Hackensack Meridian *Health*JFK Medical Center Muhlenberg Harold B. and Dorothy A. Snyder Schools

Nursing - Radiography - Diagnostic Medical Sonography

This packet contains the application and required forms to help you apply to Hackensack Meridian *Health* JFK Medical Center Muhlenberg Harold B. & Dorothy A. Snyder Schools. Please complete the entire application.

Use the included Application Checklist for directions and record keeping. The Hackensack Meridian *Health* JFK Muhlenberg Snyder Schools' programs admit students twice a year, for either the Fall semester or the Spring semester.

Open dates to submit and complete an application:

FALL SEMESTER (Deadline Extended Due to Demand)

LPN to RN Track: January 2nd – March 1st

Generic and Pathway to BSN Track: January 2nd – June 3rd

Radiography and Sonography: January 2nd – June 3rd

SPRING SEMESTER

Accelerated Track: June 1st – August 30th

Generic, LPN to RN and Pathway to BSN Track: June 1st - October 1st

Radiography and Sonography: June 1st – November 1st

All required materials including the Entrance Exam must be submitted by the deadline.

Applicant Checklist

Generic Track:

While the School of Nursing strongly recommends completion of two Biology requirements prior to applying, it is no longer required. If completed Anatomy and Physiology I and II or Microbiology, require a cumulative GPA of 2.5 or higher when applying.

Pathway to BSN Track:

While the School of Nursing strongly recommends completion of two Biology requirements prior to applying, it is no longer required. If completed Anatomy and Physiology I and II or Microbiology, require a cumulative GPA of 2.7 or higher when applying.

Accelerated Track:

All general education courses must be completed when applying for the Spring semester. A cumulative GPA of 2.7 or higher is required on the relevant courses, and on the BIO's, Anatomy and Physiology I and II and Microbiology.

LPN to RN Track:

Two BIO's are required, Anatomy and Physiology I and II or Microbiology, with a cumulative GPA of 2.5 or higher when applying.

Radiography and Sonography:

General education courses need not be taken prior to applying.

High School Seniors:

Generic Track: Must have a 2.5 or higher cumulative GPA in Algebra, Biology and Chemistry when applying. Pathway to BSN Track: Must have a 2.7 or higher cumulative GPA in Algebra, Biology and Chemistry when applying.

The following checklist is for your record keeping. Applications and the entrance test must be complete by the appropriate deadline. Applications may be mailed to the Schools or brought in person. Incomplete applications will not be considered.

_____\$75.00 non-refundable application fee. The School's accepts online payments www.jfkmuhlenberschools.org, personal checks, money orders and certified checks.

Mail in your application, essay, one complete reference and the appropriate signed Consumer Information form.

Request official high school transcript * or GED/TASC

- All applicants, including those with Bachelor's degree, must submit an official high school transcript or GED/ TASC
- Electronic transcripts are acceptable directly from one school to another school. Send transcript to Norma.Blas@hackensackmeridian.org

FOR HOLDERS OF GED or TASC (General Education Development Diploma)

For New Jersey Residents: A copy of the GED/TASC with the access or verification code is acceptable.

For information about the requirements for the thirty (30) college credit route to a state-endorsed High School Diploma contact:

New Jersey: New Jersey Department of Education, Adult Education – High School Equivalency Office

PO Box 500

Trenton, NJ 08625-0500

Phone: 609-777-1050, Fax: 609 292-3768, E-mail: adulted@doe.nj.gov

www.state.nj.us/education/students/adulted/

For Out of State Residents: You must have your official GED/TASC test results sent to the Schools.

For information about the requirements for the twenty (24) college credit route to a state-endorsed High School Diploma contact:

New York: New York State Education Building

89 Washington Avenue Albany, NY 12234

NYSED General Information: (518) 474-3852 TASC (formerly GED): (518) 474-5906 www.acces.nysed.gov/hse/status-verification

Request official transcripts

From all colleges, including Union County College, vocational schools, school of practical nursing, radiography, etc.
 Electronic transcripts are acceptable from the Student Clearing House and Parchment, send transcripts to Norma.Blas@hackensackmeridian.org

Official transcripts are those transcripts sent directly from one school to another school without the student receipt and include the official seal of the sending school. **Official** transcripts in envelopes sealed with the respective school's seal, hand carried by the applicant, will also be accepted.

- If you attended school under another name, please have the school include your current name as well as your former name(s). This applies to all transcripts and evaluations.
- If you have been home-schooled, you must also submit a copy of your transcript or home school record. If a home school record/transcript is not available, a GED or TASC may be submitted instead.

It is the applicant's responsibility to notify high schools and colleges to forward the requested information directly to the Schools by the appropriate deadline.

FOR APPLICANTS WITH TRANSCRIPTS FROM SCHOOLS OUTSIDE THE UNITED STATES

Applicants with educational credentials from schools outside the United States must first have their transcripts translated and evaluated. Contact the National Association of Credential Evaluation Services, www.naces.org, for a list of accredited members. Allow ample time for processing by the deadline. The Schools are not affiliated with any accrediting agency. If you would like to receive credit for specific courses that you have completed, this evaluation must be done on a course-by-course basis. The evaluation must also include verification of high school graduation.

_Each program requires one complete letter of reference (A reference form and a letter of reference). Make sure you complete your section of the reference form. The individual completing the reference form must also sign the form; they must also write a letter of reference.

- High school seniors, or those who have graduated from high school within the last year, must include a complete letter of reference from a guidance counselor, teacher or high school administrator.
- LPN graduates must include a complete letter of reference from a faculty instructor of their LPN program (not required if they graduated more than five years ago).
- Applicants, who have previously attended another nursing school within the last five years, must submit a complete letter of reference from a faculty instructor.
- All other applicants must obtain a complete reference from an employer, supervisor, previous college instructor or any other non-family professional contact who can address character and academic abilities. References from friends and family members are NOT acceptable.

____All Hackensack Meridian *Health* JFK Muhlenberg Snyder School applicants are required to satisfy the appropriate Entrance Test requirements for their program of interest. The Entrance Test evaluates areas that are considered essential for academic success: Entrance Exam - ATI TEAS Information.

__Applications may be personally delivered to the Schools.

- If you are not a U.S. Citizen, you must bring your application in person to the Schools' Administrative Office. You will be required to show your Permanent Resident Card and/or Naturalization paper at that time. Permanent Residency is a requirement for school entrance consideration.
- If you are a licensed practical nurse (LPN), you must bring your application in person to the Schools' Administrative Office. You will be required to show your current LPN license at that time.

___The applicant must select one of the essay topics listed below and write an essay of 250 words or more.

- 1. Please tell why you would like to become a nurse or medical imaging technologist (specify discipline). Describe some of the experiences that have influence your decision.
- 2. If you were able to spend the day with a famous individual, real or fictional, whom would you pick and why?
- 3. If you were to write your autobiography, what might it say on page 200?

_____Read, sign and return the appropriate Consumer Information Sheet.

Please complete the survey asking how you heard about the Schools.

If you feel that your application needs additional explanation (i.e., academic history), please feel free to include a statement to this effect.

It is the applicant's responsibility to submit, or directly forward to the Schools, all the requested information by the appropriate deadline. Incomplete applications will not be considered.

All of the above materials should be mailed to: Hackensack Meridian Health JFK Medical Center Muhlenberg Harold B. and Dorothy A. Snyder Schools P.O. Box 4649 Metuchen, NJ 08840 Attn: Admissions

If accepted to the Schools, you may be required to take the College Placement Test, the English for Speakers of Other Languages Test and/or the RAD102 Math Test. The information regarding these tests is included in the acceptance packet. All remediation work, if needed, must be completed prior to registering for any credit-bearing courses and will be arranged through the Hackensack Meridian Health JFK Medical Center Muhlenberg Snyder Schools Office of Registration and Enrollment.



Park Avenue & Randolph Road Plainfield, New Jersey 07061 Mailing Address P.O. Box 4649 Metuchen, New Jersey 08840 908-668-2400

APPLICATION FOR ADMISSION

This application is appropriate for all programs offered by Hackensack Meridian *Health*JFK Medical Center Muhlenberg Harold B. and Dorothy A. Snyder Schools

GENERAL INFORMATION

Name:						
Last		List All Former Last	Names	First		Middle Initial
Home Address:						
Nun	nber, Street	and Apt#			Cit	ty
State		Zip Code			Co	ounty
()		()			()
Area Code Home Telep		Area Code	Work Telephone	_	Area Code	Cell Telephone
Email Address:						
	Print	Clearly				
Mailing Address if different	from above	:				
J		Numbe	er, Street and Apt#			City
State			Zip Code			County
Social Security Number						
Applicant must select one track	k or program. I	Nursing applicants mus	t select day or evening	classes.		
Nursing - Fall 2019						
Accelerated Track (Sprir	ng semester st	art only)	Day			
Generic Track			Day	-	Evening	
LPN to RN Track			Day	_	Evening	
Pathways to BSN Track	(Joint program	with Kean University)	Day	_	Evening	
Medical Imaging - Fall 2019						
Radiography			Day			
Diagnostic Medical Sono	ography		Day			
Have you ever applied to Hack	ensack Meridi	an <i>Health</i> JFK Muhlent	perg Snyder Schools be	fore?		
If yes, when? Semester						
			application fee			

Pay online or by personal check, money order or certified check payable to:

Hackensack Meridian Health JFK Muhlenberg Snyder Schools of Nursing or School of Radiography (for all SOMI programs)

Accredited by ACEN and NJ State Board of Nursing Accredited by JRCERT, CAAHEP for Medical Imaging

Failure to complete the entire application may void your application. Report any changes (name, address, email address, telephone number, college information, etc.) to the Schools.

Page II

EDUCATION

ALL APPLICANTS MUST COMPLETE THIS SECTION INCLUDING THOSE WITH A BACCALAUREATE DEGREE (OR HIGHER) OR THOSE WITH FOREIGN EDUCATION.

Diploma-Granting High School				
Name of School				
Address				
Stree	et	City		State
Dates Attended	To	Graduation Date/		
G.E.D. Date Received		_	te Received	_
List all High Schools/Secondary Sch	ools Attended	d:		
or business schools throughout a	n academic	on beyond high school. It includes all o		
NAME OF POST-SECONDARY S	CHOOL			
1.	ne of School		1	- salian
Nan	ne of School		LC	ocation
Dates attended		# of credits completed		Degree/Diploma
2.				
Nan	ne of School		Lo	ocation
Dates attended		# of credits completed		Degree/Diploma
3. Nan	ne of School		Lo	ocation
Dates attended		# of credits completed		Degree/Diploma
4.				
Nan	ne of School		Lo	ocation
Dates attended		# of credits completed		Degree/Diploma
5.				
Nar	ne of School		Lo	ocation
Dates attended		# of credits completed		Degree/Diploma

Note: You must list **all schools** attended (including Union County College), even if you took only one course. It is not necessary to attend Union County College prior to applying to any of the Hackensack Meridian *Health* JFK Muhlenberg Snyder Schools' programs. However, **if** you have attended, or are currently attending Union County College, you must have achieved a minimum GPA of 2.5 cumulative in relevant courses. All other admission criteria apply as well.

Page III

ACADEMIC HONORS			
Briefly list any academic aw	vards/honors you have received		
EMPLOYMENT RECORD)		
Present Position			
Position/Title	Employer		Starting Date
Address	City	State	Zip Code
□ Full Time □ Part Ti	me		
Other Employment			
EXTRA-CURRICULAR, C	COMMUNITY & VOLUNTEER ACTIVITIES		
Please List Any Extra-Curri	cular, Community or Volunteer Activities		
CITIZENSHIP: Applicant	s must be U.S. citizens, naturalized citizens o	or Permanent Residents	
Are you a United States C			
Do you have a Permane			
·			
PERSONAL INFORMATI		ad Malfana Titla VII of	
the Civil Rights Act. Comple	required by the U.S. Dept. of Health, Education are	nd vveitare, little vi of	
SEX:	□ MALE □ FEMALE		
ETHNIC:	☐ Hispanic/Latino (Central /South Americ	can, Cuban, Mexican, Puerto Rican, or oth	ier
	☐ Non-Hispanic/Latino		
RACE:	American Indian on Alaska Nativa	Asian	
	American Indian or Alaska Native Black or African American	Asian Hispanic/Latino	
	Native Hawaiian or Other Pacific Island	der White	
	Two or More Races (Choose races if ap	plicable	
Date of Birth:	1 1		
Mont	h Day Year		

Page IV

ESSAY

Please complete one of the following essays on a separate sheet of paper. Your essay should be a minimum of 250 words and typed.

- 1. Please tell why you would like to become a nurse or medical imaging technologist (specify discipline). Describe some of the experiences that have influenced your decision.
- 2. If you were able to spend the day with a famous individual, real or fictional, whom would you pick, and why?
- 3. If you were to write your autobiography, what might it say on page 200?

NON-DISCRIMINATION POLICY

It is the policy of Hackensack Meridian *Health* JFK Medical Center Muhlenberg Harold B. and Dorothy A. Snyder Schools to comply with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Older Americans Act of 1975, and the American with Disabilities Act of 1991. These laws prohibit discrimination on the basis of race, color, religion, sex, national origin, age, disability or sexual orientation in all educational programs and activities as long as the handicapped person does not present a safety hazard to himself/herself or clients. Hackensack Meridian *Health* JFK Medical Center, Inc. is an Equal Opportunity Employer.

PUBLISHED: DECEMBER 2018

ODLIGITED. DEGLI	IDEN 2010		
change any provision	ns, requirements, charges, prog	rams, offerings or services withou	t. However, the Schools reserve the right to t notice or obligation. tions on the Schools. My signature below
indicates that the foreg	oing information is correct and com	plete to the best of my knowledge. I ce	ertify I am a current resident and \Box have / \Box
	•	•	n. I will notify the institution of any change in diate disqualification or dismissal from the
Signature		Date_	
Parent's signature if un (Revised December 2013			
SURVEY			
•	rt Hackensack Meridian <i>Health</i> JFK ools? (Select as many choices as a	· ·	
College Fair	Internet	Union County College	Guidance Counselor
Alumni	Friend	Parent/Relative	Employee
Physician	Facebook	Twitter	Newspapers
Rillhoards	Rus Advertisements	Other	



Note to student: Each program offered by Hackensack Meridian *Health* JFK Medical Center Muhlenberg Harold B. and Dorothy A. Snyder Schools requires one (1) complete reference (form and letter). See the directions on the Application Checklist for instructions.

LETTER OF REFERENCE FORM

THIS SECTION IS TO BE COMPLETED BY THE APPLICANT

Check One:	Nursing _	Radiography	Diagnostic Medical Songoraphy	
APPLICANT'S N	IAME (Please Print):			
EVALUATOR'S I	NAME (Please Print):			
	ay waive the right of ac shes by signing below	-	rovided for under the Family Educational and Priva	cy Act of 1974. Please
•		ess to the evaluation provided valuation is preserved.	by the person named above and he/she should	be hereby notified
Applicant's	Signature		Date	
		valuation provided by the per fidentiality of the evaluation	son named above and he/she should be notified is not guaranteed.	I that I retain my
Applicant's	Signature		Date	

IMPORTANT: DIRECTIONS TO THE EVALUATOR

Complete the information on side 2 legibly and attach a letter to this form which details your relationship to the applicant, in what professional capacity and length of time you know them, their major relevant strengths/weaknesses, and any other pertinent comments you may wish to share with the Admissions Committee.

STUDENT REFERENCE FORM CONTINUED

The traits described below are to be evaluated primarily on personal qualities believed relevant to an individual's performance and development. Rate the applicant according to the legend.

Applicant's Name

LEGEND

- 5 Excellent
- 4 Above Average 3
- 3 Average
- 2 Below Average
- 1 Unsatisfactory
- 0 Unable to Evaluate

	Rating #
Interpersonal skills (cooperative, tactful, ability to work with others)	
2. Manual dexterity (agile, dexterous, coordinated)	
3. Maturity (stability, self-disciplined, responsive to criticism)	
4. Ability to work independently (initiative, diligent, good organization)	
5. Problem-solving abilities (recognizes problems, analytical ability)	
6. Reliability (trustworthy, dependable, responsible, perseverance)	
7. Personality (warm, cheerful, positive, patient)	

DATE	
EVALUATOR'S NAME: Please print	
EVALUATION O NAIME. I lease plint	-
SIGNATURE OF EVALUATOR	_
TITLE	
NSTITUTION/COMPANY	

PLEASE RETURN THIS FORM, ALONG WITH A LETTER OF REFERENCE TO:

Hackensack Meridian Health
JFK Medical Center

Muhlenberg Harold B. and Dorothy A. Snyder Schools
Office of Admissions
P.O. Box 4649
Metuchen, NJ 08840



Consumer Information Sheet - School of Nursing

Only Complete for Nursing Applicants

Student Right-to Know

The following information is being provided as required under the Student Right-to-Know and Campus Security Act Public Law 101 542 as amended by the Higher Education Technical Amendments of 1991 Public Law 102 26.

Information on Graduation/Completion Rates

- 89.77% of students graduated in 2015 passed the NCLEX-RN (National Council Licensure Examination) Registered Nurse Licensing Exam on the first attempt. The national first time pass rate in 2015 is 85.77%.
- 94.6% of graduates are employed in nursing (from A Survey of the Classes of 2008 2009, 2009 2010 and 2010 – 2011 Graduates of the Cooperative Program in Professional Nursing by the Office of Assessment, Planning and Research – Union County College, January, 2013 Research Report No. 165)

Americans with Disabilities Act (ADA)

The following information is being provided as required by the Federal government, Section 504 of the Rehabilitation Act of 1973. Applicants to the School of Nursing must be able to perform specific skills in order to care for patients safely and perform all the procedures that would be required of a graduate nurse in the work force. The Hackensack Meridian *Health* JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing has accepted the following standards for applicants to the program. Corrective devices are allowed to meet the minimum requirements or standards.

To enter the School of Nursing, applicants must be able to:

- 1. Communicate clearly and succinctly in English to the patient, family and other support staff, both verbally and in writing.
- 2. Hear a patient talk in a normal tone from a distance of 20 feet.
- 3. Visually observe the patient in order to assess the patient's condition and/or needs from a distance of at least 20 feet.
- 4. Read all written medical information pertaining to the patient.
- 5. Assess al readings and functions of technical equipment pertaining to patient care.
- 6. Render services and/or assistance to all patients depending on the individual patient's needs and abilities in moving, turning and lifting. Be able to push, pull and lift 40 pounds.
- 7. Manipulate a stretcher, wheelchair and/or portable equipment within the medical facility without injury to self, patient or others.
- 8. Draw up sterile solutions without contaminating the syringe and/or needles, etc.
- 9. Manipulate dials, buttons and switches.
- 10. Physically be able to administer emergency care including performing CPR.
- 11. Be able to stand for periods as long as 2 hours and walk a distance of 2 miles during a normal work day.

I have read this form and understand the contents therein:

Signature		
Print Name Clearly		
Date	 	

RETURN WITH YOUR APPLICATION

ACEN and NJSON ACCREDITED

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Muhlenberg Harold B. and Dorothy A. Snyder Schools of Nursing and Medical Imaging

Consumer Information Sheet - School of Radiography

Only Complete for Radiography Applicants

Student Right-to-Know

The following information is being provided as required under the Student Right-to-Know and Campus Security Act, Public Law 101- 542, as amended by the Higher Education Technical Amendments of 1991, Public Law 1022- 26, and the Higher Education Technical Amendments of 1993, Public Law 103-208.

Information on the School of Radiography Program Effectiveness Data

Of the 17 + 1 (Advanced Placement Student) graduates from Hackensack Meridian *Health* JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools' Program in Radiography in 2015, sixteen (16) students passed the ARRT Boards, 93% of first-time examinee pass rate. The majority of the School of Radiography students are "transfer-ins", and, therefore, are not considered first-time, full-time degree-seeking students.

Employment data is not yet available for the 2015 graduates. Of the 2014 graduates, there was 100% job placement within 12 months after graduation.

PHYSICAL/TECHNICAL REQUIREMENTS FOR ADMISSION

Applicants to the School of Radiography must be able to perform specific skills in order to perform clinical assignments of the School and to perform all procedures required of a diagnostic radiographer in the work force.

Corrective devices are permitted to meet the minimum requirements.

- 1. Communicate in English in order to converse and instruct patients, to relieve their anxiety and gain their cooperation during procedures.
- 2. Hear a patient talk in a normal tone from a distance of 20 feet.
- 3. Observe the patient in order to assess his condition and/or needs from a distance of at least 20 feet.
- 4. Read a patient's medical chart and/or physician's orders.
- 5. Evaluate radiographs using a view box to make certain that the films contain proper identification and are of diagnostic value.
- 6. Render services and/or assistance to all patients depending on the individual patient's needs and abilities when moving, turning, getting on and off the radiographic table or stretcher and when moving in and out of a wheelchair.
- 7. Push, pull and lift 40 pounds.
- 8. Push and manipulate a portable X-ray machine in turning corners, maneuvering on and off elevators and within a patient's room.
- 9. Manually move and maneuver the X-ray tube at standard and non-standard heights up to 7 feet.
- 10. Draw up sterile contrast media and other solutions without contaminating the syringe needle and/or injecting device.
- 11. Select the exposure factors necessary to produce a radiograph by manipulating dials, buttons and switches.
- 12. Place X-ray cassettes in Bucky trays and spot film devices and properly manipulate all locking devices.
- 13. Physically be able to administer emergency care including CPR as necessary.
- 14. Physically be able to stand for periods as long as 2 hours while wearing lead aprons and to walk a distance of 2 miles during a normal work day.

I have read the above Physical and Technical Requirements for admission into the Hackensack Meridian *Health* JFK Muhlenberg School of Radiography. My signature below determines that I am capable of fulfilling these requirements.

Signature			
Print Name Clearly	 	 	

RETURN WITH YOUR APPLICATION

JRCERT ACCREDITED

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Consumer Information Sheet - School of Diagnostic Medical Sonography

Only Complete for Diagnostic Medical Sonography Applicants

Student Right-to-Know

The following information is being provided as required under the Student Right-to-Know and Campus Security Act, Public Law 101 542, as amended by the Higher Education Technical Amendments of 1991, Public Law 102-26, and the Higher Education Technical Amendments of 1993, Public Law 103-208.

Information on Graduation/Completion Rates

Of the fifteen graduates from the Hackensack Meridian *Health* JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools' Diagnostic Medical Sonography Program in 2014, the following Program Outcomes were achieved:

Americans with Disabilities Act (ADA)

The following information is being provided as required by the Federal Government, Section 504 of the Rehabilitation Act of 1973. Applicants to the Diagnostic Medical Sonography Program must be able to perform specific skills in order to care for patients safely and perform all procedures that would be required of a graduate Sonographer in the work force.

The Hackensack Meridian *Health* JFK Muhlenberg Snyder Diagnostic Medical Sonography Program has accepted the following standards for applicants to the program. Corrective devices are allowed to meet the minimum requirements or standards. *To enter the Diagnostic Medical Sonography Program, the applicant must be able to:*

- 1. Communicate clearly and succinctly in English to the patient, family and other support staff, both verbally and in writing.
- 2. Hear a patient talk in a normal tone from a distance of 20 feet.
- 3. Visually observe the patient in order to assess the patient's condition and/or needs from a distance of at least 20 feet.
- 4. Read all written medical information pertaining to the patient.
- 5. Assess all readings and functions of technical equipment pertaining to patient care.
- 6. Render services and/or assistance to all patients depending on the individual patient's needs and abilities in moving, turning and lifting.
- 7. Be able to push, pull and lift 40 pounds.
- 8. Manipulate a stretcher, wheelchair and/or portable equipment within the medical facility without Injury to self, patient and others.
- 9. Manipulate dials, buttons, and switches.
- 10. Physically be able to administer emergency care (CPR).
- 11. Be able to stand for periods as long as 2 hours.
- 12. Walk a distance of 2 miles during a normal work day.

I have read this form and understand the contents wherein:

Signature	 	
Print Name Clearly		
Data		

RETURN WITH YOUR APPLICATION

CAAHEP ACCREDITED

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