

# Hannah E. Mullins School of Practical Nursing



## Information and Application

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ACCREDITED BY:

Accreditation Commission for Education in Nursing, Inc.  
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Atlanta, Georgia 30326  
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APPROVED BY:

Ohio Board of Nursing  
17 South High Street – Suite 400  
Columbus, OH 43215-7410  
P. 614-466-3947  
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Ohio Dept. of Higher Education  
25 S. Front Street  
Columbus, OH 43215  
P. 614-466-6000  
[www.OhioHigherEd.org](http://www.OhioHigherEd.org)

## PROGRAM HIGHLIGHTS

The Hannah E. Mullins School of Practical Nursing (HEMSPN), established in 1957, offers a full-time educational and experiential program that prepares graduates for the nursing profession. Following completion of the program, graduates who meet additional Ohio Board of Nursing requirements (including, but not limited to, the FBI/BCII background check) are eligible to take the NCLEX-PN, a national licensing exam. After passing the exam the HEMSPN graduate is able to provide care as a Licensed Practical Nurse (LPN) and/or seek admission into an associate or baccalaureate degree in nursing program for the opportunity to become a registered nurse. Employment opportunities for the licensed practical nurse include, but are not limited to, hospitals, long-term care facilities, physician's offices, schools, and home health care agencies. Employment opportunities are numerous. LPN positions are posted at the school and on the HEMSPN Facebook page.

## ACCREDITATION AND APPROVAL

The Hannah E. Mullins School of Practical Nursing is fully accredited by Accreditation Commission for Education in Nursing, Inc. ([www.acenursing.org](http://www.acenursing.org)) and approved by the Ohio Board of Nursing (OBN) (<http://www.nursing.ohio.gov>) as well as the Ohio Department of Higher Education (<http://www.OhioHigherEd.org>).

## CURRICULUM

The prospective student begins with a required twenty (20) hour Introduction to Medical Terminology course that is offered six (6) to eight (8) weeks before the program begins. The program is divided into two levels; both levels consist of 22 weeks of theory and clinical learning experiences. To remain in and satisfactorily progress through the program, the student must earn a grade of 80% or greater for each theory course and receive satisfactory final clinical evaluations for each clinical rotation and simulation labs.

The Junior Level is composed of two 11-week quarters; the clinical focus for both quarters is long-term/rehabilitative care. The first quarter correlates clinical experience with two theory courses – *Adult Growth, Development and Nutrition* and *Nursing Fundamentals*. During this quarter, anatomy, physiology, and nursing related concepts are also taught. After satisfactorily meeting designated theory, simulation lab and clinical objectives, the student advances to the second quarter, which correlates *Nursing Care of the Adult I* theory with its clinical application. During the second quarter, the student also learns the principles and nursing skills for medication administration in *Pharmacology I*.

The Senior Level is composed of two 11 week quarters; the clinical focus for both quarters is providing students with advanced clinical experiences. These quarters correlate clinical experiences with the following theory courses (a) Nursing Care of the Adult II, (b) Nursing Care of the Adult III (c) IV Therapy, (d) Maternal-Child Nursing, and (e) Personal and Vocational Relationships with Leadership and a Medication Administration clinical component of Pharmacology from Junior Level.

The clinical learning experiences are provided through the cooperation and collaboration with a variety of healthcare agencies including acute care facilities, long term care facilities, community health care agencies, and local school districts.

## DISABILITIES

The practical nursing student, under the supervision of faculty, essentially performs the same physical, mental, and emotional activities as licensed practical nurses. HEMSPN, in compliance with the Americans with Disabilities Act (ADA), does not discriminate against qualified individuals with documented disabilities. The student who enters the nursing program with a disability does so with the complete understanding that they will be expected to meet every course, clinical simulation laboratory, and clinical requirements and expectations as identified in the program, level, course, and clinical objectives. They must also attend, participate and complete satisfactorily all assigned clinical experiences. HEMSPN will make reasonable accommodations for medically diagnosed and documented disabilities. A documented diagnosis and a written request for reasonable accommodations must be submitted four (4) weeks prior to admission and will be evaluated by the HEMSPN Director and the HEMSPN nursing faculty.

If the student has to withdraw because he/she cannot reasonably be accommodated, the HEMSPN financial guidelines related to withdrawal/dismissal from the program will apply.

## REFUND POLICY

School fees, excluding tuition, are non-refundable and non-transferable. The student's account will be credited for tuition according to the following schedule:

- If the student leaves the program by the end of: (The amount is based on the chosen payment option)
  - The first week of the quarter – 2/3 of the quarter's tuition will be refunded plus any future quarter's tuition.
  - The second week of the quarter – 1/3 of the quarter's tuition will be refunded plus any future quarter's tuition.
  - After second week of the quarter – only future quarter's tuition will be refunded

All outstanding school fees are deducted from any payment credited to the student's account. It is the student's responsibility to pay any remaining balance that is owed. Should the account indicate a positive balance, the money will be reimbursed according to the policies and procedures of the awarding financial aid agency.

The student must complete a formal withdrawal in order to receive financial reimbursement. These forms are available at the HEMSPN office. If HEMSPN owes the student money (a credit balance on the student's account), the reimbursement check will be mailed. Neither the student nor a designee is permitted to pick up the check. It is the student's responsibility to ensure that HEMSPN has the correct address.

Some students receive financial aid greater than their financial obligation to HEMSPN. Once all HEMSPN fees are deducted and financial/school policies are met, these students will be given options to either:

- 1) Receive credit balance. The check will be issued within 30 days after receipt of the money.
- 2) Apply credit balance to the remaining HEMSPN tuition costs.

### Federal and Non-Federal Refund Policies

The refund policies for federal and non-federal aid are determined by the various states, agencies and institutions that award the aid. HEMSPN is obligated to honor these policies. As required by federal regulations, HEMSPN calculates the school's tuition refund policy and the federal refund calculation. After comparing the two, the school issues the larger refund amount. Fees mistakenly paid due to errors in law/regulation interpretation or facts are returnable in full. Any appeals regarding the refund policy are referred to the HEMSPN Director.

## FINANCIAL AID

Financial aid is available for payment of various HEMSPN fees. The Financial Aid Administrator (FAA) is committed to guiding and assisting the student through the financial aid process as they enter into and successfully progress through the HEMSPN program. The student needs to contact and work with the FAA to determine eligibility and to take advantage of available resources. All necessary paperwork needs to be completed thoroughly, accurately, and in a timely manner to facilitate the process.

## HEMSPN LOCATION AND DIRECTIONS

The Hannah E. Mullins School of Practical Nursing is located on the third floor of the Kent State University-Salem City Center building near the intersections of State Routes 9 and 14. In regards to driving time, the school is approximately 30 minutes southwest of Youngstown and 25 minutes east of Alliance. Local business landmarks are Kentucky Fried Chicken and the Salem News. Until June 2006 the building was the Salem Middle School, formerly known as the Salem Junior High School.

*Disclaimer: The Hannah E. Mullins School of Practical Nursing is under the auspices of the Salem Board of Education. It is not affiliated with Kent State University.*

## ADDITIONAL NEED-TO-KNOW INFORMATION

- Licensed practical nurses implement “bedside care” or “direct patient care” under the direct supervision of a licensed physician, registered nurse, chiropractor, podiatrist, dentist and optometrist.
- Nursing education is demanding and rigorous, requiring a lot of personal time and energy. Although the demands are great, so are the personal rewards and benefits.
- HEMSPN *strongly* recommends that nursing students work less than 24 hours per week.
- Theory, clinical simulation lab, and clinicals are extremely important components of the learning process; each builds upon the other. Clinical simulation lab and clinical experiences are mandatory. A total of more than five (5) missed clinical days will lead to dismissal from the program. In addition, a Performance and Attendance Point System is used to identify and resolve issues that put the student at risk for dismissal.
- HEMSPN utilizes several health care facilities. Transportation to and from the clinical setting is the student’s responsibility.
- HEMSPN maintains a dress code for all class and clinical learning experiences. All visible tattoos are to be hidden with an acceptable covering (bandage, clothing, dressing) while student is in uniform in the clinical setting.
- The HEMSPN curriculum schedule does not coincide with public school schedules. Also, classes and/or clinical experiences may not be cancelled during inclement weather when local school districts are closed. Back-up baby sitters and contingency plans are required.
- Although graduation from a state approved practical nursing program is one criterion for eligibility to take the NCLEX-PN, a national practical nursing licensing test, it does not guarantee permission to do so. The Ohio Board of Nursing has additional criteria an applicant must meet before approval to sit for the licensing exam is given.
- The Salem City School District, HEMSPN, KSU-Salem City Center, and health care facilities that HEMSPN utilizes are smoke and drug free environments. It is mandatory that HEMSPN students follow the policies of each facility including substance abuse testing.
- HEMSPN does not have nor provide student health insurance. It is the student’s responsibility to meet healthcare costs should the need occur while participating in any portion or component of the program.

## A.C.T. WORKKEYS®

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Scheduled test dates are posted on the HEMSPN's website. Please call the office to pre-register.

- The fee is \$75.00 (cash, check or money order) (cost in effect from 7/1/16 – 6/30/17)
- WorkKeys test should be successfully completed prior to enrollment in the Medical Terminology course.
- Application and A.C.T. Workkeys® testing fees are non-refundable and non-transferable once paid regardless of testing and application status.

### DAY OF TEST

- 1) In case of inclement weather, testing is subject to be cancelled. If Kent State University, Salem Campus cancels classes the building will be closed for testing. If in doubt, call the school office in advance of testing to inquire and check local news on TV or internet.
- 2) Plan to arrive 15-20 minutes early. Parking available in parking off of Third Street or in Public Parking on Second Street. Do not park at Salem News.
- 3) Go to Hannah E. Mullins School of Practical Nursing office located on the third floor.
- 4) Present a driver's license or picture I.D. for identification (required)
- 5) Testing begins promptly. Late arrivals must reschedule.
- 6) NO Personal notebook paper or study guides are permitted in the testing area.
- 7) Cell phones must be off during the testing. No cell phone use during testing.
- 8) NO food or drink permitted in the Computer Lab.

### IMPORTANT INFORMATION ABOUT A.C.T. WORKKEYS®

For further information about the A.C.T. Workkeys® and to download practice tests, visit the official A.C.T. Workkeys® Website at: <http://www.workkeys.com> or you may also call and speak with a representative of the company at 1.800.WORKKEY (967-5539).

Free practice tests are available at [www.ohiomeansjobs.com](http://www.ohiomeansjobs.com) and click on the Online Training at the bottom of the page.

The areas you will be tested in along with the levels of required achievement for the Hannah E. Mullins School of Practical Nursing are: Applied Mathematics (4); Reading for Information (4); Locating Information (4). Achievement of all three levels is required. Therefore, if one or more levels are not met; an applicant would need to re-test in those areas only. Prior to retesting the applicant should consider attending a remediation course such as the ABLE classes. For more information on the ABLE classes go to <http://Students.OhioHigherEd.org/able>. If ABLE classes are not available then applicant should seek another form of remediation such as tutoring.

Acceptance of previously taken WorkKeys will be granted as long as they have been taken in the last 3 years and have met the above score requirements. Official proof must be given of a previous test.



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## FOR OFFICE USE

Date Rc'd \_\_\_\_\_

Fee Paid \_\_\_\_\_

### APPLICATION FOR ENROLLMENT

The non-refundable application fee is \$50.00. Make checks or money orders payable to Hannah E. Mullins School of Practical Nursing.

Date of Application: \_\_\_\_/\_\_\_\_/\_\_\_\_ Class applying for: March \_\_\_\_\_ Sept \_\_\_\_\_

Social Security: \_\_\_\_-\_\_\_\_-\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name:

\_\_\_\_\_  
Last Name First Name Middle Initial Maiden Name

Mailing Address:

\_\_\_\_\_  
Street and Apartment Number City State Zip Code

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Have you previously applied to our school? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, when? \_\_\_\_\_

If yes, under what name did you apply?  
\_\_\_\_\_

If not a citizen, do you have documented proof of the legal right to reside in the United States? Yes \_\_\_\_\_, No \_\_\_\_\_

Do you have any limitation that may affect your ability to implement safe, therapeutic nursing care? Yes \_\_\_\_\_, No \_\_\_\_\_

### EDUCATIONAL BACKGROUND

Official transcripts must be provided for all high school or GED certificates, if applicable, must be mailed directly from the school/testing agency to the Hannah E. Mullins School of Practical Nursing.

High School Attended:

\_\_\_\_\_  
Name Street/City/State/Zip

Did you graduate? Yes \_\_\_\_\_ No \_\_\_\_\_ Date of Graduation \_\_\_\_\_

If you did not graduate from high school, did you receive a GED? Yes \_\_\_\_\_ No \_\_\_\_\_ Date of GED: \_\_\_\_\_

Have you attended this or another nursing school? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give the name and address of the nursing school: \_\_\_\_\_

Name City/Zip

Dates attended the above named nursing school: From: \_\_\_\_\_ to \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Is this your first time attending any type of postsecondary school Yes\_\_\_\_\_ No\_\_\_\_\_

Additional Colleges, Universities, Technical Schools	Dates Attended	Degree, Diploma, Certificate, or Credits Received
	to	
	to	
	to	

**EMPLOYMENT INFORMATION**

List all work experiences, both full and part-time, since high school, beginning with the most recent. You may add an extra sheet of paper to this application if needed.

Company/City/State	Dates	Position/Title Held	Immediate Supervisor
	to		
	to		
	to		

The Hannah E. Mullins School of Practical Nursing does not have health insurance that covers student illness or injuries. Do you have health and hospitalization insurance? Yes \_\_\_\_\_ No \_\_\_\_\_

**BEFORE SIGNING THIS APPLICATION, PLEASE READ THE FOLLOWING**

Be aware that you will be required to report to the Ohio Board of Nursing (OBN) any information regarding the commission of any act that may be grounds for disciplinary action under Ohio Revised Code 4723.28 and/or revocation of a nursing license held in any state. The felony conviction includes, but is not limited to the selling, giving away or administering drugs; self drug and/or alcohol abuse.

Criminal History Record Check/Felony Preclusion: On April 8, 2002, the governor of the State of Ohio signed House Bill 327 that, in part, amends the Ohio Nurse Practice Act (law) to require applicants for licensure to submit to a criminal records check which includes a check of the Federal Bureau of Investigation (FBI) and the Bureau of Criminal Identification and Investigation (BCII) records as part of their application for initial licensure as a nurse in Ohio. The bill also allows the OBN to automatically preclude (prevent) from initial licensure or certification anyone who has previously been convicted of, pled guilty to, or had a judicial finding of guilt for an egregious (blatant) felony in Ohio or another jurisdiction. The egregious felonies triggering automatic preclusion (prevention) are: (1) aggravated murder; (2) murder, (3) voluntary manslaughter, (4) felonious assault, (5) kidnapping, (6) rape, (7) sexual battery, (8) gross sexual imposition, (9) aggravated arson, (10) aggravated robbery, and (11) aggravated burglary. For all other misdemeanors or felonies, the OBN is required to continue its practice of conducting a full adjudication (hearing and decision) as set forth in Chapter 119 of the Ohio Revised Code to determine whether to issue a license or certificate.

All students entering a nursing program after June 1, 2003 are required to submit their fingerprints to the BCII for both a BCII and a FBI check. No applicant for a state license will be made eligible to take the licensure examination without the required criminal records check completed and in the OBN. The record check must indicate that the individual has not been previously convicted of, pled guilty to, or had a judicial finding of guilt for an egregious felony in Ohio or another jurisdiction. For this reason, fingerprinting will be conducted prior to enrollment at the applicant’s expense. Results will be mailed directly to HEMSPN. Should the background check identify an egregious act that would prevent licensing in the State of Ohio as identified by the Ohio Board of Nursing or prevent the student from attending clinical experiences, that student will not be admitted into the program. As part of the student’s fee, fingerprinting will be conducted again during the second half of the program to be submitted to the OBN in preparation of licensure examination.

Also be aware that both the Hannah E. Mullins School of Practical Nursing and clinical facilities require a drug free environment; this policy mandates drug screening of all nursing students prior to clinical learning clinical experiences in healthcare facilities. The drug screen is done at and according to the policies and procedures of the Salem Regional Medical Center. There is no cost to the HEMSPN student for the drug screening.

As part of our normal admission procedure, a routine inquiry may be made regarding any information provided on this application. This inquiry typically contains information regarding an applicant’s previous education and/or employment history as well as personal characteristics and work behaviors.

The Hannah E. Mullins School of Practical Nursing is an equal opportunity school. All qualified applicants are accepted without discrimination in regard to creed, ethnic origin, marital status, race, sex, age, and religion, handicap which does not interfere with attainment of program/course/clinical objectives or the provision of safe, therapeutic nursing care, and membership or non-membership in any lawful organization.

By signing and dating this application, I attest that all information provided is true and accurate to the best of my knowledge and belief. I understand that any false statements/information is sufficient reason for denial of admission or termination from the program. I also attest that I have read and agree to the above stated policies.

I give HEMSPN permission to request an official transcript(s) from all prior educational institutions that I have attended.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_