

# LPN-RN Admissions Checklist

Thank you for considering our program! To continue your nursing journey:

- Apply to CPTC at [cptc.edu/apply](http://cptc.edu/apply)
- Returning CPTC student: Ensure you are enrolled at CPTC by verifying with Enrollment Services
  - All prerequisite courses must be completed and grades posted one quarter in advance of applying to the program.
  - If you have taken prerequisite courses at another college, please ensure that your official transcripts are sent via Parchment to Enrollment Services in advance of submitting your application. After grades have been reviewed and verified, you will be notified regarding your status. If all prerequisite coursework was completed at CPTC, a transcript request is not required.
  - **FYI – Processing transcripts can take up to 4 weeks. Please submit early.**
- Apply to [financial aid](#) once you have decided you would like to apply. It takes about 13 weeks to process **completed** financial aid applications.
- Complete the nursing program application.
  - Application cycle runs **April 4, 2026 – May 5, 2026.**
  - Application will be available on the nursing program website.

Things you will need to be successful the day you fill out your nursing school application:

- 1) Personal information
  - Full Name
  - Address
  - Phone address
  - Email address
  - Date of Birth
- 2) Demographics
- 3) CTC link ID number
- 4) Immunization records (See below)
- 5) LPN License (can be found at [Search \(wa.gov\)](#))
- 6) Knowledge of the following date, which are required to begin the program:
  - a. Date 1 - Nursing and Student Success Orientation: Friday, August 28, 2026 – Wednesday, September 2, 2026, TIME: 8AM - 5PM

If you need additional assistance regarding your application, please email us or call to make an appointment:

Sean McCullough  
Phone: 253-589-6013  
[sean.mccullough@cptc.edu](mailto:sean.mccullough@cptc.edu)

If you have questions specifically regarding immunizations. Please email or call

Tasee Bell, Nursing Clinical Coordinator  
253-589-5517  
[Tasee.bell@cptc.edu](mailto:Tasee.bell@cptc.edu)

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**Immunizations** (Be sure your name, providers name and date are on the lab reports or vaccine report you are submitting)

## Measles, Mumps & Rubella (MMR)

- 2 MMR doses of vaccinations, **OR**
- Proof of immunity by positive antibody titer of each of the three components -Rubella, Mumps & Measles. (Lab report re-quired)

## Varicella (Chicken Pox)

- 2 doses of the Varicella vaccinations, **OR**
- Positive antibody titer (lab report required)

## Hepatitis B

- 3 vaccinations and Positive antibody titer **OR**
- Hepilisav-B (2-step vaccination series) and Positive antibody titer **OR**
- Positive HepB sAB (Surface Antibody) titer (lab report is required) **OR**
- If you are a non-responder, please upload a doctor's note stating that you are a non-responder.

## Tuberculosis (2 Step, 1 Step or Blood Test) Provide one of the following:

- **Option A:** Negative 2 step PPD test (2 separate tests done 1-3 weeks apart) within the past 12 months (you must show placement date and read date for both 2 steps) **OR**
- **Option B:** Past negative 2 step PPD test PLUS all subsequent annuals (you must show placement date and read date for all
- of the tests, your most recent test MUST have been completed within the last 12 months) **OR**
- **Option C:** Negative QuantiFERON Gold Blood test within the last 12 months. You must submit a copy of the laboratory re-
- port to meet this requirement. **OR**
- **Option D:** If you have positive results on either a PPD OR QuantiFERON Gold blood test, you must provide a clear chest X-Ray report within the past 3 years **AND** a symptom-free report from your healthcare provider for the current year.

## Tetanus, Diphtheria & Pertussis (Tdap)

- There must be documentation of a Tdap vaccination. If the Tdap vaccine was administered more than 10 years ago, you must also submit a recent TD booster.

## Influenza

- Submit documentation of a seasonal flu shot administered after October 1 of the current year. If after flu season (October to March), flu shot will be needed when available. Must be within the last 12 months.

## COVID

- Must be fully vaccinated. Either 2-dose vaccine OR the most current COVID vaccine offered.

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## LPN-RN Prerequisites

LPN-RN Prerequisites	
Course Offerings (must have an average of B or better)	BIOL& 160
	CHEM& 121
	BIOL& 241
	BIOL& 242
	BIOL& 260
	ENGL& 101
	MATH& 146
	NUTR& 101
	PSYC& 100
	PSYC& 200
NOTES:	<p>Students will need to be finished with their prerequisite courses, the quarter they apply.</p> <p>For instance, if applying in Summer for Fall quarter, you will need to be done with all pre-requisites by the end of summer quarter. If applying for Spring in Fall, you will need to be done with your pre-requisites by the end of fall quarter.</p>





## LPN-RN Transition Program Application

Thank you for your interest in the LPN-RN Transition Program at Clover Park Technical College. The application process consists of several requirements prior to admission to the program. **Please read the entire packet.** *Admission policies are subject to change.* Applicants are accepted under the terms in place at the time the application is received. The student is advised to keep up to date on any changes that might affect their qualifications for acceptance into the LPN-RN Transition program.

### **PROGRAM OVERVIEW:**

The LPN-RN Transition Pathway leading to an Associate Degree in Nursing prepares Licensed Practical Nurses to transition to the Registered Nurse role. Graduates of this program are eligible to take the [NCLEX-RN exam](#). This program will be offered during the evening and weekend hours and on a part-time basis.

The RN provides patient care independently using critically thinking while utilizing the nursing process. Furthermore, the RN works as a member of the interdependent team when carrying out medical interventions under the general direction of a health care provider. RN's are employed by acute care settings, long-term care facilities, outpatient settings, clinics, schools, and many other places. The RN cares for patients utilizing the full scope of the nursing process, administers medications, treatments, performs skilled nursing procedures, and documents in the patient record.

### **PROGRAM COMPONENTS:**

Clover Park Technical College's Associate Degree in Nursing Program consists of five quarters with 38 credits of nursing courses and an additional 15 credits of general education courses above the pre-requisites that were required to enter the Practical Nursing Program. Students must receive a "B-" or better in all technical (nursing) courses to satisfy graduation requirements.

This LPN-RN Transition Program focuses on preparing students to provide individual-centered care through professional nursing practice, honing in on leadership and collaboration through the use of information, technology, safety and communication. Students learn knowledge in the classroom, practice applying this knowledge in the skills laboratory and in clinical settings including simulation to ensure safe individual care. Clinical learning experiences are obtained in various health care settings in the community under the guidance of nursing faculty. Clinical experiences are largely scheduled between 5:00 a.m. and 11:30 PM on weekends. The college reserves the right to schedule clinical experiences up to 50 miles from the college.

### **HEALTH DECLARATION:**

It is essential that nursing students be able to perform a number of physical activities during the clinical portion of the program. This will include lifting/transferring patients, observation/assessment of patient using the physical senses, standing for long periods, performing bending activities, and executing movements required to provide care for patients in a variety of all health care settings. Students must be able to handle stressful conditions. Individuals should carefully consider the mental and physical demands of the program prior to submitting the application.

### **EMPLOYABILITY REQUIREMENTS:**

This occupation requires medium activity and lifting/handling objects weighing up to 50 lbs. and handling body fluids. Nurses are often standing for long periods of time. For safety and protection of patients, student nurses must be able to perform basic cardiac life support, including CPR, and function in stressful and/or emergency situations.

## Admission Requirements:

- Admission to College: Completed CPTC admission application with Practical Nurse listed as your program of study
- Transfer credits will be available through the ctLink homepage.
- Apply for Financial Aid (if desired): Complete the Free Application for Federal Student Aid at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Check student Financial Aid Portal frequently at [www.cptc.edu/financial-aid/portal](http://www.cptc.edu/financial-aid/portal)
- Proof of Completion of Prerequisites: Have all prerequisite courses completed with grades posted to CPTC transcript
  - **If pre-requisite courses taken at CPTC:**
    - No further documentation will need to be provided
  - **If prerequisite's are not taken at CPTC:**
    - Complete Request for Transfer Credit Form and submit to Enrollment Services
      - Form can be found at [Transfer Website: http://www.cptc.edu/transfer-to](http://www.cptc.edu/transfer-to)
      - Contact previous school(s) and request official transcripts be sent to CPTC via:
        - Mail: Enrollment Services  
Clover Park Technical College  
4500 Steilacoom Blvd SW  
Lakewood, WA 98499-4098
        - Email: [evaluator@cptc.edu](mailto:evaluator@cptc.edu)
        - Student may also hand deliver official (unopened) transcripts to Enrollment Services, Building 17.
  - **Applicants must have all of their prerequisite courses completed prior to the quarter you are applying.**
  - For instance, if applying in Spring for Fall quarter, you will need to be done with all prerequisites by the end of Winter quarter. If applying for Spring in Fall, you will need to be done with your prerequisites by the end of summer quarter.

### **Required Prerequisites: Must be completed with an average overall grade of a B- or better:**

- **BIO&160 General Biology w/Lab (5CR)**
- **BIOL& 241 Human A & P 1 w/lab (5CR)**
- **BIOL& 242 Human A & P II w/lab (5CR)**
- **BIOL& 260 Microbiology w/lab (5CR)**
- **CHEM& 121 Intro to Chemistry (5CR)**
- **ENGL& 101 English Composition OR ENGL& 235 Technical Writing (5CR)**
- **MATH& 146 Intro to Stats (5CR)**
- **NUTR& 101 Nutrition (5CR)**
- **PSYC& 100 DIV General Psychology (5CR)**
- **PSYC& 200 Lifespan Psychology (5CR)**
- **COLL 102 College Success (3CR) (not required if you are transferring in 30 credits, have a similar course from another college, or you hold a degree from another college)**

**Immunization Documentation:** All immunizations must be completed (see below) and documentation must be included in the application.

- **Measles, Mumps & Rubella (MMR)**
  - 2 MMR doses of vaccinations, **or**
  - Proof of immunity by titer of each of the three components -Rubella, Mumps & Measles. (Lab report required)
- **Varicella (Chicken Pox)**
  - 2 doses of the Varicella vaccinations, **or**
  - Positive antibody titer (lab report required)
- **Hepatitis B**
  - 3 vaccinations **OR**
  - Heplisav-B (2-step vaccination series) **AND**
  - Positive HepB sAB antibody titer (lab report is required)
- **TB Skin Test (2 Step) Provide one of the following:**
  - Negative 2 step test (2 separate tests done 1-3 weeks apart) within the past 12 months ( you must show placement date and read date for both of the 2 steps) or
  - Past negative 2 step test PLUS all subsequent annuals (latest test must have been done within the past 12 months) or
  - If positive results, clear Chest X-Ray report within the past 3 years and a current year symptom-free report from your healthcare provider or
  - Negative QuantiFERON Gold Blood test. You must submit a copy of the laboratory report to meet this requirement.
- **Tetanus, Diphtheria & Pertussis (Tdap)**
  - There must be documentation of a Tdap vaccination. If the Tdap vaccine was administered more than 10 years ago, you must also submit a recent TD booster.
- **Influenza**
  - Submit documentation of a seasonal flu shot administered after October 1 of the current year. If after flu season (October to March) flu shot will be needed when available.
- **COVID**
  - **Must** be fully vaccinated.
- **Nursing Application Fee:** Non-refundable application fee of \$40.00 payable at the CPTC Cashier's Office or over the phone by calling 253.589.5505.
- **LPN License**

**Requirements upon acceptance:**

Upon acceptance to the LPN-RN Transition Program, you will be required to submit your CPR card (AHA) as well as a copy of your current personal health insurance card. These documents will be required at orientation.

- **CPR card: The only card that will be accepted is a current American Heart Association BLS for Health Care Provider card. All other cards will be rejected.**
- **Personal Health Insurance**

## Nursing Program Application Checklist:

- Complete the college Admission Application if you are a new student at [www.cptc.edu/apply](http://www.cptc.edu/apply).
- Complete your LPN-RN program application starting July 1st, 2024
- Upload immunization documentation for all required immunizations
- If pre-requisites **not** taken at CPTC; provide a copy of your official transcript to Enrollment Services
- Upload a copy of the receipt showing payment of the \$40.00 application fee
- Copy of your LPN License

Submit your completed application online at <https://www.cptc.edu/programs/nursing>. Your application packet will be date/time stamped when the entire application is received. Partial applications will not be processed for admission to the Practical Nursing program.

Clover Park Technical College  
4500 Steilacoom Blvd SW  
Lakewood WA 98499  
Nursing Program – Building 21,  
Room 202

[nursingprogram@cptc.edu](mailto:nursingprogram@cptc.edu)

### Acceptance Dates:

- Fall 2026: April 4<sup>th</sup> – May 5<sup>th</sup>, 2026.