

# APPLICATION FOR ADMISSION

## LEVEL I – PRACTICAL NURSE



### Nursing Application Deadlines for Level I/PN Program:

Semester	Application Due Date
Fall 2024 Day Program (August)	Tuesday, April 2, 2024 (by 4:30 p.m.)
Spring 2025 Evening Program (January)	Tuesday, September 3, 2024 (by 4:30 p.m.)
Fall 2025 Day Program (August)	Tuesday, April 1, 2025 (by 4:30 p.m.)

### Please return all application materials to:

Nursing Education Office (Hillsboro Campus) – CTE 134A

*(Application for Admission information is subject to change without prior notice.)*

**Nursing Website:** [www.jeffco.edu/nursing](http://www.jeffco.edu/nursing)

**Please review the Nursing Application Checklist before submission (located on nursing website)**

Jefferson College • Nursing Department • 1000 Viking Drive • Hillsboro, MO 63050-2441

[nursing@jeffco.edu](mailto:nursing@jeffco.edu) • (636) 481-3406 OR 481-3429 –or– (636) 797-3000 ext. 3406/3429 • Nursing Fax (636) 789-2047 • TTY users dial 711

**Non-Discrimination Policy:** It is the policy of Jefferson College that no person shall, on the basis of age, ancestry, color, creed, disability, genetic information, marital status, national origin, race, religion, sex, gender identity or expression, sexual orientation, or veteran status, be subject to discrimination in employment or in admission to any educational program or activity of the College. In compliance with Federal Rules and Regulations, Jefferson College has adopted a procedure for resolving complaints of discrimination. The procedure is available to any Jefferson College student, employee, or applicant who feels that they have been discriminated against in employment, student programs, or student activities. (Full text may be found in the [2023-2024 College Catalog, pg.4](#)).

**Diversity Statement:** Jefferson College is a community leader dedicated to supporting and promoting diversity through opportunities and experiences that foster a culture of respect, inclusiveness, and understanding for everyone in the campus community to engage in a diverse world. ([2023-2024 College Catalog, pg.4](#)).

Application Revised 09/2023

# APPLICATION FOR ADMISSION LEVEL I – PRACTICAL NURSE JEFFERSON COLLEGE BI-LEVEL NURSING PROGRAM

**Please review the Nursing Application Checklist before submission (located on nursing website)**

## GENERAL INFORMATION

LAST NAME	FIRST NAME	MIDDLE NAME	
PREVIOUS NAME(S): [Maiden Name] [Legal Name Change] [Other]			
@jeffco.edu		V00	
JEFFCO EMAIL ADDRESS	PERSONAL EMAIL ADDRESS	JEFFCO STUDENT ID (V#)	
CURRENT MAILING ADDRESS [Street, Route or P.O. Box]			
CITY	STATE	ZIP	COUNTY
HOME PHONE NUMBER (If no Home #, write N/A)		CELL PHONE NUMBER	
SOCIAL SECURITY NUMBER		DATE OF BIRTH	

*[SSN & DOB are both required for the Missouri State Board of Nursing – MSBN. All information is kept confidential]*

## PROGRAM PREFERENCE

CHECK **ONE** PROGRAM:

CHECK **ONE** – YEAR OF PROGRAM:

**FALL** [Full-time **Day** Program – begins in AUGUST]

**FALL**  2024  2025

**SPRING** [Part-time **Evening** Program – begins in JANUARY]

**SPRING**  2025  2026

## ALTERNATE STATUS

If I am not selected for the program for which I have applied, I would like to be considered for alternate status. If chosen as an alternate, I will be notified if a position in the program becomes available. I understand that I will be notified by my Jefferson College student email as to my alternate status.

YES, I would like to be an alternate.

NO, I do not want to be an alternate.

## REAPPLICATION

Have you ever applied to the Jefferson College Bi-Level Nursing Program?  YES  NO

If yes, when did you last apply?  Fall  Spring Year: \_\_\_\_\_

If I am not selected for the program for which I have applied or a position does not become available (*i.e. alternate status*), I understand that I must complete a new nursing application and resubmit all application materials for the next available cohort that meets my attendance needs (*i.e. evening classes: spring cohort / day classes: fall cohort*) and pay the \$30 non-refundable application fee for each application submitted. \*Transcripts do not need to be resubmitted unless a class you wish to transfer has been taken since previous application.

[ \_\_\_\_\_ Applicant Initials ]

# EDUCATIONAL BACKGROUND

## OFFICIAL TRANSCRIPTS

In order to have transfer credit evaluated, transfer students must submit **official** transcripts from their transfer institution. The transcripts must be issued as **official** by the transfer institution and sent directly to Jefferson College. **Transcripts issued to the student will not be considered official.**

Students should have their transcripts sent electronically *or* mailed to the following address:

**Office of Enrollment Services - Transfer Credit, Jefferson College, 1000 Viking Dr., Hillsboro, MO 63050.**

**The following transcripts are required:**

- High School Transcript (new/transfer students ONLY)
- College Transcripts (IF OTHER than Jefferson College)
- GED Certificate (Score of 2250) **-OR-** HiSET Certificate (Total Combined Score 45+)

## HIGH SCHOOL OR GED/HISET

High School \_\_\_\_\_ GED/HiSET Score \_\_\_\_\_  
Graduation Year \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ GED/HiSET Date \_\_\_\_\_

## PREVIOUS COLLEGES

College \_\_\_\_\_ City, State \_\_\_\_\_  
College \_\_\_\_\_ City, State \_\_\_\_\_  
College \_\_\_\_\_ City, State \_\_\_\_\_

**ATI TEAS EXAM: Score verification is REQUIRED: submit score report with subject area breakdown.**

**Required Minimum Composite Score-58.7%.** ATI TEAS scores are valid for two (2) years prior to the program start date (i.e. August 20XX or January 20XX), **not** the application due date.

Reading	SCORE _____	DATE _____	<b>Overall Composite Score</b> _____%
Math	SCORE _____	DATE _____	
Science	SCORE _____	DATE _____	
English & Language Usage	SCORE _____	DATE _____	

**In-progress course verification is REQUIRED – submit course schedule with application.**

**PREREQUISITE COURSEWORK:** Pre-requisite courses must be successfully completed **prior** to nursing program start date. **Minimum Admissions Requirement of 2.8 Grade Point Average (GPA).**

**(Grade: A, B, C, IP: in progress<sup>@</sup> / Semester abbreviations: FA, SP, SU / Colleges may be abbreviated)**

COURSEWORK	GRADE	SEM./YEAR	COLLEGE
1) (^BIO 211)			
2) (*PSY 101)			

## PN GENERAL EDUCATION REQUIREMENTS FOR COMPLETION OF LEVEL I/PN CERTIFICATE:

These courses are part of the Level I/PN curriculum, but may be completed prior to acceptance into the nursing program. **Students must maintain a minimum 2.8 Grade Point Average (GPA).**

COURSEWORK	GRADE	SEM./YEAR	COLLEGE
3) (^BIO212)			
4) (*PSY205)			

(^ \* @ see key on next page)

# EDUCATIONAL BACKGROUND CONT'

**CO-REQUISITE COURSEWORK:** These courses are **not** required for the Level I/PN certificate but are required for the Level II/RN A.A.S. degree. These courses can be completed **prior** to acceptance into the nursing program or taken during the Level II/RN nursing program. **Students must maintain a minimum 2.8 Grade Point Average (GPA).**

**(Grade: A, B, C, IP: in progress@ / Semester abbreviations: FA, SP, SU / Colleges may be abbreviated)**

COURSEWORK	GRADE	SEM./YEAR	COLLEGE
1) ( $\Delta$ *BIO113)			
2) (ENG101)			
3) (ENG102 or COM100)			
4) (HST103/104 or PSC 102)			
# (*CIS125 or met by Exam)			
+ (COL100/101/136)			

**Key:**

- $\Delta$  Completed with a minimum grade of "C" or better within 5 years of the program start date the applicant applies for.
  - \* A minimum grade of "C" or better is required.
    - **Please note:** too many "C" grades **will lower** the required 2.8 GPA.
  - $\Delta$  It is recommended that BIO113 be taken **prior** to starting the Level II/RN program
  - + **Freshman Seminars** (COL 101 or COL 100 or COL 136) are **not included** in the **course completion rate** or **GPA** because not all applicants receive a grade for this course (i.e. may be waived by transferring 15+ credit hours; this does **not include** dual enrollment courses).
  - # **Computer Literacy** (CIS 125) is **not included** in the **GPA** because not all applicants receive a grade for this course
    - (i.e. CIS 125 requirement may be met by exam).
  - @ **Currently enrolled course** final grades will be averaged into the nursing entrance GPA once grades have been received (i.e. official college transcripts required *if other than* Jefferson College); **2.8** GPA requirement must be met once courses have been completed.
- Please Note:** If a nursing pre/corequisite course has received an "F" grade and has **not** been retaken, the "F" grade will be calculated into the applicant's nursing GPA. If the course has been **retaken** and is posted on the applicant's transcript, the higher grade will be used for the nursing admission process. **However, in order to meet the graduation requirements of Jefferson College, if your most recent grade in a pre/corequisite course on the nursing degree plan is an "F", the student will not be eligible to graduate.**

## EMPLOYMENT STATUS

CURRENT EMPLOYER	MONTH/YEAR START	HOURS WORKED PER WEEK

## HEALTHCARE EXPERIENCE: (Level I/PN Rubric Bonus Point)

Do you have a **current Certificate or Licensure** in any of the following healthcare fields?  Yes  No

If you answered **yes**, check all that apply. Applicants **must** provide a **valid copy** of their **healthcare certificate or licensure** with their application; an **employer letter** stating you currently work in the position marked below will also be accepted.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> CNA - Certified Nursing Assistant | <input type="checkbox"/> MA - Medical Assistant           | <input type="checkbox"/> PCT - Patient Care Tech.            |
| <input type="checkbox"/> CMT - Certified Med Tech          | <input type="checkbox"/> Nurse Tech / Scrub Tech          | <input type="checkbox"/> Pharmacy Technician                 |
| <input type="checkbox"/> EMT - Emergency Medical Tech      | <input type="checkbox"/> OTA - Occupational Therapy Asst. | <input type="checkbox"/> PT/PTA - Physical Therapy/Assistant |
| <input type="checkbox"/> LMT - Licensed Massage Therapist  | <input type="checkbox"/> Paramedic                        | <input type="checkbox"/> Radiology Technology                |

**\*\* Only those healthcare professions listed above will be accepted.**

I certify that all answers and statements on this application are true and complete to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# THE ESSENTIAL FUNCTIONS OF THE STUDENT NURSE

Satisfactory completion of the Jefferson College Bi-level Nursing Program is contingent upon being physically, mentally, emotionally, and medically able, with or without reasonable accommodations, to successfully perform the essential functions necessary in the role of the student nurse.

These essential functions are not intended to be a complete listing of all nursing behaviors, but are a sampling of the types of abilities needed by students to meet program outcomes. Students who need accommodations in order to successfully meet these essential functions are required to contact Nursing Program Administration (636-481-3406; nursing@jeffco.edu) and the Accessibility Resource Office (636-481-3158; aro@jeffco.edu) to determine if reasonable accommodations can be made.

## **Following appropriate instruction and with supervision, the student will:**

1. Assess the needs and conditions of clients utilizing the five senses.
2. Participate in the planning and evaluation of client care.
3. Implement nursing measures to provide safe and effective care, to include/but not limited to:
  - A. Utilization of proper body mechanics when bending, twisting, kneeling, standing, pushing and pulling, or when using equipment.
  - B. Utilization of fine motor skills.
  - C. Standing and/or walking for extended periods of time.
  - D. Utilization of standard precautions and personal protective equipment.
  - E. Timeliness in providing client care, nursing interventions, and client documentation.
  - F. Punctuality when assuming client care.
4. Communicate with faculty, peers, clients, families, and other members of the health care team utilizing appropriate verbal, non-verbal, and written communication.
5. Maintain a safe and appropriate learning environment in both the clinical and classroom setting.
6. Attend class as scheduled and in the required format (Face to Face or Hybrid). Class periods include scheduled breaks, but may involve extended periods of sitting and/or standing.
7. Complete proctored computerized exams as scheduled.

By signing below, I attest that I have read and understand the Essential Functions of the Student Nurse. I understand if I am unable to meet the above listed requirements, I must contact Nursing Program Administration and the Accessibility Resource Office to determine if reasonable accommodations can be made. If reasonable accommodations cannot be made, I understand that I will not be eligible for admission into the Bi-Level Nursing Program.

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Applicant Printed Name

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Date

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Signature of Applicant

MISSOURI REVISED STATUTES  
CHAPTER 335 / NURSES / SECTION 335.066.1

August 28, 2018

**335.066. Denial, revocation, or suspension of license, grounds for, civil immunity for providing information — complaint procedures.**

1. The board may refuse to issue or reinstate any certificate of registration or authority, permit or license required pursuant to this chapter\* for one or any combination of causes stated in subsection 2 of this section or the board may, as a condition to issuing or reinstating any such permit or license, require a person to submit himself or herself for identification, intervention, treatment, or monitoring by the intervention program and alternative program as provided in section [335.067](#). The board shall notify the applicant in writing of the reasons for the refusal and shall advise the applicant of his or her right to file a complaint with the administrative hearing commission as provided by [chapter 621](#).

2. The board may cause a complaint to be filed with the administrative hearing commission as provided by [chapter 621](#) against any holder of any certificate of registration or authority, permit or license required by sections [335.011 to 335.096](#) or any person who has failed to renew or has surrendered his or her certificate of registration or authority, permit or license for any one or any combination of the following causes:

(1) Use or unlawful possession of any controlled substance, as defined in [chapter 195](#), by the federal government, or by the department of health and senior services by regulation, regardless of impairment, or alcoholic beverage to an extent that such use impairs a person's ability to perform the work of any profession licensed or regulated by sections [335.011 to 335.096](#). A blood alcohol content of .08 shall create a presumption of impairment;

(2) The person has been finally adjudicated and found guilty, or entered a plea of guilty or nolo contendere, in a criminal prosecution pursuant to the laws of any state or of the United States, for any offense reasonably related to the qualifications, functions or duties of any profession licensed or regulated pursuant to sections [335.011 to 335.096](#), for any offense an essential element of which is fraud, dishonesty or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;

(3) Use of fraud, deception, misrepresentation or bribery in securing any certificate of registration or authority, permit or license issued pursuant to sections [335.011 to 335.096](#) or in obtaining permission to take any examination given or required pursuant to sections [335.011 to 335.096](#);

(4) Obtaining or attempting to obtain any fee, charge, tuition or other compensation by fraud, deception or misrepresentation;

(5) Incompetency, gross negligence, or repeated negligence in the performance of the functions or duties of any profession licensed or regulated by this chapter\*. For the purposes of this subdivision, "**repeated negligence**" means the failure, on more than one occasion, to use that degree of skill and learning ordinarily used under the same or similar circumstances by the member of the applicant's or licensee's profession;

(6) Misconduct, fraud, misrepresentation, dishonesty, unethical conduct, or unprofessional conduct in the performance of the functions or duties of any profession licensed or regulated by this chapter, including, but not limited to, the following:

(a) Willfully and continually overcharging or over treating patients; or charging for visits which did not occur unless the services were contracted for in advance, or for services which were not rendered or documented in the patient's records;

(b) Attempting, directly or indirectly, by way of intimidation, coercion or deception, to obtain or retain a patient or discourage the use of a second opinion or consultation;

(c) Willfully and continually performing inappropriate or unnecessary treatment, diagnostic tests, or nursing services;

(d) Delegating professional responsibilities to a person who is not qualified by training, skill, competency, age, experience, or licensure to perform such responsibilities;

(e) Performing nursing services beyond the authorized scope of practice for which the individual is licensed in this state;

(f) Exercising influence within a nurse-patient relationship for purposes of engaging a patient in sexual activity;

(g) Being listed on any state or federal sexual offender registry;

(h) Failure of any applicant or licensee to cooperate with the board during any investigation;

(i) Failure to comply with any subpoena or subpoena duces tecum from the board or an order of the board;

(j) Failure to timely pay license renewal fees specified in this chapter;

(k) Violating a probation agreement, order, or other settlement agreement with this board or any other licensing agency;

(l) Failing to inform the board of the nurse's current residence within thirty days of changing residence;

(m) Any other conduct that is unethical or unprofessional involving a minor;

(n) A departure from or failure to conform to nursing standards;

(o) Failure to establish, maintain, or communicate professional boundaries with the patient. A nurse may provide health care services to a person with whom the nurse has a personal relationship as long as the nurse otherwise meets the standards of the profession;

(p) Violating the confidentiality or privacy rights of the patient, resident, or client;

(q) Failing to assess, accurately document, or report the status of a patient, resident, or client, or falsely assessing, documenting, or reporting the status of a patient, resident, or client;

(r) Intentionally or negligently causing physical or emotional harm to a patient, resident, or client;

(s) Failing to furnish appropriate details of a patient's, client's, or resident's nursing needs to succeeding nurses legally qualified to provide continuing nursing services to a patient, client, or resident;

(7) Violation of, or assisting or enabling any person to violate, any provision of sections [335.011 to 335.096](#), or of any lawful rule or regulation adopted pursuant to sections [335.011 to 335.096](#);

(8) Impersonation of any person holding a certificate of registration or authority, permit or license or allowing any person to use his or her certificate of registration or authority, permit, license or diploma from any school;

(9) Disciplinary action against the holder of a license or other right to practice any profession regulated by sections [335.011 to 335.096](#) granted by another state, territory, federal agency or country upon grounds for which revocation or suspension is authorized in this state;

(10) A person is finally adjudged insane or incompetent by a court of competent jurisdiction;

(11) Assisting or enabling any person to practice or offer to practice any profession licensed or regulated by sections [335.011 to 335.096](#) who is not registered and currently eligible to practice pursuant to sections [335.011 to 335.096](#);

(12) Issuance of a certificate of registration or authority, permit or license based upon a material mistake of fact;

(13) Violation of any professional trust or confidence;

(14) Use of any advertisement or solicitation which is false, misleading or deceptive to the general public or persons to whom the advertisement or solicitation is primarily directed;

(15) Violation of the drug laws or rules and regulations of this state, any other state or the federal government;

(16) Placement on an employee disqualification list or other related restriction or finding pertaining to employment within a health-related profession issued by any state or federal government or agency following final disposition by such state or federal government or agency;

(17) Failure to successfully complete the intervention or alternative program for substance use disorder;

(18) Knowingly making or causing to be made a false statement or misrepresentation of a material fact, with intent to defraud, for payment pursuant to the provisions of [chapter 208](#) or [chapter 630](#), or for payment from Title XVIII or Title XIX of the federal Medicare program;

(19) Failure or refusal to properly guard against contagious, infectious, or communicable diseases or the spread thereof; maintaining an unsanitary office or performing professional services under unsanitary conditions; or failure to report the existence of an unsanitary condition in the office of a physician or in any health care facility to the board, in writing, within thirty days after the discovery thereof;

(20) A pattern of personal use or consumption of any controlled substance or any substance which requires a prescription unless it is prescribed, dispensed, or administered by a provider who is authorized by law to do so or a pattern of abuse of any prescription medication;

(21) Habitual intoxication or dependence on alcohol, evidence of which may include more than one alcohol-related enforcement contact as defined by section [302.525](#);

(22) Failure to comply with a treatment program or an aftercare program entered into as part of a board order, settlement agreement, or licensee's professional health program;

(23) Failure to submit to a drug or alcohol screening when requested by an employer or by the board. Failure to submit to a drug or alcohol screening shall create the presumption that the test would have been positive for a drug for which the individual did not have a prescription in a drug screening or positive for alcohol in an alcohol screening;

(24) Adjudged by a court in need of a guardian or conservator, or both, obtaining a guardian or conservator, or both, and who has not been restored to capacity;

(25) Diversion or attempting to divert any medication, controlled substance, or medical supplies;

(26) Failure to answer, failure to disclose, or failure to fully provide all information requested on any application or renewal for a license. This includes disclosing all pleas of guilt or findings of guilt in a case where the imposition of sentence was suspended, whether or not the case is now confidential;

(27) Physical or mental illness, including but not limited to deterioration through the aging process or loss of motor skill, or disability that impairs the licensee's ability to practice the profession with reasonable judgment, skill, or safety. This does not include temporary illness which is expected to resolve within a short period of time;

(28) Any conduct that constitutes a serious danger to the health, safety, or welfare of a patient or the public.

3. After the filing of such complaint, the proceedings shall be conducted in accordance with the provisions of [chapter 621](#). Upon a

finding by the administrative hearing commission that the grounds, provided in subsection 2 of this section, for disciplinary action are met, the board may, singly or in combination, censure or place the person named in the complaint on probation on such terms and conditions as the board deems appropriate for a period not to exceed five years, or may suspend, for a period not to exceed three years, or revoke the license, certificate, or permit.

4. For any hearing before the full board, the board shall cause the notice of the hearing to be served upon such licensee in person or by certified mail to the licensee at the licensee's last known address. If service cannot be accomplished in person or by certified mail, notice by publication as described in subsection 3 of section [506.160](#) shall be allowed; any representative of the board is authorized to act as a court or judge would in that section; any employee of the board is authorized to act as a clerk would in that section.

5. An individual whose license has been revoked shall wait one year from the date of revocation to apply for relicensure. Relicensure shall be at the discretion of the board after compliance with all the requirements of sections [335.011 to 335.096](#) relative to the licensing of an applicant for the first time.

6. The board may notify the proper licensing authority of any other state concerning the final disciplinary action determined by the board on a license in which the person whose license was suspended or revoked was also licensed of the suspension or revocation.

7. Any person, organization, association or corporation who reports or provides information to the board of nursing pursuant to the provisions of sections [335.011 to 335.259](#)\*\* and who does so in good faith shall not be subject to an action for civil damages as a result thereof.

8. The board may apply to the administrative hearing commission for an emergency suspension or restriction of a license for the following causes:

(1) Engaging in sexual conduct as defined in section [566.010](#), with a patient who is not the licensee's spouse, regardless of whether the patient consented;

(2) Engaging in sexual misconduct with a minor or person the licensee believes to be a minor. "**Sexual misconduct**" means any conduct of a sexual nature which would be illegal under state or federal law;

(3) Possession of a controlled substance in violation of [chapter 195](#) or any state or federal law, rule, or regulation, excluding record-keeping violations;

(4) Use of a controlled substance without a valid prescription;

(5) The licensee is adjudicated incapacitated or disabled by a court of competent jurisdiction;

(6) Habitual intoxication or dependence upon alcohol or controlled substances or failure to comply with a treatment or aftercare program entered into pursuant to a board order, settlement agreement, or as part of the licensee's professional health program;

(7) A report from a board-approved facility or a professional health program stating the licensee is not fit to practice. For purposes of this section, a licensee is deemed to have waived all objections to the admissibility of testimony from the provider of the examination and admissibility of the examination reports. The licensee shall sign all necessary releases for the board to obtain and use the examination during a hearing; or

(8) Any conduct for which the board may discipline that constitutes a serious danger to the health, safety, or welfare of a patient or the public.

9. The board shall submit existing affidavits and existing certified court records together with a complaint alleging the facts in support of the board's request for an emergency suspension or restriction to the administrative hearing commission and shall supply the administrative

hearing commission with the last home or business addresses on file with the board for the licensee. Within one business day of the filing of the complaint, the administrative hearing commission shall return a service packet to the board. The service packet shall include the board's complaint and any affidavits or records the board intends to rely on that have been filed with the administrative hearing commission. The service packet may contain other information in the discretion of the administrative hearing commission. Within twenty-four hours of receiving the packet, the board shall either personally serve the licensee or leave a copy of the service packet at all of the licensee's current addresses on file with the board. Prior to the hearing, the licensee may file affidavits and certified court records for consideration by the administrative hearing commission.

10. Within five days of the board's filing of the complaint, the administrative hearing commission shall review the information submitted by the board and the licensee and shall determine based on that information if probable cause exists pursuant to subsection 8 of this section and shall issue its findings of fact and conclusions of law. If the administrative hearing commission finds that there is probable cause, the administrative hearing commission shall enter the order requested by the board. The order shall be effective upon personal service or by leaving a copy at all of the licensee's current addresses on file with the board.

11. (1) The administrative hearing commission shall hold a hearing within forty-five days of the board's filing of the complaint to determine if cause for discipline exists. The administrative hearing commission may grant a request for a continuance, but shall in any event hold the hearing within one hundred twenty days of the board's initial filing. The board shall be granted leave to amend its complaint if it is more than thirty days prior to the hearing. If less than thirty days, the board may be granted leave to amend if public safety requires.

(2) If no cause for discipline exists, the administrative hearing commission shall issue findings of fact, conclusions of law, and an order terminating the emergency suspension or restriction.

(3) If cause for discipline exists, the administrative hearing commission shall issue findings of fact and conclusions of law and order the emergency suspension or restriction to remain in full force and effect pending a disciplinary hearing before the board. The board shall hold a hearing following the certification of the record by the administrative hearing commission and may impose any discipline otherwise authorized by state law.

12. Any action under this section shall be in addition to and not in lieu of any discipline otherwise in the board's power to impose and may be brought concurrently with other actions.

13. If the administrative hearing commission does not find probable cause and does not grant the emergency suspension or

restriction, the board shall remove all reference to such emergency suspension or restriction from its public records. Records relating to the suspension or restriction shall be maintained in the board's files. The board or licensee may use such records in the course of any litigation to which they are both parties. Additionally, such records may be released upon a specific, written request of the licensee.

14. If the administrative hearing commission grants temporary authority to the board to restrict or suspend the nurse's license, such temporary authority of the board shall become final authority if there is no request by the nurse for a full hearing within thirty days of the preliminary hearing. The administrative hearing commission shall, if requested by the nurse named in the complaint, set a date to hold a full hearing under the provisions of [chapter 621](#) regarding the activities alleged in the initial complaint filed by the board.

15. If the administrative hearing commission refuses to grant temporary authority to the board or restrict or suspend the nurse's license under subsection 8 of this section, such dismissal shall not bar the board from initiating a subsequent disciplinary action on the same grounds.

16. (1) The board may initiate a hearing before the board for discipline of any licensee's license or certificate upon receipt of one of the following:

(a) Certified court records of a finding of guilt or plea of guilty or nolo contendere in a criminal prosecution under the laws of any state or of the United States for any offense involving the qualifications, functions, or duties of any profession licensed or regulated under this chapter, for any offense involving fraud, dishonesty, or an act of violence, or for any offense involving moral turpitude, whether or not sentence is imposed;

(b) Evidence of final disciplinary action against the licensee's license, certification, or registration issued by any other state, by any other agency or entity of this state or any other state, or the United States or its territories, or any other country;

(c) Evidence of certified court records finding the licensee has been judged incapacitated or disabled under Missouri law or under the laws of any other state or of the United States or its territories.

(2) The board shall provide the licensee not less than ten days' notice of any hearing held pursuant to [chapter 536](#).

(3) Upon a finding that cause exists to discipline a licensee's license, the board may impose any discipline otherwise available.

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(L. 1975 S.B. 108 § 12, A.L. **1981** S.B. 16, A.L. **1995** S.B. 452, A.L. **1999** H.B. 343, A.L. **2007** H.B. 780 merged with S.B. 308, A.L. **2013** H.B. 315, A.L. **2018** H.B. 1719)

\*Words "[chapter 335](#)" appear in original rolls.

\*\*Section [335.259](#) was repealed by S.B. 52, **1993**.

I have reviewed the above [REVISED STATUTES OF MISSOURI, Chapter 335/Nurses/Section 335.066](#) found online at <https://revisor.mo.gov/main/OneSection.aspx?section=335.066&bid=35888&hl=>.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



**MISSOURI REVISED STATUTES**  
**CHAPTER 335 / NURSES / SECTION 335.046.1**

August 28, 2023

**335.046. License, application for – qualifications for, fee – hearing on denial of license.**

1. An applicant for a license to practice as a registered professional nurse shall submit to the board a written application on forms furnished to the applicant. The original application shall contain the applicant's statements showing the applicant's education and other such pertinent information as the board may require. The applicant shall be of good moral character and have completed at least the high school course of study, or the equivalent thereof as determined by the state board of education, and have successfully completed the basic professional curriculum in an accredited or approved school of nursing and earned a professional nursing degree or diploma. Each application shall contain a statement that it is made under oath or affirmation and that its representations are true and correct to the best knowledge and belief of the person signing same, subject to the penalties of making a false affidavit or declaration. Applicants from non-English-speaking lands shall be required to submit evidence of proficiency in the English language. The applicant must be approved by the board and shall pass an examination as required by the board. The board may require by rule as a requirement for licensure that each applicant shall pass an oral or practical examination. Upon successfully passing the examination, the board may issue to the applicant a license to practice nursing as a registered professional nurse. The applicant for a license to practice registered professional nursing shall pay a license fee in such amount as set by the board. The fee shall be uniform for all applicants. Applicants from foreign countries shall be licensed as prescribed by rule.

2. An applicant for license to practice as a licensed practical nurse shall submit to the board a written application on forms furnished to the applicant. The original application shall contain the applicant's statements showing the applicant's education and other such pertinent information as the board may require. Such applicant shall be of good moral character, and have completed at least two years of high school, or its equivalent as established by the state board of education, and have successfully completed a basic prescribed curriculum in a state-accredited or approved school of nursing, earned a nursing degree, certificate or diploma and completed a course approved by the board on the role of the practical nurse. Each application shall contain a statement that it is made under oath or affirmation and that its representations are true and correct to the best knowledge and belief of the person signing same, subject to the penalties of making a false affidavit or declaration. Applicants from non-English-speaking countries shall be required to submit evidence of their proficiency in the English language. The applicant must be approved by the board and shall pass an examination as required by the board. The board may require by rule as a requirement for licensure that each applicant shall pass an oral or practical examination. Upon successfully passing the examination, the board may issue to the applicant a license to practice as a licensed practical nurse. The applicant for a license to practice licensed practical nursing shall pay a fee in such amount as may be set by the board. The fee shall be uniform for all applicants. Applicants from foreign countries shall be licensed as prescribed by rule.3. (1) An applicant for a license to practice as

an advanced practice registered nurse shall submit to the board a written application on forms furnished to the applicant. The original application shall contain:

- (a) Statements showing the applicant's education and other such pertinent information as the board may require; and
  - (b) A statement that it is made under oath or affirmation and that its representations are true and correct to the best knowledge and belief of the person signing same, subject to the penalties of making a false affidavit or declaration.
- (2) The applicant for a license to practice as an advanced practice registered nurse shall pay a fee in such amount as may be set by the board. The fee shall be uniform for all applicants.
- (3) An applicant shall:
- (a) Hold a current registered professional nurse license or privilege to practice, shall not be currently subject to discipline or any restrictions, and shall not hold an encumbered license or privilege to practice as a registered professional nurse or advanced practice registered nurse in any state or territory;
  - (b) Have completed an accredited graduate-level advanced practice registered nurse program and achieved at least one certification as a clinical nurse specialist, nurse midwife, nurse practitioner, or registered nurse anesthetist, with at least one population focus prescribed by rule of the board;
  - (c) Be currently certified by a national certifying body recognized by the Missouri state board of nursing in the advanced practice registered nurse role; and
  - (d) Have a population focus on his or her certification, corresponding with his or her educational advanced practice registered nurse program.
- (4) Any person holding a document of recognition to practice nursing as an advanced practice registered nurse in this state that is current on August 28, 2023, shall be deemed to be licensed as an advanced practice registered nurse under the provisions of this section and shall be eligible for renewal of such license under the conditions and standards prescribed in this chapter and as prescribed by rule.

4. Upon refusal of the board to allow any applicant to take either the registered professional nurses' examination or the licensed practical nurses' examination, or upon refusal to issue an advanced practice registered nurse license, the board shall comply with the provisions of section [621.120](#) and advise the applicant of his or her right to have a hearing before the administrative hearing commission. The administrative hearing commission shall hear complaints taken pursuant to section [621.120](#).

5. The board shall not deny a license because of sex, religion, race, ethnic origin, age or political affiliation.

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(L. 1975 S.B. 108 § 8, A.L. 1981 S.B. 16, A.L. 1995 S.B. 452, A.L. 1999 H.B. 343, A.L. 2023 H.B. 115 & 99 merged with H.B. 402 merged with S.B. 70 merged with S.B. 157)

I have reviewed the above [REVISED STATUTES OF MISSOURI, Chapter 335/Nurses/Section 335.046](https://revisor.mo.gov/main/OneSection.aspx?section=335.046&bid=53855&hl=), found online at <https://revisor.mo.gov/main/OneSection.aspx?section=335.046&bid=53855&hl=>.

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# Jefferson College Bi-Level Nursing PN Admissions Selection Process

**APPLICANT'S TOTAL SCORE \_\_\_\_\_ / 15**

The Jefferson College Bi-Level Nursing Program utilizes a point system in the Level I/PN admission selection process. Applicants will be ranked for selection based on an overall rubric score. The following criteria is assessed when ranking applicants ([GPA Calculator](#)).

## ATI TEAS OVERALL COMPOSITE SCORE \_\_\_\_\_

92 – 100 = 5  
80 – 99.9 = 4  
72 – 79.9 = 3  
65 – 71.9 = 2  
58.7 – 64.9 = 1

Applicant must make a minimum of **58.7% overall composite score**. **The TEAS exam must be taken and/or retaken in its entirety**. Exam sections **cannot** be separated out.

## (\*) GPA: 2.8 required \_\_\_\_\_

3.8 – 4.0 = 5  
3.5 – 3.7 = 4  
3.2 – 3.4 = 3  
2.9 – 3.1 = 2  
2.8 = 1

GPA is calculated using nursing program pre/corequisite courses only. The minimum GPA requirement of **2.8** must be met.

## COURSE COMPLETION RATE \_\_\_\_\_

8 – 9 classes completed = 5  
6 – 7 classes completed = 4  
4 – 5 classes completed = 3  
2 – 3 classes completed = 2  
1 class completed = 1

Course completion rate is the number of nursing prerequisite and corequisite courses the applicant has successfully completed prior to application. Currently enrolled nursing pre/corequisite courses are not counted toward the course completion rate until final grades are posted.

## HEALTHCARE CERTIFICATION and/or LICENSURE \_\_\_\_\_

CNA	MA	PCT
CMT	Nurse/Scrub Tech	Pharmacy Tech
EMT	OTA	PT / PTA
LMT	Paramedic	Radiology Tech

Applicants who have proof of current certification and/or licensure in one of the healthcare fields listed above will be allowed **1 “bonus” point** to be awarded to the PN rubric. Applicants may also present a *letter of employment* from supervisor of current healthcare position. **Only the healthcare fields listed above are eligible.**

## Key:

(\*) GPA is calculated utilizing **Level I** and **Level II** pre/corequisite courses only:

- PSY 101, BIO 211, BIO 212, BIO 113, PSY 205, ENG 101, ENG 102 **or** COM 100, HST 103/HST104 **or** PSC 102.
- If ENG 102 AND COM 100 have been completed, the higher of the two grades will be utilized.
- If HST 103, HST 104 AND PSC 102 have been completed, the highest of the three grades will be utilized.

If **nursing pre/corequisite** coursework is in progress, applicants may apply for **conditional approval of application** contingent upon receiving the required **2.8** GPA by the program start date.

**Please note**, if an applicant is retaking a course(s) to receive a higher grade and increase their GPA, the current grade(s) on the applicant's transcript will be calculated into the Application for Admission GPA *at the time of application*. It will be noted that the applicant is currently enrolled in nursing pre/corequisite course(s).

- Applicant's final course grade(s) will be calculated into the Application for Admission GPA once final grades have been posted; the higher of the course grade(s) will be accepted.
  - The applicant's final GPA MUST meet the minimum requirement of **2.8**.
- If the applicant is taking a course(s) at a college *other than Jefferson College*, an **official transcript** will be required once final grades have posted.

Applicants who have *not* yet completed nursing **prerequisite** coursework but are enrolled and in progress of completion, may apply for **conditional approval of application** contingent upon receiving the required **2.8** GPA by the program start date.

- For these applicants, Application for Admission GPA will be calculated utilizing coursework completed in *preparation* for the nursing prerequisite courses (i.e. BIO101 or CHM101).
- Successful completion of prerequisite courses is required **BEFORE** the start of the program.