

ADMISSIONS

It is the intent of Centra College to accept applicants who demonstrate the potential for academic success and are of good character. The admission process is competitive. Therefore, Centra College reserves the right to accept the most highly qualified applicants. It is the policy of Centra College, in compliance with applicable federal, state and local laws, not to discriminate against any applicant or to tolerate harassment because of race, color, religion, age, sex, national origin or ancestry, genetic make-up, marital status, veteran's status, genetic information, physical or mental handicap unrelated in nature and extent to an individual's ability to be successful in an academic setting or any other prohibitive factor.

Classes for the RN-BSN and ADN Programs are offered twice a year, in August and January. Classes for the PN program are offered three times a year, in August, January, and May. If an applicant is selected for admission but is unable to attend, they may request to defer their acceptance to the following term. Deferral requests must be made in writing (email or letter) to the Academic Director and must be made no later than the noted deadline stated in the acceptance letter. With approval of the Academic Director, the applicant may only defer to the next offered term. Deferral requests will not be approved for subsequent terms. Students who do not submit their required forms and registration fee, or written deferral request within the deadline will be required to reapply for a future term and re-admission is not guaranteed. Students who do not attend after requesting deferral will be required to reapply and re-admission is not guaranteed.

The Nurse Aide Education program admits students in multiple cohorts throughout the academic year for both Centra College and the branch campus, Bedford Memorial Hospital. An application for admission is effective only for 30 days from the time of submission. If an applicant is selected for admission but is unable to attend, they may request to defer their acceptance to the following class. Deferral requests must be made in writing (email or letter) to the Program Coordinator. With approval from the Program Coordinator, an applicant may only defer to the next offered class.

The RN-BSN, ADN, PN, and Nurse Aide Education programs are very competitive and challenging. Meeting the minimum admission criteria does not guarantee acceptance into a program.

ELIGIBILITY FOR ADMISSION

- Applicants who have previously been dismissed from another nursing program may be asked to participate in an admission interview to determine eligibility for application review. The interview does not guarantee acceptance into a program.
- "Ability-to-benefit" students are ineligible for admission.
- Centra College does not offer credit for experiential learning.
- Centra College is not certified as a Student and Exchange Visitor Program (SEVP) and is not authorized to enroll F and M nonimmigrant students. Centra College is regulated by the Virginia Board of Nursing (VBON). Upon graduation or completion of the program, the graduate is eligible to file an application to take the examination for licensure in the state where the graduate expects to practice. For further State specific information, utilize <https://www.ncsbn.org/contact-bon.htm>

APPLICATION DEADLINES

Completed applications must be received by the admission deadline.
Requirements for applications are detailed in each program below.

Registered Nurse to Bachelor of Science in Nursing program

Fall Semester (August).....June 30th
Spring Semester (January).....October 31st

Associate Degree in Nursing program

Fall Semester (August).....March 31st
Spring Semester (January).....August 31st

Practical Nursing program

Fall Semester (August).....March 31st
Spring Semester (January).....August 31st
Summer Semester (May).....January 15th

Nurse Aide Education program

Rolling admission

ADMISSION REQUIREMENTS

Application Requirements for the Registered Nurse to Bachelor of Science in Nursing Program

- This institution does not offer distance education to students outside the state of Virginia.
 - If any enrolled students relocate outside the State of Virginia prior to program completion this may adversely impact the student's ability to complete the program or gain in-field employment.
 - Proof of a Virginia residence will be required prior to the program start date. To prove Virginia residency, a student must present a valid Virginia driver's license in your name and one of the following:
 1. A current lease agreement in your name with a Virginia address
 2. A current Virginia voter registration card in your name
 3. A current automobile registration in your name showing your Virginia address
 4. A business or official correspondence in your name at your current Virginia address dated no more than 3 months before program start date (utility bill, telephone bill, billing statement, etc.)
- Official final high school transcript indicating that the applicant has completed an approved four-year high school course of study, or the equivalent as determined by the appropriate educational agency. Centra College reserves the right to contact a high school and/or school division directly to verify the validity of any high school transcript received.
 - If a student graduated from a homeschool program, the homeschool transcript must be notarized, include the date of high school completion, and include the following statement with a parent/guardian's signature.
 1. *"I certify the information on this transcript to be a correct and complete detail of my student's homeschool credits and grades and that it abides by my state's standards."*
 - If a student graduated from a non-U.S. high school, the high school transcript must be evaluated using one of the approved foreign credential evaluation services below.
 1. [National Association of Credential Evaluation Services \(NACES\)](#)
 2. [Association of International Credentials Evaluators \(AICE\)](#)

- If a student has less than 12 U.S. college credits completed at the time of application deadline, the foreign evaluation must include the high school GPA (Grade Evaluation). If a student has 12 or more U.S. college credits completed at the time of application deadline, the foreign evaluation does not need to include the high school GPA (General Evaluation).
- Official college transcript(s) from all regionally accredited U.S.(and U.S. territories) institution(s) attended.
 - Transcripts must be no more than three (3) years from the date printed.
- Proof of a current unrestricted license to practice as a Registered Nurse
- Completion of prerequisite course grades with a minimum grade of a “C”.
- A minimum curricular GPA of 2.7 in prerequisite courses is required.
- Student Evaluation plus a Letter of Recommendation (1) from an individual, other than a family member or friend, must accompany the application.
 - The recommendation should be from those who can speak to the applicant’s work ethic, community service and/or academic performance.
- In addition to a Letter of Recommendation, applicants who were enrolled in another nursing program within the past 5 years, but did not graduate must provide a letter from a Academic Director or Administrator from the school to which they were attending.
 - The letter must include information regarding reason for withdrawal/dismissal, and academic, financial, and disciplinary standing.
 - In the event that an applicant is unable to obtain a letter from their previous school of nursing, an interview with the Centra College Academic Director will be required.
- Student must complete and upload required essay on the application.
- Applicants will receive an admission decision via e-mail. If a student would like to be reconsidered for admission for another term, students must reapply and pay any associated application fees.

Prerequisites for the Registered Nurse to Bachelor of Science in Nursing Program

Official collegiate transcripts showing successful completion of prerequisite courses are required to be submitted on or before the application deadline. Students that have more than one (1) prerequisite course in progress at the time of the application will be considered on a case-by-case basis. Required prerequisite courses include:

Prerequisites*

- BIO 141/142: Anatomy & Physiology I /II
- English 111/112: College Composition I/II
- PSY 200: Principles of Psychology
- PSY 230: Developmental Psychology
- HLT 230: Principles of Nutrition and Human Development
- Electives: 6 credits-Humanities/Social Science
- Completion of RN Program

Additional Requirements for Admitted Students

- Background check and drug screen for non-Centra employee students only if obtaining practicum hours within a Centra facility (conviction of certain crimes may preclude admission to the College).

- BLS Provider by American Heart Association (Adult, Child, Infant, and AED taught in course). If card expires while attending the program, the student must enroll into a BLS Provider CPR re-certification course to maintain an unexpired status for clinical settings.

Application Requirements for Associate Degree Program

- Official final high school transcript indicating that the applicant has completed an approved four-year high school course of study, or the equivalent as determined by the appropriate educational agency. Centra College reserves the right to contact a high school and/or school division directly to verify the validity of any high school transcript received.
 - If a student graduated from a homeschool program, the homeschool transcript must be notarized, include the date of high school completion, and include the following statement with a parent/guardian's signature.
 - *"I certify the information on this transcript to be a correct and complete detail of my student's homeschool credits and grades and that it abides by my state's standards."*
 - If a student graduated from a non-U.S. high school, the high school transcript must be evaluated using one of the approved foreign credential evaluation services below.
 - [National Association of Credential Evaluation Services](#) (NACES)
 - [Association of International Credentials Evaluators](#) (AICE)
 - If a student has less than 12 U.S. college credits completed at the time of application deadline, the foreign evaluation must include the high school GPA (Grade Evaluation). If a student has 12 or more U.S. college credits completed at the time of application deadline, the foreign evaluation does not need to include the high school GPA (General Evaluation).
- A minimum curricular GPA of 2.7 in prerequisite courses is required.
- All prerequisite course grades must be a minimum of a "C".
- Official college transcripts from all regionally accredited U.S.(and U.S. territories) institution(s) attended.
 - Transcripts must be no more than three (3) years from the date printed.
- ATI TEAS Entrance Exam score(s) are required to be submitted on or before the application deadline.
 - Test scores should be no older than 1 year from the application deadline for cohort the student is applying for.
 - Areas to be tested include Reading, Math, Science, and English Language and Usage.
 - If more than one TEAS score is submitted, the highest overall score will be considered with the completed application.
- Student must complete and upload required essay on the application.
- Student Evaluation plus a Letter of Recommendation (1) from an individual, other than a family member or friend, must accompany the application.
 - The recommendation should be from those who can speak to the applicant's work ethic, community service and/or academic performance.
- In addition to a Letter of Recommendation, applicants who were enrolled in another nursing program within the past 5 years, but did not graduate must provide a letter from a Academic Director or Administrator from the school to which they were attending.

- The letter must include information regarding reason for withdrawal/dismissal, and academic, financial, and disciplinary standing.
- In the event that an applicant is unable to obtain a letter from their previous school of nursing, an interview with the Centra College Academic Director will be required.
- Transfer students refer to **Transfer of Credits into Centra College** policy.
- Applicants will receive an admission decision via mail. If a student would like to be reconsidered for admission for another term, students must reapply and pay any associated application fees.

Prerequisites for the Associate Degree in Nursing Program

Official collegiate transcripts showing successful completion of prerequisite courses are required to be submitted on or before the application deadline. Students that have more than one (1) prerequisite course in progress at the time of the application will be considered on a case-by-case basis. Health and Science courses must be no more than 10 years old to be considered for admission. Required prerequisite courses include:

- BIO 141: Anatomy & Physiology I4 credit hours
- HLT 143: Medical Terminology I.....3 credit hours
- PSY 230: Developmental Psychology.....3 credit hours
- HLT 230: Principles of Nutrition and Human Development.....3 credit hours
- **SDV 101: Orientation to Health Professions.....1 credit hour

**The SDV 100 requirement will be waived for those who have a previous college degree (LPN, Associate, Bachelor's, or higher)

Advanced Placement (Licensed Practical Nurses)

Applicants for the Associate Degree in Nursing program who are current Licensed Practical Nurses have the opportunity to test out of several courses of the ADN Program outlined below. Interested applicants must complete the online application for the Associate Degree in Nursing program and submit all required documents in addition to the following

- Submit an official transcript from a state approved school of practical nursing.
- Submit proof of a current unrestricted license to practice as a Licensed Practical Nurse.
 - Students who have successfully completed a PN course of study but are not licensed are considered on a case-by-case basis and an interview may be required before test out is offered.

Licensed Practical Nurses may receive credit for NUR 150, NUR 165, NUR 170, NUR 175 (see below).

NUR 150 Introduction of Nursing Concepts: To receive credit for this course, applicants must successfully complete the ATI RN Specialty Fundamentals test. The student is required to pay for this exam. Students will be proctored at the College on a selected testing date. In addition, a Dosage Calculation Test and Medication Skills Assessment will be given at the College various times during the year. The student is required to score an 80% or better on the Dosage Calculation Test and to pass the Medication Skills Assessment.

NUR 165 Health Promotions and Assessment: To receive credit for this course, applicants must satisfactorily complete a full head-to-toe assessment. The assessment will be scheduled at the College and supervised by a full-time or adjunct faculty member. The student is required to supply all materials needed for the assessment.

NUR 170 Professional Nursing Concepts I: To receive credit for this course, applicants must successfully complete the ATI RN Specialty Nursing Leadership test. The student is required to pay for this exam. Students will be proctored at the College on a selected testing date.

NUR 175 Health Care Participant: To receive credit for this course, applicants must successfully complete the ATI RN Specialty Community Health test. The student is required to pay for this exam. Students will be proctored at the College on a selected testing date.

Application Requirements for Practical Nursing Program

- Official high school transcript indicating that the applicant has or will complete an approved four-year high school course of study, or the equivalent as determined by the appropriate educational agency. Once your course of study is complete, a final official transcript must be submitted prior to starting Centra College classes. Centra College reserves the right to contact a high school and/or school division directly to verify the validity of any high school transcript received.
 - If a student graduated from a homeschool program, the homeschool transcript must be notarized, include the date of high school completion, and include the following statement with a parent/guardian's signature.
 - *"I certify the information on this transcript to be a correct and complete detail of my student's homeschool credits and grades and that it abides by my state's standards."*
 - If a student graduated from a non-U.S. high school, the high school transcript must be evaluated using one of the approved foreign credential evaluation services below.
 - [National Association of Credential Evaluation Services \(NACES\)](#)
 - [Association of International Credentials Evaluators \(AICE\)](#)
 - If a student has less than 12 U.S. college credits completed at the time of application deadline, the foreign evaluation must include the high school GPA (Grade Evaluation). If a student has 12 or more U.S. college credits completed at the time of application deadline, the foreign evaluation does not need to include the high school GPA (General Evaluation).
- A minimum high school GPA of 2.5 is recommended for the Practical Nursing (PN) program.
 - If college credits have been completed, the final course grades will be taken into consideration for admission.
- Official college transcripts from all regionally accredited U.S. (and U.S. territories) institution(s) attended, if any.
 - Transcripts must be no more than three (3) years from the date printed.
- ATI TEAS Entrance Exam score(s) are required to be submitted on or before the application deadline.
 - Test scores should be no older than 1 year from the application deadline for cohort the student is applying for.
 - Areas to be tested include Reading, Math, Science, and English Language and Usage.
 - If more than one TEAS score is submitted, the highest overall score will be considered with the completed application.
- Student must complete and upload required essay on the application.
- Student Evaluation plus a Letter of Recommendation (1) from an individual, other than a family member or friend, must accompany the application.
 - The recommendation should be from those who can speak to the applicant's work ethic, community service and/or academic performance.

- In addition to a Letter of Recommendation, applicants who were enrolled in another nursing program within the past 5 years, but did not graduate must provide a letter from a Academic Director or Administrator from the school to which they were attending.
 - The letter must include information regarding reason for withdrawal/dismissal, and academic, financial, and disciplinary standing.
 - In the event that an applicant is unable to obtain a letter from their previous school of nursing, an interview with the Centra College Academic Director will be required.
- Transfer students refer to the **Transfer of Credits into Centra College** policy
- Applicants will receive an admission decision via mail. If a student would like to be reconsidered for admission for another term, students must reapply and pay any associated application fees.

Nurse Aide Education Program

- Must be 18 years of age prior to the start of the program.
- Official high school transcript indicating that the applicant has or will complete an approved four-year high school course of study, or the equivalent as determined by the appropriate educational agency. Once your course of study is complete, a final official transcript must be submitted prior to starting Centra College classes. Centra College reserves the right to contact a high school and/or school division directly to verify the validity of any high school transcript received.
 - If a student graduated from a homeschool program, the homeschool transcript must be notarized, include the date of high school completion, and include the following statement with a parent/guardian's signature.
 - *"I certify the information on this transcript to be a correct and complete detail of my student's homeschool credits and grades and that it abides by my state's standards."*
 - If a student graduated from a non-U.S. high school, the high school transcript must be evaluated using one of the approved foreign credential evaluation services below.
 - [National Association of Credential Evaluation Services \(NACES\)](#)
 - [Association of International Credentials Evaluators \(AICE\)](#)
 - If a student has less than 12 U.S. college credits completed at the time of application deadline, the foreign evaluation must include the high school GPA (Grade Evaluation). If a student has 12 or more U.S. college credits completed at the time of application deadline, the foreign evaluation does not need to include the high school GPA (General Evaluation).
- Letter of Recommendation (1) from an individual, other than a family or friend, must accompany the application.
 - The recommendation should be from those who can speak to the applicant's work ethic, community service and/or academic performance.
- All admission required documentation must be mailed or delivered to the Centra Nurse Aide Program at Centra College (Main Campus) and received by 3:00 pm on the last day of the deadline.
- Applicants will receive an admission decision via e-mail. If a student would like to be reconsidered for admission for another term, students must reapply and pay any associated application fees.

Onboarding Process

A. Requirements:

- All accepted applicants will be required to attend orientation. Failure to attend orientation will result in forfeiture of your position in the program.

- Extenuating circumstances must be discussed with the appropriate Academic Director by the first day of orientation. This must be approved by the Academic Director for the appropriate program.
- Students must upload required documents to CastleBranch as outlined in the admissions packet
- eHealthcare and Cerner Promisepoint: Due the first day of the semester.
- For ADN and PN programs, student devices (laptop/tablet) are required and will be used for all orientations and throughout each program.
- Students are required to have their Centra College uniform (scrubs) and shoes by the first day of the semester.

B. Disciplinary Action for Failing to Meet Deadlines:

- Student will be notified of the deficiency and given 24 hours to correct the deficiency.
 - For incomplete requirements in CastleBranch, students will be restricted from clinical and no make-up clinical days will be provided.
- If the deficiency is not corrected in 24 hours, the student will be removed from Moodle©© access until confirmation of the deficiency has been given to the Academic Director and uploaded into the appropriate database.
 - For those with restricted Moodle©© access, any missed assignments will receive a grade of zero (0) and no make-up work will be provided.
- Further issues will be addressed through the academic disciplinary policy process.

STUDENT DEVICE REQUIREMENTS – LAPTOP OR TABLET:

Students may use their preferred personal device that meets all minimum requirements.

This approved device is a requirement for class, clinical, lab, and simulation experiences at Centra College.

Minimum Required Device Specifications:

- Made in last 5 years
- Has built in:
 - Webcam
 - Microphone
 - Speakers
- Minimum 6 hours battery life
- Windows 10 or 11, 64-bit
 - No alternate versions
 - Windows RT not supported
- S-mode for Windows 10 and 11 should be turned off
- i3 processor or above
- 128GB storage/ 8GB memory

**** Increased storage and memory strongly encouraged; multitasking will be severely limited ****

Recommended Device Specifications:

- Weight of device under 6 pounds (You will carry these around on long class and clinical days)
- Screen size of at least 13" (larger screens make it easier to see when completing assignments, creating presentations, etc.)
- Advanced Processor, Storage & Memory (i5 processor with 256GB storage and 16GB memory)

Special Considerations:

- Cost vs. Value
- Additional support packages
 - Damage protection for device, technological assistance through manufacturer

*** Only basic technology help for programs offered by Centra College ***
- USB Ports
 - Amount
 - Type: USB-A and/or USB-C
- Laptop Type
 - Traditional: more powerful
 - 2-in-1: versatile & flexible

Please note- iPad and MacBook users will experience difficulties completing some requirements. These devices are not recommended but can be used. User will be responsible for learning the additional steps necessary for success on these devices. **Chromebooks are not acceptable.** They do not meet testing requirements.

Please contact Centra College IT Helpdesk at **(434)200-4848** with any questions on this subject.

BACKGROUND CHECK

In order to comply with the Joint Commission accreditation standards, clinical sites and affiliates require background checks on all students following acceptance. Refusal of, failure to complete, failure to disclose information, or an unacceptable report may result in revocation of acceptance.

Certain criminal convictions may prevent licensure as a nurse in Virginia. Criminal convictions may also prohibit employment in certain health care settings.

The following link <http://law.justia.com/codes/virginia/2013/title-18.2/> provides information for persons interested in becoming a Certified Nurse Aide (CNA), a Licensed Practical Nurse (LPN), or Registered Nurse (RN). It clarifies how convictions and other past history may affect the application process and subsequent licensure or certification by the Board of Nursing. It also clarifies the criminal convictions that prohibit employment in nursing home facilities, home care organizations, hospice programs, and assisted living facilities, and identifies barrier crimes.

If you were criminally convicted of any of the barrier crimes, it may result in denial of admission or rescinding acceptance to Centra College. Students are responsible for notifying the College Administration (Academic Directors of Nursing Programs) within 48 hours of any arrests and/or convictions. Action by the college will depend

on the nature of the arrest/conviction. Failure to notify within the noted time period will result in dismissal from the college. All background checks will be conducted in accordance with the Fair Credit Reporting Act.

DRUG SCREENING

Applicants accepted for admission will be contacted regarding the deadline for drug screening. A Chain of Custody form will be completed on all drug screens. All results of drug screening will be sent directly to the CastleBranch. Drug screening reports will be reviewed and evaluated as needed. The Student Health Nurse or designee will notify College Administration when the results are positive.

CastleBranch will post results of the drug screen in student CastleBranch account. If positive, a CastleBranch Medical Review Officer (MRO) will request additional information.

Students who test positive for any illegal drugs are ineligible for admission to the college. Those with positive results of prescription medications and over-the-counter drugs will be evaluated on an individual basis. Prescriptions must be written for the individual applying to the college. The Academic Directors of Nursing Programs, Student Health Nurse or designee will consult with the MRO and/or others as deemed necessary to assist with drug screening evaluations. Re-testing (for admission) is not performed for one full year.

Students who refuse to submit to a drug screening, delay testing, or who fail such a test, excluding those instances that have been determined medically necessary, will have the offer of admission to the college revoked. Extenuating circumstances for delaying a drug test must be discussed with the Academic Director on a case-by-case basis.

Students who test positive are eligible to reapply for admission after one year.

Drug screening test results will be filed in the student's Health Record, if admitted. If drug screening test results are positive and the student is not accepted to the college, the drug screening results will be kept in the student's Health Record in the student health office. No copies are provided to the individual.

TRANSFER OF CREDITS INTO CENTRA COLLEGE

Applicants requesting transfer of credits into the College must follow the admission requirements. Transfer courses listed on another college's transcript are not acceptable in lieu of a transcript from the College awarding the credit. Course descriptions, syllabi and/or course outlines will be used to determine course equivalency. Students may be requested to provide additional information that includes, but not limited to: Student learning outcomes, instructor credentials, textbooks, length of course, and number of credit/clock hours. The College from which courses are transferred must be accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA).

Transfer credits will not count towards the student's cumulative GPA. However, transfer credits accepted towards completion of the program will count as hours attempted and completed for the purpose of calculating Satisfactory Academic Progress (SAP).

In addition to nursing courses, students are required to complete general college courses. General college courses include the required prerequisite and corequisite courses. Prerequisite courses must be completed prior to admission. Corequisite courses may be taken concurrently with the nursing courses as set in the curriculum plan or completed prior to admission. General college courses must be completed with a "C" or higher on a 10 point scale, or equivalent, to be eligible for transfer. Most students complete courses through the Virginia Community College

System, but they may be taken at other approved accredited colleges. Centra College determines transferability of courses and the appropriate placement within the curriculum for all applicants. Any college course over ten (10) years old may need to be repeated. Students may view accepted transfer courses in CAMS student portal.

Nursing college courses must be completed with a “B” or higher on a 10 point scale, or equivalent, to be eligible for transfer. Nursing courses must have been taken within the past two (2) years.

According to the State Council of Higher Education for Virginia regulation 8VAC40-31-140, a student shall complete a minimum of 30% of course work at the institution in order to be granted a degree from that institution.

ADMISSION TRANSFER FROM CENTRA COLLEGE ADN PROGRAM INTO CENTRA COLLEGE PN PROGRAM

ADN students in good standing are eligible to transfer into Centra College’s Practical Nursing Program. Students who are not in good standing or have failed 2 or more nursing classes are not eligible to apply for transfer. Interested students should review the following transfer information and ensure that all steps have been completed prior to the transfer application deadline. Transfer into the program is based on space availability, and students who are accepted into the PN program will be evaluated and placed in the appropriate course per decision by the admissions committee.

Prior to starting the transfer process, interested students should meet with the:

- Academic Director of both the ADN Program and PN program to discuss eligibility.
- Offices of Student Accounts and Financial Aid to determine cost and financial assistance.

To be considered for transfer from the Centra College ADN Program to the PN program the student must:

- Complete a Centra College PN Transfer Application and required student essay.
- Provide unofficial Centra College transcript showing 3.0 GPA or higher
- Participate in a PN faculty interview, if requested.
- Ensure the course(s) transferred in are successfully completed academically and/or clinically.
- Satisfy all financial obligations in the ADN Program
- Understand that nursing courses completed more than twelve months prior to transfer will not be eligible for transfer.

Application and unofficial Centra College transcript are required by the transfer deadline outlined on the PN Program academic calendar. All documents should be sent to the PN Academic Director.

Students wishing to transfer from the Centra College ADN Program to the PN program will be evaluated by the PN Academic Director, Centra College Admissions Committee, and PN faculty on the following items:

- Centra College PN Transfer Application
- Student essay

- ADN course grades as evidenced by the unofficial transcript
- ADN faculty recommendation survey (provided by Academic Director directly to faculty)
- PN faculty interview

All students requesting a transfer from the Centra College ADN Program to the PN program will receive written notification of the final decision.