



Practical Nursing Program

INFORMATION PACKET

**Application Period:
March 2, 2024 – March 1, 2025**

GENERAL INFORMATION

- Read all instructions carefully as procedures may change between application cycles.
 - Complete all applicable information.
-

APPLICATION DEADLINE

To begin Practical Nursing coursework in **Fall 2025 (August 2025)**,

Deadline to submit Practical Nursing admission application:

March 1, 2025

(All prerequisites must be completed prior to this deadline for priority consideration)

NOTICE OF ADMISSION

Students will be notified via their Manhattan Tech email address of their admission status approximately 4 weeks after the deadline date.

Specific program requirements, program selection, and acceptance criteria are subject to change at any time and without notice. It is the applicant's responsibility to keep informed of current program requirements.

The MATC Board of Directors supports and complies with Title VI and Title VII of the Civil Rights Act of 1964 as amended, Section 504 of the Rehabilitation Act of 1973 and Amendments, The Americans with Disabilities Act, Title IX, and all requirements imposed by or pursuant to the regulations of the Department of Health and Human Services and the Department of Education. It is the policy of the Board of Directors that no person in the United States (on the grounds of gender, race, color, national origin, disability, sexual orientation, gender identity, religion, age, genetic information, parental status, military status, or veteran status) shall be excluded from participation in, denied the benefit of, or otherwise subjected to discrimination under any program or activity of, or employment with, Manhattan Area Technical College.

Specific complaints of alleged discrimination should be referred to Title IX/Section 504/ADA Coordinator/ HR Director, 3136 Dickens Ave., Manhattan, KS 66503, 785.587.2800.

CONTENT

Information Packet

Letter of Greeting	3
Practical Nursing Checklist	4
Academic Criteria	5
✓ Practical Nursing Prerequisites	
✓ Test of Essential Academic Skills (TEAS)	
✓ Certified Nurse Aide (CNA)	
✓ Test of English as a Secondary Language (TOEFL)	
Non-Academic Criteria	6-7
✓ Practical Nursing Immunizations	
✓ Immunization Exemption Process	
✓ Nursing Essential Skills and Functional Abilities	
✓ Background Checks	
Acceptance Process	7
Students Responsibilities Upon Acceptance	8
✓ Electronic Device Requirement	8
Reapplication Process	8
Practical Nursing Admissions Scoring Rubric	9
Instructions for TEAS Registration	10 - 11
Explanation of Immunization Requirements	12
Nursing Essential Skills and Functional Abilities	13



Letter of Greeting Practical Nursing Program

Dear Prospective Practical Nursing Student,

The faculty and staff of the Department of Nursing appreciate your interest in our Practical Nursing (PN) Program. This packet will help guide you through the application process and provide you with information about our Admissions Criteria and Selection Process.

The PN program at Manhattan Area Technical College is approved by the Kansas State Board of Nursing. It is a two-semester, fast-paced program that requires several prerequisites in science and general education courses. Individuals will complete academic and clinical courses to earn a certificate in Practical Nursing. The PN graduate is then eligible to take the NCLEX-PN licensing exam; successful completion enables the graduate to seek licensure as a Licensed Practical Nurse (LPN).

Admission into the program is competitive. Applicants must meet the minimum requirements of Manhattan Area Technical College and the Department of Nursing to be considered for admission to the Practical Nursing program.

Your MATC Admissions Application AS WELL AS the required online Selective Admissions Application and the documents listed within must be received on or before the 1st business day in March to be considered for admission into the Practical Nursing program. Any exception to this date would be at the discretion of the Dean of Nursing Education and Health Programs or designee. Additionally, Manhattan Tech encourages students to complete an advising appointment before the first business day in December of the preceding year.

Enclosed is information that is critical for a successful application—please read the entire packet carefully. We encourage you to make an initial campus visit appointment by [scheduling online](#), for information about college admissions and the Practical Nursing program. The college website at <https://manhattantech.edu/PN/Admissions> also provides additional information.

Please review the contents of this packet to get an overview of the admission process. We encourage you to contact the admissions office at admissions@manhattantech.edu if you have questions.

Specific program requirements, program selection and acceptance criteria are subject to change at any time and without notice. It is the applicant's responsibility to keep informed of current program requirements.

We look forward to your application,

Kim Davis MSN RN
Dean of Nursing Education and Health Programs

Neil Ross MS
Dean of Student Services

The MATC Board of Directors supports and complies with Title VI and Title VII of the Civil Rights Act of 1964 as amended, Section 504 of the Rehabilitation Act of 1973 and Amendments, The Americans with Disabilities Act, Title IX and all requirements imposed by or pursuant to the regulations of the Department of Health and Human Services and the Department of Education. It is the policy of the Board of Directors that no person in the United States (on the grounds of gender, race, color, national origin, disability, sexual orientation, gender identity, religion, age, genetic information, parental status, military status, or veteran status) shall be excluded from participation in, denied the benefit of, or otherwise subjected to discrimination under any program or activity of, or employment with, Manhattan Area Technical College.

Specific complaints of alleged discrimination should be referred to Title IX/Section 504/ADA Coordinator/ HR Director, 3136 Dickens Ave., Manhattan, KS 66503, 785.587.2800.

Admission Checklist Practical Nursing Program

Completed	Task to Complete
	APPLY TO MANHATTAN AREA TECHNICAL COLLEGE <ul style="list-style-type: none"> Submit an undergraduate admissions application and pay the applicable application fee. Applications can be completed online: APPLY NOW.
	SEND OFFICIAL TRANSCRIPTS <ul style="list-style-type: none"> Send Official high school transcript or GED transcript. Send Official transcripts from ALL current and previously attended colleges/universities for which transfer credit is anticipated. <i>Official transcripts must be sent directly from the college where you took a course to the Registrar at MATC. If the Institution has the capability, official transcripts can be sent via email, to registrar@manhattantech.edu. Please apply to the college before sending transcripts.</i>
	SCHEDULE AN APPOINTMENT WITH AN ACADEMIC ADVISOR <ul style="list-style-type: none"> This is recommended to ensure that you have met all requirements for application and understand the application process thoroughly. Additional meetings can be set up throughout the application process to answer any questions. To schedule an advising appointment book online.
	COMPLETE PREREQUISITES (must attain a minimum grade of "C") <ul style="list-style-type: none"> Anatomy & Physiology, Human Growth and Development, Nutrition, Intermediate Algebra or College Algebra. Additional information can be found on page 5.
	ACTIVE KANSAS CERTIFIED NURSE AIDE CERTIFICATION AT TIME OF APPLICATION <ul style="list-style-type: none"> Additional information can be found on page 5.
	ACQUIRE IMMUNIZATIONS & REVIEW NURSING ESSENTIAL SKILLS AND FUNCTIONAL ABILITIES <ul style="list-style-type: none"> MMR, Varicella, Tdap, Hepatitis B, and COVID Documentation or religious/medical exemption process has been completed. Review the Nursing Essential Skills and Functional Abilities. Additional information can be found on page 6.
	SCHEDULE AND COMPLETE THE ATI TEAS ADMISSIONS EXAM - BY THE APPLICATION DEADLINE <ul style="list-style-type: none"> For information on how to schedule the exam, see pages 10-11. It is important to schedule the exam in advance to ensure a seat is available.
	IF APPLICABLE, SUBMIT TOEFL <ul style="list-style-type: none"> Additional information can be found on page 5. TOEFL wavier forms can be found online if applicants meet certain standards.
	COMPLETE ONLINE SELECTIVE ADMISSION APPLICATION – SEPARATE FROM COLLEGE APPLICATION <ul style="list-style-type: none"> Fill out and upload the appropriate information on the online application after completion of all requirements. <i>Note: This form is online and completed only when all applicable materials are able to be uploaded and pre-requisites completed.</i>
<p>All application materials must be received BY THE APPLICATION DEADLINE to be considered for that application cycle. Late or incomplete applications will be reviewed based upon program capacity and at the discretion of the Dean of Nursing & Health Programs. This includes completion of the ATI TEAS Entrance Exam and prerequisites.</p>	

It is the responsibility of the student to ensure that all required materials for application are received by the application deadline date. Reminder calls will not be made if something is missing or does not meet the criteria, and the application may be invalid. The responsibility for a complete and accurate application is the students. Any packets not meeting the above criteria will be reviewed at the discretion of the Dean of Nursing & Health Programs or designee and based upon program capacity.

Academic Criteria

To be considered for admission in the Practical Nursing program, applicants must meet the following criteria and submit all requested credentials and documentation:

To be given priority, prerequisite courses must be COMPLETED before THE APPLICATION DEADLINE to be considered for admission. Any exceptions to those standards are at the discretion of the Dean of Nursing and Health Programs or designee.

Course Number	Course Title	Credit Hours	Notes
BSC 125	*Anatomy and Physiology	5	Course has a prerequisite of Biology
PSY 125	Human Growth and Development	3	
NTR 105	Nutrition	3	
MAT 110 or MAT 135^	Intermediate Algebra OR College Algebra	3	
Total Credit Hours		14	Table # 1
<p>Applicants must have completed the prerequisite courses with a grade of "C" or higher and a minimum GPA of 2.0. <i>*Course can be completed as one or broken up as two courses (must add up to a minimum of five (5) credit hours).</i> ^College Placement testing may be required to determine where you place in math and English. Consult your advisor for more information, and check well in advance of the semester when you plan to enroll in a math course.</p>			

The following criteria applies to **ALL** applicants:

✓ **Test of Essential Academic Skills (TEAS)**

- The Test of Essential Academic Skills (TEAS) is a requirement for program entry. The test must have been taken within three (3) years of applying to the program. Register for the TEAS through [RegisterBlast](#). TEAS tests are limited to two attempts each academic year. An information sheet outlining the registration process for the exam is available on [pages 10-11](#).
 - Applicants **must score at least a fifty (50) in the math section** and have an **overall proficiency of at least basic**.
 - Study guides for the TEAS may be helpful. The ATI version is available on their website. Generic ones are also available at bookstores. Look for Nursing Entrance Exams. Additionally, there are resources through Manhattan Tech's Teaching and Learning Center (TLC) and online through [Brainfuse](#).
 - Students who complete their TEAS test at Manhattan Tech will not have to provide results. The Office of Admissions will verify the TEAS test scores. **However, students who complete their TEAS test at another institution will have to follow ATI's process for ordering a [TEAS transcript](#) and have it sent to Manhattan Tech.**

✓ **Active Kansas Certified Nurse Aide (CNA) certification**

- All Practical Nursing applicants are required to have an active Kansas Certified Nurse Aide (CNA) certification at time of completion of selective admission application. [CNA classes are available at Manhattan Tech](#).
 - Manhattan Tech schedules CNA courses each semester. [Applicants who hold an active CNA certification from another state must complete the Kansas Department of Aging and Disability Services \(KDADS\) Interstate transfer application and schedule a time to test prior to the application deadline](#). Contact the Kansas Department of Aging and Disability Services (KDADS) at 785-296-6877 to receive more information about this option.
 - Active certificates can be viewed from the KDADS website at www.ksnurseaidregistry.org

The following criterion may apply, **IF APPLICABLE**:

✓ **Test of English as a Foreign Language (TOEFL)**

- Practical Nursing applicants whose primary language is not English must demonstrate English language proficiency before being accepted into the Practical Nursing program. The test used to measure English proficiency as set by Manhattan Tech, according to the KSBN requirements, is the Test of English as a Foreign Language (TOEFL):
 - Writing: 20; Speaking: 20; Reading: 19; Listening: 20

Each area must meet the minimum requirements in the categories listed above. Visit the [ETS website to get more information](#).

Non-Academic Criteria

The following criteria applies to ALL applicants:

Immunizations

These requirements are in place for the health and safety of Manhattan Tech PN students and their patients. By contract with your academic institution, all students participating in patient care in this institution must meet the following health and safety requirements. All documentation must always meet requirements during a clinical course. **The requirements outlined below must be current to apply to the PN program and participate in clinical hours. Refer to the immunization exemptions below for more information.**

- 1) **Measles, Mumps, Rubella (MMR) Documentation**
 - a. Two (2) doses or proof of immunity by titer
- 2) **Varicella (Chickenpox)**
 - a. Two (2) doses or proof of immunity by titer
 - b. Will NOT ACCEPT HISTORY OF CHICKENPOX - Chickenpox is an immunization that is often incomplete. We can only accept proof of vaccination or a titer. We cannot take anyone's testimony that you had chickenpox, not even a physician. Make sure that you have either vaccines or a titer. Paperwork for a low titer will not be accepted.
- 3) **Tetanus, Diphtheria, and Pertussis (Tdap)**
 - a. One (1) dose taken less than 10 years ago - Please ask your healthcare provider to give you the TDAP vaccine.
- 4) **Hepatitis B (Hep B)**
 - a. Three (3) doses or proof of immunity by titer. If your titer is low or no immunity, you should get the vaccine. Paperwork for a low titer will not be accepted. It could take up to 6 months to complete the series as required.
- 5) **COVID-19 Vaccination**
 - a. Pfizer-BioNTech COVID-19 Vaccine series of two doses 3 weeks (21 days) apart **OR**;
 - b. Moderna COVID-19 Vaccine series of two doses 1 month (28 days) apart **OR**;
 - c. Janssen COVID-19 Vaccine single dose

Immunization Exemptions

Manhattan Area Technical College does not require vaccinations. Manhattan Tech partners with multiple health systems and healthcare providers to provide clinical and programmatic experiences for our students; many of our clinical partners require all students to have received COVID-19 and other vaccines before their on-site experiences and training may begin. As a result, unvaccinated students could be precluded from participating in these activities, potentially impacting their ability to complete all program requirements. Students may seek a medical or religious exemption from a clinical partner's COVID-19 vaccination requirement. Approval for an exemption is dependent on the clinical site. Refer [online](#) for the detailed online immunization exemption process.

Nursing Essential Skills and Functional Abilities

[Nursing Essential Skills and Functional Abilities](#) are the essential functions every nursing student is expected to perform and are necessary for successful participation in the PN program. This form will be completed online at the time the application is submitted. These are necessary to provide safe, ethical, and legal healthcare services. Students participating in the PN Program are expected to demonstrate the essential functions listed in this form, with or without reasonable accommodation. These are applicable in classrooms, laboratories, and clinical settings. The nursing program uses independent clinical education sites that may or may not be able to offer the same reasonable accommodations that are made available by the College. Any student wishing to request reasonable accommodations due to a documented disability must initiate the [process for requesting student accommodations](#).

Non-Academic Criteria Continued

Background Check – COMPLETED UPON ACCEPTANCE INTO THE PRACTICAL NURSING PROGRAM

The completion of a criminal background check is one of the admission requirements to the Practical Nursing program. Specific requirements in regards to the background check will be given at orientation. The background check is required to ascertain:

- 1) The ability of students to eventually become licensed in the profession **AND**
- 2) The ability of students to attend mandatory clinical rotations at external facilities in accordance with the requirements of the program.

Because a criminal history can have different effects at the educational, licensure, and employment levels, when a person is considering pursuing a nursing career, it is best to have as much information as possible prior to deciding to enroll in a nursing program. Manhattan Tech encourages individuals who have criminal histories and who are interested in pursuing a nursing career to:

- 1) Contact approved nursing education programs and ask about the programs' enrollment criteria with respect to criminal convictions;
- 2) Review the criminal history information according to the [Kansas Board of Nursing policy 65-1120*](#); **AND**
- 3) Contact healthcare facilities and inquire about hiring criteria with respect to criminal convictions.

****This regulation deems certain criminal convictions could result in denial or restriction of access to a Kansas nursing license. If you have any questions regarding criminal convictions, contact the [Kansas Board of Nursing](#) for additional clarification.***

Acceptance Process

Admission to the Manhattan Tech Practical Nursing program is determined through a competitive selection process. Submission of an application does not guarantee acceptance in the program. Refer to page eight (8) for the Practical Nursing Admissions Scoring Rubric.

If you are admitted into the Practical Nursing (PN) program without having all required prerequisite courses completed at the time of the application deadline, you will be required to have the remaining prerequisite courses completed with a "C" (2.0) or better before the PN program starts. Official transcripts will need to be submitted to the Registrar for these courses. This also applies to those who are placed on the alternate list and then asked to join the PN program.

After the application deadline, completed files will be scored utilizing the [Practical Nursing scoring rubric](#) and applicants that completed an online Practical Nursing application will be notified of their acceptance, alternate, or denied status. **Notification will be emailed via MATC email on the first week of April.** Students should make sure the MATC email is working for application status. This is the official form of communication for the college.

Applicants offered a seat in the program must complete an online letter of intent indicating their plan to accept or decline enrollment in the nursing program by the date designated in the notification. In addition, a non-refundable \$100 deposit must be paid when accepting a seat in the program and will be applied toward program tuition and fees at the start of classes. A student choosing to defer or withdraw their intention will forfeit their deposit.

Failure to respond will result in forfeiture of a seat in the Practical Nursing Program.

Student Responsibilities Upon Acceptance

After acceptance to the program, students will be required to attend program orientation (**generally held in May**). Students will be notified of the date and time of the orientation in the acceptance letter.

Specific information about the bulleted requirements below will be provided at orientation and will need to be completed by the first day of classes. Please do not submit TB skin tests before you receive information at orientation. Students are also required to provide documentation of the following items prior to the first day of class:

- ✓ **Electronic devices***. Laptops are required for the program. Windows-based devices are preferred.
- ✓ **Comprehensive Physical Exam** — Along with meeting all the Nursing Essential Skills and Functional Abilities, a 'Physical Exam' form will be provided at orientation. Students are required to obtain a physical exam within one (1) year before the start date to verify that there are no major health issues that may affect full participation in Practical Nursing program and the clinical and lab exercises.
- ✓ **TB Skin Test (one or two may be needed)** — Students are required to have a TB Skin test performed and provide documentation of the test results. Information provided at orientation.
- ✓ **BLS certification**— Students must have a Healthcare Provider Level BLS certification from American Heart Association that will be active (not expire) throughout the nursing program. **Red Cross BLS certification is not accepted.**
- ✓ **Background Check** – <http://scholar.verifiedcredentials.com/?organization=matc> (*The student is responsible for the additional fee.*)
- ✓ **Drug Testing** - Verification of a negative drug screen is required by the college's clinical partners for the student to participate in the clinical portion of the nursing programs. (*The student is responsible for the additional fee.*)
- ✓ **Health insurance**—students are required to hold health insurance during their enrollment at MATC in the nursing program.

Failure to provide the items listed above may result in dismissal from the program.

Electronic Requirements Upon Acceptance*

All PN students are required to own and bring a **laptop** to class that meets the following criteria:

- Operating System - Microsoft Windows 10, Apple OSX 10.14 Mojave, or Ubuntu 20.04 LTS or newer
- Processor/Memory - Intel Core i5 or AMD Ryzen or better, 8GB of RAM for typical use
- Microsoft Office is required; MATC provides this software package to students enrolled in full time programs. Find out how to get yours [HERE](#).

System Requirements to View Manhattan Tech Courses – PN Program

In order to view the necessary components of MATC courses, it is vital that the following items be functioning on your computer. Please keep the following information in mind:

- **Laptop:** Window 10 recommended
- Chromebooks and tablets are **NOT** supported by the testing software
- Browser - We recommend a browser such as Mozilla Firefox or Google Chrome
- Internet Connection: cable or DSL highly recommended; accessible and reliable connection necessary

Full list of system requirements is available [online](#).

Reapplication

Applicants who are not selected for admission and are looking to reapply must complete a Practical Nursing Application Packet and submit it by the next application deadline. Manhattan Area Technical College Admissions Applications are good for three (3) years. No documents submitted in previous application cycles are available for students and will need to be resubmitted. Those not selected for admission are encouraged to talk with their advisor about how to increase their admissions scores and are required to submit a new packet.

Practical Nursing Admissions Scoring Rubric

Since the Practical Nursing program is a selective admission program, the scoring rubric (located below) will be used to determine the applicants selected. The completion of the online PN application does not guarantee a position in the program. Any tiebreaker will be based upon the TEAS overall test score. **Additionally, students must score a valid score in each area of the rubric below to be considered for priority admission into the program. N/A is not considered a valid score. If an applicant does not have a score on a particular row, then the student does not qualify for priority admission and their application will be reviewed on a case-by-case basis.** Students who do not qualify for admission are encouraged to follow up with an academic advisor to see what they can do to improve their scores.

Part A – Pre-Requisites and TEAS Score					
Points	1	2	3	4	Scores
Letter Grade for: • Anatomy and Physiology	N/A	C	B	A	
Letter Grade for: • Human Growth and Development	N/A	C	B	A	
Letter Grade for: • Intermediate Algebra OR • College Algebra	N/A	C	B	A	
Letter Grade for: • Nutrition	N/A	C	B	A	
TEAS Academic Preparedness Level	Basic	Proficient	Advanced	Exemplary	
TEAS Mathematics Adjusted Individual Score	50-69	70-79	80-89	90-100	
<i>Total of Section A</i>					
Part B – Additional Points					
Points	1	2	3	4	Scores
College Algebra or Higher	Yes	N/A	N/A	N/A	
<i>Total of Section B</i>					
<i>Total of Sections A and B</i>					

Any transfer credit granted with a grade of "P" will be awarded "C" (2 points).

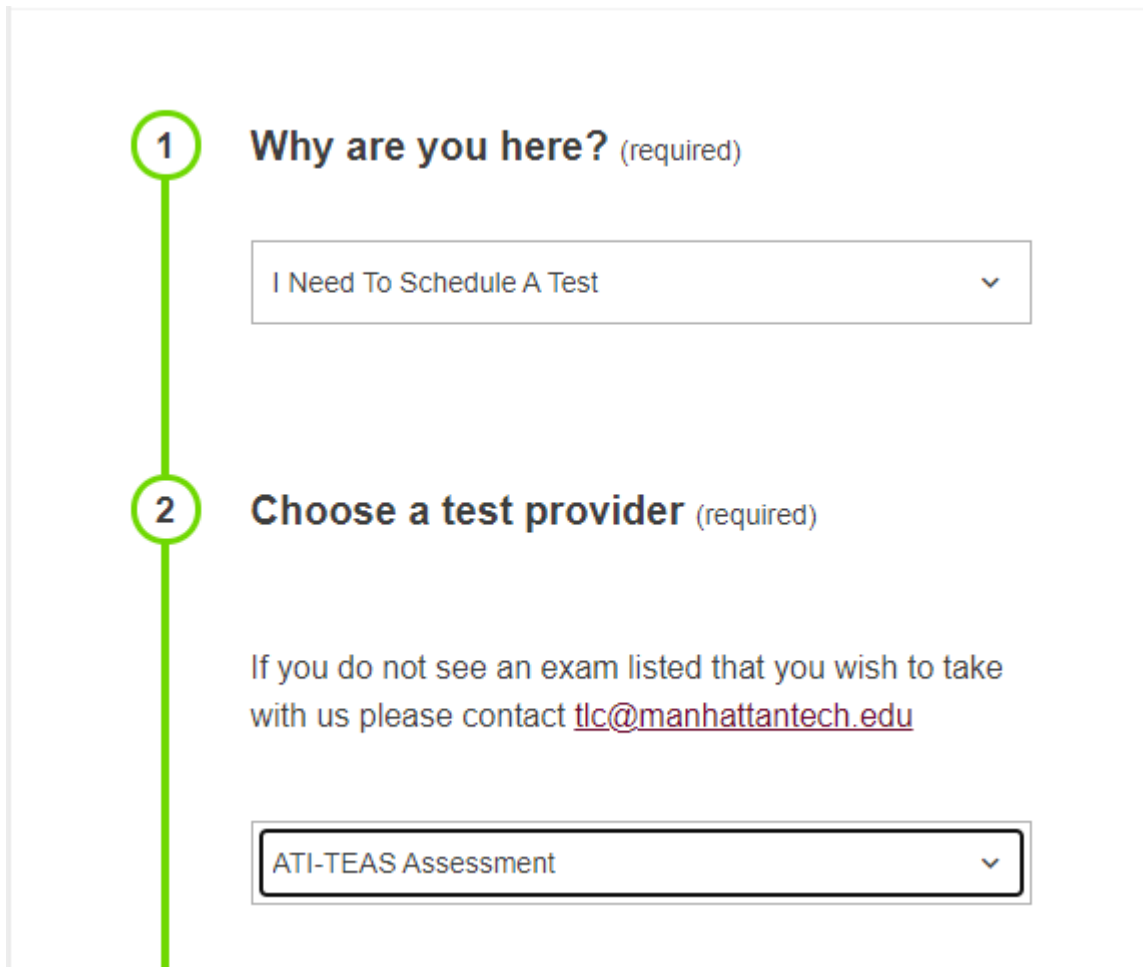
Any applicant utilizing a class higher than Intermediate Algebra on this rubric will score a bonus point in the math section.

Deadline: Your Manhattan Tech Admissions Application **AS WELL AS** the required online Selective Admission Application and corresponding documents must be received on or before the application deadline to be considered for admission into the Practical Nursing program. **Any packets not meeting the above criteria, or the deadline will be reviewed at the discretion of the Dean of Nursing & Health Programs or designee and based upon program capacity.**

How-To: Register for ATI TEAS Exam Practical Nursing

Step 1: Register for the TEAS

- a. Registering for the TEAS Test is completed online through [RegisterBlast](#)
- b. Upon reaching the site, select the information below for questions 1 and 2, then follow the rest of the prompts, and complete the payment.



1 Why are you here? (required)

I Need To Schedule A Test

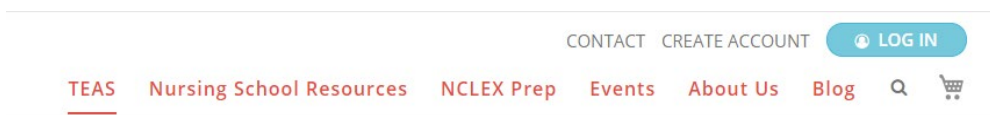
2 Choose a test provider (required)

If you do not see an exam listed that you wish to take with us please contact tlc@manhattantech.edu

ATI-TEAS Assessment

Step 2: Create and Account on ATI's Website

- a. Go to www.atitesting.com
- b. Click on the "**Create an account**" button, located in the upper right of the webpage.



How-To: Register for TEAS Exam Continued

- c. Fill in all of the **asterisked fields**. Asterisked fields are required information necessary to create a new account. If you have already created an ATI account, please update your profile information. At page 4 enter “Manhattan Area Tech College PN.”

Institution Info ✕

Required*

Institution*

Manhattan Area Tech College PN

Student ID

Credentials

PhD, RN, BSN, MSN, MS, NP, AACE

Non-degree seeking

Expected Graduation Date*

MM/DD/YYYY

PREVIOUS Step 4 of 7 CONTINUE

- d. Bring this username and password information with you to your test session.

Check your email for your registration confirmation for the TEAS test. If you do not get this confirmation email and you are scheduled to test at MATC, please follow up with the Teaching and Learning Center (TLC).

If you are having difficulties at any point, feel free to call the Teaching and Learning Center at 785-320-4584

Additional Information

You will be taking the TEAS. Study Guides can be obtained to help prepare for this exam through various places, for example: www.atitesting.com, www.amazon.com, local libraries, Android Marketplace, Apple Store, and Manhattan Tech Teaching and Learning Center (limited copies available).

On Test Day: Bring your ATI username, password, and photo ID with you to your test.

Reminder: Students are encouraged to take the TEAS test at Manhattan Tech because TEAS score results are provided to Manhattan Tech automatically. **Students taking the TEAS at locations other than Manhattan Tech must order an official TEAS transcript from the ATI online store. Any fees associated with ordering official TEAS transcripts will be the student's responsibility.**

Explanation of Immunization Requirements

All immunizations below need to be completed and submitted with the selective admission application. Religious or Medical Exemption procedures are noted on [HERE](#).

Refer to the [CDC's Recommended Child and Adolescent Immunization Schedule](#) for additional guidance.

MMR (Measles/Rubeola, Mumps, & Rubella)

Options to meet this requirement:

1. Provide a copy of proof showing a positive IgG antibody titer for Measles/Rubeola, Mumps and Rubella.
 - a. If the titer results are POSITIVE, attach a copy of the lab results to the nursing admissions application.
 - b. If any of the titer results are NEGATIVE or EQUIVOCAL, you must get your MMR series. After the first shot you will be required to complete the second MMR after 28 days and submit proof to Manhattan Tech.

OR

2. Show proof of or complete one series of MMR immunizations. One "series" of immunizations includes immunization for each disease on separate dates at least 28 days apart.

Varicella (Chickenpox)

Options to meet this requirement:

1. Provide a copy of proof of positive IgG antibody titer for Varicella
 - a. If the titer results are POSITIVE, attach a copy of the lab results to the nursing admissions application.
 - b. If the titer results are NEGATIVE or EQUIVOCAL, you must get your first Varicella vaccination and the second Varicella must be completed after 30 days and submit proof to Manhattan Tech.

OR

2. Show proof of or complete one series of Varicella immunizations. One "series" of immunizations includes two shots separated at least 30 days apart.

Tetanus/Diphtheria/Pertussis (Tdap)

Options to meet this requirement:

1. You must provide proof of Tdap vaccination, followed by a Tdap booster every 10 years.

Hepatitis B (Hep B) - Series could take up to 6 months to complete so plan accordingly.

Options to meet this requirement:

1. Provide a copy of proof showing a positive IgG antibody titer for Hep B.
 - a. If the titer results are POSITIVE, attach a copy of the lab results to the nursing admissions application.
 - b. If the titer results are NEGATIVE or EQUIVOCAL, you must get your Hep B series. You must obtain the first injection, then the second injection is given 1 to 2 months after the first dose, and the third injection is 4 to 6 months after the first dose.

OR

2. Show proof of or complete one series of Hep B immunizations. You must obtain the first injection then the second injection is given 1 to 2 months after the first dose, and the third injection is 4 to 6 months after the first dose.

COVID-19 Dose(s)

Options to meet this requirement:

1. Pfizer-BioNTech COVID-19 Vaccine series of two doses 3 weeks (21 days) apart

OR

2. Moderna COVID-19 Vaccine series of two doses 1 month (28 days) apart

OR

3. Janssen COVID-19 Vaccine single dose

The essential skills and functional abilities outline reasonable expectations of a student in a professional nursing program for the performance of common functions. The student must be able to meet the following requirements to apply for admission and continuation in a nursing program.

Minimum abilities expected include, but are not limited to the following:

Essential Functions	Definitions	Examples
Observation	Ability to participate actively in all demonstrations, laboratory exercises, and clinical experiences in the Nursing program component and to assess and comprehend the condition of all clients assigned to him/her for examination, diagnosis, and treatment. Such observations and information usually require functional use of visual, auditory, and somatic sensations.	<ul style="list-style-type: none"> • Visually discriminating incremental readings on syringes and other various medical equipment • Visually discriminating between different colored objects • Discriminating between auditory stimuli • Perform a comprehensive assessment of patients
Communication	Ability to communicate effectively in English using verbal, non-verbal, and written formats with faculty, students, clients, families, and all members of the healthcare team. Ability to read English and interpret without assistance.	<ul style="list-style-type: none"> • Patient teaching • End of shift reports • Documentation in legal records/charts • Medication records • Transcribe doctor's orders from a chart, interpret, and implement • Collaborate with members of a healthcare team
Motor	Sufficient motor ability to execute the movement and skills required for safe and effective care and/or emergency treatment.	<ul style="list-style-type: none"> • Standing for long periods of time (8-12 hrs./day) • Lifting up to 50 lbs. • Performing one person and/or two-person transfers • Turning, log rolling, and ambulating another person • Manipulating equipment • Performing patient care procedures with finger and manual dexterity (i.e., starting IVs, phlebotomy, dressing changes, catheterization)
Intellectual	Ability to collect, interpret, and integrate information and make decisions. Ability to read and interpret the English language without assistance.	<ul style="list-style-type: none"> • Transcribe orders from a chart, interpret the orders, and intervene • Display critical thinking abilities in planning patient care- analyze data, formulate a diagnosis, and prioritize care
Behavioral and Social Attributes	Possess the emotional health and stability required for full utilization of the student's intellectual abilities, the exercise of good judgment, the prompt completion of all academic and patient care responsibilities, and the development of mature, sensitive, and effective relationships with clients and other members of the healthcare team. Possess the ability to tolerate taxing workloads, function effectively under stress, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in clinical/practicum settings with patients. Possess compassion, integrity, concern for others, and motivation. Possess the ability to demonstrate professional behaviors and a strong work ethic and respect professional boundaries.	<ul style="list-style-type: none"> • Utilize intellectual abilities • Exercise good judgment and complete tasks within required time limits • Demonstrate the emotional health required for full utilization of intellectual abilities and exercise of good judgment • Show integrity, concern for others, interpersonal skills, interest, and motivation

Notice: Students participating in a nursing program are expected to demonstrate the essential functions listed in this form, with or without reasonable accommodation. These are applicable in classrooms, laboratories, and clinical settings. The nursing program uses independent clinical education sites that may or may not be able to offer the same reasonable accommodations that are made available by the College. Any student wishing to request reasonable accommodations due to a documented disability must initiate the [process for requesting student accommodations](#).