



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: RN Program Admissions Policy
DATE: March 1, 2021

INDEX TITLE: Administrative

I. POLICY:

It is the policy and purpose of UPMC Schools of Nursing to provide equal educational opportunity (EEO) according to academic qualifications without discrimination or harassment on the basis of race, color, religion, ancestry, national origin, age, sex, genetics, sexual orientation, gender identity, marital status, familial status, disability, veteran status, or any other legally protected group status. Further, UPMC Schools of Nursing will continue to support and promote equal educational opportunity, human dignity, and racial, ethnic, and cultural diversity.

II. PURPOSE:

UPMC Schools of Nursing are committed to taking positive steps to eliminate barriers that may exist in educational practices. Areas of focus include, but are not limited to: recruiting, admission, transfer, progression, graduation, financial aid, termination and education. This commitment is made by UPMC Schools of Nursing in accordance with federal, state, and/or local laws and regulations. All applicants must be able to complete the essential functions of a student nurse with or without reasonable accommodation. Criminal clearance, child abuse, clearance and fingerprinting are required.

III. SCOPE:

This Policy applies to each school within the UPMC Schools of Nursing.

IV. PROCEDURE:

STANDARDIZED TEST CRITERIA FOR ADMISSION

All applicants, regardless of educational background, must complete the Assessment Technologies Institute (ATI) TEAS (Test of Essential Academic Skills) which is a national standardized test that provides assessment data regarding a student's overall academic preparedness for nursing schools. There are four sections to the test including reading, math, science, and English. The test takes approximately 3-1/2 hours to complete. The individual must score an overall score of 62% or better to be considered for admission. Individuals must visit the ATI website at www.atitesting.com and will be required to create an account with ATI in order to register for the test.

Applicants will have access to their individual TEAS score reports within 24 hours of completion of the test. Individuals can access their score by logging into the ATI website. The TEAS can be taken up to three times in a calendar year.

All TEAS scores will be good for two years from the date of the actual test.

THE APPLICATION PROCEDURE

ONLY candidates who successfully pass the ATI TEAS pre-entrance exam should proceed with the application procedure.

▪ **Application for Admission**

Candidates must complete the Application for Admission. Candidates may also complete an online application; the link for the application will be sent once qualified ATI TEAS test scores are entered into CampusVue by the Coordinator of Pre-Admission Testing.

Individuals who have taken the TEAS test at another location must contact ATI through their ATI account to have their scores sent directly to the nursing school they are interested in attending. Only an official transcript from ATI will be accepted.

▪ **Proof of Eligibility to Study at the Post-Secondary Level:**

- Has a high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma); high school graduate candidates must have official copies of the high school transcripts sent to the school and must include the month, day, and year of graduation.
- In the event an applicant has graduated from a foreign high school, it is his/her responsibility to have the high school transcript evaluated by either World Education Service (WES) www.wes.org or Education Credential Evaluators (ECE) www.ece.org for equivalencies **prior** to being offered admission to any UPMC School of Nursing.
- In accordance with the Commonwealth of Pennsylvania Professional and Vocational Standards – State Board of Nursing:

“Applicants shall have completed work equal to a standard high school course with a minimum of 16 units including 4 units of English, 3 units of Social Studies, 2 units of Mathematics (1 of which is Algebra) and 2 units of Science with a related Laboratory or equivalent.”

Should an applicant not have 2 units of science with a related laboratory or equivalent, he/she will need to complete 2 science classes with a related laboratory before being considered for admission.

- Has the recognized equivalent of a high school diploma, such as a general educational development or GED certificate. An original copy of the GED certificate with test scores must be submitted.
- Has completed homeschooling at the secondary level as defined by State law;
- Has completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under State law, if State law does not require a homeschooled student to receive a credential for their education.

- **Candidates with Post-Secondary Education**

Official transcripts must be submitted for all previous post-secondary education completed within the last ten (10) years of starting the nursing program. This must include any college, university, nursing, technical/vocational or other schools attended within the last ten (10) years of starting the program. Should an applicant have attended another nursing school(s) within the last ten (10) years, the individual must submit all nursing school transcript(s) prior to being considered for admission. Transcripts should be sent with the admission packet or from the transcript-issuing institution.

Any applicant who has failed one or more nursing course(s) or one or more non-nursing course(s) (Anatomy & Physiology I and II, Microbiology, Human Growth & Development, College Writing, and Biomedical Ethics) at another school within one year of the current admission date will not be considered for admission. A failed grade will include all grades lower than a C.

Policies related to transfer credits/courses are outlined in the Credit Transfer Policy.

All transcripts and references become the property of UPMC Schools of Nursing and will not be returned to the applicant. This information will not be shared with any third party. All partial application materials will be maintained for two years after receipt and will not be returned to the applicant.

THE ADMISSION PROCESS

- **Application Deadlines**

The complete application packet consists of the application, official high school transcripts in a sealed envelope from the high school and official transcripts for all previous post-secondary education (colleges, universities, or other schools) completed within the last ten (10) years in a sealed envelope from the college/university/other schools. Individuals who have taken the TEAS test at another location must contact ATI through their ATI account to have their scores sent directly to the nursing school they are interested in attending. Only an official transcript from ATI will be accepted.

If an individual has completed an online application, the applicant must still submit an official high school transcript(s) in a sealed envelope and official transcripts for all previous post-secondary education completed within the last ten (10) years.

Applications are accepted until the application deadline date for a given enrollment period. Applicants will only be considered for admission to the next available program once all admission requirements have been completed and all application materials have been submitted. It is the applicant's responsibility to complete all required steps in the application process.

- **Offer of Admission**

If accepted for admission, the candidate will receive a written offer of acceptance. To reserve a space in the incoming class, the candidate must acknowledge acceptance in writing per the letter offering admission to the school.

- **Post-Acceptance Information Session/New Student Orientation**

Attendance at all new student orientation sessions is mandatory once the offer of admission has been accepted. Should an individual not attend a session, he/she will not be permitted to start the program. Topics covered at these sessions include: Academic schedules, financial aid, photo ID badges, and compliance requirements.

- **Deferment**

Any applicant who has accepted admission and chooses to defer his/her admission will be permitted to do so for one (1) consecutive start date. Any student deferring for the second time will be placed on a waiting list. This applies to all UPMC Schools of Nursing.

POST ADMISSION REQUIREMENTS

Once admitted to the program, candidates must complete each of the following post admission requirements prior to enrollment. Forms and directions for completing the compliance requirements are provided to applicants upon receipt of their acceptance of the offer of admission. Early completion of these requirements is highly discouraged as each requirement must be completed within a specific time period relative to the start of classes.

Failure to submit the necessary compliance documents by the submission deadline may result in revocation of the admission offer.

- **Health Screening Process**

Prior to enrollment, in compliance with the regulations of the State Board of Nursing, students must complete the Health Screening Process through one of the designated UPMC MyHealth@Work locations for all new students. Each student must receive a “pass” related to his/her ability to perform the essential functions of a student nurse as well as the medical evaluation clearance. The Health Screening Process includes titer/vaccination history for Hepatitis B, Quantiferon Gold (TB blood draw) as well as a pre-admission questionnaire (physical activity, infectious diseases, vaccinations, latex history and medical history). It also includes a drug testing process as well as a particulate respirator medical evaluation.

A positive drug screen will nullify admission to the program. The candidate will not be eligible for readmission to any of the UPMC Schools of Nursing for one year.

- **Requirements for Criminal History/Child Abuse Clearance/Fingerprint History**

All students must provide recent Pennsylvania Child Abuse History Certification (Act 33), Pennsylvania Criminal Record Check (Act 34), and fingerprint history (Act 73) prior to the start of classes as noted in the letter offering admission to the school. Recent is defined as within 6 months of the date of enrollment.

Should a student have any type of criminal record and/or conviction, the criminal record and/or conviction will be reviewed by a representative of UPMC’s Corporate Legal Department to determine if the student can attend clinical at all UPMC facilities particularly those serving vulnerable populations.

*Conviction includes judgment, found guilty by a judge or jury, pleaded guilty or nolo contendere, received probation without verdict, disposition in lieu of trial or Accelerated Rehabilitative Disposition (ARD).

The applicant must disclose if he/she has ever pleaded guilty, been convicted of, accepted ARD, or pleaded nolo contendere (no contest) to any violation other than a summary offense. The applicant will also be asked to disclose whether his/her record has been expunged.

The Pennsylvania State Board of Nursing requires any applicant for licensure to disclose if he/she has ever been convicted of a misdemeanor, felony, felonious act, an illegal act associated with alcohol, or an illegal act associated with substance abuse. The State Board of Nursing reserves the right to deny licensure based on the applicant's criminal history, even if an individual has completed a nursing program.

▪ **CPR Certification**

All students must have evidence of current American Heart Association Healthcare Provider Basic Life Support (BLS) CPR certification including adult, child and infant CPR and AED training or current American Red Cross CPR/AED for Professional Rescuers. No other form of CPR certification will be accepted. CPR must be kept current throughout the program.

V. REFERENCE AND RELATED DOCUMENTS:

UPMC Schools of Nursing Health Screening Process
UPMC Schools of Nursing Health Screening Authorization Form
UPMC Criminal Clearance Review Policy
UPMC Credit Transfer Policy
UPMC Compliance Policy

Reviewed/Revised: 03/14/19; 04/02/20; 2/11/2021

Originated Date:

Effective Date: 03/01/2021

Signature:  _____ Date: 3/01/2021
Executive Director
UPMC Schools of Nursing