



Cincinnati State

HEALTH AND PUBLIC SAFETY

Practical Nursing Program

2026–2027 Student Handbook



Welcome to the Cincinnati State School of Practical Nursing

Dear Student,

Welcome to the Cincinnati State School of Practical Nursing. We are pleased that you have chosen to pursue your nursing education with us and are honored to be part of your journey to becoming a practical nurse.

Nursing is a rewarding profession that offers opportunities to make a meaningful difference in the lives of individuals, families, and communities. As a practical nurse, you will provide compassionate, safe, and effective care for patients during some of the most important and vulnerable moments of their lives. The knowledge, skills, and professional behaviors you develop throughout this program will prepare you for a career dedicated to service, advocacy, and lifelong learning.

The Practical Nursing Certificate (PNC) Program is rigorous and challenging. Success requires commitment, effective time management, and personal responsibility. You are encouraged to build a strong support system of family, friends, classmates, and faculty as you progress through the Program, and to communicate openly and seek assistance early whenever challenges arise. The faculty and staff are committed to supporting your success and to providing an environment that promotes learning, growth, and professional development.

Throughout the Program, you will learn the knowledge, clinical skills, and clinical judgment necessary to provide nursing care within the practical nurse scope of practice. Through classroom, laboratory, simulation, and clinical experiences, you will develop the competencies needed to care for individuals with a variety of healthcare needs across the lifespan.

This Student Handbook is the official guide to the policies, procedures, and expectations of the Practical Nursing Certificate (PNC) Program. In this handbook, the Program refers to the Practical Nursing Certificate (PNC) Program, the Division refers to the Health and Public Safety Division, and the College refers to Cincinnati State Technical and Community College. The information in this handbook is based on the academic and student policies of the College, the Division, and the School of Practical Nursing. Students are responsible for reviewing and following all policies outlined in this handbook and in official College publications.

We are excited to accompany you on this educational journey and look forward to supporting you as you work toward achieving your goals. We wish you success in the Practical Nursing Certificate (PNC) Program and in your future nursing career.

Sincerely,

The Faculty and Staff
Cincinnati State School of Practical Nursing

Table of Contents

Welcome to the Cincinnati State School of Practical Nursing.....	3
Approval.....	7
Disclaimer	8
Mission, Vision and Institutional Values.....	10
Mission Statement of the Practical Nursing Certificate Program	10
Philosophy of the Practical Nursing Certificate Program.....	11
Practical Nursing Certificate Program Outcomes.....	12
Program Administration, Faculty, and Staff Directory.....	13
Support Services and Helpful Resources.....	14
Academic Advising.....	14
New Student Advising	14
Health Excel Services.....	14
Counseling Services.....	15
Tutoring Services	15
Nursing Student Organization (NSO)	16
Practical Nursing Resource Center.....	16
Office of Disability Services (ODS).....	16
Requesting NCLEX Testing Accommodations (Ohio)	17
Clinical Agency Screening Compliance and Criminal Background Check Requirements.....	17
Purpose of Background Checks	18
Timing of Background Checks.....	18
Procedure for Obtaining Background Checks.....	18
Criminal Convictions and Clinical Eligibility	18
Review of Criminal Convictions.....	19
Federal Exclusion and Sexual Offender Screening	19
Background Checks for Nursing Licensure.....	20
Drug, Alcohol, and Medical Marijuana Policy.....	20
Reasonable Suspicion.....	21
Clinical Agency Drug and Alcohol Screening Requirement.....	21
Screening Process.....	21
Confidentiality	22
Clinical Placement Decisions.....	22
Student Health Records	23
Immunizations, Health Screenings, and Certifications.....	23
Health Status and Medical Clearance.....	25

Student Health Insurance.....	26
Resources for Physical Exams and Immunizations.....	26
Essential Nursing Skills and Activities.....	27
Practical Nursing Certificate Curriculum	29
Selective Admission and Progression.....	30
Compliance Requirements	30
Practical Nursing Certificate Selective Admission Scoring Guidelines	31
Progression for Practical Nursing Courses	33
Minimum Passing Requirements.....	33
Grading Scale	33
Math Competency Policy	34
Clinical Readiness Competency	34
Laboratory and Clinical Evaluation.....	34
Student Feedback and Evaluation	35
Continuation Policy.....	35
Program Completion Requirements	36
Re-Entry and Readmission Policy	36
Re-Entry Following Course Failure or Withdrawal.....	36
Extenuating Circumstances Exception	36
Readmission Following Program Dismissal.....	37
Student Records and Retention.....	38
Transfer and Continuing Education Information.....	38
Attendance Policy	38
Tardiness and Absence.....	38
Reporting Absences.....	39
No Call/No Show	39
Preparedness and Fitness for Participation.....	39
Absence Limits.....	40
Clinical Make-Up Requirement	40
Clinical Scheduling.....	40
Inclement Weather	41
Clinical Placement	41
Clinical Supervision, Student Scope, and Evaluation.....	41
Guidelines for Safe and Professional Behavior in the Skills Laboratory	42
Health Simulation Lab (HSL)	44
Academic Integrity and Testing Policy.....	44
Student Responsibilities During Testing.....	44

Prohibited Testing Behaviors.....	44
Calculator Use During Testing	45
Late Arrival to Exams.....	45
Exam Absence Notification	45
Make-Up Testing Policy	45
Exam Review Policy.....	45
Collaborative Testing and Class Review	45
Individual Exam Review.....	46
Exam Security.....	46
Academic Integrity and Testing Violations	46
Artificial Intelligence (AI) Use.....	46
Professionalism and Professional Conduct Standards	47
Expectations for Student Behavior in All Clinical Experiences	48
Standards for Safe and Professional Behavior.....	48
Unacceptable and Prohibited Behaviors.....	48
Fitness for Duty.....	49
Regulatory Compliance.....	49
Dress Code and Professional Appearance	49
Uniform Policy.....	49
Clinical Agency Requirements.....	51
Academic Support and Remediation	51
Program Resources, Communication, and Requirements.....	52
Graduation and Licensure Expenses	52
Communication and Technology	52
Student Illness, Injury, Exposure, and Emergencies	52
Cell Phone and Electronic Device Use.....	53
ATI Requirements.....	53
Student Concerns, Complaints, Academic Appeals, and Problem Resolution	53
Student Problem Resolution Process.....	54
Program Policy Revisions	54
Appendix A: Ohio Board of Nursing Rule 4723-5-12(C)	55

Approval

This Practical Nursing Certificate (PNC) Program is **approved** by:

The Ohio Board of Nursing

8995 E Main St

Reynoldsburg, OH 43068

Telephone: (614) 466-3947

Disclaimer

The information contained in this handbook is intended to provide students with an overview of the policies, procedures, and expectations of the Cincinnati State School of Practical Nursing. While every effort is made to ensure the accuracy of the information presented, policies, procedures, curriculum requirements, clinical requirements, and schedules are subject to change as necessary.

The Cincinnati State School of Practical Nursing reserves the right to modify program requirements and policies to comply with changes in College policies, accreditation standards, regulatory requirements, clinical agency requirements, or other circumstances affecting program operations. Students will be notified of significant changes through official College communication channels.

Students are responsible for reviewing and following the policies contained in this handbook and all applicable Cincinnati State Technical and Community College policies.

Cincinnati State Technical and Community College is committed to providing an educational environment free from discrimination and harassment and complies with all applicable federal, state, and local laws regarding equal opportunity and access to educational programs and services.

For students under the age of 18, official communications may be provided to a parent or legal guardian as permitted by applicable laws and College policies.

Relationship to College, Division, and Program Policies

This Student Handbook supplements, but does not replace, Cincinnati State Technical and Community College policies or the Health and Public Safety Division Student Handbook.

Students are responsible for complying with all applicable College, Division, and Program policies, including any revisions that may occur during enrollment.

Additional information and policies may be found in the following resources:

- Cincinnati State College Catalog available at <http://catalog.cincinnati-state.edu/coursedescriptions/>
- Health and Public Safety Division Student Handbook.

Topics addressed in the resources listed above include, but are not limited to, the following:

- General College Information
- Admissions and Registration
- Tuition, Fees, Financial Aid, and Scholarships
- Academic Policies and Procedures
- Religious Observance Absence
- Student Rights and Responsibilities
- Student Conduct and Code of Conduct
- Disability Services and Accommodations
- Academic Appeals and Grievance Procedures
- Campus Safety and Security
- Records and Privacy (FERPA)
- Discrimination, Sexual Harassment, and Title IX
- Graduation Requirements

If College, Division, and Program policies conflict, the more specific policy applicable to the situation will govern.

Mission, Vision and Institutional Values

Mission

Cincinnati State Technical and Community College provides access, opportunity, and support in achieving success for individuals seeking exceptional technical, transfer and experiential/cooperative education and workforce training.

Vision

Cincinnati State advances the educational and economic vitality of our state and region as the college of choice.

Institutional Values

Potential for Growth and Success

- We respect each student's background and celebrate their potential for personal growth and career success.

Innovation

- We support innovative approaches to learning.
- We anticipate and effectively respond to the changing needs of those we serve.

Collaboration

- We work together on behalf of our students and employers to meet community needs.

Equity

- We believe in contributing to a socially and economically equitable society.
- We honor the diversity and inclusiveness of our College community and strive to hear all voices.

Experiential Learning

- We promote experiential and lifelong learning.

Mission Statement of the Practical Nursing Certificate Program

The mission of the Cincinnati State School of Practical Nursing is to prepare graduates to provide safe, compassionate, patient-centered, evidence-based nursing care within the practical nurse scope of practice. The Program promotes clinical judgment, professionalism, lifelong learning, and a commitment to improving the health and well-being of individuals, families, and communities.

Philosophy of the Practical Nursing Certificate Program

The philosophy of the faculty is consistent with the mission of Cincinnati State Technical and Community College. Faculty facilitate a program that educates an increasingly diverse student population and prepares graduates to practice effectively in a dynamic healthcare system.

Educators provide an environment of mutual respect that supports the exchange of ideas and participation in activities that meet the changing needs of the community and students.

The nursing faculty members share these beliefs:

- **Nursing** is a profession based on development of caring for self and others in a helping, trusting, and authentic relationship. Compassionate, genuine caring is an essential component of the art of nursing. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient. Clinical reasoning, basic knowledge and skills, and the integration of best current evidence are core factors in delivering optimal health care. Individual nurses, using open communication and shared decision-making to achieve quality patient care, function effectively within nursing and inter-professional teams. Information and technology are used to communicate, obtain, and apply knowledge, minimize errors, and support decision-making. The nurse uses data to monitor the outcomes of care processes and uses quality improvement methods to continuously enhance the quality and safety of health care systems. Coordinated nursing care focuses on patients' preferences, values, and needs.
- **The patient** is a human being to be valued, cared for, respected, nurtured, understood and assisted. The patient or designee is an active participant and a full partner in determining his or her own healthcare. The patient may be an individual, family, or group. Each individual's health is based on his or her cultural perceptions and beliefs of health and wellness and the individual's ability to adapt to internal and external environmental forces.
- **Holistic health** is a dynamic state of physical, mental, social, and spiritual existence and functioning. The individual's need for healthcare is determined by his or her position on the health-wellness continuum.

Teaching and learning involve shared participation between faculty and students in planned activities that use cognitive, psychomotor, and affective learning domains. A variety of teaching methods are used to meet the needs of adult learners with diverse learning styles. Learning is motivated by individual needs and goals and is evaluated by both the learner and the teacher. Students and educators bring unique knowledge and experiences to the educational environment. Mutual respect supports the positive exchange of ideas and strengthens the teaching-learning process. The Program is responsive to changing healthcare issues and the changing needs of the community and students. A commitment to developing teaching strategies for an increasingly diverse student population is a core value of the educational process.

Learning is a lifelong process that continues beyond completion of the formal nursing education program. Nursing faculty support continued education toward future professional degrees and ongoing self-development for both students and educators.

Practical Nursing Certificate Program Outcomes

1. Collaborate effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
2. Integrate best current evidence with clinical competence and patient/family preferences and values for delivery of optimal health care.
3. Demonstrate effective clinical reasoning skills, critical thinking skills, teaching practices, and cost-effective nursing strategies.
4. Promote safety of both patients and healthcare providers through individual performance and system effectiveness.
5. Use information and technology to communicate, obtain and apply knowledge, prevent error, and support decision making.
6. Practice professional nursing behaviors incorporating personal responsibility and accountability.
7. Demonstrate caring behaviors that foster well-being, a sense of self-worth, and dignity in patients, families, and others in the healthcare environment.

Program Administration, Faculty, and Staff Directory

Name, Credentials, and Role	Phone Number	Email Address
Dr. Bonnie Smith, PhD, MSN, RN Dean of Health and Public Safety	513.569.1662	bonnie.smith@cincinnatiastate.edu
Dr. Beth Chimento, DNP, RN, CNE Associate Dean / Director of Nursing Programs	513.569.1291	beth.chimento@cincinnatiastate.edu
Dr. Jennifer Tyler, DNP, RN Program Chair, Practical Nursing Certificate (PNC) Program / Professor	513.569.4252	jennifer.tyler@cincinnatiastate.edu
Dr. Ryan Hartzell, DNP, RN, CNE, CMSRN, PMH-BC, CHSE Instructor	513.569.1502	ryan.brinkman@cincinnatiastate.edu
Jacquelin Brush, MSN, APRN, FNP-C Instructor	513.569.1633	jacqualin.brush@cincinnatiastate.edu
Amanda Fanning, MSN, RN, MEDSURG-BC Instructor	513.569.1552	amanda.fanning@cincinnatiastate.edu
Dr. Nikki Howard, DNP, RN Professor	513.569.5803	nikki.howard@cincinnatiastate.edu
Rachael Meier, MSN, RN Health Simulation Lab Director	513.569.1289	rachael.meier@cincinnatiastate.edu
Adjunct Faculty	See Syllabi	See Syllabi

Support Services and Helpful Resources

Academic Advising

Academic advising is available throughout a student's enrollment and is intended to support academic success and timely progression toward graduation.

Academic Advisors assist students by:

- Developing educational and course plans.
- Explaining College policies and procedures.
- Monitoring academic progress.
- Connecting students with campus support services.
- Assisting with graduation planning.

New Student Advising

New and returning students enrolled in a degree or certificate program should meet with an Academic Advisor before registering for classes. Students should refer to their admission materials for advising instructions.

Program Advising

Students preparing to apply to the Practical Nursing Certificate (PNC) Program should meet with a Health and Public Safety Division advisor. Appointments may be scheduled by calling the Health and Public Safety Division Office at 513-569-1670, or through Starfish.

Cohort Advising

Students who have been accepted into the Practical Nursing Certificate (PNC) Program and students currently enrolled in nursing courses are advised by the Program Chair or designee.

Health Excel Services

Health Excel Services provides Health and Public Safety Division students with educational support services designed to enhance classroom learning, support professional development, and promote student success. The goal is to assess referred students' needs and develop an individualized success plan.

Students who are not meeting course or program standards may be referred to Health Excel Services. A Health Excel mediation meeting may also be arranged when additional support or clarification is needed regarding a policy concern.

Support services include:

- Special seminars
- Referrals for tutoring and other College resources
- Career planning, including assistance with selecting an appropriate Health and Public Safety Division degree or certificate program
- Personal and life coaching, including support with balancing responsibilities
- Academic and study skills mentoring
- Assistance understanding academic holds
- Time management planning and resources
- Written and verbal communication assistance

- Professionalism coaching for the healthcare environment
- Development of a re-entry plan following unsuccessful completion in a technical program

Counseling Services

Counseling Services promotes student learning and development by providing counseling and referral services that address the developmental, career, and mental health needs of Cincinnati State students. These services are available to enrolled students at no cost.

Counseling Services include:

Personal Counseling: Enrolled students may access free, individual counseling to help navigate and cope with personal and emotional concerns that may impact academic performance, relationships, or other responsibilities. Both in-person and video telehealth options are available.

Campus and Community Resource Connection: The Counseling Center may assist students in identifying and connecting with appropriate on-campus and community resources.

Consultation and Assessment: Available to students, faculty, and administrators. Counseling Services provide help in identifying a student's needs, appropriate campus services, and possible referral for community resources.

CState Recovery Community: Free service for students who have struggled with, are struggling with, or know someone struggling with mental health challenges and/or substance use or misuse. Contact recoverycommunity@cincinnatiastate.edu.

For more information or to schedule an appointment:

- **E-form:** Counseling Services Appointment Request
- **Email:** counseling@cincinnatiastate.edu
- **Call:** (513) 569-5779
- **Walk-in:** Main Building Room 171, Clifton Campus, Monday–Friday, 9 a.m.–5 p.m.

Tutoring Services

Tutoring Center:

Tutoring is available in the Tutoring Center for certain subjects at Cincinnati State. Students can schedule appointments through Starfish, by calling 513-569-1614, emailing tutoring@cincinnatiastate.edu, or by stopping by Room 261 Main Building.

Writing Center:

Writing Center tutors are experienced writing instructors who are familiar with the expectations for Cincinnati State writing courses. Limited walk-in support is available, and appointments are recommended. To make an appointment for in-person or remote services, students can schedule through Starfish, call 513-569-1736, or stop by Main Building, Room 235.

Nursing Student Organization (NSO)

All students enrolled in the College's nursing programs, including the Practical Nursing Certificate (PNC) Program, are members of the Nursing Student Organization (NSO). The NSO is a student community supported by the Faculty-Student Committee of the Nursing Programs. Its purpose is to encourage students and faculty to share information and to discuss program-specific issues and concerns.

Practical Nursing Resource Center

The Practical Nursing Resource Center, located in MAIN Room 266, is available to students enrolled in the Practical Nursing Certificate (PNC) Program. The center includes a classroom area, skills practice area, testing space, bedside care stations, computers, and additional learning resources to support student success. Student access to the Resource Center is limited during times when practical nursing courses are scheduled. Open laboratory hours, when available, require faculty supervision and will be posted on each course's page in Brightspace, the College's online learning management system.

Additional open laboratory opportunities for skills practice may be available in the associate degree Nursing Resource Center (HPB Rooms 200–204) and the Health Simulation Lab (MAIN Room 156). Open laboratory schedules vary by semester and will be communicated through Brightspace.

Open laboratory sessions are intended to provide students with additional opportunities for practice and skill refinement outside of scheduled laboratory classes. These sessions are not intended to replace active participation and practice during regularly scheduled laboratory time. Students are expected to use scheduled laboratory sessions effectively, as adequate time is provided for skill instruction, guided practice, and faculty feedback. Consistent engagement during scheduled laboratory classes is essential for successful skill development and clinical preparation.

Office of Disability Services (ODS)

The College's Office of Disability Services works with students to ensure they receive academic accommodations in their courses. The primary goal of Disability Services is to guarantee that all students with disabilities have an equal opportunity in the pursuit of their educational objectives. Services and programs are available for students according to individual need.

Students with disabilities who need accommodations must first register with the Office of Disability Services and present appropriate documentation. Additionally, students must present their class schedules to the Disability Services Office at the start of the academic semester to determine appropriate accommodations.

Services available include test proctoring, note-taking, scribing, interpreting, assistive technology, advocacy, audio text and Braille access, referrals to other campus support services, and referrals to community resources.

Eligibility for Services

Any otherwise qualified student or prospective student who states that he or she has a disability, as defined under the Americans with Disabilities Act (ADA) of 1990 or the guidelines for Section 504 of the Rehabilitation Act of 1973, may register with the Office of Disability

Services.

For more information, contact the Office of Disability Services at disabilities@cincinnatiastate.edu or call (513) 569-1775.

Students who may need accommodations for the NCLEX-PN examination should also review the Ohio Board of Nursing accommodation requirements below.

Requesting NCLEX Testing Accommodations (Ohio)

The Ohio Board of Nursing has specific requirements for anyone seeking modifications to NCLEX examination procedures. Students should review current accommodation information through the Ohio Board of Nursing.

Note: The exam is written and administered in the English language, and a lack of facility with the English language is not considered a disability. Interpreters should not be permitted inside the exam room for purposes of translating the test from English into another language for a student.

Clinical Agency Screening Compliance and Criminal Background Check Requirements

Successful completion of required screening processes is a condition of progression and continued enrollment in the Practical Nursing Certificate (PNC) Program. Criminal background checks are required at two points. First, students must complete the Program-required BCI and FBI criminal background checks by the end of the first semester, and results must be received and approved before the student may participate in clinical experiences, which begin in PN 102. Second, graduates seeking nursing licensure must complete any criminal background check requirements established by the applicable Board of Nursing. The Program-required background check does not replace or satisfy any separate background check required for nursing licensure. Students participating in clinical experiences are required to complete the following screenings. Several of these screenings are ordered and tracked through CastleBranch/DISA, the Program's designated compliance management vendor:

- Criminal background checks (BCI and FBI) through fingerprinting
- Social Security number verification through CastleBranch/DISA
- Federal exclusion database screening through CastleBranch/DISA
- Sexual offender registry screening through CastleBranch/DISA
- Additional screenings required by clinical agencies

Requirements may vary by clinical agency and may change without notice.

Important Disclosures

- Successful completion of a criminal background check for the Health and Public Safety Division does not guarantee eligibility for clinical placement, licensure, certification, or employment.
- Clinical agencies may establish requirements that are more restrictive than those of the College, state licensing boards, or state law.
- Clinical agencies may require additional background checks, drug screening, fingerprinting, or other screening measures at their discretion.

- Students who are determined to be ineligible for clinical placement will be unable to meet required clinical learning outcomes and will be unable to progress in or complete the Practical Nursing Certificate (PNC) Program.
- A positive drug screen, criminal conviction, pending criminal charge, or other screening result may affect clinical placement and program progression.

Questions regarding screening requirements should be directed to the Program Chair of the Practical Nursing Certificate (PNC) Program.

Purpose of Background Checks

Ohio law requires criminal background checks for individuals who provide care to vulnerable populations. Healthcare facilities, regulatory agencies, and nursing licensing boards require these screenings to support patient safety and compliance with state and federal requirements.

The Practical Nursing Certificate (PNC) Program requires both:

- Ohio Bureau of Criminal Investigation (BCI) background check
- Federal Bureau of Investigation (FBI) background check

Background checks are required for participation in clinical experiences and may also be required for nursing licensure.

Timing of Background Checks

Criminal background checks are required of all students in the Practical Nursing Certificate (PNC) Program. Students must successfully complete the required criminal background checks by the end of the first semester, and results must be received and approved before the start of PN 102. Failure to meet this requirement may prevent participation in clinical experiences and progression in the Program.

Background checks remain valid for two (2) years from the date of completion unless additional or updated screenings are required by a clinical agency, regulatory body, or the College.

If a student leaves the Program for any reason, the background check process may need to be repeated if the background check on file is more than one year old when the student is ready to return.

Students who have completed a qualifying BCI and FBI background check within the required timeframe may be eligible to submit existing results in accordance with Program requirements.

Procedure for Obtaining Background Checks

Background check fingerprints for BCI and FBI may be completed at the Hamilton County Justice Center or another eligible WebCheck location. Students must use ORC code 4723.09 and have results sent directly to:

Bonnie Smith, Dean of Health and Public Safety
Cincinnati State Technical and Community College
3520 Central Parkway, HPB 312
Cincinnati, OH 45223

Criminal Convictions and Clinical Eligibility

Students enrolled in the Practical Nursing Certificate (PNC) Program must be eligible to participate in required clinical experiences and to seek licensure after graduation.

Any conviction that would prevent an individual from obtaining nursing licensure may result in ineligibility for admission, progression, or program completion. Students should review the [Ohio Board](#)

[of Nursing licensure](#) application requirements, including information on [potentially disqualifying offenses](#) and compliance questions, before applying.

Certain criminal convictions may also limit or prevent clinical placement. Examples include, but are not limited to:

- Felony convictions
- Violent offenses
- Domestic violence offenses
- Assault offenses
- Drug-related offenses
- Theft, fraud, or financial exploitation offenses
- Sexual offenses
- Multiple convictions of a similar nature

A conviction does not automatically exclude a student from the Practical Nursing Certificate (PNC) Program. Each case will be reviewed individually based on:

- Ohio Board of Nursing requirements
- Clinical agency requirements
- Applicable state and federal laws
- Relevant provisions of the Ohio Revised Code

Because clinical experiences are required for Program completion, students who are unable to obtain clinical placement will be unable to progress in or complete the Practical Nursing Certificate (PNC) Program.

Review of Criminal Convictions

When a conviction or other criminal history concern is identified through the background check process, it will be reviewed to determine its possible impact on clinical placement and nursing licensure.

Students may be required to provide additional information, court records, or supporting documentation.

Determinations will be based on:

- Ohio Board of Nursing requirements
- Clinical agency requirements
- Applicable federal and state laws
- Relevant provisions of the Ohio Revised Code
- Information provided by the student

If there is concern that a conviction may prevent clinical placement or licensure, the Dean of Health and Public Safety will review the case before a final determination is made.

Federal Exclusion and Sexual Offender Screening

In addition to BCI and FBI criminal background checks, clinical agencies may require students to complete screenings for:

- Medicare and Medicaid exclusion databases
- Federal fraud and abuse registries
- Sexual offender registries

These screenings are completed through the Program's designated vendor, CastleBranch/DISA.

Students will receive instructions from the Program Chair after admission to the Program.

Students identified on any exclusion or registry that prohibits participation in clinical experiences will be ineligible for clinical placement and Program progression.

Background Checks for Nursing Licensure

Ohio

Graduates seeking licensure in Ohio must complete criminal background checks through both of the following:

- The Ohio Bureau of Criminal Investigation (BCI)
- The Federal Bureau of Investigation (FBI)

Students will receive instructions regarding these requirements during the nursing program.

Additional information is available through the [Ohio Board of Nursing](#).

Kentucky

A criminal background check is required for nursing licensure in Kentucky.

Information is available through the [Kentucky Board of Nursing](#).

Indiana

A criminal background check is required for nursing licensure in Indiana.

Information is available through the [Indiana Professional Licensing Agency – Nursing](#).

Drug, Alcohol, and Medical Marijuana Policy

Students enrolled in Health and Public Safety programs are preparing for professions that require safe, competent, and professional practice. Because students provide care to vulnerable populations in clinical settings, the College and its clinical partners have a responsibility to promote patient safety and maintain a drug- and alcohol-free learning environment. The following expectations are based on standards for safe nursing practice and requirements of clinical agencies and regulatory bodies.

Although marijuana use may be permitted under Ohio law, it remains prohibited in the Practical Nursing Certificate (PNC) Program due to federal regulations and clinical agency requirements. Students are not permitted to use, possess, distribute, or be under the influence of marijuana, alcohol, illicit drugs, or unauthorized controlled substances while participating in classroom, laboratory, simulation, clinical, or any Program-related activity.

The Program does not require routine drug screening for all students. However, drug and/or alcohol screening may be required when reasonable suspicion exists, when a clinical agency requires screening as a condition of placement, or when otherwise required by College, Program, or clinical agency policy. Students are responsible for complying with all College, Program, and clinical agency substance use policies. These expectations are required to ensure patient safety and eligibility for clinical placement.

Reasonable Suspicion

If a student appears to be impaired, is exhibiting inappropriate behavior, demonstrates unprofessional conduct, or is suspected of being under the influence of drugs, alcohol, or other substances while participating in classroom, laboratory, simulation, clinical, or program-related activities, the student will be removed immediately from the learning environment.

Examples may include, but are not limited to:

- Slurred speech
- Impaired coordination or motor function
- Altered mental status
- Odor of alcohol or marijuana
- Unusual behavior or mood changes
- Negligence or unsafe patient care practices
- Possession or use of alcohol, illegal drugs, or unauthorized controlled substances

Immediate Action and Reporting

If reasonable suspicion exists, the student may be removed immediately from the classroom, laboratory, simulation, clinical, or program-related setting. A student who smells of marijuana or alcohol will be required to leave the premises immediately and may be referred for further review, including possible screening, before returning to program activities.

The faculty member or clinical representative will document the circumstances and notify the Program Chair and/or appropriate Health and Public Safety Division administrator for further review and determination of next steps in accordance with College, Program, and clinical agency policy.

Clinical Agency Drug and Alcohol Screening Requirement

Many clinical agencies require students to complete drug and alcohol screening as a condition of participation in clinical experiences. These requirements are established by the clinical agency and may vary among agencies.

Students may be required to undergo drug and alcohol screening:

- Prior to a clinical placement
- During enrollment in the Program
- Following a reasonable suspicion determination
- Following a clinical agency request

Refusal to comply with a required drug or alcohol screening may result in removal from clinical placement and may prevent the student from meeting Program requirements.

Screening Process

When required, drug and alcohol screening will be conducted through a vendor designated by the Program or by the clinical agency requiring the screening. Students will receive instructions regarding the screening process from Program faculty or administration.

Students are responsible for all costs associated with required drug and alcohol screening.

Screening results will be reviewed by appropriate College officials in accordance with College policy and applicable laws.

Students are responsible for reporting any prescription or over-the-counter medications that may affect screening results when required by the testing agency.

Positive Screening Results and Policy Violations

A confirmed positive drug or alcohol screening, refusal to test, tainted test, substituted specimen, or other violation of this policy may result in:

- Removal from clinical placement
- Ineligibility for participation at a clinical agency
- Failure to meet clinical course requirements
- Referral for disciplinary review under College and Program policies
- Dismissal from the Program when appropriate

Because clinical experiences are required for Program completion, students who are unable to participate in clinical experiences due to screening results may be unable to progress in or complete the Program.

Student Responsibilities

Students are responsible for:

- Providing accurate and complete information during the admissions and screening processes.
- Completing all required screenings by established deadlines.
- Paying all costs associated with background checks, fingerprinting, drug screening, and other required screenings.
- Notifying the Program Chair of any arrest, criminal charge, conviction, plea agreement, diversion program, or other change in criminal history that occurs while enrolled in the Program.
- Providing additional documentation when requested.

Failure to complete required screenings, meet established deadlines, disclose required information, or report changes in criminal history may result in delayed enrollment, removal from clinical experiences, inability to progress in the Program, or dismissal from the Program.

Confidentiality

Criminal background information and screening results will be maintained and shared only with individuals who have a legitimate educational, regulatory, or clinical placement need to know, consistent with applicable laws and institutional policies.

Clinical Placement Decisions

Clinical agencies retain the right to accept or deny student placement based on their own policies, procedures, and regulatory requirements.

Decisions made by clinical agencies regarding student eligibility for clinical placement are

outside the control of the College and may not be subject to appeal through College processes.

No Guarantee of Clinical Placement, Licensure, or Employment

Admission to or continued enrollment in the Practical Nursing Certificate (PNC) Program does not guarantee eligibility for clinical placement, graduation, licensure, certification, or employment.

Clinical agencies retain the right to deny placement based on their policies and regulatory requirements. Because clinical experiences are essential to the curriculum, students who are denied clinical placement may be unable to complete program requirements.

The applicable Board of Nursing retains sole authority to determine an applicant's eligibility for licensure. Completion of the nursing program does not guarantee approval to take the NCLEX-PN examination or obtain a nursing license.

Students with a criminal history are encouraged to contact the applicable Board of Nursing prior to enrollment to discuss potential licensure implications. The College cannot determine or guarantee an individual's eligibility for nursing licensure.

Student Health Records

A completed health examination report from a licensed healthcare provider, such as a physician, physician assistant, or nurse practitioner, is required after admission to and re-entry into the Practical Nursing Certificate (PNC) Program. The health examination must be completed within one year of the student's admission or re-entry date.

Students must submit documentation of all required health screenings, immunizations, certifications, and other compliance requirements before participating in clinical experiences. Documentation must include the dates of administration, testing, certification, or renewal, as applicable.

Students will receive instructions for submitting required health, immunization, and compliance documentation through CastleBranch/DISA, the Program's designated compliance management system. All required documentation must be uploaded and verified by established deadlines.

Health, immunization, and certification requirements are based on Program standards and affiliated clinical agency requirements. Students who fail to submit required documentation by established deadlines may be prohibited from participating in clinical experiences.

Students should refer to the PNC Health Form available on the Program website for the current list of health screening, immunization, certification, and documentation requirements.

Immunizations, Health Screenings, and Certifications

Immunization, health screening, and certification requirements are based on Centers for Disease Control and Prevention (CDC) recommendations, Program requirements, and clinical agency requirements. All required immunizations, health screenings, and certifications must be maintained throughout enrollment in the Practical Nursing Certificate (PNC) Program.

Compliance documentation must be submitted through CastleBranch/DISA, the Program's designated compliance management system. Students are responsible for keeping all required documentation current and submitting updated records before any immunization, screening,

certification, or other required credential expires.

To avoid delays in clinical clearance, students should observe the following guidelines:

- **Laboratory Reports for Immunity Titers:** Students using serologic titers to verify immunity must submit the official laboratory report showing the quantitative results. Provider notes or statements indicating that a student is “immune” may not meet clinical agency requirements.
- **Retention of Personal Records:** Students are strongly encouraged to maintain both electronic and paper copies of all health, immunization, certification, and compliance records submitted to CastleBranch/DISA. These documents may be needed for future clinical placements, employment, licensure, or continuing education requirements.

Required health screenings, immunizations, and certifications include, but are not limited to:

- CPR: Basic Life Support (BLS) certification for **Healthcare Providers** through the American Heart Association (AHA) or American Red Cross (ARC)
- Tuberculosis (TB) screening
- Documentation of immunity to Measles, Mumps, and Rubella (MMR)
- Documentation of immunity to Hepatitis B
- Documentation of immunity to Varicella (Chickenpox)
- Tetanus, Diphtheria, and Pertussis (Tdap) vaccination
- Annual influenza vaccination

Additional details regarding specific documentation requirements are provided below and may be updated to comply with current CDC recommendations and clinical agency requirements. Students are responsible for meeting any changes to health, immunization, screening, or certification requirements that occur during enrollment.

Basic Life Support (BLS) Certification

- Students must maintain current Basic Life Support (BLS) certification for Healthcare Providers through the American Heart Association (AHA) or American Red Cross (ARC).
- BLS certification must remain current throughout enrollment in the Program.

Tetanus, Diphtheria, and Pertussis (Tdap)

- Documentation of a Tdap vaccination.
- A tetanus-containing booster must remain current throughout enrollment and may need to be renewed if it expires while enrolled in the Program.

Measles, Mumps, and Rubella (MMR)

- Documentation of two doses of MMR vaccine administered according to CDC guidelines; or
- Laboratory evidence of immunity (positive titers) for measles, mumps, and rubella.

Tuberculosis (TB) Screening

- Documentation of TB screening as required by the Program and clinical agencies.
- Acceptable screening methods may include a TB skin test (PPD), an interferon-gamma release assay (IGRA) blood test, or other screening methods approved by current CDC guidelines.

- Students with a positive TB screening result, history of a positive TB test, or prior BCG vaccination may be required to provide additional documentation, such as a chest X-ray, symptom screening, or healthcare provider clearance, as required by the Program or clinical agency. Students must demonstrate that they are free of active tuberculosis and eligible to participate in clinical experiences.

Hepatitis B

- Documentation of a completed Hepatitis B vaccination series; or
- Laboratory evidence of immunity (positive Hepatitis B surface antibody titer). Additional vaccination or documentation may be required if immunity cannot be demonstrated.

Varicella (Chickenpox)

- Documentation of two doses of varicella vaccine; or
- Laboratory evidence of immunity (positive varicella titer).

Influenza

- Documentation of an annual influenza vaccination must be submitted by November 1 each fall semester. Seasonal influenza vaccination is required by all clinical agencies.

COVID-19

- COVID-19 vaccination is not currently required by the Practical Nursing Certificate (PNC) Program.

Students are responsible for ensuring that all required immunizations, health screenings, certifications, background checks, and related documentation remain current throughout enrollment in the Practical Nursing Certificate (PNC) Program. Clinical agencies may establish requirements that exceed Program requirements, and students are responsible for meeting all requirements of their assigned clinical agencies. Failure to maintain compliance with Program or clinical agency requirements may result in exclusion from clinical experiences. Because clinical participation is required, noncompliance may affect progression in the Program and may result in course failure, dismissal from the Program, or inability to complete Program requirements.

Health Status and Medical Clearance

Students are responsible for maintaining their physical and mental health in a manner that enables them to meet the essential functions of the Practical Nursing Certificate (PNC) Program and provide safe patient care in classroom, laboratory, simulation, and clinical settings.

At any time during enrollment, the Program Chair or designee may require a student to provide documentation from a licensed healthcare provider regarding a medical condition, injury, communicable disease, or other health-related concern that may affect the student's ability to safely participate in Program activities. The student may be required to obtain medical clearance before returning to or continuing in classroom, laboratory, simulation, or clinical experiences.

The Program reserves the right to require additional documentation or an independent medical evaluation when necessary to determine whether the student can safely meet Program requirements.

Students who experience a change in health status that may affect their ability to safely perform Program requirements are responsible for notifying the Program Chair or designee as soon as reasonably possible.

Continuation in the Program is contingent upon the student's ability to meet the essential functions of the Program and maintain safe standards of nursing care. All health information submitted to the Program will be maintained in accordance with applicable privacy and confidentiality requirements.

Students will not be assigned to specific clinical agencies based on personal preferences related to vaccination, health screening, background check, or drug screening requirements. Students must meet the requirements of all assigned clinical agencies to participate in clinical learning experiences. Failure to meet clinical agency requirements may prevent clinical placement and affect progression in the Program.

Student Health Insurance

Students are required to maintain personal health insurance coverage throughout enrollment in the Practical Nursing Certificate (PNC) Program. Clinical agencies may require proof of health insurance coverage before participation in clinical experiences.

Failure to maintain health insurance coverage or provide proof of coverage when requested may affect a student's eligibility for clinical placement and progression in the Program.

Liability insurance coverage for injuries or exposures occurring during college-sponsored activities is administered through the Health and Public Safety Division in accordance with current College policies (See Health and Public Safety Division Student Handbook).

Resources for Physical Exams and Immunizations

The following community resources may provide affordable options for physical examinations, immunizations, tuberculosis testing, and other health requirements. Students are responsible for verifying eligibility, services, fees, and appointment availability directly with each provider.

Information provided is for convenience only and is subject to change without notice. Cincinnati State Technical and Community College does not endorse, control, or assume responsibility for services provided by any organization listed below.

Public Health Clinics

- Hamilton County Public Health Clinic
- Cincinnati Health Department Clinics

Community Health Centers

- Crossroad Health Center
- The HealthCare Connection
- Good Samaritan Free Health Center

Retail and Urgent Care Clinics

- CVS MinuteClinic
- Kroger Little Clinic

Health Insurance Resources

Health insurance options available at [healthcare.gov](https://www.healthcare.gov) or [Ohio health insurance resources website](#).

Essential Nursing Skills and Activities

The National Council of State Boards of Nursing (NCSBN) identifies essential skills and activities common to nursing practice. Students must be able to perform these essential functions, with or without reasonable accommodations, to safely meet Program outcomes and provide safe patient care.

Students who need accommodations due to a disability are encouraged to contact the Cincinnati State Office of Disability Services as early as possible. The Office of Disability Services determines eligibility for accommodations and coordinates accommodation plans in accordance with College policies and applicable laws.

Students approved for accommodations are responsible for providing accommodation documentation to the Program and meeting with nursing faculty to discuss how approved accommodations will be implemented in classroom, laboratory, simulation, and clinical settings.

Students seeking NCLEX accommodations should understand that College approval of accommodations does not guarantee approval by the Ohio Board of Nursing or the National Council of State Boards of Nursing. Information about NCLEX accommodation requests is available through the Ohio Board of Nursing and NCSBN.

Functional abilities that may require reasonable accommodations generally fall within the following categories:

- Physical
- Sensory
- Cognitive
- Behavioral/Interpersonal (Interactive)

Detailed essential function requirements are listed below.

Functional Ability	Core Performance Standard
Physical	Gross Motor Skills • Move within confined spaces. • Sit, stand, and maintain balance. • Reach above shoulders and below the waist. Fine Motor Skills • Pick up and grasp objects with hands. • Write with a pen or pencil. • Key/type using a computer. • Use fingers to pinch, pick up, twist, or squeeze objects such as syringes, knobs, or droppers. Physical Endurance, Strength, and Mobility • Stand for procedures and maintain physical tolerance for a full shift. • Sustain repetitive movement, including CPR. • Push, pull, support, lift, move, and carry required weights or equipment. • Use upper-body strength and defend self if necessary. • Twist, bend, stoop, squat, move quickly, climb, and walk.
Sensory	Visual • See objects at close and distance ranges.

	• Use depth perception and peripheral vision. • Distinguish color and color intensity. Tactile • Feel vibrations, such as pulses. • Detect temperature and environmental temperature. • Feel differences in surface characteristics, size, and shape. Smell and Hearing • Detect odors, smoke, gases, or noxious smells. • Hear normal and faint speaking-level sounds. • Hear faint body sounds, alarms, and sounds when visual cues are limited.
Cognitive	• Read and understand written, electronic, tabular, graphical, and digital information. • Calibrate equipment and use measuring tools. • Convert numbers to and from metric units. • Tell time, measure time, count rates, and compute fractions for medication dosage calculations. • Use a calculator and record numbers accurately. • Transfer knowledge from one situation to another. • Process information, evaluate outcomes, problem-solve, and prioritize tasks. • Use long-term and short-term memory. • Identify cause-and-effect relationships, plan and control activities, synthesize knowledge and skills, and sequence information.
Behavioral / Interpersonal (Interactive)	• Negotiate interpersonal conflict. • Interact respectfully with individuals, families, patients, classmates, faculty, staff, and healthcare team members. • Communicate in English with accuracy and clarity. • Convey oral and written information efficiently. • Demonstrate computer literacy. • Establish therapeutic boundaries and provide emotional support. • Adapt to changing environments and stressful or unexpected situations. • Focus attention on tasks, monitor emotions, and perform multiple responsibilities concurrently. • Handle strong emotions and maintain emotional stability.

Practical Nursing Certificate Curriculum

Program Information			
Division	HPS		
Degree Code	CT1	Program Code	PNC
Program Name	Practical Nursing Certificate		
All degree-seeking students must complete a First Year Experience (FYE) course within the first 12 credit hours taken at Cincinnati State. Students seeking admission to the Practical Nursing Certificate (PNC) Program must complete all selective admission and progression requirements. Students should meet with an academic advisor to discuss eligibility, requirements, and deadlines.			
Students may complete BIO 151 and BIO 152 in place of BIO 117 and BIO 127. Students who choose this option must complete either BIO 117/127 or BIO 151/152 by the end of the second semester.			

Students are encouraged to take general education courses prior to the third semester.

Semester	Subject	Course	Course Title	Lecture Hrs.	Lab Hrs.	Credit Hrs.
Semester	FYE	1**	First Year Experience	1–3	0	1–3
Semester 1	PN	101	Practical Nursing Concepts 1	5	9	8
Semester 1	BIO	117	Human Body in Health and Disease	3	0	3
Semester 1	BIO	127	Human Body in Health and Disease Lab	0	2	1
Semester 2	PN	102	Practical Nursing Concepts 2	7	9	10
Semester 2	ENG	101	English Composition	3	0	3
Semester 3	PN	103	Practical Nursing Concepts 3	4	6	6
Semester 3	MCH	100	Healthcare Informatics	2	0	2
Semester 3	PN	185	Practical Nursing Role Transition	2	8	2
Semester 3	PSY	110	Introduction to Psychology	3	0	3
Total				30–33	34	39–42

FYE 100: 1 Credit Hour FYE 105: 2 Credit Hours FYE 110: 3 Credit Hours

2025–2026 Nursing Education Annual Report Course Hours Data Chart

Nursing Course Name	Theory Clock Hours	Lab Clock Hours	Clinical Clock Hours	Total Course Clock Hours
PN 101 Practical Nursing Concepts 1	75	135	0	210
PN 102 Practical Nursing Concepts 2 (Pediatric Content)	105	45	90	240
PN 103 Practical Nursing Concepts 3 (OB Content)	60	14	76	150

PN 185 Role Transition	30	0	120	150
Total Clock Hours	270	194	286	
Total Program Hours				750

Selective Admission and Progression

Students who declare Practical Nursing Certificate (PNC) as their major are considered for admission based on the Health Program Selective Admission/Progression policy. Students are admitted to the Practical Nursing Certificate (PNC) Program each fall and summer semester. Applicants are ranked using established PNC progression criteria, and available seats are offered based on progression scores. Students selected for admission will be notified by email and provided instructions and deadlines for completing program requirements.

Application periods and deadlines are published on the Cincinnati State Practical Nursing Certificate (PNC) Program website.

Eligibility for Admission

To be considered for admission to the Practical Nursing Certificate (PNC) Program, students must:

- Be admitted to Cincinnati State Technical and Community College.
- Declare Practical Nursing Certificate (PNC) as their major.
- Maintain a cumulative GPA of 2.5 or higher through the start of PN 101.
- Be listed in good standing on the Ohio Nurse Aide Registry (STNA/CNA).
- Submit a completed PNC Selective Admission (Progression) Application.
- Submit documentation of healthcare work experience, if applicable.
- Submit documentation of military service (DD-214 or equivalent military documentation), if applicable.

Application Process

1. Submit a completed PNC Selective Admission/Progression Application Packet during the designated application period.
2. Applications are reviewed and scored according to the PNC progression criteria.
3. Applicants are ranked based on their progression scores.
4. Available seats are offered to the highest-ranked applicants.
5. Students offered admission must complete all compliance requirements by the designated deadlines.

Students who meet admission requirements and are selected through the progression process are eligible to enter the nursing curriculum.

Compliance Requirements

Students must complete all required clinical compliance documentation by the designated deadline before entering PN 102. Required documentation must be submitted through CastleBranch/DISA, the program's designated compliance management system. Failure to complete required compliance documentation by the published deadline may result in dismissal from the program.

Required documentation includes, but is not limited to:

CPR Certification

Students must maintain current Basic Life Support (BLS) certification for Healthcare Providers through an approved provider. See Basic Life Support (BLS) Certification for provider and documentation requirements.

Physical Examination and Immunization Documentation

Students must submit the required physical examination form and documentation of required immunizations, health screenings, and certifications by the designated deadline. *See Student Health Records and Immunizations, Health Screenings, and Certifications for full policy details.*

Criminal Background Checks

Students must complete program-required BCI and FBI criminal background checks by the designated deadline before entering PN 102. Background check results must be received and approved before the student may participate in clinical experiences. *See Clinical Agency Screening Compliance and Criminal Background Check Requirements for full policy details.*

Health Insurance

Students must maintain personal health insurance coverage throughout enrollment and provide documentation when requested. *See Student Health Insurance for full policy details.*

Practical Nursing Certificate Selective Admission Scoring Guidelines

I. Cumulative Grade Point Average (GPA)

Applicants must have a Cincinnati State cumulative GPA of 2.5 or higher. Points are awarded based on the applicant's most recent attended institution, whether college or high school.

Maximum: 30 points

Cumulative GPA Range	Points Awarded
2.50–2.74	10
2.75–2.99	15
3.00–3.49	20
3.50–3.79	25
3.80–4.00	30

II. College Biology Course

Applicants receive points based on the highest grade earned in BIO 117, BIO 151, or another approved college-level biology course.

One (1) point will be deducted for each repeated biology course.

Maximum: 12 points

Prerequisite Biology Grade	Points Awarded
A	12

B	9
C	6

III. Cincinnati State Curriculum Experience Points

Applicants receive curriculum experience points for each eligible course completed at Cincinnati State. Transfer courses do not count toward curriculum experience points. Points are awarded by grade as follows: A = 4, B = 3, C = 2, D/F = 0.

One (1) point will be deducted for each repeated course.

Maximum: 20 points

Eligible Cincinnati State Curriculum Courses	Grade Received	Points
- Human Body in Health and Disease (BIO 117) - Human Body in Health and Disease Lab (BIO 127) OR - Anatomy and Physiology 1 (BIO 151) - Anatomy and Physiology 2 (BIO 152)		
- Healthcare Informatics (MCH 100) OR - NUR 101 (for MCH 100 credit)		
- English Composition (ENG 101) OR - English Composition (ENG 101A)		
Psychology (PSY 110)		

IV. Experiential Points

Healthcare Experience Documentation

Applicants receive 3 points for documentation of a minimum of 1,000 hours of direct patient care experience within the past three years.

Military Service Documentation

Applicants receive 3 points for documentation verifying current or prior military service.

Previous Degree or Certificate

Applicants receive up to 3 points for a prior awarded degree or certificate. STNA/CNA certification is not applicable because it is an admission requirement.

Maximum: 9 points

Degree or Certificate Received	Points Awarded
Certificate	1
Associate's degree	2

Bachelor's or master's degree	3
-------------------------------	---

Transfer and Military Credit Policy

Transfer Credit

Credits earned at other institutions transfer according to the policies and procedures outlined in the College Catalog. Nursing course credits are evaluated individually and on a case-by-case basis using student learning outcomes, course requirements, and the program curriculum to determine equivalency.

The Program reserves the right to determine the acceptability of any nursing transfer credit in alignment with its mission and goals. Nursing transfer credits will not be considered for any student who has failed a nursing course at a previous institution.

Military Credit

Military training credit may be applied toward program requirements when coursework is determined to be appropriate to the curriculum. Eligibility is determined using the Joint Services Transcript.

Progression for Practical Nursing Courses

Minimum Passing Requirements

To progress in the Practical Nursing Certificate (PNC) Program, students must earn a minimum grade of **C (75%)** in all nursing theory courses and a **Satisfactory (S)** rating in all required laboratory and clinical components.

Grading Scale

Grade	Percentage	Description
A	90%–100%	Excellent
B	81%–89%	Above Average
C	75%–80%	Passing
D	70%–74%	Failure
F	Below 70%	Failure

Grades are not rounded.

Evaluation of Student Progress

Student performance is evaluated through a combination of methods, which may include examinations, quizzes, assignments, laboratory competencies, activities, clinical performance, ATI assessments, and other course requirements as identified in the course syllabus.

To successfully complete a nursing course and progress in the program, students must:

- Earn a final theory course grade of **75% (C) or higher**.
- Earn a **Satisfactory (S)** rating in all required laboratory experiences.
- Earn a **Satisfactory (S)** rating in all required clinical experiences, when applicable.
- Complete all required ATI assessments and course requirements as outlined in the course syllabus.

Failure to meet any of the above requirements will result in course failure.

Math Competency Policy

Medication calculation competency is an essential component of safe nursing practice. Students must demonstrate proficiency in dosage and medication calculations throughout the Practical Nursing Certificate (PNC) Program.

Math Competency Requirement

Students must achieve a minimum score of **90%** on all required math competency assessments as outlined in each nursing course.

Attempts and Remediation

Students are permitted **two (2) attempts** to achieve the required passing score.

Students who do not achieve the required score on the first attempt may be required to complete remediation before the second attempt. Remediation may include:

- Review of medication calculation content
- Practice exercises or assignments
- Faculty or tutoring support

Failure to Meet Math Competency

Failure to achieve the required score of **90% within two (2) attempts** will result in course failure, regardless of other course grades.

Because medication safety is critical to patient care, math competency requirements cannot be waived.

Clinical Readiness Competency

Safe patient care requires students to demonstrate continued competence in previously learned nursing skills and clinical judgment. Therefore, all students enrolled in PN 102 must successfully complete a Clinical Readiness Competency during the first week of the course, prior to participating in any clinical experiences.

The competency evaluates selected knowledge, psychomotor skills, and clinical decision-making abilities acquired in PN 101. The specific competencies, evaluation criteria, testing format, and performance standards are established by program faculty and may be modified as necessary to meet program outcomes, regulatory requirements, and clinical agency expectations.

Students who do not successfully complete the Clinical Readiness Competency are not eligible to participate in clinical experiences and will receive an unsuccessful grade in PN 102. Students are responsible for reviewing and maintaining proficiency in all previously learned nursing skills prior to the competency evaluation.

Laboratory and Clinical Evaluation

Satisfactory (S)

The student:

- Demonstrates competency in required nursing skills.
- Meets laboratory and clinical objectives.
- Provides safe and effective patient care.
- Completes required assignments, documentation, and clinical paperwork.
- Demonstrates professional behavior consistent with program and clinical agency

expectations.

Unsatisfactory (U)

The student:

- Fails to demonstrate competency in required nursing skills.
- Fails to meet laboratory or clinical objectives.
- Demonstrates unsafe nursing practice or behavior.
- Exceeds program attendance or tardiness limits.
- Fails to complete required assignments, documentation, or clinical paperwork.

An Unsatisfactory (U) rating in either the laboratory or clinical component will result in course failure regardless of the theory grade earned.

Student Feedback and Evaluation

Students will receive timely feedback regarding their academic, laboratory, and clinical performance throughout the program.

- Laboratory skill performance and competency evaluations will be discussed with students at the time of skill demonstration and evaluation.
- Clinical performance feedback will be provided throughout the clinical experience and formally documented at designated evaluation periods, including midterm and final evaluations when applicable.
- Course grading and evaluation methods will be outlined in each course syllabus and reviewed by faculty at the beginning of the course.

Final grades will be submitted and posted in accordance with college policies and established deadlines.

Continuation Policy

Students must complete all Practical Nursing courses in the prescribed sequence. If a student does not successfully complete a required course, the course may be repeated one time only. The following conditions apply:

- Students who are unsuccessful in PN 101, the first-semester practical nursing course, are not eligible to continue or re-enter the current cohort and must reapply through the Practical Nursing Certificate (PNC) Program selective admission process unless a one-time documented extenuating circumstances exception has been approved in accordance with this policy.
- Theory and laboratory/clinical courses with the same name must be taken concurrently and both must be passed before the student may progress to the next course sequence.
- If one component of a concurrent theory and laboratory/clinical course is not successfully completed, both components must be repeated.
- A student may repeat only one (1) Practical Nursing course during the program.
- A second course failure results in dismissal from the program unless an approved exception has been granted.

Nursing Courses

1. A grade of **C** or **Satisfactory (S)** is the minimum required to pass any nursing course. A grade of **D** may appear on a transcript but does not constitute a passing grade in the Practical Nursing Certificate (PNC) Program.
2. Students must pass all components (theory, lab, and clinical) of a nursing course to receive a passing grade for the semester.
3. Students may attempt any individual nursing course no more than twice. An attempt is

- counted any time a student earns a grade of **D** or **F**, or withdraws from the course.
4. Students must maintain current documentation of all immunization requirements, health requirements, and BLS certification throughout all clinical coursework.
 5. A student who is passing the theory and clinical components but becomes unsatisfactory in the laboratory component, including failure of a second skill competency attempt or a failing overall laboratory grade, will receive a final course grade of **D**.

Program Completion Requirements

To be eligible for program completion, all of the following criteria must be met:

1. Successfully complete all required curriculum courses with a minimum grade of **C (75%)** or **Satisfactory (S)**, as applicable.
2. A minimum cumulative grade point average (GPA) of **2.0** is required to graduate.
3. Complete all prerequisite courses before enrolling in courses for which they are required.
4. Complete co-requisite courses either before or during the term in which the associated nursing course is taken.
5. Meet all college and program graduation requirements.

Re-Entry and Readmission Policy

Re-Entry Following Course Failure or Withdrawal

Students who are eligible to continue in the Practical Nursing Certificate (PNC) Program following a course failure, withdrawal, or approved leave of absence may request re-entry into the program. Students who are unsuccessful in PN 101, the first-semester practical nursing course, are not eligible to continue or re-enter the current cohort and must reapply through the Practical Nursing Certificate (PNC) Program selective admission process unless a one-time documented extenuating circumstances exception has been approved in accordance with this policy.

To be considered for re-entry, students must complete all of the following:

- Submit a written re-entry request to the Program Chair by the designated deadline.
- Meet with a Financial Aid Advisor to determine eligibility for continued financial aid, if applicable.
- Maintain compliance with all program requirements, including current immunizations, certifications, background checks, and other required documentation.
- Comply with all current College and Program policies.

Students are encouraged to complete remediation or academic support activities, such as Health Excel workshops, before returning to the Program.

Re-entry is based on seat availability and is not guaranteed.

Students who are offered re-entry may defer the offer one time. A student who declines a second re-entry opportunity, fails to respond to a re-entry offer, or does not return within one year of becoming eligible for re-entry must reapply through the selective admission process and meet all admission requirements in effect at that time.

Extenuating Circumstances Exception

Practical Nursing students may request a one-time exception to the course attempt policy when documented extenuating circumstances significantly interfere with the student's ability to attend class, meet course requirements, or successfully complete the course.

To be considered for an exception, the student must notify the Program Chair as soon as

reasonably possible after the event and no later than the end of the semester. The student must submit the required exception form and supporting third-party documentation within ten (10) business days after the last day of the semester. Documentation must verify the circumstances and relevant dates of the event. Approval of an exception is not guaranteed.

Re-Entry Priority

When eligible re-entry requests exceed available seats, priority may be based on the following factors:

- Academic standing at the time of withdrawal or course failure.
- Reason for withdrawal or interruption of enrollment.
- Length of absence from the program.
- Completion of remediation activities.
- Availability of clinical placements and program resources.

The Program Chair determines re-entry placement based on available resources and student success considerations.

Extenuating Circumstance Withdrawal or Leave

Students seeking re-entry after an extenuating circumstance-related withdrawal, leave of absence, or interruption in enrollment may be required to provide documentation from a licensed healthcare provider verifying their ability to safely meet the essential functions of the nursing program and participate in classroom, laboratory, simulation, and clinical experiences. Additional documentation may be required at the discretion of the Nursing Program Director.

Readmission Following Program Dismissal

Students dismissed from the Practical Nursing Certificate (PNC) Program are not eligible for re-entry into the current cohort.

Students dismissed after two unsuccessful nursing course attempts may reapply after a one-year waiting period.

To be considered for readmission, students must submit a new application through the regular Practical Nursing Certificate (PNC) Program selective admission process.

Applicants seeking readmission must complete all of the following:

- Submit a new application during an open admission cycle.
- Meet all current College admission requirements.
- Meet all current Practical Nursing Certificate (PNC) Program admission and progression requirements.
- Meet all applicable financial aid requirements.
- Meet all curriculum, compliance, and clinical requirements in effect at the time of application.

Readmission is not guaranteed. Applicants are evaluated using the admission criteria and selection process in effect at the time of application and compete for admission with all other applicants.

Students who are readmitted are subject to the curriculum, policies, and graduation requirements in effect at the time of readmission. ([OAC 4723-5-12](#)).

Student Records and Retention

Student records are maintained in accordance with Cincinnati State policies, applicable record retention requirements, and Ohio Board of Nursing expectations. Current student records are maintained by the Program while the student is enrolled. After program completion, the Program retains required records, including an unofficial College transcript and documentation of student competency.

Official academic transcripts are maintained by the Office of the Registrar and may be requested through established College procedures.

Student health and compliance records are maintained through CastleBranch/DISA, the Program's secure online compliance management system. Health records are retained during the student's enrollment in the nursing program. Students are responsible for creating and maintaining their CastleBranch/DISA account, uploading required documentation, and keeping all health and compliance records current. The Program Chair and CastleBranch/DISA may send reminder notices; however, students remain responsible for meeting all deadlines and maintaining compliance with Program and clinical agency requirements.

Students are responsible for keeping personal copies of important records, including compliance documentation, certifications, clinical records, course syllabi, and other materials that may be needed for licensure, employment, transfer, or continuing education.

Transfer and Continuing Education Information

Students who plan to pursue additional nursing or healthcare education after completing the Practical Nursing Certificate (PNC) Program are encouraged to maintain copies of relevant academic and program materials.

Recommended records include:

- College catalogs in effect during enrollment.
- Course syllabi.
- Course objectives and outlines.
- Clinical and laboratory competency documentation.
- Certification records.
- Other program-related materials that may be requested by another educational institution.

These documents may assist students when seeking transfer credit, advanced placement, or admission to another educational program.

Because course materials and program requirements change over time, the College may not be able to provide copies of course-specific handouts, assignments, or instructional materials after a student has completed or left the Program.

Attendance Policy

Attendance and active participation in all classroom, laboratory, simulation, and clinical experiences are essential components of the Practical Nursing Certificate (PNC) Program. Students are expected to attend all scheduled classes, laboratory, and clinical experiences and to arrive prepared and on time. Attendance for all laboratory and clinical experiences is mandatory.

Tardiness and Absence

Laboratory Experiences

- A tardy is defined as arriving from 1 to 15 minutes after the scheduled start time or

- leaving up to 15 minutes before the scheduled end time.
- An absence is defined as arriving more than 15 minutes after the scheduled start time, leaving more than 15 minutes before the scheduled end time, or missing the laboratory experience entirely.

Clinical Experiences

For clinical experiences less than six (6) hours in length:

- A tardy is defined as arriving from 1 to 15 minutes after the scheduled start time or leaving up to 15 minutes before the scheduled end time.
- An absence is defined as arriving more than 15 minutes late, leaving more than 15 minutes early, or missing the clinical experience entirely.

For clinical experiences six (6) hours or greater in length:

- A tardy is defined as arriving from 1 to 30 minutes after the scheduled start time or leaving up to 30 minutes before the scheduled end time.
- An absence is defined as arriving more than 30 minutes late, leaving more than 30 minutes early, or missing the clinical experience entirely.

Three (3) tardies and/or early departures during a semester will be counted as one absence.

Leaving the laboratory or clinical site without faculty approval is prohibited and will result in an absence.

Reporting Absences

Students who are unable to attend a clinical experience or scheduled skills testing/competency evaluation must notify the designated faculty member at least one (1) hour before the scheduled start time, unless circumstances make prior notification impossible. Failure to notify faculty before the scheduled start time may result in the absence being considered a No Call/No Show (NCNS), unless faculty determine that extenuating circumstances exist.

For regular laboratory class sessions that do not involve scheduled skills testing or competency evaluation, students are still expected to notify faculty of an absence as soon as possible; however, the No Call/No Show policy may not apply unless specified by the course syllabus or faculty.

No Call/No Show

A No Call/No Show (NCNS) occurs when a student fails to notify the designated faculty member before the scheduled start time of a clinical experience or scheduled skills testing/competency evaluation, unless faculty determine that extenuating circumstances exist. A No Call/No Show is considered unprofessional conduct and may result in additional disciplinary action in accordance with Program policy.

Two (2) No Call/No Show occurrences during the program may result in failure of the applicable laboratory or clinical component of the course.

Preparedness and Fitness for Participation

Students are expected to arrive prepared for all laboratory and clinical experiences and to complete all required assignments, documentation, and clinical preparation activities by established deadlines.

Students who fail to complete required laboratory or clinical preparation assignments, submit required documentation, or otherwise arrive unprepared may be prohibited from participating in

the laboratory or clinical experience.

Faculty may also prohibit a student from participating in a laboratory or clinical experience if the student appears unable to safely participate due to illness, impairment, or other circumstances that may jeopardize patient, student, or staff safety.

When a student is prohibited from participating in a laboratory or clinical experience due to lack of preparation or inability to safely participate, the missed experience will be counted as an absence.

Repeated failure to meet assigned preparation requirements may result in an Unsatisfactory (U) rating in the laboratory or clinical component of the course and may result in course failure.

Absence Limits

PN 101

Students may not exceed three (3) laboratory absences during the semester.

PN 102 and PN 103

Students may not exceed:

- One (1) laboratory absence, and
- One (1) clinical absence during the semester.

Regular laboratory absences and clinical absences are tracked separately. A missed scheduled skills testing or competency evaluation will be counted as a laboratory absence and may also affect the student's ability to meet required laboratory competency standards.

Exceeding the maximum number of allowable absences will result in an Unsatisfactory (U) rating for the laboratory or clinical component and course failure. These attendance expectations are based on professional accountability standards, required skill competency development, and clinical agency requirements necessary for safe patient care.

Clinical Make-Up Requirement

Students are required to make up any allowable missed clinical hours. Clinical make-up experiences will be scheduled by program faculty and may occur at a time, date, and location designated by the program.

Failure to complete required make-up hours will result in an Unsatisfactory (U) rating in the clinical component and course failure.

Completion of clinical objectives remains the responsibility of the student regardless of attendance status.

Clinical Scheduling

Clinical, laboratory, simulation, and preceptorship experiences may be scheduled on any day of the week, including evenings and weekends, as determined by program and clinical agency needs.

Students enrolled in the Practical Nursing Certificate (PNC) Program are expected to maintain flexibility in their schedules to meet course and clinical requirements.

Role Transition (PN 185) clinical experiences may include weekday, evening, night, and weekend hours based on preceptor availability and clinical site schedules.

Inclement Weather

When Cincinnati State Technical and Community College delays, cancels, or closes due to inclement weather, Practical Nursing Certificate (PNC) Program classes and activities will follow the College's determination unless otherwise communicated by program faculty.

If students are already participating in a clinical experience when a College closure is announced, faculty will determine whether the clinical experience will continue based on weather conditions, student safety, and clinical agency operations.

Students are responsible for monitoring College communications and email for weather-related announcements and program updates.

Clinical Placement

Clinical experiences are assigned by the Practical Nursing Certificate (PNC) Program based on course objectives, student learning needs, clinical agency availability, and current affiliation agreements.

Clinical placements may occur at healthcare facilities throughout the Greater Cincinnati region, including clinical sites outside Hamilton County and in neighboring counties in Ohio, Kentucky, and Indiana. Role Transition placements may be assigned to any approved clinical agency within the program's service area, provided an affiliation agreement is in place.

Students are responsible for providing their own transportation to all assigned clinical experiences and should be prepared to travel to any assigned clinical site used by the program.

The Practical Nursing Certificate (PNC) Program cannot guarantee clinical placements based on student preference, employment, residence, transportation limitations, childcare needs, work schedules, or other personal circumstances.

Students must meet all Program and clinical agency requirements to participate in assigned clinical experiences. See Clinical Agency Screening Compliance and Criminal Background Check Requirements for information regarding clinical agency eligibility requirements and placement decisions.

Clinical Supervision, Student Scope, and Evaluation

Practical Nursing students participate in clinical experiences under the supervision of Program faculty, approved clinical instructors, preceptors, or other instructional personnel as permitted by Ohio law, Ohio Board of Nursing regulations, Program policy, and clinical agency policy. Supervision supports patient safety, student learning, and evaluation of student performance.

Clinical assignments are made by faculty and are based on course objectives, student learning needs, patient safety considerations, and clinical site availability.

Students may perform only those nursing skills and procedures permitted by Ohio law, Program policy, and clinical agency policy, and only after receiving instruction, demonstrating competency, and obtaining faculty authorization. Students must seek faculty guidance whenever they are uncertain about a patient assignment, nursing procedure, medication administration, or any aspect of patient care.

In certain clinical situations, faculty may delegate supervision of a specific nursing task to qualified clinical personnel in accordance with Ohio Board of Nursing regulations. Faculty remain responsible for planning the clinical experience and evaluating student performance.

Clinical performance is evaluated throughout the semester based on the student's ability to meet course objectives, demonstrate clinical competency, provide safe and effective patient care, communicate professionally, and follow Program and clinical agency policies.

Formal clinical evaluations are completed at designated intervals during the semester and are discussed with the student. Clinical evaluation records become part of the student's educational record and are used to determine successful completion of the clinical component of the course.

The Practical Nursing Certificate (PNC) Program complies with all applicable Ohio Board of Nursing requirements regarding student supervision and clinical instruction. See Appendix A for related standards governing student conduct in nursing programs.

Guidelines for Safe and Professional Behavior in the Skills Laboratory

The Skills Laboratory is a simulated clinical environment designed to promote the safe development of nursing knowledge, skills, clinical judgment, and professional behaviors. Students are expected to conduct themselves in a manner consistent with the standards of the nursing profession at all times.

Professional Behavior and Dress Code

Students are required to demonstrate professional conduct, treat classmates, faculty, mannequins, and simulation equipment with respect, and comply with the program dress code while in the Skills Laboratory. Disruptive or unsafe behavior, misuse of equipment, or any conduct that creates an unsafe or unprofessional learning environment is prohibited.

Safety and Infection Control

Students must perform hand hygiene upon entering the lab, wear appropriate personal protective equipment (PPE), including gloves when indicated, and follow Standard Precautions and all infection prevention practices during skills practice and testing.

Equipment and Property Care

Skills laboratory equipment, including mannequins, task trainers, beds, wheelchairs, simulation devices, and other instructional equipment, is intended solely for educational purposes and must be used appropriately. Students must not use pens, permanent markers, betadine, or other staining substances near mannequins or simulation equipment, as these items may cause permanent damage. All equipment must be kept clean and in good working order. Any damaged, broken, malfunctioning, or unsafe equipment must be reported immediately to faculty. Students must not continue using equipment that appears damaged or unsafe.

Borrowed Equipment: Students are responsible for returning all borrowed equipment and supplies to the designated location at the end of each class or laboratory session unless otherwise instructed by faculty. Equipment must be returned clean, complete, and in good working condition.

Faculty Supervision

Students may practice only those skills that have been taught and approved by nursing faculty. Skills requiring direct faculty supervision may not be performed independently unless specifically authorized by the instructor.

Practice on Peers

Students may practice approved non-invasive skills on classmates only when authorized by faculty and in accordance with program policies and any required informed consent procedures. Students may not perform invasive procedures on another student unless specifically approved by the program.

Open Laboratory Practice

Students must sign up for open lab practice in advance and notify faculty or the Lab Director as soon as possible if they are unable to attend a scheduled practice session. Open lab availability is based on faculty and laboratory resources and may be modified or canceled as necessary.

Respect for the Laboratory Environment

Students are responsible for maintaining a clean, organized, and safe learning environment. Workstations must be cleaned after use, equipment and supplies returned to their designated storage locations, and trash and sharps disposed of in the appropriate containers. Personal belongings should be stored only in designated areas and kept away from patient care stations and instructional equipment.

Before leaving the Skills Laboratory, students are expected to restore their work area to its original condition, ensuring the laboratory is clean, organized, and ready for the next class.

Simulation Professionalism and Confidentiality

Students are expected to maintain professionalism during all simulation and laboratory activities. Information regarding simulation scenarios, peer performance, or individual student performance should not be shared outside of the educational setting unless authorized by faculty.

Prohibited Items and Activities

Food, beverages, tobacco products, vaping devices, and unauthorized mobile phone use are prohibited in the Skills Laboratory unless expressly approved by faculty.

Key Safety Protocols

- **No Actual Medications:** Actual medications are not permitted in the Skills Laboratory. Only training or simulated medications (e.g., Practi-Med products) may be used for practice.
- **Sharps Safety:** Needles must never be recapped. Used needles, IV catheters, and other sharps must be disposed of immediately in designated sharps containers. Open-toe shoes are prohibited when practicing procedures involving sharps.
- **Incident Reporting:** Any injury, exposure, equipment malfunction, or unsafe condition must be reported immediately to faculty.

Policy Compliance

Failure to comply with Skills Laboratory policies, safety procedures, infection control practices, professional behavior expectations, or faculty directions may result in removal from the laboratory, an unsatisfactory laboratory evaluation, required remediation, and/or disciplinary action in accordance with Practical Nursing Certificate (PNC) Program and College policies.

Health Simulation Lab (HSL)

- **Location and Lab Resources:** The Health Simulation Lab (HSL) is located in the Main Building, Room 156. The HSL includes classrooms, lab spaces, high-fidelity simulators, and equipment for student skill practice, including Alaris pumps, medication carts, suction equipment, oxygen equipment, neonatal warmers, fetal monitoring equipment, defibrillators, and code carts.
- **Hours of Operation and Appointments:** The HSL is open Monday through Thursday from 8:00 a.m. to 4:30 p.m. and Friday from 8:00 a.m. to 12:00 p.m. Students must schedule an appointment before using the HSL outside of posted open lab hours. Appointment requests should be submitted by emailing simlab@cincinnatiastate.edu.
- **Open Lab Hours:** Open lab hours vary by semester. Posted open lab times are available on Brightspace, televisions throughout the College, and the HSL Instagram account. Students may attend during posted open lab hours without an appointment.
- **Scheduling and Contact Information:** Questions regarding HSL access, appointment scheduling, or open lab availability may be directed to simlab@cincinnatiastate.edu or (513) 569-1289. Students are encouraged to follow the HSL Instagram account for regular updates: @healthsimcincystate.

Academic Integrity and Testing Policy

The Practical Nursing Certificate (PNC) Program is committed to maintaining high standards of academic honesty and professional integrity. Students are expected to comply with all College academic integrity policies as outlined in the Cincinnati State College Catalog and Student Handbook.

Academic integrity is essential to ensure fairness, accountability, and the validity of student assessment. During examinations, quizzes, competency assessments, and other testing activities, students must follow all instructions and testing procedures established by faculty.

Student Responsibilities During Testing

Students are expected to:

- Follow all testing instructions and procedures established by faculty.
- Complete testing activities independently unless otherwise directed by faculty.
- Use only materials, resources, calculators, and electronic devices specifically authorized by faculty.
- Maintain the confidentiality and security of examination materials.
- Comply with all requirements of Brightspace, ATI, or other approved testing platforms.

Students may be required to store personal belongings in designated areas, change seats, use program-provided calculators, or follow other procedures necessary to maintain a secure testing environment.

Remote or electronically proctored testing may be required when applicable. Honorlock is used to secure exams given via Brightspace.

Prohibited Testing Behaviors

During testing, students may not:

- Access unauthorized notes, materials, websites, applications, or other resources.
- Possess or use unauthorized electronic devices, including cellular phones, smart watches, earbuds, headphones, tablets, or similar devices.
- Communicate with another student unless specifically permitted by faculty.
- Share, photograph, copy, record, reproduce, or distribute examination questions, answers, or other testing materials.
- Engage in any behavior that compromises or could reasonably compromise the integrity or security of the testing environment.

Calculator Use During Testing

The PNC Program provides basic calculators for student use during examinations and medication calculation assessments when calculator use is permitted.

Personal calculators and electronic devices may not be used as calculators unless specifically authorized by faculty. Program-provided calculators are for individual use during testing and may not be shared.

For standardized examinations, including ATI assessments, calculator use will be governed by the testing vendor's policies and procedures.

Late Arrival to Exams

A student who arrives after an examination has begun may be permitted to enter and complete the examination only if no student has left the testing environment. Students arriving after another student has left the testing environment will not be permitted to begin the examination and will be subject to the Make-Up Testing Policy.

Exam Absence Notification

Students are expected to attend all examinations at the scheduled date and time.

If circumstances prevent attendance, the student must notify the appropriate faculty member by email before the scheduled examination start time.

Failure to provide notification before the examination begins will be considered a **No Call/No Show (NCNS)** and will result in a grade of zero (0) for the examination. A student who receives a zero for an NCNS is not eligible for a make-up examination.

This requirement is consistent with the Program Attendance Policy; however, consequences for an NCNS may differ depending on whether the absence occurs in theory, laboratory, clinical, or testing activities.

Make-Up Testing Policy

Make-up examinations are permitted only for students who appropriately notify faculty of an absence before the scheduled examination start time and receive approval to complete a make-up examination.

The make-up examination must be completed at the next class meeting or at another time designated by faculty. Failure to complete the examination at the designated time will result in a grade of zero (0).

All make-up examinations:

- Will be an alternate version that assesses the same course objectives and content.
- May receive a 5% deduction from the student's earned examination score.

A maximum of **two (2) make-up examinations per semester** is permitted. Any additional missed examinations will result in a grade of zero (0).

Exam Review Policy

The PNC Program uses collaborative testing and structured examination review to promote learning, strengthen clinical reasoning, and reinforce course concepts. The specific review process may vary by course.

Collaborative Testing and Class Review

Exam review may occur through:

- Collaborative testing immediately following an examination; or
- A faculty-led class review conducted at a later time.

Students may not complete an individual examination review until the designated collaborative testing or class review process has been completed.

Individual Exam Review

When individual exam review is permitted, the student must:

- Schedule the review with faculty.
- Complete the review in person; virtual exam review is not permitted.
- Complete the review before the next scheduled examination.

Once the next examination has been administered, previous examinations are no longer eligible for individual review.

Exam Security

During collaborative testing, class review, or individual exam review, students may not:

- Use phones, cameras, smart watches, recording devices, or other unauthorized electronic devices.
- Photograph or copy examination questions or answers.
- Record, reproduce, or distribute examination content or materials.
- Remove examination materials or notes containing examination content from the review setting unless specifically authorized by faculty.

Academic Integrity and Testing Violations

Violations of academic integrity, examination security, or testing procedures will be addressed in accordance with College and Program policies.

Unauthorized access, possession, recording, reproduction, sharing, or distribution of examination content is considered academic dishonesty.

Violations occurring during an examination or examination review may result in a grade of zero (0) for the examination, loss of examination review privileges, and/or additional disciplinary action as permitted by College and Program policies.

Students should refer to the Cincinnati State College Catalog and Student Handbook for the complete Academic Integrity Policy and applicable student conduct procedures.

Artificial Intelligence (AI) Use

Unless otherwise specified by the instructor, submitted coursework must represent the student's own original work.

The use of generative artificial intelligence (AI) tools to complete coursework is prohibited unless the instructor provides specific authorization for the assignment or activity.

When AI use is permitted, the instructor will identify expectations regarding:

- Whether and how AI tools may be used.
- Which portions of the assignment may involve AI assistance.
- How AI-generated or AI-assisted content must be acknowledged or cited.

Students are responsible for obtaining clarification from the instructor **before submitting an assignment** if they are uncertain whether or how AI may be used.

Submitting AI-generated or AI-assisted work as the student's own original work when such use has not been authorized constitutes a violation of academic integrity and may result in disciplinary action in accordance with College and Program policies.

Professionalism and Professional Conduct Standards

Professionalism is an essential component of nursing practice and is expected in all classroom, laboratory, simulation, clinical, and college-related activities. Students are expected to demonstrate behaviors consistent with the ethical and professional standards of nursing and to contribute positively to the learning environment.

Professionalism is evaluated throughout the program and may affect laboratory, clinical, and course performance evaluations.

Students are expected to demonstrate the following professional behaviors:

Professional Conduct

- Demonstrate honesty, integrity, ethical behavior, and accountability in all academic and clinical activities.
- Treat patients, families, classmates, faculty, staff, and healthcare team members with dignity, courtesy, and respect.
- Comply with all College, Program, and clinical agency policies, procedures, and applicable laws and regulations.
- Maintain patient confidentiality and comply with all HIPAA and privacy requirements.
- Refrain from behaviors that disrupt the learning environment, including disrespectful comments, inappropriate language, excessive side conversations, harassment, bullying, intimidation, or other unprofessional conduct.
- Use cell phones and personal electronic devices only as authorized by faculty or clinical agency policy.

Professional Appearance

- Adhere to the Practical Nursing Certificate (PNC) Program dress code and clinical appearance requirements.
- Maintain personal hygiene and professional grooming standards appropriate for patient care environments.

Responsibility and Accountability

- Attend classes, laboratories, simulations, and clinical experiences as scheduled and arrive on time.
- Come prepared for learning activities and clinical experiences by completing required readings, assignments, and preparation activities.
- Complete assignments and responsibilities accurately and on time.
- Accept responsibility for personal actions, decisions, and performance.

Communication and Teamwork

- Demonstrate effective verbal, nonverbal, and written communication skills.
- Listen respectfully to others and engage in professional interactions with faculty, classmates, patients, families, and healthcare professionals.
- Accept constructive feedback and use it to improve performance.
- Work cooperatively and professionally as a member of the healthcare team and learning community.
- Demonstrate effective conflict resolution skills when disagreements or concerns arise.

Critical Thinking and Professional Judgment

- Demonstrate sound clinical judgment and decision-making appropriate to the student's

level of education and competency.

- Seek assistance when uncertain or when patient safety may be compromised.
- Adapt appropriately to changing situations and respond professionally to feedback, challenges, and stressful circumstances.
- Demonstrate initiative, self-reflection, and a commitment to continuous learning and professional growth.

Failure to demonstrate professional behavior may result in counseling, corrective action, clinical or laboratory consequences, disciplinary action, or course failure, depending on the nature and severity of the behavior.

Expectations for Student Behavior in All Clinical Experiences

Students enrolled in the Practical Nursing Certificate (PNC) Program are expected to provide safe, ethical, and professional nursing care in all clinical, laboratory, and simulation settings. Student conduct must comply with College policy, Program policy, clinical agency requirements, and applicable laws and regulations. Failure to meet these expectations may result in removal from the clinical setting, course failure, disciplinary action, or dismissal from the Program. The following standards reflect expectations for safe nursing practice and are based on Ohio Board of Nursing requirements.

Standards for Safe and Professional Behavior

Students are expected to:

- Provide safe, competent, and ethical nursing care
- Accurately and promptly report patient information, assessments, and care provided
- Immediately report errors, omissions, or changes in patient condition to the appropriate instructor or healthcare provider
- Maintain patient confidentiality in accordance with HIPAA and all applicable laws
- Demonstrate professional communication and behavior with patients, families, faculty, and healthcare team members
- Maintain appropriate professional boundaries with patients at all times
- Practice within the student nurse scope of practice and only perform skills for which competency has been demonstrated and faculty approval has been obtained
- Follow all infection control and safety standards

Unacceptable and Prohibited Behaviors

Students may not:

- Falsify or alter patient records or any program-related documentation
- Engage in unsafe, negligent, or incompetent patient care
- Engage in behavior that may cause or be interpreted as physical, verbal, mental, or emotional harm to a patient
- Engage in any form of harassment, intimidation, or unprofessional conduct
- Violate patient confidentiality through conversation, social media, texting, email, or other communication

- Be under the influence of drugs, alcohol, or any substance that impairs ability to provide safe care
- Engage in theft, misrepresentation, or inappropriate use of patient property
- Participate in any conduct that is illegal or violates clinical agency policy

Fitness for Duty

Students must be able to safely participate in all clinical experiences. Faculty may remove a student from the clinical setting if the student appears unable to meet safety or professional standards due to illness, impairment, or other concerns. Removal from the clinical setting may result in an absence and may affect course progression.

Regulatory Compliance

Students are required to comply with all standards for safe nursing care as established by the Ohio Board of Nursing. The expectations outlined above are consistent with these standards. Refer to **Appendix A** for the complete Ohio Administrative Code Rule 4723-5-12 governing student conduct in nursing programs.

Dress Code and Professional Appearance

Students must maintain a clean, neat, and professional appearance during all classroom, laboratory, simulation, clinical, and program-related activities. Clothing, grooming, hygiene, and appearance must support safety, learning, communication, infection control, and patient care.

Students represent the Cincinnati State School of Practical Nursing whenever they are in uniform or participating in program-related activities. Professional behavior and appearance are expected at all times.

Uniforms and attire must be clean, neat, professional, and laundered after each use. Clothing that is offensive, excessively revealing, disruptive, or inconsistent with professional nursing standards is not permitted.

Dress code compliance is part of professional conduct and clinical performance. Faculty may require a student to modify inappropriate attire or appearance. Failure to comply may result in corrective action, removal from the activity, or an absence for the day.

Students must comply with the full dress code at clinical sites, during laboratory skill competency tests, simulation activities, and any activity requiring the program uniform.

Uniform Policy

Only approved Practical Nursing Certificate (PNC) Program uniforms may be worn during clinical experiences, including Role Transition.

The Practical Nursing Certificate (PNC) Program uniform consists of:

- Hunter green scrub top embroidered with the College logo.
- Hunter green scrub pants.
- Optional white lab jacket embroidered with the College logo. No other jacket or sweater is permitted.
- Optional plain, solid-colored undershirt, short or long sleeve, worn under the scrub top in white, black, or hunter green.

Uniforms must meet the following requirements:

- Be clean, wrinkle-free, and in good condition.

- Fit appropriately to allow safe movement and patient care. Tight-fitting clothing is not acceptable.
- Be hemmed so pants do not touch the floor.
- Fully cover the abdomen, back, and undergarments during routine movement and patient care activities.
- Allow religious or cultural dress considerations as long as they do not interfere with safety, asepsis, patient care, or therapeutic communication.

Shoes and Socks

- Shoes must be primarily black or white and made of leather, vinyl, or another non-permeable material.
- Shoes must have closed toes and closed heels.
- Cloth or canvas shoes, sandals, flip-flops, open-back shoes, and boots are not permitted.
- Black or white socks must be worn and must cover the ankles.

Name Badge

The Cincinnati State student identification badge must be worn and clearly visible during all clinical experiences.

Students must also wear any additional identification required by the clinical agency.

Hair and Grooming

- Hair must be clean, neat, and secured so it does not interfere with patient care, safety, or infection control.
- Long hair must be secured away from the face, collar, and patient care environment. Hair accessories must be plain and limited to black, white, hunter green, or neutral colors.
- Beards, mustaches, and other facial hair must be clean, short, and neatly groomed.
- Head coverings worn for religious or cultural purposes are permitted if they are black, white, hunter green, or neutral in color and do not interfere with safety, patient care, or infection control.
- Extreme or unnatural hair colors, including blue, purple, pink, green, orange, or multicolored hair, are not permitted.

Nails

- Fingernails must be clean, short, and well maintained. Nails must not be visible when viewed from the palm side of the hand.
- Artificial nails, acrylic nails, gel overlays, nail extenders, and similar nail enhancements are not permitted during laboratory, simulation, or clinical experiences.
- Nail polish, if worn, must be clear and unchipped.
- Additional restrictions may apply based on clinical agency requirements.

Jewelry, Tattoos, and Personal Appearance

- For infection control and safety, jewelry worn during laboratory, simulation, and clinical experiences must be limited.
- Students may wear one small stud earring in each ear, one ring or ring set on one finger, and one watch.
- A thin, simple necklace may be worn if it remains inside the neckline of the uniform.
- No other jewelry or body piercings may be visible.
- Face and neck tattoos may not be visible. Tattoos that are offensive, discriminatory, or

inappropriate must be covered.

- Artificial eyelashes are not permitted. Makeup, if worn, should present a natural appearance.
- Students are expected to maintain strict personal and oral hygiene.

Electronic Devices

Personal electronic devices, including cell phones, smart watches, earbuds, headphones, and similar devices, may not be used during clinical experiences unless specifically authorized by faculty for educational or clinical purposes.

Fragrances and Tobacco Products

- Students are not permitted to wear perfume, cologne, scented body sprays, heavily scented lotions, or other strongly scented personal products during laboratory, simulation, clinical, or program-related activities.
- Students must report free from odors that may interfere with patient care, safety, communication, or the learning environment. This includes, but is not limited to, odors from tobacco, vaping products, marijuana, body odor, or strong scents.
- Smoking, vaping, or use of tobacco products, including cigarettes, e-cigarettes, cigars, pipes, or similar products, is not permitted while in uniform or during program-related activities.
- Students who do not meet these expectations may be required to leave the laboratory, simulation, or clinical setting to correct the concern. Missed time may count as an absence in accordance with the attendance policy.

Clinical Agency Requirements

Clinical agencies may establish dress, appearance, grooming, or identification requirements that are more restrictive than those of the Practical Nursing Certificate (PNC) Program. Students are required to comply with both Program and clinical agency requirements. When requirements differ, the more restrictive standard will apply.

Academic Support and Remediation

The Practical Nursing Certificate (PNC) Program is committed to promoting student success through early identification of academic, attendance, clinical, or professional performance concerns.

Students experiencing academic, attendance, clinical, or professional performance concerns may be required to meet with faculty and participate in remediation activities designed to support successful progression in the Program.

Remediation strategies may include, but are not limited to:

- Meetings with faculty or the Program Chair.
- Development of an academic improvement plan.
- Referral to tutoring or other student support resources.
- Additional learning activities or practice opportunities.
- Review of study strategies, time management, and test-taking skills.

Participation in remediation activities does not guarantee successful course completion or progression in the Program.

Program Resources, Communication, and Requirements

Educational Resources

Certain course and program fees support educational resources used throughout the Practical Nursing Certificate (PNC) Program. These resources may include textbooks, electronic learning materials, assessment and remediation tools, NCLEX-PN preparation resources, simulation resources, and other instructional materials required for student learning and program completion.

Graduation and Licensure Expenses

Students are responsible for all costs associated with graduation, licensure, and testing requirements, including, but not limited to:

- Ohio Board of Nursing application fees
- NCLEX-PN registration fees
- Required criminal background checks
- Any additional fees required for licensure or graduation processing

Students should monitor current fee schedules through the Ohio Board of Nursing and NCLEX testing services.

Communication and Technology

Students are required to maintain access to the College learning management system and their Cincinnati State email account.

Official Program communications are sent through Cincinnati State email and the College learning management system. Students are responsible for checking both regularly and are accountable for information distributed through these platforms.

Students are also responsible for maintaining current contact information with the College.

Student Illness, Injury, Exposure, and Emergencies

Students who become ill, are injured, or experience a medical emergency during classroom, laboratory, simulation, clinical, or other College-sponsored activities must notify faculty immediately.

Faculty may require a student to leave a classroom, laboratory, simulation, or clinical experience if the student appears unable to safely participate due to illness, injury, impairment, or other circumstances that may jeopardize the safety of the student, patients, faculty, or others. Such occurrences will be addressed in accordance with applicable attendance and Program policies.

Students who experience an injury, exposure, including bloodborne pathogen exposure, or other medical incident during a College-sponsored activity must immediately notify faculty and complete all required incident reporting procedures. If the injury, exposure, or incident occurs during a clinical experience, the Program Chair and Nursing Program Director must also be notified as soon as possible.

Liability and accident insurance coverage for Health and Public Safety students is administered through the Health and Public Safety Division. Students should refer to the current Health and Public Safety Division Student Handbook for information regarding insurance coverage, reporting requirements, and claims procedures.

Cell Phone and Electronic Device Use

Students must use personal electronic devices in a manner that supports professionalism and does not disrupt learning, patient care, or clinical operations. Specific restrictions for testing and clinical settings are outlined in **Academic Integrity During Testing, Calculator Use During Testing, and Dress Code and Professional Appearance**.

ATI Requirements

The Practical Nursing Certificate (PNC) Program uses ATI Nursing Education products and resources to support student learning, preparation for the NCLEX-PN examination, and achievement of program outcomes.

ATI resources may include tutorials, practice assessments, focused review activities, proctored assessments, comprehensive review materials, and other assigned learning activities. Students must complete all ATI requirements assigned within each nursing course.

Specific ATI assignments, grading criteria, deadlines, remediation expectations, and consequences for noncompletion will be outlined in the applicable course syllabus.

During the final semester of the program, students are required to complete designated ATI readiness activities, which may include ATI Capstone and the ATI Comprehensive Predictor Proctored Assessment. Requirements related to ATI Capstone, Comprehensive Predictor scoring, grade conversion, remediation, and course impact will be communicated in the applicable course syllabus.

Failure to complete required ATI activities, assessments, or remediation by established deadlines may affect course grades, laboratory requirements, progression, or successful course completion as outlined in the course syllabus.

Student Concerns, Complaints, Academic Appeals, and Problem Resolution

The Practical Nursing Certificate (PNC) Program encourages students to address questions, concerns, complaints, and academic issues promptly and professionally.

Students should first attempt to resolve concerns directly with the individual involved when appropriate. Academic concerns should generally be discussed with the course faculty member before requesting additional review.

If a concern is not resolved at the course or individual level, students may request assistance from the Program Chair and follow the College's established complaint, grievance, or academic appeal procedures.

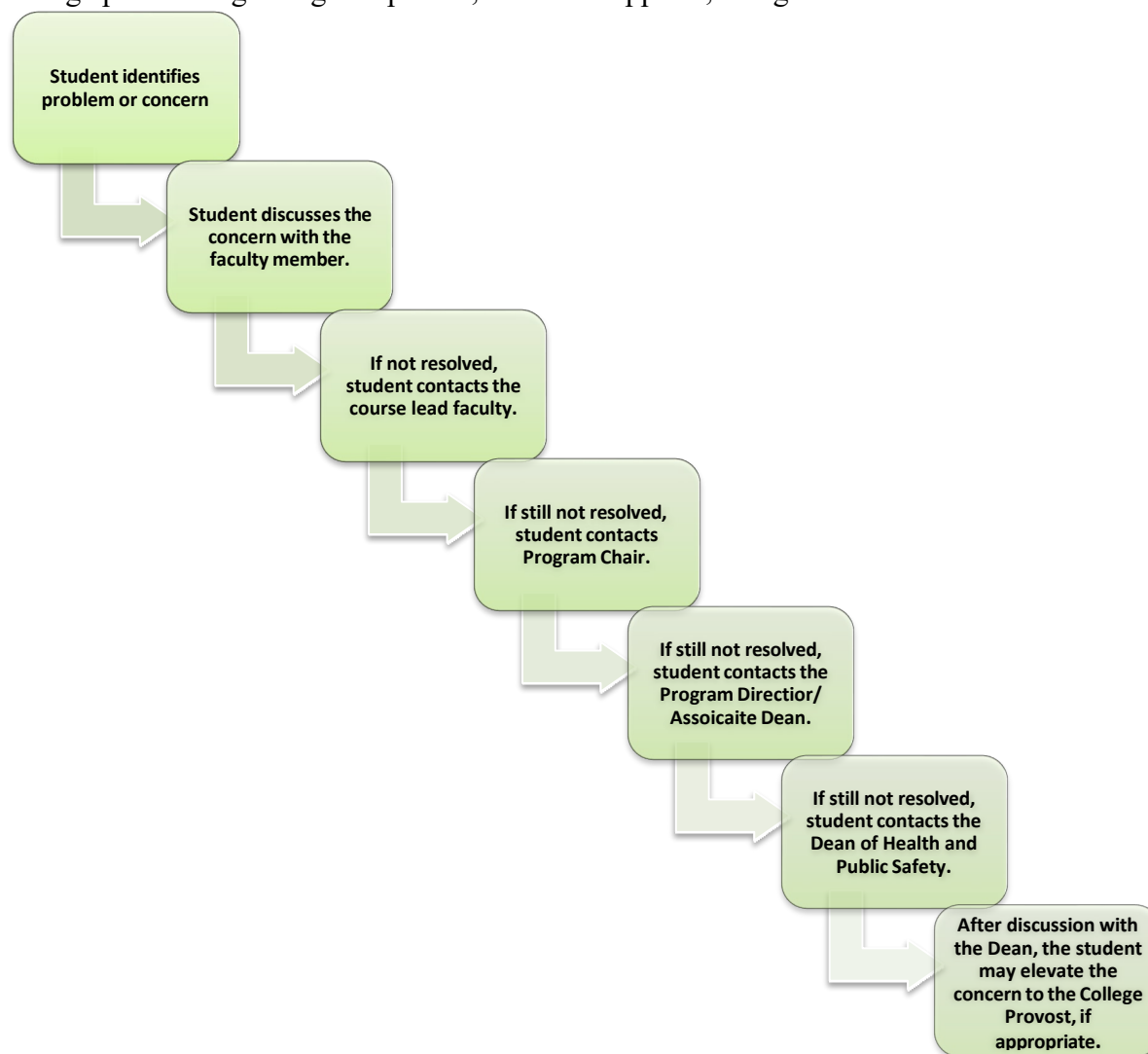
Students should refer to the Cincinnati State College Catalog, Student Handbook, and applicable College policies for current procedures related to:

- Academic appeals
- Grade appeals
- Student complaints
- Grievances
- Student conduct concerns
- Discrimination and harassment complaints

The College's official policies and procedures govern all complaint, grievance, and appeal processes.

Student Problem Resolution Process

The following process provides a visual guide for resolving questions, concerns, complaints, and academic issues. Students should also refer to the Cincinnati State College Catalog for official College policies regarding complaints, academic appeals, and grievances.



Program Policy Revisions

The Practical Nursing Certificate (PNC) Program reserves the right to revise policies, procedures, requirements, and program information as necessary to comply with College policies, Ohio Board of Nursing requirements, accreditation standards, clinical agency requirements, legal or regulatory changes, and Program needs.

Whenever possible, changes that substantially affect admission requirements, progression requirements, or graduation requirements will be implemented for future cohorts and will not adversely affect students who are actively enrolled in the program.

Students will be notified of significant program policy changes through official College communication methods, which may include email, the learning management system, course announcements, handbook addenda, or other written communication.

Students are responsible for reviewing and complying with all current program policies and procedures.

Appendix A: Ohio Board of Nursing Rule 4723-5-12(C)

The following Ohio Administrative Code provision is included as required by the Ohio Board of Nursing. If the rule is amended by the Ohio Board of Nursing, the current version of the Ohio Administrative Code governs.

In addition to the policies required in paragraph (A) of this rule, the program administrator and faculty shall implement policies related to student conduct that incorporate the standards for safe nursing care set forth in Chapter 4723. of the Revised Code and the rules adopted under that chapter, including, but not limited to the following:

- (1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.
- (2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
- (3) A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.
- (4) A student shall implement measures to promote a safe environment for each patient.
- (5) A student shall delineate, establish, and maintain professional boundaries with each patient.
- (6) At all times when a student is providing direct nursing care to a patient the student shall:
 - (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
 - (b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
- (7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section [4723.01](#) and division (B)(20) of section [4723.28](#) of the

Revised Code for a registered nurse, and division (F) of section [4723.01](#) and division (B)(21) of section [4723.28](#) of the Revised Code for a practical nurse;

(8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;

(9) A student shall not:

(a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;

(b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

(10) A student shall not misappropriate a patient's property or:

(a) Engage in behavior to seek or obtain personal gain at the patient's expense;

(b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;

(c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or

(d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

(11) A student shall not:

(a) Engage in sexual conduct with a patient;

(b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;

(c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;

- (d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:

- (a) Sexual contact, as defined in section [2907.01](#) of the Revised Code;
- (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

(13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section [4729.01](#) of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.

(14) A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

(15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.

(16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.

(17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.

(18) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.

(19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

(20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.

(21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.

(22) A student shall not assist suicide as defined in section [3795.01](#) of the Revised Code.

(23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.

(24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

(25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

(26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

Last updated February 1, 2022 at 8:50 AM

<https://codes.ohio.gov/ohio-administrative-code/rule-4723-5-12>

HPS Nursing Department Organizational Chart



Associate Dean-CNA/PNC/AAS/RN-BSN
Dr. Beth Chimento, DNP RN CNE
 513-569-1291



Executive Assistant
Camden Bailey
 513-569-1667

RN TO BACHELOR OF NURSING	
	Program Chair, Instructor Dr. Leanne Buschmeier 513-569-1787
	Professor Dr. Connie Rose, Professor 513-569-1229

PRACTICAL NURSING CERTIFICATE	
	Program Chair, Professor Dr. Jennifer Tyler 513-569-5787
	Instructor Dr. Ryan Hartzel 513-569-1502
	Instructor Jacki Brush 513-569-1633
	Instructor Amanda Fanning 513-569-1552
	Professor Dr. Nikki Howard 513-569-5803

ASSOCIATE OF NURSING					
	Program Chair, Professor Sheena Davis 513-569-1674		Instructor Mary Hughett 513-569-4229		Instructor Melissa Wilkes 513-569-1659
	Clinical Coordinator Amberly Lawson 513-569-1286		Instructor Artesian Martin 513-569-1284		Professor Dr. JoAnne Worthington-Groseclose 513-569-1290
	Instructor Mishael Appling 513-569-15383		Instructor Maria Martini 513-569-4777	NURSING LAB	
	Professor Lauren Bregel 513-569-1293		Instructor Tina Sicurella 513-569-4173		Nursing Lab Manager Erlinda Chess 513-569-1687
	Instructor Dr. Antoinette (Anne) Dean 513-569-5802		Instructor Deanna Smock 513-569-1295		Compliance Officer Anne Millea 513-569-5844
	Instructor Sarah Eickleberry 513-569-1288		Instructor Kenyah Spaulding 513-569-1622	NURSE AIDE TRAINING CERTIFICATE	
			Instructor Dr. Caitlyn Visscher 513-569-4747		CNA Program Coordinator Kallie Parson 513-569-1625
					Instructor Melissa Agbenu 513-569-1592

Receipt for Acknowledgement of Information Release, Drug Screens and Background Checks

Facilities where clinical experience or practicums are scheduled may have the following expectations:

1. Student information including immunizations, background checks date of birth and last 4 of social security numbers may be required for students to enter clinical experiences at the facility.
2. A student may be required to sign a statement that he/she has not been convicted of a felony and/or is not engaging in any illegal drug use. Clinical facilities may also require a student to undergo a drug screening and/or a criminal background check.
3. A positive outcome of either screening without reasonable explanation may prevent completion of a particular program and limit a student's career opportunities in the health field.

See student code of conduct policy for additional information.

Initials

Date

Receipt of HPS Handbook

I have received a copy of or have electronic access to the 2026-2027. Cincinnati State Technical and Community College Health and Public Safety Division Student Handbook. I have read, understand, and will abide by the contents of the Health and Public Safety Division Handbook. These policies are in addition to the general policies included in the College catalog and any policies specific to my program.

Initials

Date

Receipt of Nursing Handbook

1. I have received a copy of or have electronic access to the 2026-2027 The Cincinnati State School of Practical Nursing Handbook.
2. I will read the handbook and consult a faculty member if I have questions regarding the content.
3. I will abide by the contents of the Nursing Student Handbook and understand that failing to do so could result in disciplinary action up to and including dismissal from the nursing program.
4. I understand that these policies are in addition to those contained in the college catalog and the Health and Public Safety Student Handbook.

Initials

Date

Student Signature

Date

Print Name

