



WALTER R. GARRISON COLLEGE OF NURSING
800 MANCHESTER AVENUE
MEDIA, PA 19063-4089
610.892.1500
PIT.EDU

Dear Interested Candidate,

Thank you for your interest in the Practical Nursing program. The program is a twelve (12) month, day program. Two (2) cohorts will be admitted each year (one in January and one in July). Attached is the Required Course Sequence which details the terms and courses. **Admission to the Practical Nursing Program is highly competitive. We anticipate that the number of interested candidates will exceed the number of seats available.**

****Please note the selection process for the July 2026 cohort will be changing****

Process for January 26 cohort:

The pre-screening process establishes eligibility for admission into the Practical Nursing Program. You must:

- have an official high school transcript or GED diploma with scores.
- if you are a high school graduate from a foreign country or have an out-of-state GED, obtain a Certificate of Preliminary (CPE) Education from the Pennsylvania Department of Education.
- be at least 18 years old
- be a U. S. citizen, permanent resident, or eligible non-citizen.

Applicants who meet the following requirements are considered for admission **(meeting the requirements is not a guarantee of admission into the program):**

1. Meet the pre-screening requirements listed above and the essential qualifications.
2. Complete an application.
3. To qualify for admission into the Practical Nursing program, students must complete BIO 120 Human Body Systems for Health Sciences (6) credits (or the equivalent of Anatomy & Physiology I and Anatomy & Physiology II) and achieve a grade of C or higher, which can be completed at P.I.T. or transferred from a Middle States Accredited institution.
4. Complete AHT 105 Healthcare Foundations course (or the equivalent med-term and math courses) with a grade of C or higher.
5. Submit official high school and/or post-secondary education transcripts.
6. Satisfactory background checks: including a criminal record check, a child abuse clearance for Pennsylvania, and an FBI Fingerprint background check.
7. Completion of satisfactory drug screening.

8. Satisfactory physical examination including immunizations, titers, TdaP, and tuberculosis screenings. If tuberculosis screening is positive, Chest X-ray with a doctor's note within last 5 years is required.
9. American Heart Association BLS Provider (CPR & AED - Adult, Infant, child) certification
10. Flu vaccine
11. COVID-19 vaccine and recommended boosters per CDC guidelines.

Enclosed are the MINIMUM ADMISSION REQUIREMENTS DECLARATION and FREQUENTLY ASKED QUESTIONS which provide further information about the Practical Nursing program. If you do not meet the requirements, Pennsylvania Institute of Technology has other programs for people interested in a health care career. I encourage you to call (610) 892-1500 and ask to speak with an Admissions Representative about these programs.

Sincerely,

Corey M. Glavin-Dennis, MSN, BA, RN, CNE
Assistant Dean of Nursing, Program Director

PRACTICAL NURSING PROGRAM MINIMUM ADMISSION REQUIREMENTS DECLARATION

Eligibility Requirement:
• Official high school transcript or GED with scores.* * Please note: GED from a state or jurisdiction other than PA and Foreign high school records requires a Certificate of Preliminary Education (CPE) from PA DOE.
• At least 18 years of age - provide documentation
• U. S. citizen, permanent resident, or eligible non-citizen (for financial aid eligibility)
Pre-requisite Requirements
• Must complete BIO 120 Human Body Systems for Health Sciences (or the equivalent of Anatomy & Physiology I and Anatomy & Physiology II) with a 'C' grade or higher from a Middle States Accredited institution
• AHT105 Healthcare Foundations course (or the equivalent of College Math and Medical Terminology) with a 'C' grade or higher from a Middle States Accredited institution.
Admission requirements:
• Pennsylvania Institute of Technology College Enrollment Application
• Official high school transcript, GED transcript, or PA DOE CPE
• Official college transcripts, if applicable
• Completion of a PA Criminal background check within 12 months (Completed through ADB)
• Completion of a PA Child Abuse background check within 12 months (Completed through ADB)
• FBI Background Check is required within 12 months (Completed through ADB) ▫ Depending on results additional background checks maybe required
• Completion of satisfactory drug screening within 12 months; IF positive drug screening result, test may be repeated <u>onetime AFTER 60 days</u>. (Completed through ADP)
• Physical exam by health care provider within 12 months ▫ Please note form MUST be signed and dated by provider
• Proof of immunization vaccination record OR Mumps, rubella, rubeola, and varicella titers showing immunity. (uploaded and approved through ADB)
• Booster vaccination(s) of mumps, rubella, rubeola, and/or varicella if titer non-reactive/non-immune with a repeat titer to verify immunity. (uploaded and approved through ADB)
• Tetanus-diphtheria (TdaP) booster vaccination within the last 10 years (uploaded and approved through ADP)
• Tuberculosis screening one step OR QuantiFERON blood test: negative results within 12 months ▫ Please note: if positive results must provide Chest X-ray result done within last 5 years showing no active TB with an annual doctors note. (uploaded and approved through ADB)
• Hepatitis B vaccination series of three (3) doses completed OR in progress (uploaded and approved through ADB)
• Seasonal Flu vaccine is required
• COVID-19 vaccine is required per CDC guidelines to be considered "fully vaccinated"
• Current American Heart Association (AHA) BLS Provider certification (Adult, child, infant, &AED)
• Health insurance
• No outstanding fees owed to college
• Reliable transportation to clinical sites
• Meet essential qualifications

NOTICE OF SELECTION PROCESS CHANGES:

The Walter R. Garrison College of Nursing is committed to ensuring a fair, transparent, and equitable selection process for our competitive Practical Nursing program. Beginning with the **July 2026 cohort**, the selection process will be updated to include:

- **A formal application window**
- **A rubric-based evaluation of applicants**

The application window for the July 2026 cohort will open on **March 1, 2026**. A detailed rubric outlining the evaluation criteria will be published in advance of this date to allow applicants ample time to prepare. These changes are designed to further align our selection process with best practices in nursing education, and to provide all applicants with clear expectations and evaluation standards. Continue to monitor official College communications for the release of the rubric and further application instructions.

NOTICE OF IMMUNIZATION REQUIREMENTS:

While PIT and the Practical Nursing Program recognize certain exemption status, current clinical partners **do not accept medical or religious exemptions** currently. All background and health clearances must be obtained to attend clinical and satisfy the clinical requirement of the program.

NOTICE OF RELIABLE TRANSPORTATION:

Students in the program are required to have reliable transportation for all program activities which includes clinical site attendance. Clinical sites are selected based on their ability to contribute to the learning requirements of students in the program and as such may not always be easily assessable via public transportation.

NOTICE OF CLINICAL SITE REFUSAL:

Clinical placements are secured through affiliate healthcare partners, and acceptance at these sites is a condition of successful program progression. Any refusal by an affiliate clinical site to accept or continue a student's placement—whether due to conduct, background checks, health requirements, professional behavior, or other circumstances occurring outside of, prior to, or during program participation—may result in program dismissal or inability to progress in the program.

NOTICE OF LIVE-PATIENT CLINICALS:

Please be aware that clinical training requires students to perform patient assessments and deliver care to individuals across a wide range of health conditions and states. By nature, this training carries an **inherent risk of exposure to illnesses, infections, and other health-related hazards**. The College of Nursing and its clinical affiliates maintain policies and procedures to minimize these risks, and students are expected to strictly adhere to all safety protocols, infection control practices, and professional standards. Compliance with these measures is essential to protecting both yourself and the patients under your care.

Clinical Health Programs

Medical Marijuana Procedure and Acknowledgement

The Pennsylvania Department of Health has implemented the Pennsylvania Medical Marijuana Program, a component of the Medical Marijuana Act (MMA) that was signed as law on April 17, 2016. This program provides access to medical marijuana for patients with serious medical conditions as defined by the Pennsylvania Department of Health.

Currently, the federal government regulates drugs through the Controlled Substances Act, which does not recognize the difference between medical and recreational use of marijuana. Under federal law, marijuana is a Schedule 1 controlled substance, which means that it is considered to have no medical value. Practitioners may not prescribe marijuana for medical use under federal law.

Students entering any Clinical Health Programs are required to have laboratory screenings for drugs and alcohol upon admission to the clinical phase of the program and on a yearly basis while participating in the clinical experiences. As per current policy, if the results are positive, the student will be dismissed from the program.

Students using medical marijuana will not be eligible for clinical placement in any P.I.T. clinical program, due to the current discrepancy between state and federal law regarding Drug Free Work Place Act and the MMA. Businesses who are not in compliance with federal law are at risk for criminal or civil charges; and additionally may find issue with eligibility for federal contracts and grants.

Additionally, Pennsylvania's Medical Marijuana statute specifically provides that an employer does not have to accommodate an individual in a safety sensitive position if that person is under the influence of medical marijuana. Most positions involving direct patient care will be considered safety sensitive positions.

Students should also understand that under current Pennsylvania State Board law, many health career licensing boards require drug screening at the time of application for licensure. Similarly, most health care employers will perform routine drug screening as a condition for employment, as these positions involve direct patient care, and are considered safety sensitive positions. This discrepancy between federal and state law allows our clinical partners to deny student placement for clinical experiences and the State of Pennsylvania to deny licensure.

In order to be transparent with this entire process, we recognize our responsibility to fully inform students of P.I.T.'s procedure regarding the use of medical marijuana. Due to current laws we cannot provide admission to the clinical phase in any of our Clinical Health Programs and students who have been admitted and are later to be found positive for medical marijuana will be removed.

By signing below, you are indicating that you have read and understand the aforementioned statute. Further, you accept the potential ramifications of a positive medical (or non-medical) marijuana test.

Student Name (Print): _____

FREQUENTLY ASKED QUESTIONS

1. What is the Practical Nursing (PN) Program?

The PN Program is a Certificate Program and is designed to prepare the student for a successful nursing career and employment in the healthcare field, to facilitate personal growth experience, and to provide Registered Nurse program transfer opportunities.

2. What are the requirements for admission into the PN Program and who is responsible for paying for the cost, if any?

See attached MINIMUM ADMISSION REQUIREMENTS DECLARATION document.

3. Is the PN Program approved?

Yes. The program is approved by the Pennsylvania State Board of Nursing and Effective June 6, 2024, this nursing program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on June 6, 2026.

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400

<https://www.acenursing.org/acen-programs-05202024/pennsylvania-institute-of-technology-p>

4. Will criminal history prevent acceptance into the program?

It depends on the specific details of the criminal history. One misdemeanor may not preclude acceptance into the program while more than one and/or a felony conviction usually does. To participate in clinical experiences a “no record” status must be reported on child abuse background checks, therefore, a history of child abuse precludes acceptance into the program. If there is an “arrest” or “charge” listed on your criminal background check that does not have the “disposition” you will be required to provide official documents such as criminal background check from that state.

The Pennsylvania State Board of Nursing requires that the program inform applicants that the State Board of Nursing:

- may deny a license or the privilege of sitting for licensing examination to an applicant who has been convicted* of a felonious act prohibited by the act of April 14, 1972 (P.L.233, No.64) known as “The Controlled Substance, Drug, Device and Cosmetic Act,” or convicted of a felony related to controlled substance in a court of law of the United States or any other state, territory or country unless:

- may refuse a license in any case where the board finds the applicant:
 - 1) Is guilty of gross immorality.
 - 2) Is unfit or incompetent by reason of negligence, habits, or other causes.
 - 3) Has been convicted of a felony or a crime of moral turpitude, or been dishonorably discharged or discharged under circumstances amounting to dishonorable discharge from the military.
 - 4) Is addicted to alcohol or is addicted to hallucinogenic or narcotic drugs or other drugs which tend to impair judgment or coordination, or if he or she is judged to be mentally incompetent.

You will be asked these following questions upon acceptance and on the state licensure application:

- 1) Have you ever been convicted* of any crime, felony, or misdemeanor, and/or do you currently have any criminal charges pending and unresolved, in any court?
☐ Yes ☐ No
- 2) Have you ever been convicted* of any crime associated with alcohol or drugs in any court?
☐ Yes ☐ No

**The term "convicted" includes a 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. If the answer is yes to either one of the above questions you may have difficulty obtaining a license in Pennsylvania.*

DECEIT IN THE ADMISSION PROCESS IS CAUSE FOR DISMISSAL FROM THE PROGRAM

5. Are there any Pre-requisites?

Yes, to qualify for admission into the Practical Nursing program, students must complete and achieve a grade of C or higher for BIO 120 Human Body Systems (or the equivalent of Anatomy & Physiology I and Anatomy & Physiology II), which can be completed at P.I.T. or transferred from a Middle States Accredited Institution. Students must also complete AHT105 Healthcare Foundations course (or equivalent College Math and Medical Terminology) with a C or higher which is completed at P.I.T.

6. How many credit hours is the program and how long will it take to complete the program? Are the credits transferable to another school or college?

The curriculum is comprised of 50 nursing credits. The curriculum is divided into 4 terms of instruction for a total of 1500 hours. The full-time day program is a twelve (12)

month program; the possibility of evening/weekend clinical rotations exists. Credits earned are not necessarily transferable to another school or college.

There are many opportunities for Licensed Practical Nurses to move up the educational ladder to obtain further specialty certifications or become a Registered Nurse. Both associate degree and bachelor's degree programs are available. Many even offer credit for your practical nursing education.

7. What are the roles and responsibilities of a licensed practical nurse?

Nursing is an art and science dedicated to meeting the healthcare needs of individuals of all ages and communities. Licensed practical nurses (LPNs) provide healthcare in a variety of settings such as long-term care facilities, hospitals, physician's offices, homes, rehabilitation facilities, and clinics. LPNs work under the supervision of a licensed professional (registered) nurse, a licensed physician, or a licensed dentist. The nursing actions performed by LPNs are extensive. The list includes, but is not limited to, provide fundamental care, collect client information and data, perform routine monitoring, administer medications, enteral feedings, and intravenous therapy, and perform wound care, dressing changes, and respiratory treatments.

LPNs provide health teaching, monitor effectiveness of treatments, and document data, actions, and responses. LPNs are integral members of the healthcare team working together to assist the individual or family in the prevention of illness, restoration of health or adaptation to illness, and achievement of comfort.

8. Is there tutoring available?

P.I.T. is organized for student success. There are opportunities for peer, group, and private tutoring in our Student Resource Center, Student Innovation Center, Nursing instructors will be available for academic advising, tutoring, guidance, and support of nursing students.

9. What types of student services are available on campus?

Student Affairs provides academic support and career and transfer counseling as well as referral to social and community services. Other student services available include: student cafe, student lounge, and student lockers.

10. Will I receive a license immediately upon completion of the PN program?

No. Graduation from the PN program qualifies you to apply for a license and apply to take the NCLEX-PN® (National Council of Licensure Examination-Practical Nursing).

You must apply to the State Board of Nursing and register for the examination. The State

Board of Nursing determines if you are eligible to take the examination. When you pass NCLEX-PN® you will be issued a license.

11. What sites are used for clinical learning experience? Is transportation provided to and from the clinical sites?

Clinical environments are hospitals, nursing homes, assisted living, acute care facilities, community centers, pediatric facilities, correctional facilities, and elementary schools. Clinical also occurs on campus in the Simulation lab and may also occur online with a Virtual client and assignments. Negotiations for additional clinical environments for clinical learning experiences are ongoing. The possibility of evening/weekend clinical rotations exists. Clinical sites are not limited to Delaware County, and maybe out of state. Students are responsible for their own transportation. Clinical site placement is decided by nursing faculty. Requests for clinical site placement with peers or at specific agency will not be honored.

12. What type of patient/patients do student nurses care for during clinical learning experiences?

The Pennsylvania State Board of Nursing requires that clinical learning experiences provide opportunities for students to care for men, women, and children in a variety of age groups. Therefore, each student will be assigned to (and expected to) care for men, women, and children with a variety of health problems. Students are not permitted to refuse a patient care assignment.

13. What resources are available to help fund my nursing education?

Financial aid is available for those students who qualify, through federal, state, institutional, and special programs. Student loans are available. Some employers offer tuition forgiveness (repay outstanding loans for education) programs in exchange for employment. There are also professional and community organizations that offer scholarships to nursing students. For further information on federal, state or college aid go to www.fasfa.gov. P. I. T. Student Financial Aid Office is available to assist students in applying for financial aid.

14. Are there computer requirements for the nursing program?

Yes. All exams that are given online are recorded and monitored live via a Webcam. In addition, virtual patients can only be accessed through a laptop or desktop. iPads and smart phones can be used for lecture but are not compatible with other products, learning platforms, and software.

15. Is my acceptance into the program guaranteed?

Acceptance into the Practical nursing program is a highly competitive process with limited seating available. All perspective students must ensure that they have all minimum admission requirements met by the deadline prior to beginning the program.

16. Can I really lose my spot in the program before being accepted?

Since the practical nursing program is so competitive, we rely on indicators that demonstrate a student the exhibits the types of behaviors necessary to be a safe and competent nurse. This means we are in constant communication with P.I.T. faculty and staff across different areas of the college and receive reports of positive and negative interactions. Students who exhibit behaviors against our standards of professional conduct and treat members of the college community with aggressive, abusive, or disruptive behavior can be removed from consideration from the nursing program before acceptances has been extended. This includes interactions with admissions, academic support, faculty outside of the nursing program and staff members of the college. Additionally, students found to be breaking campus policies and rules, such as ignoring parking lot signage, or using profane language can be removed consideration at the discretion of the program director.

ESSENTIAL QUALIFICATIONS

All individuals, including persons with disabilities, who apply for admission to the Nursing program must be able to perform specific essential functions with or without reasonable accommodation. The following outlines the abilities and behavioral characteristics necessary for the student to be admitted to, continue in, and graduate from, the Nursing program at P.I.T.

These essential qualifications are standards of admission.

The applicant should carefully review the essential qualifications for the program and ask questions if not familiar with the activities or functions listed. The applicant must decide if he or she has any limitations that may restrict or interfere with the satisfactory performance of any of the requirements. It is the applicant's responsibility to meet these essential qualifications if accepted into the program.

The applicant should consult with the program director to discuss any individual situation if they may not be able to meet these essential qualifications. Requests for reasonable accommodation will be considered. Contact the program director if you have any questions about this matter.

Communication

1. Communicate verbally using clear and effective English.
2. Write legibly in clear and effective English using correct grammar, punctuation, and spelling.
3. Quickly and accurately comprehend and follow verbal instructions in English.
4. Quickly and accurately read, comprehend, and follow written instructions in English.
5. Actively participate in group discussions
6. Use communication equipment – telephone, computer, other device used for communication.

Physical Skills

1. Possess fine and gross skills sufficient to handle equipment and provide safe and effective patient care.
2. Exert maximum physical force to lift, push, pull or carry objects up to 35 pounds (oxygen cylinders, beds, patients, or any other type of equipment) as indicated by Occupational Safety and Health Administration (OSHA) and National Institute for Occupational Safety and Health (NIOSH) Guidelines (9/2021)
3. Move quickly, freely, and safely around the assigned work area and patient care settings.
4. Sustain professional activities for up to 8 or more hours.
5. Reach above shoulder level (to manipulate equipment)
6. Reach below waist level (to manipulate equipment)

7. Move upper and lower extremities, back, hips, and knees without restriction - bend, stoop, and squat.
8. Keep hand and arm steady while moving arm or while holding arm and hand in one position.
9. Make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
10. Coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down.

Observation and Sensory Skills

1. Hear, comprehend, and interpret conversation and sounds not solely based on visual cues (including alarms, monitors, faint sounds, such as heart and breath sounds, taking blood pressure)
2. Ability to see details at close range (within a few feet of the observer) and at a distance.
3. Function efficiently in various degrees of light, from dark to bright lighting
4. Differentiate colors, varying shades of same color, and shades of black, white, and gray.
5. Read fine print and handwriting.
6. Detect and distinguish odors from clients and environment.
7. Distinguish textures, degrees of firmness, temperature differences, pulse rate and vibrations; feel anatomical landmarks and veins.
8. Distinguish and describe the patient's affect, body language, and physical responses that the patient cannot verbally relay (i.e., facial expressions, sweating, trembling, color change, bleeding, etc.)

Intellectual, Cognitive, and Critical Thinking Skills

1. Concentrate on a task over a period of time without being distracted.
2. Apply principles of critical, logical thinking to define problems, collect data, establish facts, and draw sensible and valid conclusion.
3. Combine pieces of information to form general rules or conclusions (includes finding a relationship among unrelated events).
4. Perform multiple tasks simultaneously.
5. Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (alphabetize)
6. Integrate information quickly, consistently, accurately, especially in an emergent situation.

Behavioral / Social Skills / Ethics

1. Display a prominent level of professionalism and discretion in all actions and communication (written, oral and electronic) with all members of staff, faculty, and the public.

2. Function effectively and display integrity, poise, and emotional stability under stress (emergency, critical, or dangerous situations) in actions with all (peers, patients, staff, and faculty)
3. Use team approach to carry out responsibilities.
4. Respond to all persons sensitively and with respect for cultural diversity.
5. Maintain general good health and self-care.
6. Display flexibility and adapt to changing environments.
7. Manage time effectively.
8. Accept responsibility for own behavior and be forthright about errors or uncertainty.
9. Refuse to perform or participate in any illegal, unethical, or incompetent acts, to include but not limited to the following: falsifying or knowingly making incorrect entries into a patient's record or related document; copying other student's written assignments; cheating on a quiz or examination; making untrue statements to a faculty member or administrator.
10. Monitor/assess performance of self, other individuals, or organizations to make improvements or take corrective action.
11. Capable of developing mature sensitive and effective relationships (with patients, staff, coworkers, etc.)
12. Follows all faculty, staff, and college rules regulations and instructions at all times.

PENNSYLVANIA INSTITUTE OF TECHNOLOGY PRACTICAL NURSING PROGRAM ADMISSION REQUIREMENTS DECLARATION

By signing below, I acknowledge and agree to the following conditions of admission and participation in the Practical Nursing Program:

1. Documentation and Records

- All submitted application materials and required forms become the permanent property of the College and will not be returned.
- I authorize the College to share my healthcare documentation with affiliate clinical sites as necessary for clinical placement.

2. Application Integrity

- I understand that any falsification, misrepresentation, or deceit in the admissions process is grounds for denial of admission or immediate program dismissal.

3. Admission Documentation Requirements

- I must submit one of the following: an official high school transcript, GED transcript, or PA Department of Education (DOE) Certificate of Preliminary Education (CPE).
- I understand that admission will be denied if I have a disqualifying criminal background check, child abuse clearance, or drug screen result.
- I must provide a completed health examination form, including immunization history and/or serological verification. Admission will be denied if results are disqualifying.
- I must provide proof of COVID-19 vaccination and seasonal influenza vaccination in accordance with clinical site requirements. Failure to do so will prevent clinical attendance and result in course failure.
- I must provide documentation of current American Heart Association (AHA) Basic Life Support (BLS) Provider certification (including CPR and AED for adult, child, and infant).

4. Clinical Placement & Health Considerations

- Participation in clinical training is contingent upon acceptance by affiliate clinical sites. If a clinical site refuses placement due to health, background, behavior, or other reasons, I may not be able to continue in the program, resulting in course failure or dismissal.
- I understand that illness, injury, or health limitations may restrict my ability to participate in clinical education and could result in course failure or dismissal.
- I accept the inherent physical, mental, and emotional demands of nursing education and will evaluate my ability to meet these demands prior to program entry.

5. Professional Standards

- I may forfeit admission or be dismissed if I engage in behavior inconsistent with the standards of professional conduct established by the College.
- I understand reliable transportation is required for clinical participation. Lack of transportation is not an excuse and may result in dismissal.
- I have reviewed and understand the College's Clinical Health Program Medical Marijuana Procedure.

6. Program Structure & Admission Process

- I understand that the Practical Nursing Program is an accelerated, full-time, 1,500 clock hour, 12-month day program.
- I understand that admission to the program is competitive and space-limited; meeting minimum requirements does not guarantee admission.
- I accept that failure to provide required documentation, or failure to meet stated deadlines, may result in rescission of admission or dismissal from the program.
- I understand that **no medical, religious, or other exemptions will be granted** for clinical health requirements.

7. Student Acknowledgment

- I have read and understand the Practical Nursing Program Admission Requirements and Essential Qualifications.
- I accept full responsibility for completing and paying for all admission requirements.
- I understand that meeting the admission requirements does not guarantee acceptance, and that final admission is contingent upon available space and successful completion of all conditions.
- I confirm that I am capable of performing the essential tasks and functions required of a nursing student.

Student Name (Printed): _____

Student Signature: _____

Date: _____

**PENNSYLVANIA INSTITUTE OF TECHNOLOGY
PRACTICAL NURSING PROGRAM**

Plan of Study*

<i>Pre-reqs: BIO 120 A&P and AHT105 or equivalent</i>						
Course Code	Course Title	Lecture Hours/Week	Lab Hours/Week	Clinical Hours/Week	Credits	Total Hours
Term 1						
NUR 140	Nursing Fundamentals	6.81 5 credits	10.9 4 credits	10.9 2 credits	11	315
NUR 145	Role Development of the Practical Nurse	1.36 1 credit	0	0	1	15
	Term Totals	90	120	120	12	330
Term 2						
NUR 152	Nursing Care of Adults	8.18 6 credits	0	21.8 4 credits	10	330
NUR 155	Principles of Pharmacology	1.36 1 credit	2.72 1 credit	0	2	45
	Term Totals	105	30	240	12	375
Term 3						
NUR 162	Intravenous Therapy	1.36 1 credit	1.36 0.5 credit	0	1.5	30
NUR 165	Nursing Practice Specialties	4.09 3 credits	4.09 1.5 credits	21.8 4 credits	8.5	330
NUR 167	Clinical Concepts of Pharmacology	1.36 1 credit	2.72 1 credit	0	2	45
	Term Totals	75	90	240	12	405
Term 4						
NUR 170	Acute and Complex Care of Adults	9.54 7 credits	0	21.8 4 credits	11	345
NUR 175	Practical Nursing Capstone	4.09 3 credits	0	0	3	45
	Term Totals	150	0	240	14	390
	Program Totals	Total Lecture	Total Lab	Total Clinical	Total Credits	Total Hours
		420	240	840	50	1500
Total Program Months = 12			Total Program Weeks = 44			

PRACTICAL NURSING PROGRAM SELECTION RUBRIC (for July 2026)

Rubric Item	Scale	Points Possible
MINIMUM REQUIREMENTS		
AHT 105 or MTH 145* and BIO 118 (+5)	A = 5 points B = 3 points C = 1 points	10
BIO 120 or Equivalent (BIO 128/129 & BIO 228/229 +5)	A = 5 points B = 3 points C = 1 point	10
Pre-requisite Courses Attendance	Perfect attendance = 5 points Misses 2 days = 3 points Misses 3 days = 1 point Misses 4+ days = 0 points	5
All Clearances Completed on Time	Yes = 5 points No = 0 points	5
OPTIONAL ELEMENTS		
Info Session Attendance	Yes = 2 point No = 0 points	2
Additional Science Courses (Max 2) <i>Courses listed below</i>	A = 5 points B = 3 points C = 1 point	10
Digital Literacy Course (CIS110 or equivalent) or Digital Literacy Campus Workshop Completion (1 point)	A = 5 points B = 3 points C = 1 point Or Campus Workshop = 1 point	5
Nursing Essay Combined Scores	Exemplary = 10 points Strong = 8 points Above Avg = 6 points Average = 3 points Below Average = 0 points	10
Current Healthcare Certification (EMS, CNA, MA, CPT – Max 2)(<i>Not including BLS</i>)	Yes = 5 each (max 10)	10
Letters of Recommendation (Max 2)	Highly Supportive letter = 5 points Average = 3 points Weak/Generic = 1 point	5
Healthcare Work Experience (2000 hrs/year verified)	5+ years verified = 8 points 2+ years verified = 5 points 1 year verified = 3 points	8

Proof of Previous Education	Bachelor's+ = 5 points Associate's = 3 points Certificate = 1 point	5
Cumulative GPA	3.5+ = 5 points 3.0–3.49 = 3 points 2.5–2.99 = 1 point	5
Documented Volunteer Experience within last 5 years	500+ hours = 5 points 250 hours = 3 points 100 hours = 1 point	5
Professional Readiness	Exceeds Expectations = 5 points Meets Expectations = 3 points Below Expectations = 0 points	5
Total		100

Application Rubric Scoring

MINIMUM REQUIREMENTS

- CMA Pathway student should notify their admissions rep prior to applying.
- PN Program Applications submitted after the deadline will not be considered.
- AHT 105 **or** MTH 145 and BIO 118 (+5)
 - If students opt to take MTH 145 and BIO 118, they may double their achieved point count based on grade assignment. For example, if a student received an 'A' in MTH 145 and BIO118 they will receive 10 points. If a student received an 'A' in MTH 145 and a 'C' in Bio118 they would receive 5 points and 1 point respectively for a total of 6 points in this category.
 - *Other acceptable alternatives for Math include: MTH130 & MTH207

Course Grade A	Course Grade B	Course Grade C
5 points	3 points	1 point

- BIO 120 or Equivalent, **Or** BIO 128/129 & BIO 228/229 (+5)
 - If students opt to take BIO128/129 and BIO228/229, they may double their achieved point count based on grade assignment. For example, if a student received an 'A' in BIO 128 and BIO 228 they will receive 10 points. If a student received an 'A' in BIO 128 and a 'C' in BIO 228 they would receive 5 points and 1 point respectively for a total of 6 points in this category.
 - For the purposes of this category the grade assigned for the lecture course will be considered as long as the student receives a 'C' or better in the lab portion.

Course Grade A	Course Grade B	Course Grade C
5 points	3 points	1 point

- Pre-requisite Courses Attendance (5 points)

Perfect attendance	Misses 2 days	Misses 3 days	Misses 4+ days
5 points	3 points	1 point	0 points

- Healthcare and Background Clearances completed on time = 5 points
 - A list of all clearances may be found in the student packet.

OPTIONAL ELEMENTS

- Students who attend a P.I.T. information session within the year prior to application may receive 2 points on the application rubric. (Verified by sign-in at event).
- Additional Sciences Courses (e.g., Microbiology)
 - Students may apply grades for additional college-level sciences courses taken within the last five years before application, up to 2 courses.
 - Acceptable courses include: BIO105/106, BIO205/206, BIO250, CHM105/106, CHM230/231, PSY105, PSY109, SOC103, PHS103, PHS210, HUM304, HSC 101, HSC 210, HSC310, & HSC405.

Course Grade A	Course Grade B	Course Grade C
5 points	3 points	1 point

- Digital Literacy Workshop or course
 - Completion of an on campus digital literacy workshop can provide 1 point
 - Completion of a Digital Literacy Course such as CIS 110 can provide up to 5 points in alignment with course grade.

Course Grade A	Course Grade B	Course Grade C
5 points	3 points	1 point

- Nursing Essay (10 points)
 - a. Based on essay rubric (Attached at end)

Exemplary	Strong	Above Average	Average	Below Average
10 points	9 points	6 points	3 points	0points

- Current Healthcare Certification (Max 10 points)
 - EMS, CNA, MA, CPT, etc. Not including BLS.
 - Must be current and in good standing
 - 5 points each (up to 2 certifications).
- Copy of certification or license must be submitted.
- Letters of Recommendation (Max 2 = 5 points)
 - Highly supportive = 5 points, Average = 3 points, Weak = 1 point.
 - Must be on official form and received by deadline.
- Healthcare Work Experience (8 points)
 - Verified by employer on official letterhead.
 - 5+ years = 8 points, 2+ years = 5 points, 1 year = 3 points.
 - Documentation must include name and hours worked (2,000+ hours/year).
- Proof of Previous Education (5 points)
 - Bachelor's+ = 5 points, Associate's = 3 points, Certificate = 1 point.
 - Official transcripts required before deadline.
- Cumulative GPA at time of application
 - Classes in progress at the time of application will not be considered.

3.5 and higher	3.0 - 3.49	2.5 – 2.99
5 points	3 points	1 point

- Volunteer Experience (5 points)
 - Documented within the last 5 years.
 - 500+ hours = 5 points, 250 hours = 3 points, 100 hours = 1 point.
- Professional Readiness (5 points)
 - Applicants are expected to maintain a civil and professional demeanor in all interactions with faculty, staff, and peers throughout the pre-nursing and admissions process.
 - **Disruptive or unprofessional behaviors** include but are not limited to disrespectful or argumentative communication, repeated tardiness or absence without notification, academic dishonesty, and failure to follow classroom or clinical expectations.
 - **Consequences:**
 - *First documented incident:* Warning and up to **2-point deduction** in Professional Conduct.
 - *Second incident:* Additional **3–5 point deduction**.
 - *Third incident or severe infraction:* **Immediate disqualification** from the applicant pool. *The program director will determine incidences that qualify as a severe infraction.*
- *Tie-breaking: In the event of a tie during the selection process students will be selected based on timing of application and cumulative GPA.*

WALTER R. GARRISON COLLEGE OF NURSING

Practical Nursing Program – Professional Reference Recommendation Form

Applicant Name: _____ **Date:** _____

The applicant named above is applying for admission to the Practical Nursing Program. As part of our selection process, we ask that you provide an honest evaluation of the applicant's professional and academic qualities. Your recommendation will remain confidential and used only by the admissions committee.

Section 1: Reference Information

- **Full Name:** _____
- **Title/Position:** _____
- **Organization/Employer:** _____
- **Relationship to Applicant:** _____
- **Phone Number:** _____
- **Email Address:** _____

Section 2: Evaluation Criteria

Please attach your letter of recommendation for the applicant. We recommend address some or all of the following topics regarding the applicant in not more than 3 pages.

1. **Professionalism and Reliability**
2. **Communication and Interpersonal Skills**
3. **Teamwork and Collaboration**
4. **Professional Conduct and Attitude**
5. **Academic or Work Ethic**

Section 3: Overall Recommendation

- ☐ Highly Recommend
- ☐ Recommend
- ☐ Recommend with Reservations
- ☐ Do Not Recommend

Signature: _____ **Date:** _____

Please email your form and recommendation to PNconduct@pit.edu or mail your documents to 800 Manchester Ave, Media, PA 19809 prior to the application deadline.

PRACTICAL NURSING ESSAY PROMPT

Prompt for Applicants:

As part of your application to the Practical Nursing Program, please submit a written essay (500–750 words) responding to the following:

1. **Motivation & Commitment:** Why do you want to become a nurse, and what inspired you to pursue nursing as a career?
2. **Values & Professionalism:** How do you demonstrate qualities such as responsibility, compassion, and professionalism in your academic, work, or personal life?
3. **Future Goals:** Where do you see yourself in five years as a nurse, and how will completing this program help you achieve your goals?

Your essay will be evaluated on clarity, organization, relevance, professionalism, and writing mechanics. The use of AI assistance to write this essay will not be permitted. Your essay should be written in APA 7 format, with 12-point Aptos font. Your paper should have a title page and be double spaced with 1" margins. Please submit your essay as a word document.

NURSING ESSAY GRADING RUBRIC

Criteria	Exemplary (10 pts)	Strong (8 pts)	Above Average (6 pts)	Average (3 pts)	Below Average (0 pts)
Content & Relevance (40%)	Fully addresses all parts of the prompt with depth, clarity, and strong focus on nursing profession. Demonstrates genuine motivation and understanding of nursing values.	Addresses most parts of the prompt clearly and with focus. Shows motivation and interest in nursing.	Addresses the prompt, but may lack depth or focus in some areas. Motivation is somewhat evident.	Partially addresses the prompt, with vague or underdeveloped ideas. Limited demonstration of motivation.	Does not address the prompt or lacks relevance to nursing.
Organization & Clarity (20%)	Essay is well-structured with clear introduction, body, and conclusion. Flows logically with smooth transitions.	Mostly well-structured; minor lapses in flow or clarity.	Organization is present but uneven; transitions may be weak.	Limited structure; essay may be confusing or disorganized.	Lacks organization; incoherent or difficult to follow.
Professionalism & Tone (20%)	Demonstrates maturity, respect, and professional tone throughout. No distracting errors.	Generally professional tone with minor lapses. Few errors.	Some issues with tone, word choice, or formality. Noticeable errors but do not obscure meaning.	Tone is too casual or unprofessional. Frequent errors.	Highly unprofessional tone or inappropriate content.
Mechanics & Grammar (20%)	Virtually error-free grammar, spelling, and syntax.	Few minor errors, but does not impact readability.	Some noticeable errors, but essay remains understandable.	Frequent errors that affect clarity.	Errors severely hinder readability.

WALTER R. GARRISON COLLEGE OF NURSING

Practical Nursing Program – Volunteer Experience Log

Applicant Name: _____ **Application Term:** _____

Volunteer Hours Log

Date of Service	Organization Name	Applicant Role / Duties	Total Hours	Supervisor Initials

Verification

I certify that the hours recorded above are accurate and reflect the applicant's volunteer service at my organization.

Supervisor Signature: _____ **Date:** _____

Supervisor Email _____

Supervisor Phone Number _____

Instructions for Use

- A separate line must be completed for **each date of service**.
- Supervisors must initial each line and provide a **final signature** verifying all logged hours.
- Only hours within the last **five (5) years** will be considered.
- Submit the completed form with your admissions packet.
- You may use more than one log for more hours or different orgs.