



Student Handbook

Practical Nursing Training Program

Written March 2021

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Practical Nursing Program Director
22 Concord St, Third Floor
Manchester, NH 03101
(603) 647-2174**

Mission Statement:

*Our mission is to provide a quality education to our students.
By achieving this, our graduates will be confident, competent, and compassionate nurses
serving the healthcare community proudly.*

Philosophy

LNA Health Careers goal is to educate and prepare caring, competent, and compassionate nurses prepared to take a national exam for licensure.

Becoming a Licensed Practical Nurse at LNA Health Careers prepares you for a career in a fast-paced healthcare environment. The Practical Nursing Training program incorporates classroom learning with simulated clinical activities in our lab and will prepare you for a successful entry into the healthcare workforce. With a high demand in New Hampshire for LPN, there is no better time to start than today!

LNA Health Careers carries the belief that learning is enhanced in an environment where there is mutual respect between teacher and learner. LNA Health Careers accepts the responsibility to provide an environment which encourages a learner's development as a person and as a professional member of the health care team. Learning will be accomplished through theory, hands on lab practice and clinical application.

Admission Requirements

The admission process to the Practical Nursing Training Program is selective. It is 1401 hours that are designed as an 11-month program that begins in September 2021 and students graduate in July 2022 with a full-time schedule Monday through Friday. Courses are taken in sequence requiring that each class be successfully completed before progressing to the next course. There are no pre-requisite courses for admission. Courses may be accepted toward the PN certificate if approved by the Director. Evaluation of course work completion will be done by the Program Director. Science courses cannot be over seven years old at the time of entry into the program. Applicants for the Practical Nursing Training Program are chosen using a ranking system. Applicants receive points in the ranking system for the following: TEAS scores, certifications; recent work experience in health care and completion of the following standards.

LNA Health Careers does accept educational credits from other education entities after evaluation and approval by the Director.

The following standards must be met prior to acceptance into the Practical Nursing Training program:

- High School Transcripts or GED sent to LNA Health Careers
- Have an active LNA license in the State of NH
- Has an active Health Insurance plan and card
- Register for and complete the Test of Essential Academic Skills (TEAS) of Assessment Technologies Institute (ATI) – www.atitesting.com

Students must achieve minimum scoring in the following areas:

- Reading – 69.0
- Math – 63.3
- Science – 43.8
- English – 56.6
- Has not been convicted of a felony. All students will complete a State of NH criminal background check prior to being accepted into the program.
- Submit documentation of a safe to work exam by Medical provider within 18 months of start date. Students are responsible to obtain a new safe to work examination if required.
- Submit documentation of a two-step TB test dated within the past year, results of a negative chest x-ray dated within the past 5 years or a QuantiFERON lab test within the past year.
- Submit documentation of Hep B vaccine series or declination.
- Submit proof of immunization records for measles, mumps and rubella, varicella, tetanus (within 10 years)
- Submit copy of immunization records to Practical Nursing Program Director.
- Submit documentation of current year's flu vaccine (if taking class Oct-Apr) or signed declination. If a student declines to receive the flu vaccine, they will be required to wear a mask during clinical.
- Provide a copy of current BLS Healthcare Provider CPR card that will not expire before completion of the program.

Acceptance into the program will be determined by meeting all the above criteria. Applications are accepted during specific beginning and ending dates. Submission of a completed application packet is the responsibility of each nursing candidate. Candidates will not be considered for admission until all admission requirements have been met. Acceptance will not be influenced by race, color, religion, age, national origin, marital status, or sexual preferences. Students with disabilities will also be considered for the program provided they can perform the functions of a Practical Nurse safely. All students will be given equal clinical opportunities. If a student needs their tests read to them orally it is the student's responsibility to notify the instructor on the first day of class. Applications are accepted on a rolling basis.

While receiving education through the Practical nursing Training Program, students shall comply with all the regulations and requirements set forth by LNA Health Careers in this handbook. The

Practical Nursing Training Program diploma is an 11-month program that, when completed, enables the individual to apply for licensure and to apply for the National Licensure Examination for Practical Nurses (LPN).

Program Hours

The practical Nursing Training program is an 11 month, Monday to Friday (1401 hours) program. The hours each day vary depending on progress through the program.

Classroom/Lab Training (Theory)

Training will be conducted in an environment that fosters growth and where students are given the opportunity to succeed. Learning is achieved through interactive lectures, various teaching methods and strategies, small group activities including jeopardy and classroom discussion and lab practice. Students will be monitored closely by the instructor and will be instructed on safe practices. Through documentation on the Proficiency Skills Checklist, the Instructor will measure students on all learning experiences. Clinical skills required for a Practical Nurse will be practiced in the lab setting prior to beginning the clinical rotation. The following topics will be covered during theory:

- (1) Anatomy & physiology
- (2) Microbiology;
- (3) Nutrition;
- (4) Pathophysiology;
- (5) Chemistry;
- (6) Pharmacology;
- (7) Mathematics;
- (8) Communications;
- (9) Sociology;
- (10) Psychology.
- (11) Human development throughout the life span;
- (12) Literature; and
- (13) Ethics, or Bioethics.

Students must have an overall average of 77% to be considered passing. Clinical is Pass or Fail. Students are given the opportunity to retake one test throughout the duration of theory. If an 77% average is not achieved by the last day of theory, the student will be in academic failure and will not

be able to continue in the clinical training. Students in academic failure are eligible to retake the course at the approval of the Program Director and completion of a new application.

Expected Outcome of Students

The Practical Nursing Training Program at LNA Health Careers was designed to meet the evolving needs of the healthcare industry. The curriculum is designed to provide students the knowledge and understanding of the Practical Nurses role and designed to meet the standards of the National Council of Nurses suggested curriculum. Expected outcomes include:

1. Demonstrate basic knowledge, skills, and abilities of a practical nurse.
2. Participate as a member of the healthcare team to assist in meeting the holistic needs of the patient throughout the lifespan using Maslow's Hierarchy of Human Needs.
3. Utilize the nursing process in meeting the health needs in any healthcare setting.
4. Function within the legal scope of practice and the standards of nursing conduct related to practical nursing.
5. Be eligible to sit for the NCLEX-PN Exam.
6. Identify the need for personal responsibility in continuing education and the advantage of participation in professional organizations.
7. **Demonstrate safety at all times.**

Program Requirements

There are three (3) areas that you are required to meet in order to pass the course: You must pass academically, clinically and with attendance.

LNA Health Careers Practical Nursing Training Program students must pass with a minimum of 77% on each written exam.

Criminal Record Policy

All students enrolled in the Practical Nurse Training Program at LNA Health Careers will complete a NH State Police criminal background check. Individuals with a positive criminal record may have difficulty finding gainful employment in the healthcare field. Individuals with any felony convictions **will not** be accepted into the program. LNA Health Careers cannot guarantee the ability for any individual to find gainful employment in the healthcare field with a criminal record.

Academics/Grading/Clinical

Examinations will be as follows:

You must pass with an 77% average or better in order to remain able to attend clinical. Students are given the opportunity to retake one test in order to bring up their average if necessary. Clinical is Pass or Fail.

Method of evaluation is based on the combined scores from homework assignments, quizzes, projects, skills performance, class participation, midcourse exams, independent study projects, and

final examinations. All scores earned are converted to a percentage of the total score possible within each course.

All assigned course work is due the day defined by the instructor. Make up assignments are evaluated as noted below:

- All assignments, including quizzes and examinations will be reduced by 10% per class if not submitted or taken on assigned or scheduled day. Exams and quizzes must be taken within the prescribed time during the day to avoid late penalty of 1 day. The exam must be made up within one (1) calendar week of the original due date as scheduled by the instructor.
- Students absent the day of the final examination must make prior arrangements with the instructor for an alternative testing date. With proper documentation of circumstances beyond a student's control, the score reduction may be waived due to jury duty, military obligations, death of an immediate family member or birth of a son or daughter.

Grading Scale

Grade	Percentage	Description
A	93%-100%	Exceptionally Competent
B	85%-92%	Highly Competent
C	77%-84%	Fully Competent
Failure	Below 77%	Not Competent

Methods of Evaluation

Assessment is based on the allocation of course requirements as follows:

Assessment	Percentage
Quizzes	5%
Homework and Presentations	15%
Exams	20%
Midterm Exam	15%
Lab Practical Exam	15%
Final Exam	15%
Clinical Performance	15%
Total	100%

Clinical is Pass or Fail.

Clinical competence will be evaluated through successful completion of the proficiency skills checklist and by continuous direct observation of the Instructor. The proficiency skills checklist will be reviewed each class by the Instructor. All students must demonstrate proficiency in all basic skills in order to be eligible for continuation in the program. If there is a concern with the student regarding the clinical component of the course, the Instructor will identify those areas with the student in the form of a counseling report and the Instructor will send a copy of the counseling report to the Program Director. A counseling report can lead to probation or termination from the program, depending on the severity of the concern. Final clinical evaluation will be completed by the Instructor based on the skills checklist.

To continue on in the clinical portion of the program students must meet a minimum overall average of 77%. Clinical is based on pass or fail. There are no letter grades for clinical. Exams are formulated from the program objectives and expected outcomes. LNA Health Careers has adopted a zero-tolerance policy on cheating. Any student caught or suspected of cheating will result in disciplinary action and/or expulsion from the program.

Attendance

Our expectation is that students will come to class prepared, on time and as scheduled. A class schedule/calendar will be provided to each student. Leaving early/coming in late more than 2 times for any reason will result in progressive disciplinary action.

Students must provide proof of an excused absence for **any** missed time. An excused absence consists only of: (1) a Doctor's note, (2) vehicle accident report, (3) pre-approved court appearance or (4) death in the immediate family.

Any missed time must be made up regardless of the reason for the missed time. All excused absences must be made up and will be an additional fee of \$95 per make up hour regardless of the reason for the missed time. Absences regardless of the circumstances surrounding the missed time, may result in termination. **Missing 10 or more hours of the course will result in termination from the program.**

All make-up time must be scheduled with the Program Director's office and will be the financial responsibility of the student regardless of the circumstances surrounding the missed time.

Holidays

LNA Health Careers will not be in class on the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Day after Thanksgiving, or Christmas.

Dress Code

Students are expected to present themselves in a professional manner at all times, including their appearance. Per Board of Nursing regulations, students must be easily identifiable. For this reason, LNA Health Careers has established the following dress code for students.

- Uniform scrub top and scrub pants. Must be clean and in good repair. No spandex or tight-fitting clothing is acceptable.
- White socks or nylons.
- Clean, closed toe shoes, leather sneakers are acceptable.
- LNA Health Careers will supply name tags which will be worn at all times
- A watch with a second hand is required.
- Large jewelry, dangling earrings and necklaces are discouraged for safety reasons.
- Visible body piercing and tattoos must be covered or removed including nose and eyebrow rings.
- Acrylic nails are not allowed in clinical for infection control purposes. Nails are to be trimmed, clean and free of chipped polish.
- Hair longer than shoulder length will be pulled back.
 - Practice good personal hygiene including:
 - Showering daily
 - Using deodorant
 - Oral hygiene

Any student coming to class or clinical without their proper attire, will be sent home to change and hours missed doing so will be documented.

Breaks

Students will be given one 15-minute break for any 5-hour class.

Code of Conduct

LNA Health Careers reserves the right to refuse a student in class if alcohol, drug, or any substance abuse is suspected. LNA Health Careers reserves the right to request a voluntary drug or blood alcohol test, to be completed within 24 hours, at the expense of the student if impairment is probable (suspected by two licensed staff, one being the instructor). Refusal will result in expulsion. Positive findings will also result in expulsion.

Any student bringing weapons of any type to a class/clinical will be expelled from the class and the police will be notified as appropriate. Cell phones and pagers should be turned off during class time and/or clinical time.

LNA Health Careers has a NO SMOKING policy. There is no smoking allowed at classroom or clinical facilities (even in designated smoking areas). During breaks, smoking is allowed only in the student's own vehicles. Also smoking materials must be disposed of in their vehicles.

LNA Health Careers will not accept behavior that interferes with the learning processes of fellow students, infringement of other's rights, or degradation. This includes sexual harassment, threats, insults, profanity and offensive jokes. Any student that witnesses or is subjected to this behavior should report the behavior to their instructor immediately.

It is expected that students will present themselves in a positive, helpful manner at all times. Students must stay awake and alert during all classroom and clinical time. Students will abide by a code of ethics that fosters personal growth, responsibility, confidentiality, and professional conduct at all times. Any student that impedes the rights of others or acts in an unprofessional manner will advance through the progressive disciplinary process.

Honesty & Integrity Policy

LNA Health Careers expects all Instructors, employees and students to maintain and uphold high ethical and moral standards. We have adopted guidelines from the NH Board of Nursing Nur 501.03 General Ethical Standards which states:

- (a) Hold the health and safety of clients to be of first consideration and render to each client the full measure of his or her ability as an essential health care provider.
- (b) Always strive to perfect, enlarge, and utilize his or her knowledge in conjunction with his or her professional judgment.
- (c) Observe the law and uphold the nursing profession.
- (d) Be truthful and respectful of information received and rendered.
- (e) Hold confidential the information received from clients and their caregivers.
- (f) Not agree to practice under terms or conditions which through interference with professional judgment and skill would cause deterioration in the licensee's ability to render safe care at all times; and
- (g) Fulfill all professional obligations conscientiously.

Source. #7769, eff 10-1-02; ss by #8873, eff 4-24-0

LNA Health Careers will not tolerate dishonest conduct in any form, including lying, cheating and stealing. Dishonest conduct will result in termination and is also reportable to the NH Board of Nursing.

Abandonment

LNA Health Careers has a zero-tolerance policy on abandonment, defined as: "Leaving an assignment without notifying your supervisor (instructor)." Abandonment of any reason will result in immediate expulsion from the program.

Tuition/Payment of Course

If a student has a payment contract, then the final payment must be received in the office one week prior to the final competency exam date. There is a \$50 late fee assessed to all accounts after the due date. Any student with a positive balance upon completion of the course will not be allowed to receive their certificate or sit for their final written competency exam until all of the tuition and fees have been received, not to exceed 9 months from the date of graduation. Personal checks are not accepted for the final payment. Final payment can be made with Visa/MC/Discover, money order or cash.

Withdrawal Policy

If a student wishes to withdraw from the program, he/she must put their withdrawal request in writing and submit it to the Program Director in order to process a refund. LNA Health Careers has 30 days to issue a refund once the written request has been received.

Refund Policy

Withdrawals before the class starts will result in forfeiture of the \$450 registration fee. Once the student has started the training, LNA Health Careers will retain the non-refundable registration fee of \$450, \$550 supplies fee, \$50 liability insurance and criminal record check fee of \$25 if the criminal record check has been conducted. Once the student attends the second day or later, no refunds will be made. ***Any student in attendance, breach of policy, clinical or academic failure will not be issued a refund if they have completed 35 hours or more of the program and will still be responsible for their balance if they have not paid in full.***

Students receiving benefits from federal programs shall be subject to federal refund policies, rules and regulations.

Detail of Fees

The following is a table of all fees charged by LNA Health Careers. Items listed in bold are fees charged to all students. Items not listed in bold are extra fees that could be encountered.

Item	Fee	Detail of Fee
Application Fee	\$450	Application for program
Registration Fee	\$450	Registration for program
Supplies Fee	\$1,600	Class supplies, research library, tools, and name badge
Textbook Fee	\$1,050	Textbooks for the program
Criminal Record Check	\$25	NH State Police criminal background check
Liability Insurance	\$25	Covers the student while practicing skills and during clinical rotation
Lab Fee	\$900	Simulation and dissection supplies
NCLEX Prep	\$1,500	NCLEX Prep throughout program

Tuition	\$17,000	Practical Nursing program tuition
TOTAL	\$23,000	
Late Fee	\$50 or according to payment plan of choice	Assessed if final payment is received after due date outlined on payment contract
Clinical Make Up Fee	\$95/hour	Assessed for any missed clinical time
Administrative Fee	\$200	Assessed to all withdrawals after the 1 st day of class. Also assessed to all medical withdrawals.
Tutoring	\$90 per 2-hour session	Optional for students who request additional support

Release of Responsibility

Students are discouraged from bringing money or valuables to class. LNA Health Careers or the host facility will not be responsible for any lost items/monies.

Grievance Policy

LNA Health Careers has adopted the following grievance policy: If a situation occurs while in class/clinical where a student feels there is a need for the Instructor to assist them with conflict resolution, the students will provide their complaint in writing. The instructor has 3 weekdays to investigate and attempt to find an agreeable resolution. If the student is unsatisfied with the resolution, they may notify the Program Director. The student will forward all original written complaints to the Program Director. The Program Director has an additional 3 weekdays to investigate and provide written attempt of resolution to the student. All grievance resolutions will be forwarded to the Program Director to keep on file. If the student's concern is related to the Instructor, they will provide written documentation to the Program Director directly.

If the student feels that their grievance has not been resolved after the completed investigation, the student has the right to contact the NH Department of Education, Office of Career School Licensing, at 101 Pleasant St, Concord, NH 03301; phone (603) 271-6443.

Progressive Disciplinary Procedure

It is anticipated that all students will adhere to the codes established by LNA Health Careers. It is also expected that students will follow policies, protocols and procedures of the facility offering the setting for the clinical training of the program. In the event this is not achieved, disciplinary action up to and including termination from the program may occur. Disciplinary action will be based on the severity of the transgression. LNA Health Careers recognizes two varying degrees of infractions. The lesser degree being those that do not result in physical or mental harm to others or result in damage to property due to purposeful or negligent acts. Lesser infractions may include but are not limited to the following:

- Excessive use of the telephone
- Loitering
- Unauthorized breaks
- Smoking in unauthorized areas
- Wasting facility supplies
- Failure to maintain personal appearance
- Tardiness
- Use of profanity or vulgar language
- Dishonest behavior
- Demonstrating unprofessionalism towards Instructor, staff, fellow classmates, and/or residents.
- Not showing up to a scheduled class, tutoring session or make up without notification (“no call/no show”)

A first offense may result in counseling from the Instructor. The area for concern will be brought to the student’s attention. The student and the Instructor will work together to problem solve towards a positive outcome.

A second offense may result in a written warning. The student and the Instructor will discuss the need for immediate improvement and a formalized plan of correction will be developed. A copy of the

plan of correction will be given to the student with measurable goals and a time frame in which to demonstrate improvement.

A third offense will result in termination from the program.

Depending on the severity of the violation a student may be expelled from the program without delay and without a refund. Such actions of gross misconduct may include but are not limited to:

- Abuse of care recipients, classmates, Instructor and/or any other staff
- Attending class/clinical under the influence of alcohol, drugs, or other substance
- Falsifying records
- Falsifying information on the student application
- Performing duties outside of parameters
- Breach of confidentiality
- Abandonment
- Cheating
- Theft
- Not showing up to a scheduled clinical without first notifying the Instructor (“no call/no show”)
- Violating Social Media policies

Social Media

In an increasingly digital world, we appreciate the opportunities and resources that social media can provide. It is important that students and staff always use social media responsibly. Be aware that future employers may see what you post on social media sites. Always maintain professionalism. Cell phones are never allowed on any facility unit during clinical and taking pictures at any time during the clinical setting is strictly prohibited. We request that you maintain professionalism while using social media, by ensuring confidentiality of all patient, employee, peer, and educational matters.

Termination

If a student faces termination from the program the instructor will arrange a conference with the student. At this time the student will be informed why he/she is being considered for termination. The student will have the opportunity to defend his/her actions. The instructor will bring all information before the Program Director for review. A written binding decision will be forwarded to the student within two (2) business days. If a student is terminated from the program after 35 hours or more have been completed, no refund will be allotted, and final payment will still be due.

Insurance

Students are not covered by any type of medical/health insurance through LNA Health Careers while in class or clinical. Any accidents or incidents resulting in injury to a student will be the responsibility of the student to seek medical treatment on their own at their own expense.

Students are required to be covered by an active Health insurance plan during their Practical Nursing Training Program.

Student Records

Student records are maintained at the admissions office located at 22 Concord Street in Manchester, NH and/or offsite in a fireproof vault. Student records are maintained for two years. After two years, records are purged with the exception of copies of the diploma and transcript. Students are given an original diploma after successfully passing the program. Copies of diplomas are kept indefinitely. An original diploma is not available if the original is lost or damaged. In the event that a graduate needs a copy of their diploma due to the original being lost or damaged, a photocopy will be given.

Medical records of any kind, including TB tests, flu vaccines, Hep B series vaccines etc. are not maintained on file and are returned to the student on their last day of class. Any medical records contained in student files upon graduation are purged.

All discarded records are shredded and destroyed to maintain confidentiality.



22 Concord St. Floor 3, Manchester, NH 03101 • Phone 603-647-2174 • Fax 603-647-2175

Dear LPN Program Candidate,

Thank you for your interest in the LPN Program at LNA Health Careers! Our program was designed with **quality** in mind. Employers trust that graduates from LNAHC are well trained and well prepared to enter the workforce as Licensed Practical Nurses. Enclosed is the information you requested. Included are:

The Application: Fill out all fields and send it back to us.

Spaces are limited and are offered on a first come first served basis; therefore, we strongly encourage you to complete the process quickly.

You must schedule your TEAS test and send the results to LNA Health Careers! You must be an active LNA in the State of New Hampshire!

The cost to apply to this program is \$450, all of which is nonrefundable. This is to ensure that our applicants have considered the commitment and eligibility requirements prior to sending in their application.

A uniform consisting of navy-blue scrub pants, an all-white scrub top, white shoes and white lab coat is required for the first day of class. You may purchase these at any uniform store.

Please feel free to call us at 603-647-2174 if you have any questions about the program, enrollment, or locations of the training facilities. Our admissions staff is always available to help you throughout this process and we want you to have a great experience! We look forward to helping you start on your way to a rewarding career in healthcare!

Sincerely,

Kerri Dutton, RN MSN
Director of LNA Health Careers

* Application fee is not reimbursable.

Attendance:

Our expectation is that students will come to class prepared, on time and as scheduled. A class calendar will be provided to each student upon registration. Leaving early/coming in late more than 2 times for any reason will result in progressive discipline. Proof of an excused absence is required for ANY missed time. An excused absence consists ONLY of (1) a Doctor's note, (2) vehicle accident report, (3) pre-approved court date, (4) death in the immediate family. Any missed clinical time must be made up. **Clinical make up is only available to those who provide proof of an excused absence. All excused clinical absence must be made up and will be an additional fee of \$95 per make up hour. Missing 10 or more hours of the course will result in termination from the program.**

Criminal Record Policy:

In the event that an applicant has a positive criminal record they must disclose it on their application. The applicant will be asked to provide details in writing, to the Program Director, regarding the charge(s) including the date(s) of the event(s) and circumstances surrounding the incident(s). The Program Director will determine acceptance or denial of the individual into the program. If acceptance is granted, a consent form will be provided for the applicant to sign prior to admission into the program.

Individuals with a positive criminal record may have difficulty finding gainful employment in the healthcare field and may not be eligible for licensure. Because of this, LNA Health Careers has adopted a strict criminal record policy and each applicant with any prior convictions will be evaluated on a case-by-case basis. **However, individuals with any felony convictions will not be accepted into the program.**

(Pursuant to Nur 704.08 (b) (1) - (7)) Not have been convicted of a crime constituting any of the following unless such conviction was annulled by a court of competent jurisdiction:

1. Murder or Manslaughter
2. Robbery
3. Felonious Theft
4. Felonious Assault
5. Sexual Crime Involving a Child
6. Kidnapping
7. Endangering the Welfare of a Child or Incompetent Person



Admission Requirements:

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LNA Health Careers only accepts educational credits from other education entities after evaluation and approval by the Director.

The following standards must be met prior to acceptance into the Practical Nursing Training program:

- High School Transcripts or GED sent to LNA Health Careers
- Have an active LNA license in the State of NH
- Has an active Health Insurance plan and card
- Resume and Essay submitted with application
- Register for and complete the Test of Essential Academic Skills (TEAS) of Assessment Technologies Institute (ATI) – www.atitesting.com

Students must achieve minimum scoring in the following areas:

- Reading 69.0
- Math 63.3
- Science 43.8
- English 56.6



- Has not been convicted of a felony. All students will complete a State of NH criminal background check prior to being accepted into the program.
- Submit documentation of a safe to work exam by Medical provider within 18 months of start date. Students are responsible to obtain a new safe to work examination if required.
- Submit documentation of a two-step TB test dated within the past year or results of a negative chest x-ray dated within the past 5 years.
- Submit documentation of Hep B vaccine series or declination.
- Submit proof of immunization records for measles, mumps and rubella, varicella, tetanus (within 10 years).
- Submit copy of immunization records.
- Submit documentation of current year's flu vaccine (if taking class Oct-Apr) or signed declination. If a student declines to receive the flu vaccine, they will be required to wear a mask during clinical.
- Provide a copy of current BLS Healthcare Provider CPR card that will not expire before completion of the program.

Acceptance into the program will be determined by meeting all the above criteria. Applications are accepted during specific beginning and ending dates. Submission of a completed application packet is the responsibility of each nursing candidate. Candidates will not be considered for admission until all admission requirements have been met. Acceptance will not be influenced by race, color, religion, age, national origin, marital status, or sexual preferences. Students with disabilities will also be considered for the program provided they can perform the functions of a Practical Nurse safely. All students will be given equal clinical opportunities.

While receiving education through the Practical Nursing Training Program, students shall comply with all the regulations and requirements set forth by LNA Health Careers in this Handbook. The Practical Nursing Training Program diploma is an 11-month program that, when completed, enables the individual to apply for licensure and to write the National Licensure Examination for Practical Nurses (LPN).

LNA Health Careers – LPN PROGRAM APPLICATION

Applicant Information:

Last Name:	First Name:	MI:	Date of Birth:	Social Security Number:
Mailing Address:		City:	State:	Zip Code:
Home Phone #:	Cell Phone #:	Email Address:		
Are you a US Citizen? Yes No		GED or Highest Grade Completed?		
		Do you have a documented disability that you would like us to be made aware of? (ADA Accommodations or other) → Yes –or– No If yes, please attach an explanation.		

Have you ever been listed on the Bureau of Elderly and Adult Services abuse registry? → Yes –or– → No

Have you **EVER** been convicted of a felony, misdemeanor or violation? → Yes or → No

If yes, please attach an explanation letter outlining the type of charge(s), details of the charge(s) and date(s).

**please note, criminal record checks are conducted on all of our students. Falsifying information on this application can result in termination from the program.*

Essay: Please describe what you hope to achieve from this program.

Resume: Please include a description of your work experience, certifications and education.

Please indicate the person to be notified in the event of an emergency:

Name: _____ Phone #: _____ Alternate Phone #: _____

Course Information:

How did you hear about us?

☐ Newspaper ☐ TV ☐ Internet Search ☐ Caseworker ☐ Friend/Family ☐ Facebook ☐ Other _____

I would prefer to take:

Specific Start Date/Location: _____ ☐ _____ ☐ _____ ☐ _____

Certify:

I CERTIFY THAT ALL INFORMATION PROVIDED HEREIN IS TRUE AND COMPLETE. I also certify that I have read the requirements, attendance, refund and criminal record policies. I agree to the terms and am able to FULLY meet the requirements. I further acknowledge that upon completion of the program if I wish to obtain a license, I must complete a NH State Police criminal record check and FBI Fingerprinting.

The information provided by the applicant on this application form will be held confidential unless requested by the NH Board of Nursing. LNA Health Careers reserves the right to deny admission to any application, within the judgment of the Program Coordinator. Once accepted a photo ID is required to attach to your application for our file. LNAHC reserves the right to require further English comprehension testing prior to admission into the program.

[Per RSA188-D: 23 “Any (student) may cancel this transaction any time prior to midnight of the third business day after the date of this transaction.”]

Please Sign:

Signature	Date
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The Application fee of \$450 is nonrefundable. Please mail to:

LNA Health Careers
22 Concord St. Floor 3
Manchester, NH 03101

This Space for Office Use Only

TEAS Scores _____ <input type="checkbox"/> Accept <input type="checkbox"/> Decline	Sponsor (If applicable):
Counseled regarding licensure & employment in reference to criminal background: <input type="checkbox"/> N/A <input type="checkbox"/> Yes Initials: _____ Date: _____	Payment Received:
Program Director Signature:	Date:

