100 - Phone (513) 946-6220). The background check costs about \$66 in cash (covers FBI and Ohio BCII). The office is open 24/7 but they require exact change (in paper money) for transactions after standard business hours.
- Any Ohio county sheriff's office can provide a background check, but office hours and cost will vary.
- Most Ohio Bureau of Motor Vehicles locations (where you go for your driver's license or license plates for your car) can also do background checks.
- You will pay more at a private company (so don't go there!).
- A background check is NOT the same as a City of Cincinnati Police report (which is NOT needed).

### **Where should the background check results be sent?**

- Have the results sent directly from Columbus to:  
Denise Rohr, RN, Interim Dean  
Health and Public Safety Division  
Cincinnati State College  
3520 Central Parkway  
Cincinnati OH 45223

### **Where do I obtain an application for the Nursing Selective Admission process?**

- Application information may be obtained in the Health and Public Safety Office (Room 312, Health Professions Building, Clifton Campus) or from your academic advisor, or may be downloaded from the Cincinnati State Nursing web page, under **Important Documents**.

### **When is the next application deadline?**

- Application dates for Selective Admission packets are posted on the Cincinnati State Nursing web page, under **Important Documents**.
  - For the Nursing (NUR) Program, Selective Admission application packets are generally accepted:
    - For the Fall class - until the end of the first week of the Summer semester
    - For the Spring class - until the end of the first week of the Fall semester
  - For the LPN to RN Bridge Program (NURP) Selective Admission application packets are generally accepted:
    - For the Spring class - until the end of the first week of the Fall semester
    - For the Summer class - until the end of the first week of the Spring semester

**When will I be notified of acceptance?**

- Decisions on admission to the clinical (NUR) sequence will be made no later than three weeks after the application deadline, as posted. Students will be notified of the results via College email.

**If I am accepted, when would I begin clinical (NUR) classes?**

- Students who are accepted will begin NUR courses within 2 semesters of acceptance.
- Students who are accepted are required to attend a meeting with the Program Coordinator to discuss further requirements (Health Forms, required immunizations, background checks, CPR certification, health insurance, etc.) and must meet established deadlines for completion of requirements.

**If I am not accepted, may I reapply?**

- Students who are not accepted will be eligible to reapply during the next application period. There is no fee for application, and there is no penalty to re-apply. Background checks are valid for one year.
- A student who is re-applying is encouraged to take steps to have more points, rather than simply “rolling over” the original application. Increasing your points will increase the probability of being accepted.

**What about the other courses in the Nursing curriculum?**

- It is best to complete as many non-NUR courses as possible before starting the clinical (NUR) courses. This is especially true for the science courses, because of the associated labs and resulting scheduling issues. Completion of science courses ahead of time earns points for Selective Admission. NUR courses are time-consuming; lightening your load will help increase your success in these courses.
- Remember that the deadline for course completion is the semester where each course is listed in the curriculum (if you have not completed the course previously). Nursing students are encouraged to complete as many non-Nursing courses as possible before starting the NUR clinical courses. Spreading out your academic workload in that manner leads to better grades, and also provides more time to focus on the Nursing courses.

**When and where will Information Sessions be offered?**

- The Nursing Information Sessions meeting schedule is available in the Health and Public Safety Division Office, and is posted on the Cincinnati State Nursing web page, under **Important Documents**.

**What is changing in the future?**

- For students admitted to the College for the academic year 2016-17:
  - MCH 100 - Health Care Informatics and the Communication (COMM) elective are longer required.
  - MAT 105 - Quantitative Math is required. If you have already completed Intermediate Algebra or Statistics, within the past seven years, that course may be substituted. See a Nursing advisor.