



**Self-Advising Sheet: Nursing Admission Criteria  
Practical Nurse (PN) Program  
Fall Admission ONLY  
Application deadline: January 31<sup>st</sup> 4:00 p.m. (HST)**

Nursing application available on our website at: <http://maui.hawaii.edu/nursing>

1. **Hawaii Residents: Preference for admission to the nursing program is given to Hawaii residents over any qualifying non-residents (including military exempt students). Before any non-residents are considered, the list of qualified Hawaii residents MUST be exhausted FIRST.**
  - a. Example:
    - i. *Scenario:* Non-resident student earned an “A” in all required pre-requisite courses, earned 5 points for the TEAS, and earned all the additional points. Hawaii resident earned a “C” in all required pre-requisite course, earned 3 points for the TEAS, and did NOT earn any additional points.
    - ii. *Result:* **The Hawaii resident will be accepted over the non-resident.**
    - iii. Students are responsible for working closely with Admissions & Records to determine what the requirements are for establishing residency.
2. ALL nursing courses not acquired at a University of Hawaii Campus will NOT be accepted and does NOT meet the requirements of UHMC’s nursing program. If you completed a practical nurse program at a Non-UH campus and you are interested in continuing your education within an RN program, your courses will NOT be accepted and you will be required to complete the entire RN program.
3. Students interested in the PN program, **MUST** complete the nursing program application by the Jan. 31<sup>st</sup> deadline as requirements are the same.
4. To apply to the PN program, students must pass all pre-requisite courses with a “C” grade or better and pass the TEAS admission exam. In the meantime, you have the option of selecting Liberal Arts or unclassified (not covered by financial aid) as your major.
5. To schedule advising appointments please call (808) 984-3306.
6. When completing the nursing program application, students will have two options to select from. If you are interested in applying to the PN program, choose the “Practical Nurse Program” option.
7. Notification of selection to the PN program will be made in March. All students accepted to the PN program will be required to confirm acceptance to the program and to attend the PN nursing previews.
8. If the PN list is exhausted and the 10 spots are not filled, students that applied to the RN program and did not get accepted but meet the minimum requirements will be notified of the availability of spots in the PN program. Students will then be selected based on rank.
9. If the PN and RN list is exhausted and the 10 spots are not filled for the PN program, a PN application will be made available to the general student population.
10. Submit a UH Maui College Admission application if you are **NOT** a current student at a UH System campus.
  - a. Please see website for more information if you are a current UH student.
  - b. If you are **NOT** a current student at a UH System campus, you will be required to submit a “**Health Clearance**” form to the UH Maui College Health Center or Fax: (808) 242-1578 before you can register for courses.
11. If courses were **NOT** taken at a UH System campus, then official transcripts **MUST** be sent directly from your previous institution to UHMC.
  - a. Send transcript(s) to: UH Maui College Admissions and Records Office (310 W. Kaahumanu Avenue, Kahului, HI 96732) by the post-marked deadline – Jan. 31<sup>st</sup>.
  - b. All students with courses outside of UH Maui College (including UH campuses) must submit a “**Transcript Evaluation Request**” form to Admissions and Records by the post-marked deadline – Jan. 31<sup>st</sup>. The Transcript Evaluation Request form is NOT the form used to request transcripts. The Transcript Evaluation Request form is used for students to request that courses at another UH Campus be transferred to UHMC or courses from non-UH campuses be reviewed to determine if any equivalencies are possible.
    - i. The official transcript evaluation takes precedence over **any and all** unofficial transcript evaluations.
  - c. ALL official evaluations **MUST** be completed by the post-marked deadline – Jan. 31<sup>st</sup>.

12. Complete the online Nursing Program Application by Jan. 31<sup>st</sup>: <http://maui.hawaii.edu/nursing>
  - a. If you **DID NOT** complete an ATI-TEAS EXAM at a UH System campus, you **MUST** submit an official TEAS report (via ATI-TEAS) to the UHMC Nursing Department (310 W. Kaahumanu Avenue, Kahului, HI 96732) by the post-marked deadline – Jan. 31<sup>st</sup>. *We will NOT accept unofficial reports for TEAS Exams taken outside of a UH System campus.*
  - b. Information about the TEAS can be found at [www.maui.hawaii.edu/teas](http://www.maui.hawaii.edu/teas)
13. **Students that complete the PN program and are interested in returning to UHMC’s nursing program to complete the RN program must successfully complete the following requirements:**
  - a. Complete UHMC’s Practical Nurse program.
  - b. Pass license examination (NCLEX-PN) to become a Licensed Practical Nurse (LPN).
  - c. Work as an LPN for 12-months (NO EXCEPTIONS).
  - d. Complete the following courses:
    - i. NURS 211
    - ii. NURS 212
    - iii. PHRM 203 – if you haven’t done so already.
    - iv. NURS 230 (8-weeks: continuation of the NURS 230 course taken during the PN program).
14. ALL students are encouraged to apply to multiple nursing programs. If you choose to apply to more than one nursing program, please contact the respective school(s) for advising and programmatic information.
15. Students are responsible for acquiring health care work experience - UHMC does not place students.
16. You are responsible for seeking out information about various programs. All students are encouraged to think critically and research the various options available in the medical field. Counselors are here to provide you with advice and general guidance. It is your responsibility to ensure that you are making the best decision for your current situation.
17. **UHMC Nursing pre-admission requirements are subject to change.**



## Self-Advising Sheet

### Practical Nursing Admission Criteria

#### SPRING Admission ONLY - Application deadline: Jan. 31<sup>st</sup>

Required Pre-Requisite Courses	Course	Number	Credits	Grade	Semester	Year	Possible Points	My Points (Refer to Chart on Page 2)
PHYL (ZOOL) 141* Human Anatomy & Physiology I	DB	141*	3				4	
PHYL (ZOOL) 141L* Human Anatomy & Physiology Lab I	DY	141L*	1					
PHYL (ZOOL) 142* Human Anatomy & Physiology II	DB	142*	3				4	
PHYL (ZOOL) 142L* Human Anatomy & Physiology Lab II	DY	142L*	1					
FAMR 230 Human Development or PSY 240 Developmental Psychology	DS	FAMR 230 or PSY 240	3				4	
Micro 130* General Microbiology	DB	MICRO	130*	3			4	
ENG 100 Composition I	FW	ENG	100	3			4	
Humanities Elective**	DA, DH, or DL			3			4	
Math 100, Math 103, Math 115*** -	FS	MATH		3			4	

#### REQUIRED ADMISSION EXAM

TEAS (Test of Essential Academic Skills). Minimum of 3 points required to apply.	TEAS Sections →	Individual Adjusted Score (IAS)	Reading	Math	Science	Eng./Lang	Possible Points: Individual Adjusted Score (IAS)	My Points
	Minimum Scores Required →		58.7%	69%	63.3%	45.8%	60%	
<ul style="list-style-type: none"> <li>The minimum score for each of the four sections above (Reading, Math, Science, and Eng./Language Usage) MUST be met.</li> <li>TEAS Score is valid for three (3) years.</li> <li>The TEAS can be taken three (3) times in a 12-month period. The date of your first attempt is the beginning of your 12-month period.</li> </ul>							58.7 (IAS) = 3 pts.	
							78.0 (IAS) = 4 pts.	
							90.7 (IAS) = 5 pts.	

#### ADDITIONAL POINTS – Highly Recommended

Health Care Work Experience	*Minimum: 6 months of paid health care work experience (Nurse Aide=2 points, other health care experience=1 point). *Refer to health care experience rubric below.						1-2	
Micro 140 General Microbiology Laboratory	DY	MICRO	140	2			1	

#### Recommended – Not Required for PN Admission

NURS 100 – additional points are not given for taking the course.								
ENG 102 - Reading								

- The ZOOL courses are now listed in UHMC’s class availability and STAR GPS as PHYL.
  - PHYL 141/141L = ZOOL 141/141L
  - PHYL 142/142L = ZOOL 142/142L
- BIOL 130/130L via Kapiolani Community College may **NOT** be used to meet the PHYL/ZOOL 141/141L pre-requisite requirement.
- **In Progress Points:** Students who are “in process” when taking a class and applying to the nursing program will be given half points for that class for the nursing admission application.
- **Repeat Policy:** Effective FALL 2012, courses may be repeated once to raise a grade. The higher grade will be utilized.
- **\*Ten-year Rule:** Science courses (ZOOL (PHYL) 141, ZOOL (PHYL) 141L, ZOOL (PHYL) 142, ZOOL (PHYL) 142L, and MICR 130) have a ten-year expiration limit. ONLY the lecture portion of the course **MUST** be repeated if expired.
- **\*\*Humanities Elective:** Includes Art, Com 130, Dance, Drama, East Asian Languages, English 104, and 106,209,210,250-257, Filipino, Hawaiian, Hawaiian Studies (except 211), History, Humanities, Ilokano, Japanese, Linguistics, Music, Philosophy, Religion, Spanish, and Speech.
- **\*\*\*MATH 115:** Students that plan on pursuing a BSN should complete MATH 115. However, if you plan on pursuing ONLY the ASN, MATH 100, 103, or 115 will meet the ASN pre-admission and graduation requirement.

**Points are awarded as follows:**

<b>PHYL/ZOOL 141</b> (4 credits)	<b>A</b>	<b>B</b>	<b>C</b>
<b>Points</b>	<b>4</b>	<b>3</b>	<b>1</b>

<b>PHYL/ZOOL 142</b> (4 credits)	<b>A</b>	<b>B</b>	<b>C</b>
<b>Points</b>	<b>4</b>	<b>3</b>	<b>1</b>

<b>MICRO 130</b> (3 credits)	<b>A</b>	<b>B</b>	<b>C</b>
<b>Points</b>	<b>4</b>	<b>3</b>	<b>1</b>

<b>MATH 100, 103 or 115</b> (3 credits)	<b>A</b>	<b>B</b>	<b>C</b>
<b>Points</b>	<b>4</b>	<b>3</b>	<b>2</b>

<b>FAMR 230 or PSY 240</b> (3 credits)	<b>A</b>	<b>B</b>	<b>C</b>
<b>Points</b>	<b>4</b>	<b>3</b>	<b>2</b>

<b>Humanities Elective</b> (3 credits)	<b>A</b>	<b>B</b>	<b>C</b>
<b>Points</b>	<b>4</b>	<b>3</b>	<b>2</b>

**Points if ZOOL 141/142 lecture and lab taken separately:**

<b>ENG 100</b> (3 credits)	<b>A</b>	<b>B</b>	<b>C</b>
<b>Points</b>	<b>4</b>	<b>3</b>	<b>2</b>

<b>PHYL/ZOOL 141 or 142 Lecture</b> (3 credits)	<b>A</b>	<b>A</b>	<b>B</b>	<b>B</b>	<b>C</b>	<b>C</b>
<b>PHYL/ZOOL 141L or 142L</b> (1 credit)	<b>B</b>	<b>C</b>	<b>A</b>	<b>C</b>	<b>A</b>	<b>B</b>
<b>Points</b>	<b>3.75</b>	<b>3.25</b>	<b>3.25</b>	<b>2.5</b>	<b>1.75</b>	<b>1.5</b>

**Test of Essential Academic Skills (TEAS) Version VI  
REQUIRED Pre-Admissions Exam  
University of Hawaii Maui College Nursing Program**

**Registration**

- 1) Go online to <http://www.atitesting.com> and create your user account.  
*Remember your username & password as you will need it to login to access the test.*
- 2) Click on “Student Login”
- 3) Click on “Online Store”
- 4) Under the “Register for...” tab, click on “TEAS”
- 5) Enter: Program Type - TEAS for Nursing Students
- 6) Select location
- 7) Select date that works best for you. Click “Register”
- 8) Make Payment
- 9) Bring copy of payment confirmation with you to The Learning Center on the exam date.

**Location Administered** The Learning Center, UH Maui College, Maximum 4 seats per session.

**Dates & Times**  
**Date:** Select when you register for the exam  
**Time:** 9:30 am – 1:30 pm

**Cost** \$115.00 (fee includes test and test administration) – **NO REFUNDS** (No exceptions).  
 Registration closes at midnight 3 days prior to the test date.

**ALLOWED** Valid photo ID, ATI ID and password, car keys (if driving).

**NOT ALLOWED** Cell phones, I-pads, calculators, laptops, and all other electronic devices are not allowed.

**Test results** Test results will be available immediately following the test. Your score will automatically be available to UHMC at no additional cost.  
*\*If you take the exam elsewhere, you need to have the official test results sent from ATI.*

**MINIMUM Passing Score** **Minimum scores required in ALL areas of the TEAS-VI in order to apply to the Nursing Program.**

REQUIRED ADMISSION EXAM								
TEAS (Test of Essential Academic Skills). Minimum of 3 points required to apply.	TEAS Sections →	Individual Adjusted Score (IAS)	Reading	Math	Science	Eng./Lang	Possible Points: Individual Adjusted Score (IAS)	My Points
	Minimum Scores Required →	58.7%	69%	63.3%	45.8%	60%	3-5 pts.	
	<ul style="list-style-type: none"> <li>The minimum score for each of the four sections above (Reading, Math, Science, and Eng./Language Usage) <b>MUST</b> be met.</li> <li>TEAS Score is valid for three (3) years.</li> <li>The TEAS can be taken three (3) times in a 12-month period. The date of your first attempt is the beginning of your 12-month period.</li> </ul>							58.7 (IAS) = 3 pts.
							78.0 (IAS) = 4 pts.	
							90.7 (IAS) = 5 pts.	

**Total Adjusted Individual Score Points**  
 58.7 = 3 points (*minimum to apply to program*)  
 78.0 = 4 points  
 90.7 = 5 points

**Re-test policy** You may re-test for a maximum of three times PER 12 MONTH PERIOD (REVISED April, 2015) to take the test. Applicants who fail to establish the minimum cut-off score in **each** area will be required to retake the **entire** exam. There will be NO combination of scores from separate tests.

**Score Validity** Your ATI TEAS score is valid for three years.

<b>Test format</b>	Time limit is 209 minutes (Reading=58 minutes; Mathematics=51 minutes; Science= 66 Minutes; English=34 minutes)
<b>Content</b>	<p><b>Reading:</b> 42 scored questions. Paragraph and Passage Comprehension, Informational Source Comprehension.</p> <p><b>Mathematics:</b> 30 scored questions. Numbers and Operations, Algebraic Applications, Data Interpretation, Measurement.</p> <p><b>Science:</b> 48 scored questions. Human Body Science, Life Science, Earth and Physical Science, Scientific Reasoning.</p> <p><b>English and Language Usage:</b> 30 scored questions. Grammar and Word Meanings in Context, Spelling and Punctuation, Structure.</p>
<b>Study Guide &amp; Apply</b>	<p><b>ATI TEAS Study Manual</b> – Sixth Edition: \$50. <b>ATI Website</b> – Online sample test: <a href="http://www.atitesting.com">www.atitesting.com</a> <b>Amazon</b> <b>Barnes &amp; Nobles</b> <b>The Learning Center</b> - Copies of the guide are available <b>UHMC Book Store</b> <b>Google Play</b> – ATI TEAS Exam Prep</p>
<b>Accommodations</b>	Reasonable accommodations will be provided for students with documented physical, sensory, systemic, cognitive, learning and psychiatric disabilities. If you believe you have a disability requiring accommodations, please notify Catherine Taylor - Disabilities Coordinator at 984-3227 or Telecommunication Device for the Deaf (TDD) 984-3325 or the Text Telephone (TT) replay service at 643-8833. The Disabilities Coordinator will verify your disability and provide the testing coordinator with the recommendations for appropriate accommodations.
<b>NLN Test Scores</b>	NLN Pre-Nursing Test scores are no longer accepted by our program.
<b>FAQ's</b>	<p>Can I get a refund if I register for more than one exam date and pass the TEAS on the first attempt?</p> <ul style="list-style-type: none"> <li>• Unfortunately, ATI will not provide you with a refund. No refunds (no exceptions).</li> </ul> <p>Can I take breaks in between test sections?</p> <ul style="list-style-type: none"> <li>• It is recommended that you take a break after the second section, but you will be allowed to take SHORT breaks in between each section if needed.</li> </ul> <p>Does the test allow me to skip questions and return later?</p> <ul style="list-style-type: none"> <li>• No, students are not able to skip questions.</li> </ul>

**HEALTHCARE EXPERIENCE POINT ASSIGNMENT RUBRIC  
(RANGE 0-2 POINTS)  
ADMISSIONS PROCESS AND QUALIFICATION DETERMINATION**

**PURPOSE:** The UHMC Nursing Program faculty sees the **benefit** of direct patient care experience which is founded on candidates' providing ADL care; what (certified) nurse aides are trained to do. The **aim** of the aforementioned is so that the incoming student will already have **PRACTICE experience**. That is, some familiarity and experience of interacting and engaging with patients in a formal clinical setting. Nursing faculty have found that this puts practiced students at an advantage over students with little or no experience, in **RELATING** to patients/residents and what direct care is, means, and how it is evaluated through performance measures (time mgt, organizational skills, and prioritizing).

For determination of point assignments concerning healthcare experience, if any, please refer to the following rubric:

<b>0</b>	<b>1</b>	<b>2</b>
<ul style="list-style-type: none"> <li>• No healthcare experience</li> <li>• Only clinical practicum associated with Home Health Aide or Certified Nurse Assistant coursework</li> <li>• Care provided for farm animals (e.g. Veterinary Tech)</li> <li>• Care provided for a loved one or acquaintance</li> </ul>	<p>Some experience in working with the public or a significant other through providing emergency services, taking health histories, writing event reports (scribing), providing complementary therapies, and home care.*</p> <p>1) <b>Minimum length of time required is six months. The service does not have to be consecutive but must have occurred within the last two years (prior to applying).</b> The length of time can be accrued via multiple employers over a specific period of time over a two-year period of time.</p> <p>2) If the applicant has provided direct care for a loved one or acquaintance", the student <b>must provide certified documentation</b> (via the patient's PCP, Case Worker, etc.) that direct patient care has been or is being provided.</p> <p>*Eligible for one point because candidate does NOT meet the criteria (definition, role, or responsibilities) for Nurse Assistant</p>	<p>Excerpted from 2017-2018 UHMC Catalog to indicate a broad <b>definition of Nurse Assistant:</b></p> <p><i><b>Nurse Assistant:</b> Individuals who work in hospitals, extended care facilities, private nursing agencies, and home health agencies under the direct supervision of an LPN or RN.</i></p> <p><i>Nurse Assistant role and responsibilities include, but are not limited to:</i></p> <p>Providing basic care to patients and residents, as well as assisting them in daily activities they might have trouble with on their own, such as bathing. Because of the personal nature of the job, nursing <b>assistants</b> should be compassionate and enjoy helping others.</p> <p><i>(either certified or not) with <b>at least 6 mos. of experience is required</b> with an employer who:</i></p> <ul style="list-style-type: none"> <li>• Actively monitors and evaluates the employee's performance</li> <li>• Requires that the nurse assistant work with an assigned patient load (groups of patients/residents).**</li> </ul> <p>** This experience and exposure to multiple patients/significant others and facility policies definitely prepares them for the rigor of the nursing program and what is expected of each student in the provision of safe care in our program's mandated clinical practicum. There is no requirement that the aide be certified -- because all employers do not require so. Faculty also understand that certification is very costly. However, the assistant must be able to provide safe ADL care in accordance with their job description. Employment is verified with an agency during the application process in order to confirm the</p>

		candidate is/was indeed employed as a Nurse Assistant and performing the associated responsibilities of a Nurse Assistant; not as a HHA (who takes patients grocery shopping, cooks for them, or tidies the patient's house).
--	--	---

*JPotter-Dunlop/CreateDoc/4.2.18*