MESSAGE FROM THE PRESIDENT

Education remains one of the best investments a person can make in today’s economy. Our goal is to educate the leaders of tomorrow in the career specific academic disciplines of Court Reporting, Paralegal Studies, Practical Nursing, and Registered Nursing.

One of the most important decisions you will make in your life is where you will attend college. Here you can attain the education necessary for your first or next career. For over forty years, our top priority at Sumner College has been student success. We recognize that each student is unique with diverse goals and needs. We are dedicated to offering programs that focus on careers that will one day make an impact in society and the workforce. As you take the next step in exploring Sumner College, I am confident that you will discover what I experience daily; staff that provide you with the tools necessary to achieve your educational goals, and faculty members that represent some of the best educators in their programs of study. Educators dedicated to challenging students and helping them achieve their dreams.

In February of 2013, Sumner College opened a second Portland area campus at Cascade Station that houses our Registered Nursing and Practical Nursing programs. On-Campus facilities include two patient simulation rooms, two skills labs, lecture style classrooms, a computer lab, and a library. The decision was made to move the main campus to the beautiful new Parkway location in January of 2015. This new locations offers students lecture style classrooms, two skills labs, two computer labs, and a library.

Helping students gain real-world knowledge that employers demand is what we have been doing for over 40 years. Serving students with quality is our highest value. Sumner College strives to have an impact on the communities we serve by helping today’s students become the professional leaders of tomorrow.

Joanna S. Russell
President,
Sumner College
Why Sumner College?

Prerequisite coursework is not required  
Program is designed to be completed in 50 weeks  
Skills labs provide hands on practice  
to prepare you for clinical experiences  
The College has been accredited since 1978 with  
a focus on high quality, career focused education  
The College schedules all of the courses to assure  
course requirements can be met in 5 terms  
Graduates will be prepared to sit for the  
National Council Licensure examination (NCLEX-PN)  
for licensure as a practical nurse

PRACTICAL NURSING PROGRAM OVERVIEW

The Practical Nursing Program at Sumner College is 50 academic weeks in length and includes 70.5 credit hours of combined nursing and general education courses. Students receive classroom instruction, laboratory practice, and clinical experience in medical, surgical, pediatric, adult, geriatric, and community practice settings. Students work as members of the healthcare team under the supervision of qualified registered nurse faculty. Graduates of the program may apply to the Oregon State Board of Nursing (OSBN) to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Once licensed, the graduate may be employed as a Licensed Practical Nurse (LPN).

FACILITIES & EQUIPMENT

The college utilizes the latest technology and advances to prepare students to serve as nursing professionals in the healthcare industry. Simulation and skills labs offer hands-on learning opportunities that utilize technology-based interactive computerized mannequins; focusing on adult health, pediatrics, maternal and newborn nursing.

Students are exposed to evidence-based practice in real-life healthcare situations that encourage student participation and the development of critical thinking in a safe and controlled environment.

“The teachers are there supporting you, they are interested in your success and that makes a huge difference in motivation.”  
- Kristen W.  
Sumner Graduate
PROMOTING EXCELLENCE IN NURSING
We strive to create an educational environment that fosters the development of ethical, competent, and caring nurses that will shape and lead our future nursing workforce. It is our responsibility to provide our students with the knowledge, skills, and ability needed to become successful in their chosen field. Upon completion of the program, graduates will be prepared to sit for the National Council Licensure Examination (NCLEX-PN) for licensure as a practical nurse.

ADMISSIONS PROCESS
Individuals applying for the Practical Nursing program must meet the following requirements to be considered for admittance. Applications may be hand delivered or submitted via email, or mail; faxed applications will not be accepted. Submission of an application does not guarantee admission into the program. Previous enrollment in a program at Sumner College does not guarantee admission into the program. Work experience in the medical field is not required to be considered for acceptance into the program.

PROGRAM REQUIREMENTS
High School Diploma or GED
Applicants must be at least 18 years of age and have either a:
a) High School Diploma; or
b) GED or equivalent issued from a state authority

Essays
The Practical Nursing program will demand an extensive amount of your time for classroom instruction, skills lab, and clinical experiences. Attendance is mandatory for all parts of the program. Being absent or tardy is considered unprofessional behavior. The nursing program is guided by ethical and professional principles. Essay questions are reviewed and points are awarded on a scale of 0-4.

Directions
- Place name at the top of each essay
- Essays should be typed, double-spaced, in 12 pt. Times New Roman font
- Title each essay with the question
- Begin each essay on a separate page
- All essays must be at least one full page in length

The essay questions are as follows:
1. Why are you pursuing a career as a nurse?
2. What makes you capable of being a nurse?
3. Explain in detail how you will commit to the demands and responsibilities of a nursing program.
Compass Test

Applicants must submit a Compass test request form prior to taking the exam. There is a $15.00 non-refundable testing fee due at the time you reserve your testing date. This fee is applied to the registration fee upon admittance to the program. Applicants must obtain a overall score of a 60% or higher on the Compass to be considered for admittance into the program. Applicants must provide a form of Government ID (ex: driver’s license) to sit for the Compass test.

The Compass test is comprised of three different sections covering Math Diagnostics, Reading Diagnostics, Writing Diagnostic. Each section is weighted equally. The test is a multiple choice assessment of basic academic knowledge in reading, mathematics, and writing. The objectives assessed on the Compass test are those which nurse educators deemed most appropriate and relevant to measure entry level skills and abilities of nursing program applicants.

Points are awarded as a result of the overall Compass score based on the following rubric:

1. Overall score of 60% - 65% - 1
2. Overall score of 66% - 71% - 2
3. Overall score of 72% - 77% - 3
4. Overall score of 78% - 84% - 4
5. Overall score of 85% - up - 5

If an applicants overall score is 59.94% or lower, the applicant can retake the test after 14 days. After the second attempt, the applicant must wait 12 months before being allowed to retake the test. A testing fee is charged for each attempt.

References

Applicants must submit a minimum of one letter of recommendation. The college strongly recommends that the letter is submitted on professional letterhead and includes contact information. Acceptable letters of recommendation may include current or previous supervisors, hiring managers, or academic instructors. Please contact the admissions department with additional questions.

Application

Applications can be submitted to the front desk at the Cascade Station and Parkway campuses, via email, or standard mail.

Mail:
Sumner College Cascade
Attn: PN Application
8338 NE Alderwood Road Ste.100
Portland, OR 97220

Sumner College Parkway
Attn: PN Application
15115 SW Sequoia Parkway Ste.200
Portland, OR 97224
Admissions Appointment
All applicants are required to attend a mandatory appointment with a Sumner admissions representative. This appointment focuses on admissions and program requirements, curriculum and credit hours, class schedules, clinical experience, and NCLEX preparation. Prospective students have the opportunity to discuss any questions they may have about the program or the college at this time. Additional admission appointments may be arranged at the request of the student.

Final Selection
Applicants who complete the compass test, essays, and submit references will be eligible for the final cohort selection. Based on points given for each section, students meeting the minimum point requirements will be accepted into the practical nursing program.

PROGRAM POLICIES

Health Forms
All Students are screened for immunity to Measles, Mumps, Rubella, Varicella, and Tuberculosis in accordance with Sumner College policies. All students are required to submit proof of immunization for the following, prior to their initial clinical practice site visit: Measles, Mumps, Rubella, Varicella, and Tuberculosis; Tetanus-Dephtheria-Pertussis Toxiod (within the last 10 years), and Hepatitis B or titer. The Hepatitis B series must be started by the stated deadline, and can be completed during the first term of the program.

Students must possess certain abilities and skills necessary to provide and maintain safe and effective care. Students must be able to perform the physical requirements necessary for the Registered Nursing Program. An immunization form must be completed by a physician, physician assistant, or nurse practitioner and be submitted before the beginning of the program.

Drug Screening
A drug screen is required for admittance into the Practical Nursing Program. Any evidence of drug use or a positive drug screen may result in an automatic dismissal from the program. The drug screen must be completed prior to the start of clinical. This date is determined by the college. Random drug screens may be conducted during the 9 terms of the program.

Criminal Background
All students enrolled in the registered nursing program will be required to complete a criminal background check. The criminal background check gives permission for an agency to access all criminal case data including conviction, non-conviction, and pending data. Depending on the contents of the student’s criminal record, participation in clinical or field placement may be denied. In addition, a sex offender check may be required.

Failure to complete or participate in any required agency screening will result in the registered nursing student not being placed at that agency, which may lead to possible dismissal from the program.
TRANSFER CREDITS

Students wishing to transfer credits must complete the Sumner College Transfer Credit Request Form included in college application. Submission of this form does not guarantee approval of transfer credit. Official transcripts must be received by Sumner College for evaluation.

Students wishing to transfer credits from an accredited institution will be required to provide an official, sealed transcript that must be sent directly to Sumner College from institutions attended. When considering transfer credit, institutions must be recognized by the Council for Higher Education Accreditation (CHEA). Sumner College may request a college catalog or additional course information when evaluating coursework from other institutions. If these items are requested, it is the responsibility of the student to obtain this information. All transfer credit must comply with residency and curriculum requirements.

Maximum transfer credit for all applicants wishing to transfer previous coursework is 25%. Final determination is the decision of Sumner College.

Transfer credit will be evaluated by the Director of Education and submitted to the Registrar. The transferability of a course depends upon many factors, including but not limited to the scope of the course and content, date in which the course was completed, credit hours, and accreditation. If an applicant is accepted into the program and wishes to transfer credit, an official transcript must be received within 30 days of the start of their first term of study.

If an official transcript is not received by the college within 30 days from the start date of the program, the student will not be awarded transfer credit.

Students should be aware actual degree requirements vary from institution. Transferability of credit is always the decision of the school in which you wish to transfer, and is never within the control of the credit granting institution.
"I have a career now that I can be in forever... It’s nice knowing that I have a career that is going to last my whole life.”  
- Krista A.  
Sumner Graduate
Resources To Start Your Academic Journey...

**Academic Services:**
- LIRN Online Library
- Skills Lab Remediation
- Refresher Courses
- Nursing Club
- Mentoring Program
- NCLEX Prep Package
- Sumner College Grant Program
- Tutoring Options
- Course Audits
- Academic Student Drive
- Study Groups

**Student Services:**
- Part-Time Job Assistance
- Campus Events
- Relocation Housing Connections
- Student Appreciation Days
- Carpool Options
- Student Recognition Programs

**Career Services:**
- On Campus Hiring Events
- Assistance with Career Placement
- Resume Workshops
- Employer Connections
- Networking Opportunities
- Guest Speakers
We understand that deciding to further your education and start a new career can be both an overwhelming and exciting time.

Here is some information about graduation rates, the median debt of students who completed the programs and other important information that you should know and will help you make an informed decision when you decide to enroll in a particular program of study.

<table>
<thead>
<tr>
<th>Occupational Name:</th>
<th>Licensed Practical Nurse</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Level:</td>
<td>01 - Under Graduate Certificate</td>
</tr>
<tr>
<td>Program Length:</td>
<td>13 months</td>
</tr>
<tr>
<td>U.S. Dept. of Labor O*NET Standard Occupational Classification Codes and Links to Occupational Profiles:</td>
<td>29-2061.00 Licensed Practical and Vocational Nurses</td>
</tr>
<tr>
<td>On-Time Graduation Rate:</td>
<td>100%</td>
</tr>
<tr>
<td>Job Placement Rate:</td>
<td>81%</td>
</tr>
<tr>
<td>(Data includes all graduates of the program from: 7/1/13 - 6/30/14):</td>
<td></td>
</tr>
</tbody>
</table>
| Median Loan Debt Incurred: | Title IV $14,517 Loans: $5,894  
Financing Plan $4,080  
Private Institutional |
| (For students graduating between 7/1/13 - 6/30/14): | |
| Tuition: | $25,925 |
| Additional Fees: | Application Fee: $50  
Registration Fee: $100  
Books and Supplies: $1037  
Lab Fee: $1,175  
Graduation Fee: $40 |

The Tuition amount referenced above is the cost for students who complete all 126.0 credits at Sumner College that are required for graduation. If a student is transferring credit (please see transfer credit policy) the tuition amount may be less than indicated above. Books, Supplies and Lab fees include all items required for graduation, including: the Comprehensive Assessment and Review Program (CARP), scrubs, lab supplies, textbooks, study guides, computer lab fees, library and online resources, drug screening, background checks, and administrative clinical paperwork.

Students who are accepted into the program will be required to sign a Memorandum of Understanding regarding required travel to and from clinical sites. First and second year clinical experiences are offered in the Portland area, as well as outside of the Portland metro area.

RNadmissions@sumnercollege.edu
HIGH SCHOOL / G.E.D. DIPLOMA REQUEST FORM

Information of Institution Attended

<table>
<thead>
<tr>
<th>Name of High School:</th>
<th>ATTN: Registrar/Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address of School:</td>
<td></td>
</tr>
<tr>
<td>City, State, Zip/Postal Code:</td>
<td></td>
</tr>
</tbody>
</table>

Student: Please ensure that you fill out the address information above accurately and completely so that we can receive your diploma in a timely manner.

Student Information

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name when attending, if different from above:</td>
<td></td>
</tr>
<tr>
<td>Social Security #:</td>
<td>Date of Birth:</td>
</tr>
<tr>
<td>Current address of student:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
<tr>
<td>Dates Attended:</td>
<td>(from MM/YY to MM/YY)</td>
</tr>
</tbody>
</table>

Please send one (1) copy of the high school diploma for the above student to:

Sumner College  
Attention: Registrar  
15115 Sequoia Parkway  
Portland, OR 97224

Sumner College  
Attention: Registrar  
Fax: 503.952.0010

Student Signature: ___________________________  Date: ___________________
# PRIOR EDUCATION VERIFICATION FORM

<table>
<thead>
<tr>
<th>Name</th>
<th>SSN</th>
<th>Date of Birth</th>
</tr>
</thead>
</table>

Maiden name, if applicable

- [ ] I am a high school graduate (complete Section A)
- [ ] I have a GED or other high school equivalency (complete Section B)

## Section A – Where did you graduate from high school?

<table>
<thead>
<tr>
<th>High School</th>
<th>City &amp; State</th>
<th>Year of Graduation</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

## Section B – Where did you PASS an official GED test?

<table>
<thead>
<tr>
<th>Location</th>
<th>City &amp; State</th>
<th>Date Passed</th>
</tr>
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</tbody>
</table>

I hereby certify that the information provided above is correct
I understand I must submit a copy of my high school diploma in addition to this form.

______________________________________________________  _________________________
Signature     Date

_____________________________________________________
Printed Name
Application for Admission

Program:

☐ Court Reporting    ☐ Registered Nursing  
☐ Paralegal Diploma    ☐ Paralegal Associates Degree
☐ Practical Nursing

Personal Information

Name: ___________________________________________________________________________________
Last     First     Middle Initial

Address: ___________________________________________________________________________________
Street     Apartment
___________________________________________________________________________________
City     State     Zip

Home Phone    Work Phone    Cell Phone

Drivers License Number: ______________________________    Gender: ________________________________  
Email address: ______________________________________

Have you previously applied and been denied admission to Sumner College: ________________________________
If yes, please provide dates and the name under which you previously applied: ________________________________

Have you previously been enrolled in at Sumner College: ___ Yes   ___ No
If yes, please provide dates and the name under which you previously applied: ________________________________

Are you a U.S. Citizen? ___ Yes   ___ No   Country of Citizenship: ________________________________

* NOTE: If you are not a U.S. Citizen please send a copy of your permanent residency status

When do plan to begin classes: (Month) ________________________________

How did you hear about Sumner College: ________________________________

The following information is a request on a voluntary basis by the Department of Education. Failure to respond will not affect the admission decision.

Ethnic Origin:  
☐ American Indian or Alaskan Native  ☐ Asian or Pacific Islander  ☐ White, Non-Hispanic
☐ Other _______________________  ☐ Black, Non-Hispanic  ☐ Hispanic

Referrals

Names of friends/family members who would benefit from a Sumner College educational program. Use another Sheet if necessary.

Name: _____________________________________________   Phone: _________________________

Name: _____________________________________________   Phone: _________________________

Name: _____________________________________________   Phone: _________________________
Application for Admission

Academic Information

Do you have a physical or learning disability? ___ Yes ___ No
If yes, please describe and list specific accommodations needed to fully benefit from your educational experience.
(attach separate sheet if necessary): ______________________________________________________

Please circle the last year of school completed: 8 9 10 11 12 13 14 15 16 GRAD +

High school/GED: ___________________________________ Year Graduated: __________
City, State: ______________________________________

College: __________________________________________
City, State: ______________________________________
Years Attended: __________________

College: __________________________________________
City, State: ______________________________________
Years Attended: __________________

Personal References

Name of family member that does not live with you:
Name: _____________________________________________ Phone: _____________________ __

Emergency contact:
Name: _____________________________________________ Phone: _________________________
Relationship: ______________________________________

Disciplinary History

Have you ever been convicted of or pleaded no contest to a misdemeanor, felony or other crime? (Note: You are not required to include in your answer crimes for which record has been officially sealed, expunged or eradicated by law.) ___ Yes ___ No
Since turning 17, have you ever been expelled, suspended, dismissed from, or placed on probation at any educational institution for any disciplinary violation? ___ Yes ___ No

If you answered YES to either or both questions please provide details and dates on a separate sheet of paper.

I certify that all information I have submitted in this application process, including my application and any supporting materials, are complete, factually correct and honestly represented. I understand that I may be subject to disciplinary action, including but not limited to revocation of my admission or expulsion for providing any false or misleading information.

Student Signature ___________________________________________ Date __________

Non Discriminatory Policy

Sumner College is committed to a policy of nondiscrimination to its students and does not discriminate against any students on the basis of race, color, national origin, age, sex, gender, sexual orientation, disability, veteran status or any other legally protected status.

Student Signature ___________________________________________ Date __________
MISSION STATEMENT

Sumner College strives to provide quality education and instruction to all students. We feel it is our responsibility to provide our graduates with the knowledge, skills and ability needed to become competitive and successful in their chosen field. We are dedicated to promoting intellectual growth and development for all of our students in a safe and secure learning environment.