AAS Nursing: PN to RN Option - Nursing Application Process Checklist

This checklist is provided to assist you in gathering all the necessary information prior to completing our online application. This document is for your reference only and is not to be included in the application. Please review all online instructions.

*Please note that incomplete applications will not be considered. No materials will be accepted after the application cycle deadline.

- Apply to ACC. You must be accepted to Arapahoe Community College before applying to this program. If you are not an ACC student, complete the College's online admission application. Declare the AAS Nursing: **Preadmission Nursing Option** as your degree.
- Unofficial Transcript(s). Upload an unofficial transcript from each post high school academic institution you attended. Be sure that your grade for each of the following classes is included: ENG1021 or ENG1022, PSY2440, BIO2101, BIO2102, BIO2104, BIO2116, MAT1120 or higher, HPR1010 or HWE1050, and approved GT elective course from Arts and Humanities or Social & Behavioral Sciences. Transcripts must reflect a minimum combined GPA of 3.0 for the above pre-requisite courses and each course must have a grade of C or higher. All prerequisite BIO courses must be completed within ten years of the application.
- Upload an unofficial transcript from your LPN program
- Upload a copy of your current LPN License from Department of Regulatory Agencies (DORA). Include IV Authority if applicable.
- Employment:
    - If it has been more than three years since graduating from your LPN program, you must provide signed documentation of a minimum of 1,000 hours of LPN employment within the last 3 years. Upload a completed LPN Employment Form for each employer **Health Care Employment Verification as LPN**.
- Signed SARA/COVID Vaccine Acknowledgement. Upload a completed SARA/COVID Vaccine Acknowledgement Form **SARA and COVID Acknowledgment (PN-RN)**Typed signature is acceptable

Transfer Students: If you have taken your prerequisites at another institution you need to have those credits evaluated by ACC Records and Enrollment after you are contingently accepted into the PN-RN nursing program, so that they appear on your ACC transcript. ACC only accepts official transcripts sent to the Records and Enrollment Services Office from the issuing institution. You must have your official transcripts evaluated by ACC by a specified date that will be emailed to you if you are accepted into the program.

Records will accept official transcripts electronically or by mail, but only if they are sent directly to ACC Records & Enrollment. Transcripts issued to the student, hand-carried, or faxed cannot be accepted.

- Colleges using electronic transcripts should send transcripts to: records@arapahoe.edu.
- Colleges using paper transcripts should mail them to:

Arapahoe Community College
Attn: Records & Enrollment Services - Transcript Evaluator
5900 S. Santa Fe Drive
Littleton, CO 80160

*How to view your unofficial ACC or other CCCS College transcript online:

- Log in to your college portal or myACC
- Click on the Student tab
- Locate the Degree Requirements information in the center column
- Click the Unofficial Transcript link
- Print to Microsoft PDF, save, and upload with your application OR physically print file, scan, and upload

Immunizations, health insurance, BLS for HealthCare Providers card, background check and random drug screening will be required upon acceptance. Any acceptance will be contingent upon completion of these requirements. You will be asked for the following immunization records and given directions for obtaining background check and random drug screening once you are accepted. **Please, DO NOT register and complete a background check or urine drug screen until directed to do so**. Note that all requirements must not expire during the semester:

- COVID-19 vaccine - one dose of J&J or two doses of Pfizer or Moderna and any boosters required by clinical sites. No titers will be accepted at this time.
- TB Test – PPD skin test (chest x-ray is only accepted for previous positive test or history of BCG vaccine). A QuantiFERON blood draw will not be accepted.
- Measles, Mumps and Rubella – two doses or lab documentation of positive titer.
- Hepatitis B – three doses or lab documentation of positive titer.
- Varicella (Chickenpox) – two doses or lab documentation of positive titer.
- TDAP – proof of inoculation, within the last 10 years.
- Influenza Immunization – Required annually by October 1st.

*Note that although students may apply for religious exemptions through the college. many of our clinical sites that are required for program completion will not allow student vaccine exemptions. Therefore, unless you have a documented medical reason for not receiving a specific vaccine, all the above vaccines and/or testing will be required.