



Information & Application Package

Fall 2019

Start Date: Fall 2019

Inver Hills Community College is a member of Minnesota State Colleges and Universities and an affirmative action, equal opportunity employer and educator. This information is available in an alternate format by calling 651-450-3508 or TTY/Minnesota Relay at 1-800-627-3529.

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MANE Mission and Vision

The mission of the Minnesota Alliance for Nursing Education (MANE) is to increase baccalaureate prepared nurses through collaborative, and transformative educational strategies.

Through increased access to baccalaureate nursing education MANE will prepare professional nurses to promote health and meet the evolving and complex healthcare needs of an increasingly diverse population in Minnesota.

The purpose of the Minnesota Alliance for Nursing Education (MANE) is to improve access to baccalaureate education in Minnesota, closely aligning nursing education with emerging health care needs and health care system changes. Students admitted to a MANE collaborating college or university will be enrolled in a four year (eight-semester) baccalaureate program, which will incorporate curriculum designed to facilitate deep, contextually grounded learning which prepares them for the rapidly changing health care environment upon graduation.

Minnesota Alliance for Nursing Education (MANE) Program

The MANE curriculum is transformative, moving away from independent silos of education to collaboration between universities, community colleges and practice. MANE is a collaboration between community college and university nursing programs to provide increased student access to a baccalaureate program and attainment of a Bachelor of Science in Nursing (BSN) degree. Students admitted to a community college MANE program will be dually admitted to Metropolitan State University.

The program was built following a thorough analysis of national standards including AACN, CCNE, NLN, ACEN, PEW, OCNE, and QSEN from which ten program competencies have been developed. This 120 credit, eight semester program has collaboratively developed prerequisites, admission processes, grading scales, and a Program Plan across all collaborating colleges and universities.

MANE Program Plan

The MANE Program Plan content is taught within a concept-based curriculum which spirals concepts throughout the program. Nursing courses are sequential in nature due to the spiraled teaching/learning methodology.

The MANE Program Plan is a baccalaureate curriculum based on The Essentials of Baccalaureate Education (AACN, 2008) with Program Student Learning Outcomes (PSLO's) benchmarked at the fifth and eight semesters of the program. A student enrolled at a MANE community college will receive an Associate of Science Degree in Nursing at the successful completion of the fifth semester. The student is expected to continue to the completion of the Bachelor of Science in Nursing degree.

An applicant admitted to the MANE collaborating college will be considered dually admitted to a collaborating university.

Criteria for Application to the Inver Hills Community College MANE Nursing Program

1. General admission to Inver Hills Community College.
 - a. Applicants to Inver Hills Community College must be in good academic and financial standing at all previously attended Minnesota State institutions or college admission may be denied.
2. Completed MANE Nursing Application for Inver Hills Community College.
3. Submission of official transcripts from all institutions attended.
 - a. See notes referenced on application checklist for directions.
4. A minimum grade point average (GPA) of 2.75 based on the first semester of the MANE curriculum plan. (see Appendix A)
 - a. Official transcripts will be used to calculate GPA.
 - b. The most recent course grade will be used for the GPA calculation, whether it is higher or lower than previous grade.
 - c. Each course of the MANE curriculum plan must have been achieved with a letter grade of C or better.
 - d. Full acceptance to the MANE collaborating college and university is dependent on successful completion of the second semester of the MANE curriculum plan, maintaining a minimum grade point average (GPA) of 2.75.
5. All applicants are required to complete the most current Assessment Technologies Institute (ATI), standardized Test of Essential Academic Skills (TEAS) prior to application deadline.
 - a. Applicants are allowed to test as often as they choose. The highest score will be used for application submission per ATI. The fee for each exam is \$80.00 (subject to change).
 - b. The minimum accepted score for application is at the proficient level (58.7%).

TEAS Testing Process: The TEAS exam will be administered via ATI, INC. at specified member MANE colleges/university. Registration and payment of fees will be on-line via ATI. The student may opt to take the TEAS test at any of the listed member sites, and should register as a MANE nursing application candidate. The test will take approximately 3-4 hours and should not be scheduled unless adequate time is available by the tester.

- Applicants will send a transcript report of TEAS results to the college/university(s) to which the applicant applied.
- Applicants who opt to take the TEAS test at a non-MANE member site are required to purchase a transcript from ATI and have it sent to Enrollment Center at Inver Hills Community College.

The fee paid by the student to ATI, INC. for a transcript is \$27.00

The student may access study materials at:

<http://www.atite sting.com/solutions/prenursingschool/teas/study-guide.aspx>

Advanced standing applicants, Licensed Practical Nurses (paramedics will be added when the curriculum has been evaluated for appropriate advanced standing credit), must demonstrate:

- c. Licensed Practical Nurses (LPN) must maintain unencumbered licensure from any state in the United States.
- d. When advanced standing credit is determined, paramedics must be certified as a Nationally Registered Emergency Medical Technician-Paramedic (NREMT-P), and/or state certified as an EMT-P (certification may be in any state in the United States, but must be to a level equivalent to a nationally registered EMT-P).

Selection Criteria for Acceptance/Admission to MANE Nursing Program

Ranking of applicants will be based on the following criteria:

1. TEAS composite score divided by a factor of 10. (Ex: Composite score of 72% = 7.2)
2. First semester GPA of MANE Program Plan. (Ex: 2.75)
3. The combined total TEAS and GPA score will be utilized to rank applicants for order of acceptance. (Ex: $7.20 + 2.75 = 9.95$ ranking score)
4. In the event of a tied combined total TEAS and GPA score, the applicant with the highest TEAS science sub-score will advance in rank order for acceptance. If a further tie exists, the applicant with the highest TEAS math sub-score will advance in rank order for acceptance.
5. All applicants, regardless of LPN (or Paramedic/EMT when applicable) status, will be placed into a common applicant pool based on numeric score as identified in criteria 1-3.
6. Full acceptance to the MANE collaborating college and university is dependent on successful completion of the second semester of the MANE curriculum plan, maintaining a minimum grade point average (GPA) of 2.75, including obtaining a grade of C or greater in all required courses.

After Acceptance/Admission to MANE Nursing Program

Evidence of having completed the following criteria will be required prior to the start of MANE nursing courses and must remain current throughout the program. Requirements include, but may not be limited to:

1. Documentation of current CPR Healthcare Provider.
2. Completion of current Minnesota Department of Human Services Net Study 2.0 Background Study.
 - The Net Study 2.0 process includes supplying a picture ID and being fingerprinted.
 - If an applicant has been arrested, charged or convicted of any criminal offense, he or she should investigate the impact that the charge or conviction may have on his or her chances of employment or licensure as a registered nurse and the student's chances to obtain federal, state and other higher education financial aid (by Minnesota Statute 135A. 157).
 - If the applicant refuses, or is disqualified as a result of the background study, the applicant will be unable to successfully complete the requirements of the MANE program.

Note: Involuntary termination from a healthcare institution may prohibit an applicant from completing this program.

3. Completed health and immunization record, including proof of current immunizations and tuberculosis testing, and/or other requirements as defined by the clinical agency. Please see the complete list of requirements in Appendix C.

Timelines for Application and Notification of Admission Status

Applications, transcripts and TEAS exam results may be submitted separately but all must be received by close of business on the deadline date.

1. Universal application deadlines for all MANE schools:
 - a. Fall semester start: Application deadline is February 1.
 - b. Spring semester start: Application deadline is June 1.
2. Notification to applicants by the college or university applicant applied to:
 - a. Fall semester start:
 - i. March 15 applicant notification of accept, deny or waitlist status.
 - ii. April 1 notification deadline by applicant to respond to the college or university to accept or deny admission to the program.
 - b. Spring semester start:
 - i. July 15 applicant notification of accept, deny or waitlist status.
 - ii. August 1 notification deadline by applicant to respond to the college or university to accept or deny admission to the program.
3. Applications of students not accepted to MANE will remain on file through the next admission cycle. If a student chooses to reapply for the next admission cycle, the student must:
 - a. Complete a new application form.
 - b. Update any materials needed to maintain currency of admission requirements.
 - c. For any successive applications, complete and submit all required information and documents as if applying to MANE for the first time.

Process for Dual Admission

1. Students who receive confirmation of acceptance to the program will be required to return the following materials prior to the deadline specified in the acceptance letter:
 - a. **Applicant Agreement Form** acknowledging acceptance of seat in the MANE Program.
 - b. **Dual Admission Form** to complete the BSN Degree
 - **Dual Admission Form** initiates dual admission with Metropolitan State and gives permission for student data to be shared.
2. Metropolitan State University will send the student written acknowledgement of participation in the MANE Program and Admit Packet for a future term of enrollment at Metropolitan State University based on the following criteria:
 - a. Acceptance to a MANE nursing program.
 - b. Submission of all admission materials.

- c. Submission of an electronic “Dual Admission Form” to complete the BSN degree at Metropolitan State University.
3. A Metropolitan State University nursing representative will connect with MANE students on the community college campuses in the 4th and 5th semesters of the program to advise the student on the dual admission process and continuation to the Bachelor of Science in Nursing degree. Metropolitan State (new student orientation) will take place in the 5th semester of the program. Metropolitan State will begin teaching in the 6th semester of the program.
4. **Continuing at Metropolitan State University after completion of five semesters of the MANE Program Plan:** Students must meet the academic performance criteria of both institutions, and the MANE program, in order to continue to the baccalaureate degree. Students that do not will be denied continuing to completion of the baccalaureate degree at Metropolitan State University. In addition, students will be reviewed for any other performance criteria that may prohibit continuing at Metropolitan State University (i.e. code of conduct issues, probation status).

APPENDIX A – Inver Hills Nursing MANE Bachelor of Science in Nursing Curriculum Plan with Metropolitan State University

Year	Semester 1	Credits	Total	Semester 2	Credits	Total
1	<ul style="list-style-type: none"> • ENG 1108 - Writing and Research Skills • BIOL 1120 - Exploring Biology <i>or</i> BIOL 1154 - Biology: From Cell to Organism • PSYC 1101 or 1201 – Introduction to Psych (with or without lab) • COMM 1100 - Interpersonal Communication <i>or</i> COMM 2230 - Small Group Communication <i>or</i> COMM 2240 - Intercultural Communication <p><i>Must have Semester 1 coursework complete with a 2.75 G.P.A. in order to apply. (G.P.A. calculated using courses from Semester 1 only)</i></p>	4 4 4 3	15	<ul style="list-style-type: none"> • BIOL 2201 - Anatomy & Physiology I • BIOL 2205 - Microbiology • PSYC 1210 - Lifespan Development • MNTC General Education Elective from Goal 6 <p><i>Must have Semester 2 coursework complete or in progress at time of application and must maintain a cumulative G.P.A. of 2.75 in semester 1 and 2 coursework with no letter grade less than a C in order to be fully admitted to the program.</i></p>	4 4 4 3	15
2	<ul style="list-style-type: none"> • Traditional Only: NURS 2700: Health Promotion & The Role of the Professional Nurse (9 credits) <i>or</i> **Mobility Only: NURS 2720: Transition to the Role of the Professional Nurse (4 credits plus 5 advanced standing credits). • NURSE 2750: Nutrition and the Role of the Professional Nurse • *BIOL 2202 - Anatomy & Physiology II 	9 2 4	15	<ul style="list-style-type: none"> • NURS 2820 Pharmacology and the Role of the Professional Nurse • NURS 2850 Applied Pathophysiology for Nursing I • NURS 2800 - Chronic & Palliative Care * ANTH 1130 - Introduction to Biological Anthropology <i>or</i> *ANTH 1110 - Cultural Anthropology <i>or</i> *SOC 1127 Social Inequalities <i>or</i> *ANTH 2130 Medical Anthropology 	3 2 7 3	15
3	<ul style="list-style-type: none"> • *NURSE 2900 - Acute & Complex Care • *NURSE 2920 - Applied Pathophysiology for Nursing II • *NURS 2950 - Nursing Leadership I • *PHIL 1112 - Ethics <i>or</i> • *BIOL 1114 - Critical Issues in Human Biology <p>5th Semester BENCHMARK - eligible for Associate of Science in Nursing degree and NCLEX-RN/licensure at any point after semester 5; Licensure is not required to progress to upper division coursework</p>	7 2 3 3	15	<p>REGISTER for CLASSES with METRO STATE for UPPER DIVISION COURSEWORK for the MANE BACHELOR'S DEGREE</p> <ul style="list-style-type: none"> • NURS 406: Nursing Care of the Family ((3 cr theory/1 cr clinical) • NURS 416: Epidemiology for Nursing (3 cr theory) • MATH 1103 - Introduction to Statistics (Inver Hills) or STAT 201 (Metro State) • WRIT 331 Writing in your Major (required upper division general 	4 3 4 4	15
4	<ul style="list-style-type: none"> • NURS 459: Population Based Care (5 cr theory/2 cr clinical) • NURS 464: Nursing Leadership II (4 cr theory) • NURS 446: Nursing Informatics (2 cr theory) • Upper Division Liberal Studies (UDLS) – <i>elective (Chose a Racial Issues Graduation Requirement (RIGR) and a MNTC goal area as needed)</i> 	7 4 2 3 (4)	16	<ul style="list-style-type: none"> • NURS 490: Integrative Seminar & Practicum (4 cr theory/3 cr clinical) • NURS 485: Global Health Perspectives for Nursing • Upper Division Liberal Studies (UDLS) – <i>elective (MNTC goal area as needed)</i> <p>8th Semester Benchmark - Eligible for Bachelor of Science in Nursing Degree; Eligible for Public Health Nurse (PHN) registration with the Board of Nursing; Eligible to test for the Holistic Nursing certification exam</p>	7 3 4	14

- All lower division nursing courses must be taken concurrently in the semester listed in semesters 3-5 and must be successfully completed in order to progress to the next semester. Upper division NURS courses may be taken in an optional flexible program plan (see flexible option plan).
 - *Lower division general education courses can be taken earlier, but not later than the identified semester; Upper division general education courses may be taken in a flexible option (see flexible option plan).
 - **Traditional students take NURS 2700, Mobility students take NURS 2720 (Mobility track available to students who hold an unencumbered LP license)
 - Credits in AD Degree: 35 Nursing; 40 prerequisites= 75 total
 - Credits after licensure eligibility to BSN: 30 Nursing; 15 general education credits (10 general education credits must be upper division; 5 credits may be taken at lower division level and transferred (ex: Statistics).
- Total Program Credits: 65 nursing; 55 pre-requisites/general education = 120 credit Bachelor of Science in Nursing Degree**

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NURSING APPLICATION COVER PAGE & CHECKLIST – START DATE: FALL 2019

SUBMIT WITH APPLICATION (pages 9, 10, 11, 12)

All materials must be submitted with your application unless noted otherwise

Submit or mail application materials to Inver Hills Enrollment Center, 2nd floor of the College Center Building, 2500 East 80th Street, Inver Grove Heights, MN 55076

Accepted to Inver Hills Community College, IHCC Student ID _____

Nursing Application: please include the following 4 pages when submitting this application

TEAS test results

Copy included with Nursing application

Non-Minnesota State member site requested results be sent by ATI to Inver Hills Community College (fee required)

Date requested _____

Proof of current, unencumbered LPN licensure from any state in the United States

Not applicable

Official college transcripts from all non-Minnesota State schools

List all Minnesota State schools which you have attended (*official transcripts from Minnesota State schools do not have be included in this application*)

List all non-Minnesota State schools in which you have attended and included a transcript. (*If you submitted an official transcript(s) from a non-Minnesota State school(s) at the time of application to Inver Hills, you do not have to resubmit them unless additional coursework has been taken after they were submitted.*)

_____ previously submitted included with Nursing application

_____ previously submitted included with Nursing application

_____ previously submitted included with Nursing application

_____ previously submitted included with Nursing application

_____ previously submitted included with Nursing application

Approved Course Substitution/Waiver Request or Student Appeal Form* (if applicable)

*Course Substitution/Waiver Request and Student Appeal forms must be received by the Enrollment Center 21 days prior to the application deadline. Failure to do so will result in an incomplete application. Submitted forms need to include a signature from a counselor or advisor. Counselors and advisors are located on the second floor of the College Center building and can be reached at 651-450-3508.

International Transcript - approved by World Education Services or Education Credential Evaluators

Not applicable

I have read and understand the information provided in the MANE Nursing Application Package

Name (printed) _____

Signature _____ Date _____

APPENDIX B – Minnesota Alliance for Nursing Education (MANE) Program Application

Start Date: Fall 2019

The Minnesota Alliance for Nursing Education (MANE) is comprised of member community colleges and Metropolitan State University who collaboratively offer a Bachelor of Science in Nursing (BSN) degree, with dual admittance to Inver Hills Community College and Metropolitan State University for degree completion. This opportunity provides nursing students flexibility in their educational and career planning.

Completion of this single application provides the information necessary to be considered for full admission to a MANE collaborating college and/or university nursing program. A separate application form must be completed for each MANE Nursing program to which you apply.

Application deadlines are February 1 and June 1 of each year for programs admitting fall and spring semester cohorts and February 1 for programs admitting fall semester cohorts only. All requirements for application must be completed or submitted by the application deadline.

Last name: _____			First name: _____			MI: _____			
Previous names used: _____				Social Security # _____					
<i>Inver Hills Community College</i> Student ID # (required): _____ (Must be an admitted IHCC student to apply)									
Street address: _____			City: _____			State: _____		Zip: _____	
Preferred email: _____									
Home Phone # () _____			Cell Phone # () _____			Work Phone# () _____			

MANE Application Prerequisite Course Checklist

In order to process applications, the courses listed below **MUST** be complete with a minimum 2.75 GPA and no letter grade less than a 'C'. Please indicate the name of the course, where it was taken, the year and semester, and grade.

Course Name	College	Year & Semester	Grade
ENG 1108 Writing & Research Skills or Equivalent			
COMM 1100 Interpersonal Communication or COMM 2230 Small Group or COMM 2240 Intercultural Communication or Equivalent			
PSYC 1101 or 1201 Introduction to Psychology or Equivalent			
BIOL 1120 Exploring Biology or BIOL 1154 General Biology or Equivalent			

Students MUST have the following courses in-progress during spring semester or have already completed the courses in order to apply to the program for the February 1st deadline.

Course Name	College	Grade Earned	In Progress or Semester Course Will be Taken
BIOL 2201 Anatomy & Physiology I or Equivalent			
BIOL 2205 Microbiology or Equivalent			
PSYC 1210 Lifespan Development or Equivalent			
Minnesota Transfer Curriculum General Elective from Goal 6 or Equivalent			

If you are a current IHCC student, please refer to your degree audit report (DARS) to help you fill in the tables. If you are a transfer student and have questions about course transfer, please use www.transferology.com. If you need further assistance, please contact Counseling & Advising at 651-450-3508.

For your application to be processed, the following is required (if applicable):
1. All applicants are required to have taken the most current Assessment Technologies Institute (ATI), standardized Test of Essential Academic Skills (TEAS) prior to application deadlines.
2. Applicants who are licensed as a Practical Nurse (LPN), must supply proof of current, unencumbered licensure from any state in the United States. () Check here if you are a LPN and have included a copy of your unencumbered license.
Education: Applicants must supply official transcripts for all post-secondary institutions at which they previously enrolled (even if no credit or clock hours were earned), and official transcripts for all post-secondary credits (including military and advanced placement). An official transcript does not need to be submitted for Minnesota State schools. If you submitted an official transcript(s) from non-Minnesota State school(s) at the time of application to Inver Hills, you do not have to resubmit them unless additional coursework has been taken after they were submitted. Reminder: Transcripts must include grades for all courses completed at time of deadline and current registration. International college credits must be evaluated by World Education Services (www.wes.org) or ECE Educational Credential Evaluators (www.ece.org). A copy of the unofficial transcripts must be sent in conjunction with evaluation. Credits earned must be from a Regionally Accredited institution(s).
List names of colleges and/or universities you previously attended. 1. _____ 4. _____ 2. _____ 5. _____ 3. _____ 6. _____

Have you filed an Academic Petition form? **Yes** _____ **No** _____
If yes, you must attach the signed and approved copy to this application.

If you are an International Student did you apply for a World Education Services or ECE Educational
Credential Evaluators transcript evaluation? **Yes** _____ **No** _____
For more information go to www.wes.org or www.ece.org

Misrepresentation of application information is grounds for canceling application. I certify the information I have provided on this application form and all other admission application materials are complete, accurate and true to the best of my knowledge. **Initial** _____

SEND COMPLETED APPLICATIONS TO:

ATTN: Inver Hills Community College
Career Programs: Carolyn Dela Cruz
2500 East 80th Street
Inver Grove Heights, MN 55076

SIGNATURE REQUIRED: _____ **Date:** _____
You are encouraged to make a copy of this application.

MANE Application questions can be directed to the Director of Nursing: Diane Elifrits at delifri@inverhills.edu

Admission is granted without regard to race, creed, color, sex, age, national origin or handicap. This institution abides by the provisions of Title IX, federal legislation forbidding discrimination on the basis of sex and by all other federal laws regarding equal opportunity.

Note: Federal and state legislation requires that the contents of student files be open to review by the student. Application forms, high school transcripts, test date, letters, and recommendations that are sent as part of any application for admission will be open to the student's review upon request.

Note: This application is available in alternative formats for people with disabilities by calling 651.779.3354 (voice) or through the Minnesota Relay Service at 1.800.627.3529.

Note: If an applicant has been arrested, charged or convicted of any criminal offense, he or she should investigate the impact that the charge or conviction may have on his or her chances of employment or licensure as a registered nurse and the student's chances to obtain federal, state and other higher education financial aid (by Minnesota Statute 135A. 157). If the applicant refuses, or is disqualified as a result of the background study, the applicant will be unable to successfully complete the requirements the MANE program.

Note: Involuntary termination from a healthcare institution may prohibit you from completing this program. Note: Application requirements are subject to change.

APPENDIX C: Required Immunization Documentation IF Accepted to the Nursing Program

1. Measles, Mumps and Rubella (MMR)

One of the following is required:

- 2 vaccinations OR
- Positive antibody titer for all 3 components (**lab reports required**).

If any titer is negative or equivocal, you will need to receive one booster shot.

2. Varicella

One of the following is required:

- 2 vaccinations OR
- Positive antibody titer (**lab report required**) OR
- Medically documented history of disease signed by medical provider.

If titer is negative or equivocal, you will need to receive one booster shot.

3. Hepatitis B

One of the following is required:

- 3 vaccinations (may be in progress) OR
- Positive antibody titer (**lab report required**) OR
- A signed Hepatitis B (HBV) Vaccine Waiver Form

If titer is negative or equivocal, you will need to receive two booster shots.

4. Tuberculosis (TB)

Documentation of ONE of the following within the past 12 months:

- 2-step TB skin test (TST). Students who have not had a TST in the past 12 months will need a full 2-step TST.
- Two 1-Step TB skin tests administered in the past 12 months
- Students who have had a negative TST within the last 12 months need one additional TST (this will constitute the 2-step TST).
- QuantiFERON Gold blood test (QFT)
- T-Spot blood test
- Single TST with record of previous baseline TB screening (2-step TST or QFT) and record of annual screening every year since the baseline screening.
- If your Tuberculosis test is positive, you will need to provide signed documentation from a clinic of a subsequent negative chest x-ray AND a negative annual symptom survey since your chest x-ray.

Annual documentation of TB status is required. For renewal, one of the following is required:

- 1-Step TB skin test OR
- QuantiFERON Gold blood test OR
- T-spot blood test OR
- If PREVIOUS positive results, a completed annual symptom survey.
- If NEWLY positive, signed documentation from a clinic of one subsequent negative chest x-ray AND a negative annual symptom survey since your chest x-ray.

5. Tetanus, Diphtheria & Pertussis (TDaP)

Documentation of a TDaP booster within the past 10 years is required. If TDaP is older than 10 years, you will need to provide documentation of a TDaP along with a TD booster from within the last 10 years. According to the CDC a TDaP may be given as one of these boosters.

6. Influenza Vaccine

- Documentation of a flu shot administered during the current flu season OR
- Documentation of a medical contradiction or allergy from medical provider as to why flu shot cannot be received.