



## Aloha, Nursing Program Applicant!

Thank you for considering the **Associate in Science Degree in Nursing – Transition for Licensed Practical Nurses Program** (also known as the “LPN-RN Transition Program”) at **Kapi'olani Community College (KCC)** as you continue to advance your career in the nursing field and begin the journey towards completing your nursing education.

### **Pre-Application Advisory:**

The attached nursing application packet contains the “**Kapi'olani CC Admissions Application/Checklist Form**” and **application instructions** for the Kapi'olani CC “LPN-RN Transition Program” **to be offered each Fall Term and each Spring Term.**

Kapi'olani CC pre-nursing students must complete eleven (11) prerequisite courses by the application deadline, while two (2) co-requisite/support courses may be completed within the Kapi'olani CC LPN-RN Transition program or prior to the application deadline. Please reference the enclosed application form for more information on the prerequisite and co-requisite courses.

**The NURS 212 – Pathophysiology course must be completed as a prerequisite course for the Kapi'olani CC LPN-RN Transition Program.** In order to enroll in the NURS 212 course, interested students must complete all of the prerequisite courses for the LPN-RN Transition Program and possess a Hawai'i Practical Nursing License.

**As of Fall 2025 application period, 480+ hours of work experience as an LPN or Nurse Aide level** is required to be completed by the application deadline.

To ensure that your application is completed properly, thus enabling the Kapi'olani CC Nursing Department to consider your application, please be sure to read and follow all of the instructions within the application packet. If an error is made by you or if an item is left blank by you within your application, the Kapi'olani CC Nursing Department will not be responsible for correcting the error such that your application may be deemed incomplete or may not be reviewed accordingly.

If an item is left blank or a supporting application document (i.e., STAR Academic Transcript or ATI-TEAS Exam score report) is not attached or if an application instruction is not adhered to, the Kapi'olani CC Nursing Department will deem the application as incomplete.

Applicants accepted for the LPN-RN Transition Program will also be required to complete a (non-credit) **LPN-RN Transition Bridge Course** in preparation for entry into NURS 220 – Health and Illness I which serves as the first-semester course for the LPN-RN Transition Program. More information on the bridge course is provided upon acceptance into the program.

### **Application Questions:**

If you have any questions regarding your nursing application, please contact the Kapi'olani CC Nursing Department at (808) 734-9305 or [kapnurs@hawaii.edu](mailto:kapnurs@hawaii.edu).

Thank you, again, for considering the nursing program at Kapiolani Community College as part of your nursing education goals



## Aloha, Nursing Program Applicant!

Thank you for considering the **Associate in Science Degree in Nursing – Transition for Licensed Practical Nurses Program** (also known as the LPN-RN Transition Program) at **Kapi'olani Community College (KCC)** as you continue to advance your career in the nursing field and begin the journey towards completing your nursing education.

**Academic Transcript Process:** If you've completed any of the LPN-RN Transition Program prerequisite and co-requisite courses through coursework completed outside of the University of Hawai'i (UH) System, please be sure to complete the procedures below as part of your application to the ADN program.

1. **For college coursework completed outside of the UH System**, please have official academic transcripts sent from your previous college (s) to the Kapi'olani CC Kekaulike Center: Transcript Evaluation Office, [kapteval@hawaii.edu](mailto:kapteval@hawaii.edu), by the application deadline. In addition, **please attach a student copy of all your college coursework (i.e., academic transcripts) to your nursing application.** This will enable the Kapi'olani CC Nursing Department to expedite the review of your application.
2. **For verification of chemistry completed in high school, please attach a student copy of your high school transcript to your nursing application.** (Note: If you completed one semester of any college-level chemistry course, you do not have to submit a high school academic transcript.)
3. **For verification of AP or CLEP credits**, please have official academic transcripts sent from the College Board to the Kapi'olani CC Kekaulike Center: Transcript Evaluation Office, [kapteval@hawaii.edu](mailto:kapteval@hawaii.edu), by the application deadline.

**ATI Test of Essential Academic Skills (ATI-TEAS) Exam Process:** Please attach a student copy of your ATI-TEAS Exam Individual Performance Profile report to your nursing application regardless of whether or not you completed the ATI-TEAS exam at KCC or another institution/agency. This will enable the Nursing Department to expedite the review of your application.

If you did not complete the ATI-TEAS exam at the Kapi'olani Community College Testing Center, and for verification of your ATI-TEAS exam total score, please contact ATI to have an official ATI-TEAS Individual Performance Profile Report sent via email to the Kapi'olani CC Nursing Department, [kapnurs@hawaii.edu](mailto:kapnurs@hawaii.edu), by the application deadline. If the Kapi'olani CC Nursing Department does not receive an official ATI-TEAS exam report directly from ATI by the application deadline, your application will be deemed incomplete.

**MyPlan for the Nursing Program:** On a separate sheet of paper, please describe how you will prepare for the nursing program by addressing each item below. At the top of the document, please use the title "MyPlan for the Nursing Program" and indicate your name. The MyPlan document should address how you will ensure the following:

- Approximately **25-30 hours of study time per week**;
- Financial resources** to pay for tuition/fees and books each semester;
- Reliable transportation** in preparation for your clinical practicum;
- Reliable child care** to adhere to program schedule;
- Reliable **computer access** and proficient **computer skills**;
- Able to **take care of your health** to complete program requirements;
- Able to **balance commitments** to school, family and work.

**Application Advisory:** The MyPlan essay will not be scored or used to rank applicants, but will be used for informational purposes to determine the applicant's readiness for the rigors of the nursing program. There are no minimum or maximum words for the essay as each applicant may determine the length and quality of his/her essay. **Please attach your MyPlan essay to your application.**

**Application Notification Requirement (via U.S. Postal Service):** In order for your notification letter to be sent to you by mail, **you must attach a self-addressed, stamped envelope with your nursing program application.** The envelope (measuring 9 ½ inches by 4 inches) should have your current mailing address with the appropriate postage (e.g., USPS "Forever" stamp) on the envelope.

On the envelope, **your mailing address should be typed or handwritten with legible print.** The Nursing Department will not be responsible for notification letters that are delayed or not mailed accordingly by the U.S. Postal Service due to incorrect or illegible mailing addresses as printed on the envelope.

**Application Assistance:** Please be sure to complete the above application instructions. If the instructions are not completed, your application may be deemed incomplete or may not be reviewed accordingly. For questions regarding the completion of the application, please contact the Nursing Department at (808) 734-9305 or [kapnurs@hawaii.edu](mailto:kapnurs@hawaii.edu).

4303 Diamond Head Road, Kopiko 201

Honolulu, Hawai'i 96816-4421

Telephone: (808)734-9305

Facsimile: (808)734-9147

Website: [www.kapiolani.hawaii.edu](http://www.kapiolani.hawaii.edu)

An Equal Opportunity/Affirmative Action Institution

**UNIVERSITY OF HAWAII • KAPI'OLANI COMMUNITY COLLEGE**  
4303 Diamond Head Road, Honolulu, HI 96816    <http://www.kapiolani.hawaii.edu>

**Associate in Science Degree in Nursing (ANURS-LPN) – Transition for Licensed Practical Nurses**

**ADMISSIONS APPLICATION/CHECKLIST FORM**

Fall Term Application Period: December 1 – February 1

Spring/Summer Term Application Period: June 1 – September 1

**Submit Applications (via USPS Mail) at:**

Kapi'olani CC Nursing Department  
Kōpiko Building, Room 201  
4303 Diamond Head Road  
Honolulu, HI 96816

**For More Information:**

Kapi'olani CC Nursing Department  
Office Hours: Monday-Friday, 8am-4pm  
Tel: (808) 734-9305; E-Mail: [kapnurs@hawaii.edu](mailto:kapnurs@hawaii.edu)

Application Advisory: Applications must be **mailed to or dropped off** at the Kapi'olani CC Nursing Department. Applications will not be accepted via fax or email.

Directions: Please complete each item carefully and submit this Admissions Application/Check List (pages 1-2) and all required documents to the Kapi'olani CC Nursing Department by the application deadline. Additional information on the application and acceptance process is provided on the attached pages 3-8. If pages 1-2 of the application are not completed in its entirety, the application will be deemed incomplete and will NOT be processed or considered by the Nursing Department.

**APPLICANT INFORMATION**

Indicate Application Term (and Year): ☐ Fall \_\_\_\_\_ ☐ Spring/Summer \_\_\_\_\_

Name: \_\_\_\_\_ UH ID# or Username: \_\_\_\_\_  
(Last Name, First Name and M.I.)

Mailing Address: \_\_\_\_\_  
(Street Address) (City) (State) (Zip Code)

Phone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Email Address: \_\_\_\_\_  
(@hawaii.edu email preferred)

List other name(s) used on documents: \_\_\_\_\_  
(Notify the KCC Kekaulike Information & Service Center regarding other names used on college documents.)

**Current Home Institution Designation for Continuing Students:** If you are currently attending an institution within the University of Hawai'i System, please indicate your current home institution. **(Choose Only One)**

- |  |                                     |                                     |                                      |  |
|--|-------------------------------------|-------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Kapi'olani CC | <input type="checkbox"/> Hawai'i CC | <input type="checkbox"/> Leeward CC | <input type="checkbox"/> Windward CC | <input type="checkbox"/> UH-West O'ahu |
| <input type="checkbox"/> Honolulu CC   | <input type="checkbox"/> Kaua'i CC  | <input type="checkbox"/> Maui CC    | <input type="checkbox"/> UH-Hilo     | <input type="checkbox"/> UH-Mānoa      |

**New Home Institution Designation for All Applicants:**

If accepted, your home institution will be changed to Kapi'olani CC and your major will be changed to "AS-NURS". IF not accepted your home institution and major will remain as it is when applied.

**APPLICANT CERTIFICATION:** I certify that the answers and responses provided for all of the items on this Admissions Application/Check List (on pages 1 and 2) are true to the best of my knowledge and belief. I understand that providing incorrect or false information will subject me to the requirements and/or discipline measures as provided under the University's Student Conduct Code. I understand that if I am not accepted into the program of application, I must submit a new application and all required documents for any subsequent semester. I also allow Kapi'olani CC Kekaulike Center to change my major and home institution if I am not accepted into the A.S. Degree-Transition for LPNs program. **I have read and agree to abide by the application policies within pages 3-6.**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**For Office Use Only (Application Attachments):**

- |   |                                      |                                     |                                 |                               |
|---|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| <input type="checkbox"/> ATI Profile Report                                   | <input type="checkbox"/> STAR Report | <input type="checkbox"/> PN License | <input type="checkbox"/> MyPlan | <input type="checkbox"/> SASE |
| <input type="checkbox"/> Academic transcripts: _____                          |                                      |                                     |                                 |                               |
| <input type="checkbox"/> Health-related work experience/training verification |                                      |                                     |                                 |                               |
| <input type="checkbox"/> Other: _____   |                                      |                                     |                                 |                               |

**Date Stamp Here**

**APPLICANT NAME:** \_\_\_\_\_ **UH ID# or Username:** \_\_\_\_\_

(Last Name, First Name and M.I.)

**1. UH SYSTEM APPLICATION FORM for New, Returning & Transfer Student.** Completion Date: \_\_\_\_\_

**2. ATI Test of Essential Academic Skills (ATI-TEAS) Exam Score** (to be verified by the Kapi'olani CC Nursing Department)

**Exam Date:** \_\_\_\_\_ **Exam Total Score:** \_\_\_\_\_ **Exam Site:** \_\_\_\_\_

**3. PREREQUISITE and CO-REQUISITE COURSES:** To affirm that you've completed the prerequisite and/or co-requisite courses, please complete the chart below indicating the courses that you completed within and/or outside of the UH System.

Time Limit	PREREQUISITE Courses	Course Credits	Course Grade	Equivalent Course (if applicable)	Where Completed (i.e., School Name)	When Completed	
						Term	Year
none	Chemistry(*)					O Fall O Spring O Summer	
none	ENG 100					O Fall O Spring O Summer	
none	FAMR/HDFS 230					O Fall O Spring O Summer	
none	MATH 100 or higher					O Fall O Spring O Summer	
none	MICR 130					O Fall O Spring O Summer	
5 years	NURS 212					O Fall O Spring O Summer	
none	PSY 100 or ANTH 200					O Fall O Spring O Summer	
none	PHYL 141					O Fall O Spring O Summer	
none	PHYL 141Lab					O Fall O Spring O Summer	
none	PHYL 142					O Fall O Spring O Summer	
none	PHYL 142Lab					O Fall O Spring O Summer	

(\*) Chemistry requirement can be fulfilled by completing one year of high school chemistry or one semester of any (three-credit) college chemistry course with a grade of "C" or higher. Chemistry grade not used for applicant ranking.

Time Limit	CO-REQUISITE Courses	Course Credits	Course Grade	Equivalent Course (if applicable)	Where Completed (i.e., School Name)	When Completed	
						Term	Year
none	PHRM 203					O Fall O Spring O Summer	
none	Humanities					O Fall O Spring O Summer	

**4. ACADEMIC TRANSCRIPTS:** For courses completed within the UH System, **please attach a copy of your STAR academic transcripts.** For courses completed outside of the UH System, **please attach a student copy of your transcripts.** [Official transcript(s) for non-UH system schools must also be sent to the Kapi'olani CC Kekaulike Center.] After completing the chart above, **please highlight all courses listed above within your academic transcripts using a yellow highlighting pen.**

• Institution(s): \_\_\_\_\_ Transcript Request Date(s): \_\_\_\_\_

**5. COLLEGE BOARD TRANSCRIPT required only if using AP or CLEP college credits for pre or corequisites.** Please order official transcripts to be sent to the Kapiolani CC Kekaulike Center Transcript Evaluation Office.

Transcript Request Date: \_\_\_\_\_ Name on transcripts: \_\_\_\_\_

**6. HIGH SCHOOL TRANSCRIPT required only if chemistry prerequisite was satisfied in high school:** Please attach a student copy of your high school transcript to your application. Please complete the items below.

• High School: \_\_\_\_\_ Name on transcripts: \_\_\_\_\_

**7. PRACTICAL NURSING PROGRAM COMPLETION:** Please confirm the school and date; and provide a copy of transcript.

• Institution: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

**8. Attach copy of current PN HAWAII LICENSE.**

**9. Attach copy of letter/s verifying 480+ hours of work from employer or supervisor.** Please include name, position title (ie.LPN/Nurse Aide/Clinical Aide), start/end dates and total work hours completed within 2-years of the application deadline on company letterhead. Name of Employment Company/s: \_\_\_\_\_

**10. MY PLAN FOR THE NURSING PROGRAM:** Please attach your completed MY PLAN essay to your application.

**For Nursing Department Use Only:**

☐ No ATI Exam Score    ☐ KCC Cum.GPR <2.0 (\_\_\_\_)    ☐ Did Not Complete Prerequisites: \_\_\_\_\_  
☐ ATI Exam Score <65%    ☐ No STAR/College Transcripts    ☐ Prerequisite Courses Expired    ☐ MyPlan (Yes / No)    ☐ HI PN License (Yes / No)  
☐ ATI Exam Expired    ☐ No H.S. Transcripts    ☐ Tuition Status: Res./ Non-Res.    ☐ No Highlighting    ☐ **Qualified / Not Qualified**

## **EXPLANATION FOR ADMISSIONS CHECK LIST (page 2)—Associate Degree in Nursing (ADN/ANURS-TRANS)**

### **Item 1 University of Hawai'i System Application Form (UH SAF)**

If you are new, transferring or returning to Kapi'olani Community College, you must complete the UH System Application Form.

Indicate your major as: **Nursing (Transition Program for LPNs) – Associate in Science Degree**

**NOTE:** Students withdrawing from Kapi'olani Community College on or after the first day of instruction of the Fall semester may reapply for the program as a continuing student for Spring by indicating on the withdrawal form that they intend to reapply. They may also register for non-nursing courses as a continuing student. Students who do not indicate their intent to return or who withdraw in the Spring semester will be required to apply for readmission by submitting the UH SAF to the Kapi'olani CC Kekaulike Center by the required application deadline. Students who apply for entry and do not enroll (in non-nursing courses) in the previous semester (i.e. taking a break for one semester) will be required to submit the UH SAF to the Kekaulike Center by the required deadline. All students who withdraw from college are subject to the program requirements in effect at the time of re-entry.

### **Item 2 Assessment Technology Institute – Test of Essential Academic Skills (ATI-TEAS) Exam Score**

**a. Please attach a copy of your ATI-TEAS Individual Performance Profile report with your nursing application. An official copy of your ATI-TEAS Individual Performance Profile report must also be sent by ATI to the Kapi'olani CC Nursing Department by the application deadline. (If the TEAS is completed outside of Kapi'olani CC, you must contact ATI to have your official report sent to Kapi'olani CC.)**

**b. The minimum acceptable percentile total score is 65% and the score remains current for 3 years.**

**c. Applicants may retake the exam every 90-days. If the retake exam is before the 90th day, the retake score is considered invalid by the Nursing Department.**

**d. ATI TEAS exams must be taken at a testing center. Remote or at-home test scores taken before May 31, 2022 will be accepted if meeting criteria from sections (a.& b.). Exams taken remotely or at- home on or after June 1, 2022 are not accepted.**

### **Item 3 Prerequisite and Co-requisite Courses**

#### **Completion of Prerequisite Courses:**

**a. All prerequisite courses must be completed by the deadline of that application period: February 1 (for Fall entrance) and September 1 (for Spring entrance).**

**b. Submit official transcripts from outside of the University of Hawai'i (UH) System to the Kapi'olani CC Kekaulike Center by the application deadline. Courses that have already been evaluated and transferred into the UH System may be verified via the UH System Transfer Database: <http://www.hawaii.edu/transferredatabase/>**

**c. All courses must be completed with a grade of "C" or higher.**

**d. 5-year time limit will be enforced for NURS 212 Pathophysiology prerequisite course.**

**e. Courses must be taken on an "A-F" grade basis except for credit-by-examination for which a "CR may be accepted. Pass/Fail is accepted only if the institution uses Pass/Fail exclusively for their grading system. Courses with no letter grade will be assigned a "C" grade for admissions and ranking purposes, depending on the institution's grading system which describes the grade equivalent for pass/fail.**

**f. Students must achieve a cumulative grade point ratio (GPR) of 2.5 or higher for the pre-requisite courses and co-requisite courses in order to be considered for admission.**

#### **Completion of Co-requisite/Support Courses:**

Co-requisite/support courses may be completed before applying to the program or after being accepted into the nursing program. The same policies as referenced above in Item 3 b-f (for prerequisite courses) will apply to the co-requisite/support courses.

**Item 4 STAR Academic Transcript(s) for UH System Courses:** To access and print out your STAR academic transcripts, please follow the steps below.

**a. Access your MyUH Portal at <https://myuh.hawaii.edu/cp/home/displaylogin> (and enter your username and password);**

**b. Click to "STAR Degree Check Transcript" (located within the left-side column);**

**c. Click to "Transcript" Tab (located at the top);**

**d. When "Choosing Type of Transcript You Would Like," select "All Campuses and Degree Levels" (from pull-down menu).**

**e. Click to "Combination Transcripts By Semester" located at the bottom of the page;**

**f. After accessing your STAR transcript, click the "Print" button to print out your transcript (preferably in portrait mode);**

**g. After downloading a hard copy of your STAR transcript, please use yellow highlighting pen to delineate prerequisite and co-requisite courses completed.**

**h. If you are not able to print out your STAR academic transcript (after being out of the UH System for over a year), please contact the Nursing Department counselors for assistance with downloading a copy of your STAR academic transcript.**

### **Item 4 & 6 College & AP or CLEP Transcripts and Transfer Credit Evaluation**

**a. For required courses completed at a campus outside of the University of Hawai'i (UH) System, you must have official transcripts sent directly to the Kapi'olani CC Kekaulike Center; after which you must submit a Transcript Evaluation Request form to the KISC in order to have these courses formally evaluated. To be considered for transfer, a course description must accompany each course taken outside of the UH system.**

**b. For required courses completed through AP or CLEP testing, please order official transcripts sent directly to Kapi'olani CC Transcript Evaluation Office; after which please submit a Transcript Evaluation Request form to the Kekaulike Center to have these courses evaluated.**

**c. For required courses completed outside the UH System and which were evaluated by UH System schools (other than Kapi'olani**

Community College), you must have official transcripts sent directly to the Kapi‘olani CC Kekaulike Center; after which you must submit a Transcript Evaluation Request form to the KISC in order to have these courses formally evaluated.

d. For required courses completed at a campus within the UH System, you do not have to have transcripts sent to the Kekaulike Center, nor will you need to complete a Transcript Evaluation Request Form since course credits completed within the UH System will automatically be evaluated and transferred accordingly.

e. The transcript evaluation process is required after acceptance into the Kapi‘olani CC ADN program, but is not required as part of the application to the Kapi‘olani CC ADN program.

**Item 5 High School Transcripts:** High School transcript is required only if the chemistry course was completed in high school. A copy of an official transcript must be included with the application to verify the completion of one year of high school chemistry.

**Item 7 Practical Nursing Program Completion:** Please indicate the institution & graduation date for the practical nursing program you completed. If not completed within Kapi‘olani CC, please have official transcripts sent from your prior institution to the Kapi‘olani CC Kekaulike Center to verify your completion of a practical nursing program and credential received.

**Item 8 Photocopy of your current Hawai‘i LPN license.**

**Item 9 LPN or Nurse Aide Work Verification of 480+ hours.** Please submit a letter from employer or supervisor on company letterhead, including the following information: Name of applicant, Position title (ie. Nurse Aide/Clinical Aides/Licensed Practical Nurse), Start and/or end date of employment, Number of work hours, and signed and dated by supervisor or human resource department. Supervisor contact information must be provided, (ie. Name, contact phone number, email).

- Work hours must total a minimum of 480 hours within 2-years of the application deadline.
- Work hours may be completed at an acute care or long-term care facility for Nurse Aides/Clinical Aides, however, home health care is not accepted.
- Work hours may be completed at clinics or acute care or long-term care facilities for Licensed Practical Nurses.
- If position title is not as listed, the applicant must submit a “Long-Term or Acute Care Supervisory Attestation for LPN-RN Applicant” to be completed by a supervisor and included with application. (see KCC Website: “Transition for Licensed Practical Nurses”: “Forms & Documents” to download the form, <https://www.kapiolani.hawaii.edu/programs/health/nursing/transition-for-lpn/>)

**Item 10 MyPlan for the Nursing Program:** On a separate sheet of paper, please describe how you will prepare for the rigors of the nursing program. At the top of the document, please use the title “MyPlan for the Nursing Program” and indicate your name. The MyPlan document should address how you will ensure the following: **25-30 hours of study per week; financial resources** to pay for tuition/fees/books; **reliable transportation** for clinical practicum; **reliable child care; reliable computer access** and **proficient computer skills**; ability to **take care of health** to complete program requirements; and ability to **balance commitments to school, family and work**.

**Application Advisory:** The MyPlan essay will not be scored or used to rank applicants, but will be used for informational purposes to determine the applicant’s readiness for the rigors of the nursing program. There are no minimum or maximum words for the essay as each applicant may determine the length and quality of his/her essay. **Please attach your MyPlan essay to your application.**

## **EXPLANATION FOR ACCEPTANCE – Associate Degree in Nursing –Transition for LPNs**

### **A. Minimum Requirements for Acceptance**

- All pre-requisite courses and co-requisite courses must be completed with a “C” grade or higher within the time limitations.
- A cumulative grade point ratio (GPR) of 2.5 for pre-requisite and co-requisite support courses taken (except chemistry) is required. Note: GPR’s are not rounded.
- Students with a GPR of less than 2.0 at Kapi‘olani Community College cannot apply for any of the nursing programs until they have a cumulative GPR of 2.0 or higher at Kapi‘olani Community College.
- The ATI-Test of Essential Academic Skills (ATI-TEAS) exam must have a total score of 65% or higher and be taken within the last 3 years.
- All courses transferred to Kapi‘olani Community College that have a credit/no credit or pass/fail will be given a grade of “C” for ranking purposes when applying to the nursing program.
- Minimum of 480+ hours of LPN or Nurse Aide work experience at a clinic or acute care or long-term care facility (no home health care accepted for Nurse Aides) completed within 2-years of the application period.
- Current Hawai‘i LPN license.

### **B. Acceptance Criteria**

- All applicants who have met the minimum requirements are considered for acceptance on a “best qualified, first accepted” basis. Applicants are ranked on a point scale based on the following criteria:
  - ATI-Test of Essential Academic Skills total score;
  - Grade point ratio (GPR) for pre-requisite general education courses;
  - Number of and grade point ratio (GPR) for co-requisite/support courses completed by application deadline.
- Applicants are notified of their application status by mail: Mid-March for Fall acceptance and mid-October for Spring acceptance.

### C. Post-Acceptance Requirements

Health Requirements for Accepted Students: Accepted students will be required to complete a series of health-related requirements and forms as part of their enrollment in the nursing program. More information may be found within the “Nursing Health Requirements” webpage on the Kapi‘olani CC website. The health requirements include:

- a. Current certificate for **CPR** for Health Care Providers
- b. Two-step **tuberculosis clearance** (card or physician’s report) within the past 12 months.
- c. **Tetanus, Diphtheria and Pertussis (Tdap)** vaccination within the past 10 years.
- d. Positive titer blood test for **Varicella** (chicken pox) after receiving two Varicella vaccinations.
- e. Positive titer blood tests for **Rubeola (Measles), Mumps and Rubella** after receiving two MMR vaccinations.
- f. Positive **Hepatitis B** titer (HbsAb) with signed consent form or 3 Hepatitis immunizations with signed consent form.
- g. Annual **seasonal flu vaccinations**.
- h. Documentation of **COVID-19 Vaccination/s**.
- i. **Physical examination** completed by primary care provider confirming health status and ability to fulfill the technical standards for the nursing program (as described on page 6).
- j. Nursing Dept Forms: **Understanding & Agreement; Medical Consent; Exclusion of Worker’s Compensation; Document Release**.
- k. Verification of personal **health insurance**.
- l. Purchase of **Medical Malpractice Liability Insurance**: Accepted students will purchase the Kapi‘olani CC medical malpractice liability insurance when they register for their nursing courses and pay for their tuition and related fees.
- m. **Criminal Background Check and Drug Screening** for Accepted Students: Criminal background check and urine drug screening to be completed via or for the clinical facility. See “Health Care Student Notification” below.
- n. Students must be able to **function in a 1:10 faculty to student ratio** in the clinical and lab setting.

### TECHNICAL STANDARDS

In order to familiarize yourself with the physical requirements for students entering a nursing program at Kapi‘olani Community College, please review the “Technical Standards for the Department of Nursing Program” on page 6.

### HEALTH CARE STUDENT NOTIFICATION

Due to the complex nature of the health care industry, the University-affiliated health care facilities have implemented various rules, policies and procedures that must be met and adhered to by nursing students at Kapi‘olani Community College. As such, nursing students are required to complete University-prescribed requirements that involve clinical practice in a University-affiliated health care facility with no substitution allowed. In addition, it is the responsibility of the student to satisfactorily complete affiliated health care facility criminal background checks and drug testing requirements in accordance with procedures and time lines as prescribed by the affiliated health care facility. If a clinical facility does not give permission for a Kapi‘olani CC nursing student to complete his/her clinical practicum in the facility, the nursing student will not be allowed to continue with their clinical assignment and the nursing course. Furthermore, the Nursing Department at Kapi‘olani Community College is not obligated to find an alternative clinical placement for the student. Failure of a student to complete the prescribed clinical practice shall be deemed as not satisfying academic program requirements, such that the student will be required to withdraw from the nursing program.

### KAPI‘OLANI CC NURSING PROGRAM CAREER LADDER

After completing the Associate in Science Degree in Nursing (LPN-RN Transition) program, nursing graduated students may continue their nursing education in pursuit of the Bachelor’s of Science in Nursing (BSN) via the RN-BSN transition programs at UH-Mānoa or UH-Hilo after completing the pre-admissions course requirements.

### SELECTION PROCESS

Selection is made on a BEST QUALIFIED, FIRST ACCEPTED basis. Applicants with the highest scores will be admitted into the LPN-RN Transition program. All qualified applicants will be ranked for admissions based on combined scores of the three areas below. In the event that several students achieve the same ranking, admission will be determined anonymously by random selection.

- ATI-TEAS Exam Total Score;
- Grade point ratio (GPR) for prerequisite general education courses;
- Number of and grade point ratio (GPR) for co-requisite/support courses;

Applicants with a cumulative grade point ratio (GPR) below 2.0 (who are on probation/suspension at Kapi‘olani Community College) will not be considered for selection or admission to the program. Kapi‘olani Community College is a state-funded institution such that residents of the state of Hawai‘i receive selection priority before qualified non-residents (including military or faculty exempt students). Changes to an applicant’s tuition status in terms of changing from non-resident to resident must be completed before the application deadline. Applicants not accepted into the program must reapply and resubmit required information.

### SATELLITE CAMPUS SITE COHORT

The Kapi‘olani CC nursing program in its entirety with all complementary support services is offered each Fall and Spring at the Kapi‘olani CC Diamond Head (DH) campus site and the Leeward Community College (LCC) off-campus instructional site based on the availability of instructors. Students may be required to attend both KCC and/or LCC sites to accommodate for class size. Students will be notified during the registration process prior to the start of the semester.



## ALTERNATE CHOICES AND MULTIPLE APPLICATION POLICIES

The policies below apply to the nursing programs within Kapi‘olani Community College.

1. If you do not qualify or if you are not accepted into your first choice (nursing) program, and if you’ve applied for an alternate choice (nursing program), your application for your alternate choice (nursing program) will be processed accordingly
2. Acceptance into another nursing program will be on a “first qualified, first accepted basis” (as with the Nurse Aide Program) or on a “best qualified, first accepted basis” (as with the ADN, LPN-RN Transition and Practical Nursing Program). If you are interested in another nursing program (as an alternate choice), your application to the alternate nursing program will be considered only until after your application for the initial nursing program is denied. Please contact the Nursing Department to obtain the application information for other nursing programs
3. If you are accepted into and have started a nursing program, you must complete the first nursing program before entering a second nursing program. You will not be able to simultaneously withdraw from the first nursing program to enter a second nursing program
4. Health Science Programs: For more information, please contact the Kapi‘olani CC Health Science Department at 808.734.9270 or visit the Kapi‘olani CC website at <http://www.kcc.hawaii.edu/page/programs> (and scroll to “Health Education”).

### Kapi‘olani Community College Technical Standards for the Department of Nursing Program

Issue	Standard	Examples
hearing	Ability sufficient to monitor and assess health needs.	Converse with patients and health care professionals; auscultation of BP breath, heart and bowel sounds; respond to paging systems, bells, telephones, and equipment sounds.
mobility	Mobility and strength sufficient to support and move patients.	Support and transfer patients, move in and out of treatment areas.  Reach equipment or parts of patient's body.
motor skills (fine & gross)	Perform multiple motor tasks simultaneously. Ability to lift, move, position, and transfer patients sufficient to provide safe and effective nursing care.	Maneuver and operate equipment, pushing/pulling/carrying, perform CPR.
tactile	Tactile ability sufficient for physical assessment.	Distinguish hot or cold skin temperature, pulse rate; feel anatomical landmarks.  Distinguish textures, degree of firmness, temperature differences.
visual	Ability sufficient for observation and assessment necessary in nursing care. Have peripheral form depth perception and ability to distinguish shades of color	Describe patient's skin color, perform calibrations on syringes, administering medications, thermometers, reading and writing patient's charts/flow sheets/ monitors; interpret reagent tests, color of body fluids, changes in skin color.



# Kapi'olani Community College

## LPN to RN Transition Program

### Course Sequence for New Students

(for Fall 2025 or Summer 2025)

\*\*Mandatory Non-Credit Bridge Course (non-credit) course taken before the start of program.

		<b>Fall Admission Sequence</b>	
Fall	NURS 220 NURS 220L NURS 220C  + PHRM 203	Health and Illness I Health and Illness I Lab Health and Illness I Clinical  General Pharmacology	4 cr. 3 cr. 3 cr.  3 cr.
Spring	NURS 320 NURS 320L NURS 320C	Health and Illness II (Family Health) Health and Illness II (Family Health) Lab Health and Illness II (Family Health) Clinical	6 cr. 2 cr. 2 cr.
Summer	+ HUM. ELECT	<u>One course</u> from Humanities listing for A.S. Degrees	3 cr.
Spring	NURS 360 NURS 360L NURS 360C NURS 362	Health and Illness III Health and Illness III Lab Health and Illness III Clinical Professionalism in Nursing II	3 cr. 3 cr. 3 cr. 1 cr.
		<b>Spring Admission Sequence</b>	
Spring	NURS 220 NURS 220L NURS 220C  + PHRM 203	Health and Illness I Health and Illness I Lab Health and Illness I Clinical  General Pharmacology	4 cr. 3 cr. 3 cr.  3 cr.
Fall	NURS 320 NURS 320L NURS 320C	Health and Illness II (Family Health) Health and Illness II (Family Health) Lab Health and Illness II (Family Health) Clinical	6 cr. 2 cr. 2 cr.
Spring	NURS 360 NURS 360L NURS 360C NURS 362	Health and Illness III Health and Illness III Lab Health and Illness III Clinical Professionalism in Nursing II	3 cr. 3 cr. 3 cr. 1 cr.

+ SUPPORT COURSES (Non- Nursing courses) recommended for completion before entering the nursing program.

**Kapi‘olani Community College**  
**Associate in Science Degree in Nursing – Transition for Licensed Practical Nurses**  
**PROGRAM COST ITEMS FOR LPN-RN TRANSITION STUDENT**

**For specific program cost information for each item below, please check the Kapi‘olani CC website, specifically the “LPN-RN Transition Program Self Advising Form” within the “Forms & Documents” section for the Nursing: Transition for Licensed Practical Nurses Program**

<b>Semester</b>	<b>Description (Cost Item)</b>	
<u>Nursing Course(s) and Credits</u>		
<b>First Semester</b>		
NURS 220/L/C – Health and Illness I (10 credits)	Tuition (per credit) & Fees	\$1,380
	Nursing Books	\$573 (est.)
	Liability Insurance	\$15
	ATI Fee	\$1,062 (est.)
	Professional Fee	\$500
	Online Exam Fee	\$27
	Health Document Tracking Fee	\$30
	Health Insurance	\$2,150 (est.)
	Initial Health Costs	\$337 (est.)
	Uniforms /shoes / supplies	\$580 (est.)
	Parking/Mileage	\$258 (est.)
	<b>Total</b>	<b>\$6,912</b>
<b>Second Semester</b>		
NURS 320/L/C – Health and Illness II (10 credits)	Tuition (per credit) & Fees	\$1,380
	Nursing Books	\$100 (est.)
	Professional Fee	\$500
	Online Exam Fee	\$27
	Health Insurance	\$2,244 (est.)
	Parking/Mileage	\$258 (est.)
	<b>Total:</b>	<b>\$4,509</b>
<b>Third Semester</b>		
NURS 360/L/C – Health and Illness III (9 credits)	Tuition (per credit) & Fees	\$1,380
NURS 362 – Professionalism in Nursing II (1 credit)	Professional Fee	\$500
	Online Exam Fee	\$27
	Liability Insurance	\$15
	Health Insurance	\$1,701 (est.)
	Parking/Mileage	\$258 (est.)
	Graduation Costs	\$155
	<b>Total:</b>	<b>\$4,036</b>
<b>RN License</b>	NCLEX-RN Exam	
	RN License	<b>\$259</b>
	<b>TOTAL ESTIMATED COST</b>	<b>\$15,716</b>