WASHBURN TECH UNIVERSITY

2025-2026 Admissions Packet

Dear Prospective Nursing Student,

Congratulations on your decision to pursue the Associate Degree Nursing (ADN) Program at Washburn University Institute of Technology. This packet will help guide you through the application process.

The Washburn Tech ADN program is available as a full-time, daytime program with either August or January start dates. Students who successfully complete this 65-credit hour program will earn their Associate of Applied Science degree in Nursing and will then be eligible to take the NCLEX-RN licensing exam. Successful completion of the NCLEX-RN enables the graduate to practice as a Registered Nurse (RN).

Please review the content of this packet to get an overview of the admissions process. This information is critical for a successful application. Please read the entire packet carefully. Additionally, please make sure that your contact information is up to date with Washburn Tech Academic Advising as we frequently communicate with prospective students via phone, mail and email.

Applicants for the ADN program must have completed a Kansas approved Practical Nursing program and have an active Kansas LPN license. All requirements on the enclosed checklist must be completed prior to being considered for selection into the program. To check the status of your file, call the Admissions Office at 785-670-2200. Thank you for considering Washburn University Institute of Technology for your educational needs.

*Application is in process of being made for accreditation through the Accreditation Commission for Education in Nursing (ACEN).

Sincerely,

Pamela J. Masters, MSN RN CNL
Assistant Dean, Health Occupations
Washburn University Institute of Technology

Pre-Admission Checklist

The following pre-admission requirements must be completed for a student's application to be considered.

PRIORITY DEADLINES: *March 1st for August classes, September 1st for January classes (subject to change)
It is the applicant's responsibility to provide the required documentation by the deadline and verify that it has been received. To ensure an equitable process, a scoring rubric based upon academic performance in prerequisites, assessment scores, prior education, and healthcare experience are used during selection.

____ Submit the online application to Washburn Tech at applytech.washburn.edu.

____ Submit a professional resume.

____ Licensed as an IV certified Practical Nurse:
  - Provide proof of completion of a Kansas Board of Nursing approved practical nursing certificate program (official transcript)
  - Current licensure in the state of Kansas as an LPN in good standing
  - IV certification, free standing course or within the LPN certificate program

____ Complete prerequisite coursework (with a "C" or better)

  - Anatomy and Physiology - must be at least 6 credit hours, with a lab
  - Nutrition - 3 credit hours
  - Human Development- 3 credit hours
  - First Year Writing or English Composition I – 3 credit hours
  - Contemporary College Math or higher- 3 credit hours
  - Introduction to Psychology- 3 credit hours
  - Microbiology with Lab- must be at least 4 credit hours, with a lab
  - Communications General Education course- 3 credit hours

____ Submit all **official** transcripts.
Send **an official** final high school transcript or GED Certificate. Send **official** transcripts from ALL current and previously attended colleges/universities. If you attended Washburn University, Washburn Tech has access to your transcripts.

Transcripts must be official— sent directly from the school(s) you attended to the Registrar at Washburn Tech. If the Institution has the capability, official transcripts can be sent via email, to tech-transcripts@washburn.edu. Please submit your online application before sending transcripts.

____ Take the **ATI TEAS Assessment.** Students must earn a **composite score of 55 or higher**. Students earning a 55 or higher for PN admission do not need to retake the TEAS. See Admissions for information about registering for the test at Washburn Tech.

____ Submit ADN Program application (the last two pages of this packet) to Washburn Tech. Applications can be emailed to tech-info@washburn.edu or your admissions counselor, or dropped off in person at Washburn Tech Student Services Office at 5724 SW Huntoon Street, Topeka, KS 66604.

____ Completion of all clinical clearance document requirements prior to start of classes.
  - Specific items are listed on page 4-5 of this packet

ADN Program Information

Program and prerequisite courses require students to have knowledge of and access to computers and reliable internet access. Students will be required to submit homework online, download documents, and use e-mail.

- A new Level I cohort begins twice each year (August and January)
- Instructional hours: Courses will be scheduled Monday-Friday between 8:00 am-4:00 pm
- Clinical hours vary-could be as early as 5am; occasional weekends may be required
- Times for all programs are subject to change
- Courses may be offered as in-person, hybrid, or online mode of delivery

Washburn Course Number	Course Name	Credits
ADN Course Requirements		
	Practical Nursing Program	
HCT 136 & 137	Human Anatomy & Physiology and Lab	6
HS 131	Human Development	3
HCT 141	Nutrition	3
	Practical Nursing Core Program	13
Practical Nursing Program Total		**25**
	Prerequisite Courses	
EN 101	First Year Writing	3
MA112/116	Contemporary College Math or higher	3
PY100	Basic Concepts in Psychology	3
BI104	Microbiology for Health Professions with Lab	4
CN###	Communications General Education course	3
Prerequisite Total		**16**
	Level I ADN Core	
NUS 250	Transition to Professional Nursing	1
NUS 255	Health Assessment w/ Lab (1)	2
NUS 258	Pharmacology for the Professional Nurse	2
NUS 260	Adult Medical Surgical Nursing w/ Practicum (2)	4
NUS 265	Mental Health Nursing w/ Practicum (1)	3
Level I Total		**12**
	Level II ADN Core	
NUS 270	Maternal Child Nursing w/ Practicum (1)	3
NUS 280	High Risk Care of the Adult w/ Practicum (2)	4
NUS 285	Leadership for the Professional Nurse	2
NUS 290	Capstone (1.5)/NCLEX RN Review Course	3
Level II Total		**12**
AAS in Nursing Program Total		**65**

Note: English as a Second Language applicants will be considered for the program when they pass the TOEFL exam. Students with English as a second language need to submit their TOEFL scores.

Acceptance Process

First-time applicants will be notified in writing of their acceptance or placement on the reserve list. Applicants must respond in writing, indicating their plan to accept or decline enrollment in the nursing program by the date designated in the notification letter. Failure to respond by the established deadline will result in forfeiture of a seat in the ADN program.

Applicants not selected for admission will receive a denial letter and are eligible to apply for the next cohort by the application deadline. Applicants will need to submit a new application to the ADN program.

Readmission Process

Students previously enrolled in the ADN core who did not complete the program and are reapplying for selection will be considered following selection of first-time applicants. Students applying for readmission to the program are not guaranteed a seat in the program. Students applying for readmission must complete the reapplication process. See Admissions for details.

Student Responsibilities upon Entrance of Program

Washburn Tech has partnered with *Verified Credentials* to track student health clearance records and conduct pre-entrance background checks and drug screens. Students will be assessed a fee upon signing up on the *Verified Credentials* website and will be responsible for paying the fee. The list of documents and immunization records that should be uploaded into Verified Credentials prior to the start of the semester includes:

- Background Check—Washburn Tech requires a background check prior to starting classes. *Verified Credentials* will conduct the background check. If your background check provides adverse information that may prohibit your ability to attend clinicals or take the RN Licensure Exam, become employed or licensed, you may not be able to start and/or complete the ADN program.
- Drug Screen— *Verified Credentials* will provide a list of available and nearby resources where students can obtain the drug screen. Additional drugs screens may be required at any time throughout the program.
- Physical exam—A physical examination must be completed before entering the program and must have been obtained within three months prior to starting the program. Students accepted into the program will receive a physical examination worksheet for their doctor to complete.
- Current immunizations required:
    - MMR—Documentation of two vaccines *or* titer demonstrating positive immunity.
    - Tdap—Documentation of a tetanus/diphtheria vaccination (Tdap) given within the past 10 years.
    - Hepatitis B—Documentation of a three-series vaccination *or* titer demonstrating positive immunity or a two-series vaccination, if applicable.
    - Varicella (chicken pox)—Documentation of two vaccines *or* titer demonstrating positive immunity —*WE WILL NOT ACCEPT HISTORY OF CHICKENPOX.*
    - Flu Vaccine—Documentation of vaccination appropriate for the influenza season (October through May) occurring during the student's enrollment in the program.
    - Covid-19 Vaccine/Series- Several of our clinical partners recommend students to have the Covid-19 vaccine to complete clinical hours. This is currently a recommendation not a requirement.
    - Due to accrediting body and program clinical requirements, Washburn Tech cannot guarantee that requirements for program completion can be met when a student is not vaccinated.

- TB skin test (or chest X-ray)—Documentation of a one-step tuberculosis skin or serum test result within one month prior to the start of the semester (must remain current through the length of program).
- Current healthcare and CPR certifications (must maintain throughout the program):
  - Acceptable CPR certification must be <u>American Heart Association Basic Life Support for Healthcare Providers</u> *or* <u>American Red Cross CPR/AED for Professional Rescuers and Healthcare Providers</u>.
  - Unacceptable CPR certification includes Heart Saver or any lay person CPR.
- Proof of medical insurance coverage (Washburn University has plans available for students. Please contact Washburn University Student Health Services for more information).

Disability

The Assistant Director for Student Accommodations is responsible for assisting in arranging accommodations and identifying resources at Washburn Tech for individuals with disabilities. Qualified students with disabilities MUST register and provide medical documentation from a qualified licensed professional with the office to be eligible for services. New requests for accommodations should be submitted prior to the date services should begin ideally at the beginning of the semester; however, contact the Assistant Director for Student Accommodations as soon as a need may arise. The Assistant Director for Student Accommodations coordinates and assists in arranging services it deems appropriate for eligible students on a case-by-case basis related to accommodations within Washburn Tech.

If you are a student with a disability that may substantially limit your ability to participate in this class and believe you will need accommodations, it is your responsibility to contact:

Washburn Student Accessibility Services
MK Hunt, Assistant Director
Location: Building A, Student Services North
Phone 785-670-3364
Email: mk.hunt@washburn.edu

Non-Discrimination

Washburn University prohibits discrimination on the basis of race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, veteran status, or marital or parental status. The following person has been designated to handle inquiries regarding the non-discrimination policies: Michelle Godinet, Equal Opportunity Director/Title IX Coordinator, Washburn University, 1700 SW College Ave, Topeka, Kansas 66621,785.670.1509, eodirector@washburn.edu.

WASHBURN TECH UNIVERSITY

Washburn Tech ADN Program Application

*Note: You **MUST** submit an online application prior to submitting this application:* washburn.edu/applytech

Fall Cohort (August Start): Applications are accepted December 1 through March 1
*Fall 2025 application priority deadline is extended to June 1
Spring Cohort: (January Start): Applications are accepted June 1 through September 1
Completed applications are to be submitted to Washburn Tech's Admissions Office.

Applicant Information

Name

_____

(First)   (Middle)   (Last)

Current Mailing Address
Decision letter will be mailed to this address

_____

Street   City   State, ZIP   Phone

_____

Email   Washburn ID Number (WIN)

Indicate the start date you are requesting. Please note that your request date does not guarantee your acceptance into that specific date.

☐ Fall 2025 Full-Time Day   ☐ Spring 2026 Full-Time Day

Prerequisite Coursework

Prerequisite	Institution	Semester and Year	Grade Received
Anatomy & Physiology w/ Lab			
Nutrition			
First Year Writing			
Cont. College Math or higher			
Intro to Psychology			
Microbiology w/ Lab			
Communications			
Human Development			

TEAS Assessment

Date:	Score:

Education

Please list any degrees received, if any (i.e., associate degree, bachelor's degree)

Institution	Degree Received

Healthcare Credentials

Credential	Certification/ Licensure Number	Institution/Organization Granting Certification/Licensure	Date Granted or Expiration Date
PN Certificate Program	n/a		Granted:
LPN Licensure			Expiration:
IV Certification	n/a		Granted:

ADN Program Questionnaire:

Have you ever been accepted into the Washburn Tech ADN program?

☐Yes, Date: (MM/YY): _____/_____
☐No

Have you ever been accepted into any RN nursing program?

☐Yes, Program: _____
☐No

    If yes, do you plan to transfer any nursing credits to Washburn Tech and request advanced standing in our nursing program?

☐Yes
☐No

Please list the nursing courses that you are requesting to transfer to Washburn Tech: (syllabi must be submitted)

By signing below, I certify that the information listed above is truthful and accurate.

_____
Signature   Date

Please Note: Applicants to the nursing program should be aware that certain criminal convictions would deny or restrict access to a Kansas nursing license. Specific information about these convictions is identified in Kansas Law (KSA-65-1120). Please check the Kansas State Board of Nursing website Self Reporting Legal | ksbn.kansas.gov if you have questions.

For Office Use Only (Please leave blank)		
SOAHOLD	☐ Has Holds ☐No Holds	
Readmit to core	☐Yes ☐No	
Need New Online Application	☐Yes ☐No	