

COLLEGE OF THE ALBEMARLE

**Fall
2025**

PRACTICAL NURSING ADMISSION FACT SHEET

**EACH APPLICANT MUST PROVIDE CORRECT CONTACT
INFORMATION TO THE ADMISSIONS DEPARTMENT**

Health Sciences Admission policies set forth requirements that must be met for admission. However, these policies do not create and should not be regarded as an irrevocable contract between COA and students/applicants. Satisfaction of these requirements does not guarantee admission. COA reserves at all times (1) the ultimate decision on admitting students; (2) the sole right to interpret its admission policies; (3) the right to change, amend, or eliminate any provisions or requirements at any time. COA will endeavor to minimize inconvenience that changes to its policies may create.

COLLEGE OF THE ALBEMARLE
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ELIZABETH CITY, NC 27906-2327
(252) 335-0821 EXT. 2221 (ADMISSIONS OFFICE)

PRACTICAL NURSING PROGRAM FACT SHEET

In accordance with the standards set forth by the North Carolina Board of Nursing, the admission process outlined in this fact sheet was developed by the Practical Nursing faculty and is to be implemented by the Admissions Office with Practical Nursing faculty oversight.

PHASE I: PRE-ADMISSION REQUIREMENTS:

Applicants seeking admission into the Practical Nursing program must complete the following steps **by March 15, 2025**, in order to be considered for acceptance for the Fall Semester 2025.

- _____ A. **Complete and submit a written COA Application for Admission**, which expresses interest in the Practical Nursing program, to the Admissions Office, Elizabeth City Campus.
- _____ B. **Bring or send an official high school transcript and all official post-secondary transcripts**, if applicable, to the Admissions Office (note: must be a high school graduate or equivalent prior to the start of the program).
- _____ C. **Attendance to a Health Science Orientation Session is Mandatory**, for a review of the admission process. Check with the admission department or the Health Sciences Admission & Advising Director for scheduled dates and times. On-line orientation can be viewed at: <http://bit.ly/coahealthsciences>
(Print certificate to verify online attendance). A Certificate of Attendance is required to be submitted when completing the validation form.
- _____ D. **Achieve minimum English, Math, and Reading competencies.**
Minimum English, Reading, and Math competencies must be met and may be accomplished by a variety of measures, including previous placement test scores, standardized test scores, and/or previous developmental coursework.
To qualify for the PN program, the student must meet all the pre-requisites to be eligible to enter ENG 111 without a co-requisite requirement.

To qualify for the PN program, the student must meet all the pre-requisites to be eligible to enter MAT 143 without a co-requisite requirement.
Note: The course listed is the *expected level of minimal competency* and may not be a required course within the program itself. Students should meet with an academic advisor if they do not meet this requirement and need guidance on course selection.
- _____ E. **Achieve and maintain a 2.0 minimum cumulative grade point average** on the transcript of record (most recent transcript with 12 accredited credit hours or more) If the transcript of record is not the COA transcript and the student has taken courses at COA, then the COA transcript must also show a 2.0 minimum cumulative grade point average (regardless of the number of hours). If the most recent 12-hour transcript of record is the high school transcript, the **unweighted GPA** will be used. Achieve a minimum of “C” grade on each relevant COA or transfer course. Only grades of “C” or better will be accepted for point earning, transfer purposes, and program completion.

_____ F. **Applicants must have completed one unit of biology in high school that counts as at least 1 full credit** on the transcript - or the equivalent at a post-secondary institution (BIO 090 or higher). An official transcript must be provided.

REQUIREMENTS A through G, must be met in entirety before applicants may apply for requirement I. Once students have met criteria A-F completely, they should contact the Health Sciences Admissions Technician (Annette Roberson, AE 117, Ext 2221) for validation of requirements and to receive a validation form to take the ATI TEAS (Test of Essential Academic Skills). ATI TEAS Validation forms will be submitted to the ADN Nursing Office by the Health Science Admissions Technician. One week after submitting ATI TEAS Validation forms, students may contact the Health Science Admissions & Advising Director (Owens Center, Office 107, Ext. 2304) who will confirm their form has been validated and at that time the applicant may select and schedule an appointment to take the ATI TEAS. Applicants seeking reasonable accommodations based on a disability, must request accommodations from the Director of Disabilities Support Services and notify the ATI TEAS testing proctor in writing two weeks prior to taking the test.

Note: High school students must be in their senior year to qualify to take the TEAS.

_____ G. **Achieve at or above all the set scores for the ATI TEAS test for the nursing program.** Students must achieve the minimum score or above for all three scores within a single test attempt. Not meeting the score of any one section will result in not meeting the requirements of this criterion.

The required minimum scores for the ATI TEAS are:

Mathematics Percentage Score	Reading Percentage Score	Total Percentage Score
59%	62%	54%

- A fee will be charged for each opportunity to take the **ATI TEAS** and is due at time of validation of pre-admission criteria, with a copy of the receipt from the business office attached to the validation form. Students who do not provide proof of payment with their validation form will not be allowed to schedule a time for the **ATI TEAS**.
- Applicants are allowed one retake of the **ATI TEAS** within a 365-day period, as long as 28 days have lapsed from the previous attempt. The 365-day period is calculated from the first test date. **Only the most recent ATI TEAS test score available is used for qualification for the program. Applicants should be aware that if they score lower on an ATI TEAS retake, that lower score will be used as the most recent score for qualification consideration.** If an applicant schedules, but does not show for the **ATI TEAS** test, it will be considered as one of the applicant’s testing opportunities. Falsification of reporting previous **ATI TEAS** attempts on the validation form will result in immediate withdrawal from any admission pools or programs a student may have entered.
- **Once minimum scores have been achieved for all three sections within a single ATI TEAS assessment, no retakes will be allowed. Scores are good for three years from the date the test was taken.**

Other Program requirement:

_____ H. **Although not required to *apply* to the program, Applicants seeking admission into the Practical Nursing program must successfully complete Nurse Aide I, or its**

equivalent, and must be listed on the Nurse Aide registry with no pending investigations or substantiated findings prior to the beginning of the fall semester classes if accepted into the program. Students are required to have their name on the registry on **August 10, 2025**. **Students who do not meet this requirement on August 10, 2025, will be dropped from consideration for the PN program**, even if they have met all other criteria and have initially been accepted into the program.

PHASE II PRACTICAL NURSING APPLICATION REQUIREMENTS:

I. VERIFICATION OF COMPLETE NURSING ADMISSION APPLICATION.

Once students have met all preadmission criteria A, B, C, D, E, F, and G - (Criteria H - CNA status may be pending through **Aug 10th, 2025**) students will receive email confirmation of completed application to the COA Practical Nursing Program.

Confirmation will come from the Health Science Admissions & Advising Director (Owens Center, Office 107).

Only those students who have completed the application process in its entirety will be considered for the admission ranking process. All application documents must be received in the Health Sciences Admissions and Advising Director's office (Owens Center 107) by 4 p.m. on March 15, 2025. Late applications will NOT be accepted for any reason.

NOTE: ALL CORRESPONDENCE REGARDING ADMISSIONS TO PROGRAMS WILL BE SENT THROUGH YOUR COA EMAIL ADDRESS. BE SURE TO LIST YOUR EMAIL ACCURATELY AND TO CHECK YOUR COA EMAIL FREQUENTLY DURING THE ADMISSION PERIOD.

J. ATTEND THE PRACTICAL NURSING PRE-ADMISSION MEETING

After meeting the minimum PRE-ADMISSION qualifications for admission to the Practical Nursing program and submitting the Practical Nursing application, qualified applicants will receive a letter of notice and must attend a pre-admission meeting with the nursing faculty. The purpose of the pre-admission meeting is to inform prospective nursing applicants about the nursing program and answer questions or concerns of the applicants. During the meeting, applicants may be requested to validate the accuracy of the academic data contained in their file. This academic data will be utilized in the ranking process.

Applicants failing to report at the scheduled time for the pre-admission meeting will have their names withdrawn from consideration unless they have previously notified the Health Sciences Administrative Assistant's office, Owens Center, Office 102, Extension 2283 or Extension 2304.

It is the applicant's responsibility to maintain communication with the college via the Health Sciences Admissions and Advising Director's office, Owens Center 107, ext. 2304 or the Health Science Administrative Assistant's office, Owens Center, Office 102, ext. 2283. Communication with potential students will occur through the student's COA email address only.

PRACTICAL NURSING PROGRAM NUMERICAL RANKING PROCESS

All students who have met all the required academic and testing criteria, have a complete Practical Nursing Program application on file, have attended the pre-admission meeting, and have validated the accuracy of the compiled academic data will be ranked based on a numerically objective and weighted ranking system if there are more applicants than allotted slots. This system is utilized to determine the most qualified students based on their performance on the ATI TEAS (40%), college or high school cumulative GPA (20%), and points awarded for courses completed in the Practical

Nursing curriculum schema, previously earned degree(s), and health related work experience (40%).

The numerical ranking system assigns points from the following three different areas:

1) ATI TEAS Score – 40%

The applicant will receive conversion points based on their **TOTAL SCORE** on the ATI TEAS. If more than one attempt to reach minimal scores has been required, the total score of the attempt that met all minimal scores will be averaged with the most recent unsuccessful attempt.

2) OVERALL GRADE POINT AVERAGE - 20%

The cumulative OVERALL GRADE POINT AVERAGE section of the ranking process assigns points from **the most recent college transcript**. **This transcript must contain a minimum of twelve (12) semester hours or eighteen (18) quarter hours, of non-developmental course work.** High school transcripts will be used for ranking purposes if college transcripts do not meet the necessary criteria.

3) POINTS System – 40%

The applicant will receive conversion points based on specific courses within the nursing curriculum schema that have already been completed, other supplemental courses related to health sciences, previous degrees earned, and previous health care experience. Points for each course taken at another college are only awarded if approved for transfer credit by the college registrar. **Awarding of all points is at the discretion of the ADN Department Chair, whose decision is final.**

Points are awarded as follows:

SPECIFIC PN CURRICULUM COURSE POINTS

The Course Points section of the ranking process assigns points based on academic performance from these five (5) academic courses. All of the courses are required for the PN program.

- BIO 168 – Anatomy & Physiology I
- BIO 169 – Anatomy & Physiology II
- PSY 150– General Psychology
- ENG 111 - Writing and Inquiry
- ACA 111 or ACA 118– College Student Success or College Study Skills

****Points will not be assigned for BIO 168, BIO 169 and PSY 150 if the course(s) was/were completed five years or more prior to enrollment in first semester nursing classes. Points will not be assigned for courses the student has enrolled in more than twice.**

In order to receive points – the course ***must*** be listed on the COA transcript – either as a course taken at COA or approved for transfer credit to COA. The course must be completed prior to the admission deadline date and must have received a grade of “C” or higher.

Points for courses will be calculated on the credit hours of the course multiplied by the letter grade earned; with a grade of A having the value of 4 quality points, the grade of B having the value of 3 quality points and the letter C having the value of 2 quality points. The grades of D and F will have no point value. Some courses are awarded bonus points if passed on the first or second attempt. Attempts at other colleges do count in this points determination.

COMPLETION OF THE PROGRAM’S ANATOMY AND PHYSIOLOGY

REQUIREMENT IS STRONGLY ENCOURAGED BEFORE ENTERING THE PROGRAM.

PN COURSE POINTS GRID (*Note BIO requirement change for Fall 2025 entry)

Course within Program	Credit hrs.	Points		
BIO 163	5	If A&P passed on first attempt - points for grade x credit hours plus 30 Bonus points A= 20 + 30 Bonus = 50 B= 15 + 30 Bonus = 45 C= 10 + 30 Bonus = 40	If A&P passed on second attempt - points for grade x credit hours plus 10 Bonus points A= 20 + 10 Bonus = 30 B= 15 + 10 Bonus = 25 C= 10 + 10 Bonus = 20	No points if A&P taken more than 2 attempts- or if taken greater than 5 years ago 0
BIO 168 <i>No points if A&P taken more than 2 attempts- or if taken greater than 5 years ago</i> *May use BIO163 in place of both BIO 168 and BIO 169 for Fall 2025 entry only if BIO 163 taken before January 1, 2025	4	If A&P passed on first attempt - points for grade x credit hours plus 30 Bonus points A= 16 + 30 Bonus = 46 B= 12 + 30 Bonus = 42 C= 8 + 30 Bonus = 38	If A&P passed on second attempt - points for grade x credit hours plus 10 Bonus points A= 16 + 10 Bonus = 26 B= 12 + 10 Bonus = 22 C= 8 + 10 Bonus = 18	No points if A&P taken more than 2 attempts- or if taken greater than 5 years ago 0
BIO 169 <i>No points if A&P taken more than 2 attempts- or if taken greater than 5 years ago</i> *May use BIO163 in place of both BIO 168 and BIO 169 for Fall 2025 entry only if BIO 163 taken before January 1, 2025	4	If A&P passed on first attempt - points for grade x credit hours plus 30 Bonus points A= 16 + 30 Bonus = 46 B= 12 + 30 Bonus = 42 C= 8 + 30 Bonus = 38	If A&P passed on second attempt - points for grade x credit hours plus 10 Bonus points A= 16 + 10 Bonus = 26 B= 12 + 10 Bonus = 22 C= 8 + 10 Bonus = 18	No points if A&P taken more than 2 attempts- or if taken greater than 5 years ago 0
PSY 150 - General Psychology <i>No points if A&P taken more than 2 attempts- or if taken greater than 5 years ago</i>	3	A= 12	B= 9	C = 6
ENG 111 - Writing and Inquiry	3	A= 12	B= 9	C = 6
ACA 111 (or 118 or 122)	1	A= 4	B= 3	C = 2

POINTS FOR SUPPLEMENTAL COURSES

IMPORTANT NOTE: Students should **TALK WITH THEIR ADVISORS** (including a financial aid advisor) before taking any courses on this grid to ensure it fits with their declared major and other college/FA requirements. Students should focus on completing courses WITHIN the program curriculum before taking any supplemental courses that are outside of the program of study.

In order to receive points – the course must be listed on the COA transcript – either as a course taken at COA or approved for transfer credit to COA. The course must be completed prior to the admission deadline date and must have received a grade of “C” or higher.

If the course is within the curriculum of a student’s major or program of interest – they may only receive points once in the admission system and those points will be based on the program’s specific course points (not the additional points grid).

Course Number	Course Name	Points awarded (must have a grade of C or higher to receive points)
BIO 275	Microbiology	2
CHM 151 OR CHM 130/130 A	General Chemistry I (only one course will be awarded points for this category)	2
CHM 152	General Chemistry II	2
MAT 152	Statistics	2
MAT 143	Quantitative Literacy	2
MAT 171	Pre-Calculus Algebra	2
MED 121	Medical Terminology I	2
MED 122	Medical Terminology II	2
BIO 155	Nutrition	2
PBT 100 and 101	Phlebotomy and Phlebotomy Practicum (must have C or higher in both class & practicum)	2
PHI 240 or HUM 115	Ethics or Critical Thinking I (only one course will be awarded points for this category)	2

POINTS FOR PREVIOUSLY EARNED DEGREE(S)

- **10 points will be assigned for a bachelor’s degree** which was earned at a regionally accredited institution. (Limit of one degree)
- **5 points will be assigned for a master’s degree** which was earned at a regionally accredited institution. (Limit of one degree)
- **7 points will be assigned for a HSWP Diploma Program with a clinical component**
These include: PN, ST, MA, PBT Diploma Pathway, and NA Diploma Pathway,
- **10 points will be assigned for a HSWP Associates Degree with a clinical component**
These include: ADN, EMS, ST, MA, and MLT

POINTS FOR PREVIOUS HEALTH CARE EXPERIENCE

One point will be assigned for every full year of paid fulltime (32 hours or more per week) health care related work experience within the past 10 years, not to exceed a total of 10 points.

Acceptable fields of work experience are CNA I, CNA II, Paramedic (EMT), Surgical Technology, Medical Assisting, and Phlebotomy. Awarding of points for other health related occupations will be at the discretion of the Practical Nursing Program Coordinator, whose decision is final.

Proper documentation must be provided when submitting the PN application or by the deadline date and must include a dated statement on official letterhead from the Personnel/Resource Officer of the health care facility where the applicant worked. The letter must include the following information:

- Beginning and ending dates of work
- Basic description of job duties
- Average number of hours worked per week
- Applicant's current employment status

Awarding of all points related to previous health care experience is at the discretion of the PN Program Coordinator, whose decision is final.

PHASE III: SELECTION PROCESS

- A. Weighted point assignments based on the ATI TEAS Total Score (40%) Overall Grade Point Average (20%) and SUPPLEMENTAL Points System (40%) will be added together for the total weighted points assigned to each applicant.
- B. Applicants will be ranked in a descending numerical order which is based on total points.
- C. Email notification of contingent acceptance will be sent to the top applicants for the number of program slots available.
- D. Email notification to other applicants who qualified, but did not place within the allotted number of slots, will be sent and these applicants will be assigned an "alternate" number based on their total ranking points.

It is from this alternate list that any vacancies that occur prior to the first day of classes may be filled at the discretion of the PN Program Coordinator, whose decision is final, starting with "Alternate 1."

- E. The admission process ceases and the alternate list is void beginning with the first day of class in fall semester. Any qualified applicants or alternates who do not enter the program must begin the admission process again and resubmit all paperwork in order to be considered and re-compete for the next year's admissions.

OTHER IMPORTANT INFORMATION RELATED TO THE PN PROGRAM ADMISSION PROCESS:

Upon conditional acceptance, but prior to enrollment in the PN program, applicants will be required to provide additional information including:

- A. **Documentation of current BLS (CPR) Certification through the American Heart Association by Aug 1, 2025. Students who do not meet this requirement may be dropped from consideration for the PN program, even if they have met all other criteria and have initially been accepted into the program.**
- B. **The fully completed and signed COA health care examination form indicating physical and emotional health and record of immunizations must be submitted via the assigned third party vendor and available for review by Aug 1, 2025. Students who do not meet this requirement may be dropped from consideration for the PN program, even if they have met all other criteria and have initially been accepted into the program. Students will be required to sign a release to allow the program to provide specific medical information that may be required by authorized clinical sites (example: immunizations record).**
- C. **A criminal background check and/or drug testing may be required by clinical sites prior to participation in the clinical component of this program. Progress toward graduation will be limited by any inability to complete the clinical portion of the program. Students with certain misdemeanor or felony convictions may have limited license and employment opportunities.**

The NC Board of Nursing requires all graduates of the School of Nursing who apply to take the National Council Licensure Examination (NCLEX) to undergo a routine criminal background check and to submit a complete set of fingerprints with the NCLEX application. The Board may deny licensure based on the criminal history. * **Source – North Carolina Board of Nursing. Reference NPA 90-171-48.**

- D. Students admitted must be at least 18 years of age by the start of the first course of the program in order to be able to enter clinical facilities.

READMISSION PROCESS:

Definition of Re-Admit: A student who has previously been enrolled in any practical nursing program at COA or any other school/college/university.

- A. Applicants applying for readmission into the first semester of the Practical Nursing program should contact the Health Sciences Admissions & Advising Director's office, Owens Center Office 107, Extension 2304, and the PN Program Coordinator (ext. 2289) for information concerning this special situation.
- B. Students who have successfully completed one semester of a Practical Nursing Program and are seeking admission to College of The Albemarle's Practical Nursing program should contact the Practical Nursing Program Coordinator (ext. 2289).

- C. Any former student from COA’s Practical nursing program or any other Practical nursing program desiring readmission to the Practical nursing program must:
- i. Meet the current admission requirements and procedures required of all nursing applicants
 - ii. Submit a letter with the PN Admission Application (by **March 15th** if applying for a Fall semester or Summer semester entry or **Sept. 15th** if applying for a Spring semester entry) addressed to the Program Coordinator stating:
 - the reasons for previous withdrawal from a program
 - the reason(s) he/she desires to be re-admitted
 - the circumstances that have changed to indicate the applicant would successfully complete his/her nursing education at this time.

PN CURRICULUM SCHEMA

Fall Semester		Spring Semester		Summer Semester	
NUR 101 Practical Nursing I	11	NUR 102 Practical Nursing II	10	NUR 103 Practical Nursing III	9
ACA 111 * College Student Success	1	PSY 150 **General Psychology	3		
BIO 168 *Anatomy and Physiology I	4	BIO 169 **Anatomy and Physiology II	4		
ENG 111 * Writing & Inquiry	3				
TOTAL Semester Hours	19		17		9

Total Credit Hours Required for Graduation = 45 Semester Hours

- * If not previously taken must be taken fall semester
- ** If not previously taken must be taken spring semester