



**MIDWAY COLLEGE
ADN PROGRAM
NURSING APPLICATION**

We are pleased that you are considering Midway College ADN Program. Midway is accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, P. 404-975-5000, F. 404-975-5020, www.nlnac.org and has full approval of Kentucky Board of Nursing, 312 Whittington Pky, Suite 300, Louisville, KY 40222, P. 502-429-3300, F. 502-429-3311, <http://kbn.ky.gov>.

The following application form should be filled out as completely and accurately as possible. All information is kept confidential and is used for the nursing Program Evaluation process only. This information will not be released to any other entities within or outside of the college unless a written consent is given by you, the applicant.

Please return pages 9, 10 and 11 and retain the remaining pages for your records. Please mail the application and recommendation letters to:

**Midway College
ADN Nursing Program
512 East Stephens Street
Midway, KY 40324**

NOTICE OF NON-DISCRIMINATION

Midway College does not discriminate on the basis of race, color, religion, national or ethnic origin, marital status, age, or disability in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other College-administered programs or in its employment practices. In conformity with Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 and its implementing regulation at C.F.R. Part 106, it is also the policy of Midway College not to discriminate on the basis of sex in its educational programs, activities or employment practices. The admission of women only in the Traditional Day Programs is in conformity with a provision of the Act. For additional information, contact the College's Title IX Coordinator: Anne Cockley, Director of Human Resources, 11 Pinkerton Hall, 512 East Stephens Street, Midway, Kentucky 40347-1112, (859) 846-5408.

Midway College is committed to providing an environment that is safe and provides appropriate motivation to insure a creative and productive work force and academic setting. To this end, Midway College endorses the philosophy that the campus should be free from the detrimental effects of drugs and alcohol. To insure student and worker safety and workplace and classroom integrity, Midway College prohibits the illegal manufacture, possession, distribution, or use of alcohol, controlled substances, and illicit drugs on its campus or as part of any of its activities. Further, except for employees and guests living in private residences of the college or college residences leased for private use, by authority of the Board of Trustees, possession and use of alcoholic beverages on the campus by employees, students, or guests is prohibited. The Midway College Alcohol Policy approved in 2003 limits the serving of alcohol only as approved by the college president.

Kentucky Board of Nursing Policy on Requirements for Licensure Applicants with Criminal Convictions



State law requires that licensed individuals report criminal convictions to the Kentucky Board of Nursing within ninety (90) days of the conviction, KRS 314.109. Kentucky Board of Nursing Administrative Regulations 201 KAR 20:370, application for licensure and registration, also require applicants to report criminal convictions and states what must be submitted when reported.

This brochure addresses the most commonly asked questions by individuals with criminal convictions. For additional information, contact the Board office or visit our website.

KENTUCKY BOARD OF NURSING
312 Whittington Pkwy, Suite 300
Louisville, KY 40222-5172
1-800-305-2042 or 502-429-3300, Ext. 238 or 243
<http://kbn.ky.gov>

What criminal convictions must I report to KBN?

The *Kentucky Nursing Laws* require that **ALL** misdemeanor and felony convictions occurring in Kentucky or any other state, regardless of when they occurred, must be reported to the Kentucky Board of Nursing (KBN). Federal and military convictions must also be reported. Any person licensed by the KBN shall, within ninety (90) days of entry of the final judgment, notify the KBN in writing of any misdemeanor or felony criminal conviction in this or any other jurisdiction. Upon learning of any failure to notify the KBN under this section, the KBN may initiate disciplinary action under KRS 314.089

How do I know whether I've been convicted of a crime?

You have been convicted if you have pled guilty to, entered an *Alford* plea or *Nolo Contendere* plea, have entered into a pre-trial diversion program or were found guilty of a criminal offense in any court. You should contact the court to determine whether the conviction was a violation, misdemeanor or felony offense.

What if my charge was dismissed?

You are not required to report charges that have been dismissed by the court.

Do I report convictions when I was a juvenile?

Juvenile convictions that occurred when you were under the age of 18 do not need to be reported unless you were convicted as an adult.

Which convictions need to be reported and what documents do I need to submit?

For felony convictions:

- ❖ All felonies must be reported
 - Submit a letter of explanation for each conviction
 - Provide certified copy of court records.

For misdemeanor convictions:

- ❖ All DUI's are misdemeanors and **MUST** be reported
 - Submit a letter of explanation for each conviction
 - Provide certified copy of court records
- All other misdemeanors five (5) years old or less must be reported
 - Submit a letter of explanation for each conviction
 - Provide certified copy of court records
- All other misdemeanors over five (5) years old must be reported,
 - No documentation required
- Traffic related misdemeanors do not have to be reported.

When do I send the information to the KBN?

The letter of explanation and certified copy of the court record must accompany your letter of self-report and/or your application.

What is the letter of explanation?

The letter of explanation is a personally written summary of the events that led to your conviction. It gives you the opportunity to tell what happened and to explain the circumstances that led to your conviction.

Where do I get the certified copy of the court record?

You should contact the court clerk in the county where the conviction occurred to obtain a certified copy of the court record. The certification verifies the conviction, date of the conviction and the judgment entered against you.

What if the court can't find a record of my conviction?

If a court record has been "purged" or expunged, you may submit a statement from the court to affirm that the physical record no longer exists. This statement will be accepted in lieu of the court record.

What additional information may be requested from me?

The most frequently requested information is proof of compliance with a court ordered alcohol education/treatment program or of successful completion of a court ordered probation.

Do I report a conviction that has been appealed?

You should report the appealed conviction to the KBN.

Will the KBN verify my criminal history?

Yes. The KBN requires a state and federal criminal history search on licensure applicants. The record search is NOT the official court record. Discrepancies related to criminal convictions or failure to report a criminal conviction will delay the processing of the application.

How will my conviction be reviewed?

There are three methods of criminal conviction review:

1. Staff Member Review
2. Board Member Review
3. Credentials Review Panel

A determination will be made to request additional information, request a personal interview with you or approve your application.

How long will it take for my conviction to be reviewed?

It may take up to three or more months to review your information. You may be contacted by mail if additional information is needed.

Will my conviction make me ineligible for a nursing license?

Not necessarily. The statute states that the KBN may take action on criminal convictions that bear directly on an individual's qualifications or ability to practice nursing. The regulation clarifies that the type of convictions referred to are those that involve dishonesty, substance abuse, sexual offenses, breach of trust, danger to the public safety, or physical harm or endangerment.

Can I be denied licensure?

Yes. The KBN can deny a license for criminal conviction(s).

What if I am denied licensure, what can I do?

You may request a formal hearing before a KBN hearing panel. Your request must be in writing:

- You will be notified of the date, time, and location of the hearing
- You may bring legal counsel
- The panel will make a recommendation regarding the approval or denial of your application for licensure.

Will a denial of licensure be on my permanent KBN record?

Yes. Denial of licensure is a formal disciplinary action. The denial will be published in the KBN Connection and reported to the National Council of State Boards of Nursing's Disciplinary Data Bank.

What if the KBN previously reviewed my conviction?

Attach a letter of explanation to the application to inform the KBN about previous conviction reviews.

**For additional information, call the KBN office at
1-800-305-2042 or 502-429-3300, or visit the KBN website at <http://kbn.ky.gov!>**

Rev 6/2010

**Kentucky Board of Nursing Policy
on Requirements for
Licensure Applicants with Criminal Convictions**

I have received a copy of the Kentucky Board of Nursing Policy on the Requirements for Licensure Applicants with Criminal Convictions. I have read and understand these requirements. I also understand that individuals who have a felony conviction are not eligible for placement in clinical courses and so cannot be admitted.

Signature

Date

Effective fall 2011, all applicants seeking admission into the Midway College ADN program must complete an approved Kentucky Medicaid Nurse Aide training course. After completion of the course, applicants must then take and pass the State of Kentucky Medicaid Nurse Aide exam (SRNA). Proof of SRNA must be submitted to the Nursing Office. A copy of the course completion certificate is not sufficient documentation. The SRNA is part of the admissions criteria.

Approved NAT Providers
 Contact: Vicki Barber, RN, NCI
 Cabinet for Health and Family Services
 Department for Medicaid Services
 Division of Healthcare Facilities Management
 Long Term Care Branch
 275 East Main Street, 6 C-B
 Frankfort, KY 40601
 (502) 564-5707
 Email: Vicki.Barber@ky.gov

Bluegrass Nurse Aid Training Center 304 Southland Drive Lexington, KY 40503 859-273-0068 www.bgnurseaide.com	Campbellsville University 1 University Drive Campbellsville, KY 42718 800-264-6014 or 270-789-5000 www.campbellsville.edu
Campbellsville University-Hodgenville 813 Old Elizabethtown Road Hodgenville, KY 42748 800-264-6014 www.campbellsville.edu/hodgenville	Emergency Medical Training Professionals 1141 Red Mile Road, Suite 101 Lexington, KY 40504 859-455-8438 www.emtpky.com
Enrich Me Learning Center 96 Court Square Bardstown, KY 40004 502-349-1500	Georgetown Nurse Aid Training Center 804 S. Broadway, #1 Georgetown, KY 40324 888-274-2018 or 502-867-7283 www.kyhealthtraining.com
Health Education Center 502-510-1363	Healthcare Training School 502-507-3497
Kentucky Health Training 366 Waller Avenue, Unit #121 Lexington, KY 40504 888-274-2018 or 859-963-2901 www.kyhealthtraining.com	Kentucky Health Training Institute 7400 New LaGrange Road Louisville, KY 40222 502-426-3338
Louisville Chapter of American Red Cross 502-589-4450 www.louisville-redcross.org	Phlebotomy Concepts 305 W. Broadway, #105 Louisville, KY 40202 502-561-1114
Spencerian College 502-447-1000	St. Catherine College 2735 Bardstown Road St. Catherine, KY 40061 800-599-2000 or 859-336-5082 www.sckky.edu
Wisdom & Health Institution 4109 Bardstown Road, Suite 104 Louisville, KY 40218 502-491-0492 www.wisdomandhealthinstitution.com	Bluegrass Community & Technical College Nurse Aide Training 859-246-6200 or 866-774-4872 www.legacy.bluegrass.kctcs.edu/nursing/nurse_aide/

MIDWAY COLLEGE

ADN ACADEMIC PROGRAM REQUIREMENTS

(ADN = 2 year academic requirements)

ACT: _____
 HS GPA: _____
 HS RANK: _____
 COLLEGE GPA: _____
 High School Chemistry/Physics? _____
 Computer Requirement Completed? _____
 If so, explain: _____

Student Name: _____
 Student Number: _____
 Track: _____
 BSN Interest? _____
 Previous Degree: _____
 CNA/SRNA: _____

COURSE	CR	YEAR	GRADE	COURSE	CR	YEAR	GRADE
1st year 1st semester				2nd year 1st semester			
Eng Comp I (ENG 101)	3			Human Growth & Dev (PSY 260)	3		
Psychology (PSY 180)	3			Microbiology (with lab)* (BIO 225/226)	3/1		
Anatomy & Physiology I (with lab)* (BIO 190/191)	3/1			Nursing III (NSG 210)	9		
Nursing I (NSG 115)	9			Elective:			
Critical Thinking & Diversity (CT 101)	3						
1st year 2nd semester				2nd year 2nd semester			
Eng. Comp. II (ENG 102)	3			Fundamentals of Communication (COM 205)	3		
Anatomy & Physiology II (with lab)* (BIO 198/199)	3/1			Elective (Chemistry or Physics if not taken in high school)	3		
Mathematics (MA 140 or MA 145)	3			Nursing IV (NSG 225)	6		
Nursing II (NSG 120)	9			Nursing V (NSG 230)	4		
Conversational Spanish I (SPAN 125)	3			Elective:			

* Evening students must have all science courses (or strong background in science and approval of admission committee) complete before entering Nursing 115.

**Once admitted to Nursing (NSG 115) all courses listed in that semester must be successfully completed before progressing to the next semester.

Are you currently employed? _____
(Where) (Phone #)

List work experiences: _____

What influenced your decision to become a registered nurse? _____

Are there any limitations that may prevent you from giving your full attention to the Nursing Program right now? _____

What physical illnesses have you had or presently have? _____

Are you receiving medical treatment for any physical illnesses? yes no If yes, what?

Have you ever had any emotional problems? yes no If yes, what and when? _____

Have you ever been or are you currently involved with drug use or abuse? yes no If yes, please specify? _____

Have you ever been convicted of a crime? yes no What and how was this resolved?
(See attached Kentucky Board of Nursing Requirements for Licensure Applicants with Criminal Convictions.)

Three letters of recommendation are required. These letters should be from professionals (ex. supervisors, teachers or ministers) and should address your character and personality

1. _____

2. _____

3. _____

I have read and understood all the above questions. My answers to these questions are true to the best of my knowledge.

(Applicant's Signature)

(Date)