



# Petition into Associate Degree Nursing (ADN)

**PETITION PERIODS: February 1-5, 2021 for Fall 2021 & July 6-10, 2021 for Spring 2022**

## NURSING PETITIONING REQUIREMENTS

In order to be eligible to petition the program for entry, you **must** apply to the college, meet all program-specific eligibility requirements, and attend a health sciences petition meeting specific to the program you plan to petition.

**Required Courses** – completed with a grade of “C” or better

- Chemistry – one year of high school chemistry with lab OR one semester of college chemistry with lab (Acceptable BTC Courses include: Chemistry Prep (856-787) OR General Chemistry (806-134) OR General, Organic, and Biochemistry (806-199).)
- Written Communication (801-195) OR English Composition 1 (801-136)
- General Anatomy & Physiology (806-177)
- Basic Nursing Assistant – must be completed within five (5) years of petitioning to the Nursing Program. Consideration will be given for those who are or have been employed as a Nurse Assistant.

**Admissions Testing:** TEAS for Nursing Students – Information regarding the TEAS for Nursing Students test scheduling and administration is found at [BTC's Admission Testing Page](#). A transcript/copy of your TEAS results must be included with the submission of your petition packet. If multiple attempts have been made, you may submit your highest test score.

## PETITION PROCESS

After meeting the minimum requirements, you are now eligible to petition. It is your responsibility to submit a completed petition packet and all required petitioning documents during the designated petition period in order to be considered for entry into the clinical program.

As program entry is granted to only a designated number of students, the petition packets are awarded points. Note: There are additional factors (i.e. previous, related work experience) that may be considered and awarded extra points for competitive entry – these are outlined below. More information will be available at the required petition information meetings. *Please note: Continuous enrollment is not required in order to maintain a current application.*



## NURSING PETITION APPLICATION

Only students who have **completed the application process** and **meet all program-ready requirements** are eligible to petition. Petition forms and work experience forms **must be submitted/received no later than 4:00 p.m. on the last petition day**. Information regarding submitting the petition application is included at the end of this packet.

Read, complete all sections, and submit all required documents. **Failure to do so will result in an invalid petition.**

### STUDENT INFORMATION

Student Name	BTC Student ID Number	Date of Nursing Petition Meeting Attended
<input type="checkbox"/> Full-Time Admission <input type="checkbox"/> Part-Time Admission*             *Part-time admission is only available during the February petition period.		

Please read and initial the following statements:

- \_\_\_\_\_ I have verified that Blackhawk Technical College (BTC) has my current mailing address on file.
- \_\_\_\_\_ In the case of a tie, the "Date of Pre-Clinical Admission" as a date-stamped by BTC Admissions will be the deciding factor.
- \_\_\_\_\_ If I am selected and choose not to begin the core clinical courses, I must petition again.
- \_\_\_\_\_ If I am selected as an "alternate" I may be contacted as late as one month prior to the start of the core courses. If I choose not to begin the core clinical courses, I must petition again.
- \_\_\_\_\_ I understand a background check and possible drug screen will be conducted and the results may prevent my placement at a clinical site and interfere with my ability to complete the program.
- \_\_\_\_\_ I understand that program requirements for future petition periods may have different selection criteria and I must meet those new requirements if I am not selected in this current petition period or thereafter.
- \_\_\_\_\_ I understand that a petition meeting must be attended every year that I petition. Failure to attend a petition meeting every year before petitioning will result in my application being considered incomplete and void.
- \_\_\_\_\_ I understand that while I may take the required, program-specific test (i.e. TEAS-Nursing) as many times as I choose, I may submit the highest score I received for consideration.
- \_\_\_\_\_ I understand that I must attach a copy of the TEAS test score transcript (or ATI transcript validation for Nursing)
- \_\_\_\_\_ I understand that I must attach an unofficial BTC transcript. Students can print unofficial transcripts through MyBTC at mybtc.blackhawk.edu. Any relevant transfer coursework **must** be documented on the BTC transcript at the time of submission to be considered valid. *Failure to provide BTC transcripts will result in an invalid petition.*
- \_\_\_\_\_ I understand that an incomplete petition will be considered invalid.
- \_\_\_\_\_ I understand if I choose a full-time or part-time track and want to switch, I will need to follow the process outlined in the BTC Nursing Handbook.

Student Signature	Date
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**I. COLLEGE COURSEWORK (\_\_\_\_/160 points)**

For each course, indicate where the course was completed and points based on what grade was achieved. Award the following points per grade achieved: A = 10 points, AB (A-/B+) = 8 points, B = 5 points, BC (B-/C+) = 3 points, C = 0 points, P (Pass in Pass/Fail Courses) = 0 points. **Note: The Credit for Prior Learning process must be complete in order for courses taken at other institutions to be considered for petitioning.**

**Required Pre-Requisite Courses** – these courses must be completed in order to petition:

Course	Location	Awarded Points
Chemistry*		
Written Communication OR English Composition 1		
General A&P*		

**Additional Points for Additional Courses** – these courses are needed for graduation but not required for petitioning:

Course	Location	Awarded Points
Microbiology*		
Advanced A&P*		
Intro to Sociology		
Intro to Psychology		
Developmental Psychology		
Speech		

**Optional Nursing Preparation Courses** – these courses are not required for petitioning:

Course	Location	Awarded Points
Nursing Math*		
Pharmacology Prep		

\* Points are doubled for science and math courses.

**II. WORK EXPERIENCE (\_\_\_\_/20 points)**

Indicate if you have any related work experience within the last five years. Include a completed **Verification of Occupational Experience Form (top portion only)** (located at the end of this packet) when submitting your packet. Only the final candidates will be audited.

Position Title/Location	Type of Position	Time in Position
	<input type="checkbox"/> No customer/patient interaction (0 points) <input type="checkbox"/> Customer care/service (5 points) <input type="checkbox"/> Direct patient care (10 points)	<input type="checkbox"/> 0-1 year (0 points) <input type="checkbox"/> 1-5 years (5 points) <input type="checkbox"/> 5+ years (10 points)
<b>For clinical placement</b> , have you ever worked in a long-term care facility or at an acute care facility? If so, please explain (no points are awarded for this:		
Have you ever been enrolled in the BTC ADN program in the past year? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you previously petitioned and your employment information has not changed since then? <input type="checkbox"/> Yes <input type="checkbox"/> No		



**III. PROGRAM ADMISSION TESTING (\_\_\_\_/100 points)**

**Test Score:** \_\_\_\_\_

Award the following points for your TEAS-Nursing score: 0-59% = 0 points, 60-64% = 20 points, 65-69% = 40 points, 70-74% = 60 points, 75-79% = 80 points, 80-100% = 100 points.

**Note:** A transcript/copy of your test results must be included with the submission of your petition packet. If multiple attempts have been made, you may submit your highest test score.

**IV. BTC DISTRICT RESIDENT (\_\_\_\_/10 points)**

If you are a resident of the Blackhawk District (live in Rock or Green Counties in Wisconsin), you will receive 10 points. If not, you will receive 0 points. District residence is verified by BTC by the address on file but is not a requirement.

<b>FOR OFFICE USE ONLY</b>  <b>Final Ranking Process</b>	Nursing Petition Meeting Attended: <input type="checkbox"/> Yes <input type="checkbox"/> No	
	College Coursework	____/160 points
	Work Experience	____/20 points
	Program Admission Testing	____/100 points
	BTC District Resident	____/10 points
	<b>Total Points</b>	<b>____/290 points</b>

**SUBMITTING THE PETITION PACKET**

Once completed, petition packets must be submitted:

- Dropped-off at the Health Sciences Reception Desk (Room 2304 or Room 1200) at Central Campus
- Mailed (and received by deadline) via US mail to: Blackhawk Technical College, Attention: Health Sciences (Room 2304), 6004 S County Rd G, Janesville, WI 53547-5009
- Faxed to (608) 743-4578

Students will be notified by US mail within two months of the petition deadline regarding the status of their petition packet. Letters will be sent to the address on record in the college computer system.



# Verification of Occupational Experience

## Associate Degree in Nursing Program

Please carefully read the following instructions: The top half is to be completed by the applicant only and then returned with the petition form. If the applicant is selected, then the bottom half may be completed by the employer and returned to the address listed.

The Nursing Program requires that all relevant work experience pertaining to the program application be verified.

### TO BE COMPLETED BY NURSING APPLICANT:

Nursing Applicant Name		BTC Student ID Number	
Street Address	City	State	Zip Code
Business Name		Position Held	
Street Address	City	State	Zip Code
Contact Person		Phone Number (with Area Code)	
Employment Began (MM/DD/YYYY)	Employment Status: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	If part-time, list average weekly hours:	
Last Day Employed (MM/DD/YYYY)		Total Hours:	

I authorize my employer/former employer to release the following information to Blackhawk Technical College:

Applicant Signature	Date
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After petition review, **if the applicant is selected**, this form will be sent to the applicant's employer for verification of employment. Employers should complete the section below and return the form for review:

### TO BE COMPLETED BY EMPLOYER:

The above named person was employed as a(n) \_\_\_\_\_ for the period(s) and hours listed above.  
*job title/classification*

I would classify this position as (please check one):

- No patient/customer interaction    Customer care/service    Direct patient care

Employer Signature	Employer Title	Date
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Please return the completed form to: Blackhawk Technical College, Attention: Health Sciences – Nursing (Room 2304), 6004 S County Rd G, PO Box 5009, Janesville, WI 53547-5009, Fax: (608) 743-4578.