Frequently Asked Questions

Nursing as a Career

1. Why is CAMC offering this educational loan program?

Nurses are critical to the care and well-being of hospitalized patients. They are the caregiver that is at the bedside 24-hours a day, communicating with the physician, assessing the patient’s responses to treatment and intervening as changes occur. National projections show a nursing shortage of more than 300,000 by the year 2020. CAMC isn’t taking the impending nursing shortage for granted. Working with higher education, CAMC is hoping to fill a predicted gap between nurses needed to care for patients and those actually employed. The CAMC and Kanawha Valley Community and Technical College collaborative is one of our recruitment strategies to ensure CAMC and the community will have the nurses that will be needed in the future.

While nursing programs traditionally graduate students in the spring, CAMC’s program will graduate students in December. This helps increase the number of graduate nurses available at the beginning of each year, as opposed to only having a new group of nurses each spring. This also increases the amount of nurses available to work during the winter viral season when there is typically a rise in a patient census.

2. What college will be providing the associate degree in nursing?

Kanawha Valley Community and Technical College (KVCTC) (formerly West Virginia State Community and Technical College).

3. When will applicants selected for the CAMC Nurse Education Loan Program begin taking classes?

Students will begin taking general education courses in the summer and fall of 2012. The actual nursing courses will begin in January of 2013.

4. When will students graduate from the Class of 2014 CAMC Nurse Education Loan Program?

Students who progress satisfactorily and meet KVCTC’s nursing program requirements graduate December of 2014.
5. What job opportunities are available for new graduate nurses at CAMC?

CAMC employs over 1,700 registered nurses who work in various departments throughout the medical center. To learn more about nursing opportunities at CAMC visit our website: www.camc.org. Under Careers click on Nursing, and click on Nurse Education Loan Program.

6. What physical demands are required as a nurse?

While nursing can be rewarding in helping others, there are physical demands that must be considered. Nurses work long hours while standing on their feet for long periods of time. Lifting is also a requirement of the job.

7. What qualities does CAMC want their nurses to have?

CAMC’s mission is, “Striving to provide the best health care to every patient, every day”. Core values we want employees to possess include:

- Respect – recognizing the dignity and contribution each individual brings.
- Integrity – being honest in dealing with patients.
- Stewardship – utilizing the wise resources to achieve our mission and the community’s health care needs.
- Quality – striving for excellence in the care of our patients.
- Service with compassion – providing patient care with concern, compassion, courtesy and skill.
- Safety – being devoted to the safe environment for patients, staff, visitors and volunteers.

8. What will I be paid as a registered nurse?

CAMC offers a competitive hourly rate based on market survey data. The current hourly rate for a newly-licensed graduate nurse is $19.00. This does not include shift differential. For more than 15 years, staff RNs at CAMC have had the opportunity to receive recognition and additional compensation through a four-tiered Clinical Career Ladder. Advancing the Clinical Career Ladder recognizes and rewards excellence in nursing care at the patient bedside and thereby demonstrates the commitment of CAMC and its nursing staff to providing the best and most advanced care in the region.

CAMC also offers a variety of benefits for employees that include: health, dental, pharmacy, employee, spouse and child term life insurance, accidental death and dismemberment insurance. Flexible spending accounts are also available to employees. Regular full time employees are eligible for short and long term disability. Paid time off is accrued annually.
To learn more about nursing compensation and benefits at CAMC visit our website: www.camc.org, click on Employment, click on Careers and click on Nurse Education Loan Program.

9. Selected applicants do not begin the Associate Degree in Nursing Program until 2013, why is the application process now?

There is an extensive selection process for identifying students for the educational opportunity. Pursuing a degree in nursing can be challenging, so we want to make sure we identify participants that are willing to make not only the personal commitment, but who are academically ready in order to be successful.

10. How many students will CAMC identify for the education loan program?

KVCTC will allow CAMC to identify up to 50 students.

11. Where can I get more information that will help me decide on whether a nursing career is right for me?

We encourage you to talk with nursing professionals to hear what they find rewarding and challenging. Websites that may be helpful include:

- www.discovernursing.com
- www.nursingworld.org

**Application and Selection Process**

12. How do I apply?

The first step is to complete the online pre-application at www.camc.org. Under Careers click on Nursing, and click on Nurse Education Loan Program. From the pre-application you will register for the Testing Adult Basic Education (TABE) Assessment by selecting a date to test. You must select a date before the pre-application will be submitted. Be sure to write down your test date and time for future reference. Test dates are listed in Question 19 as well as on the pre-application. No pre-application will be considered if the TABE Assessment has not been taken.

CAMC employees will find the online pre-application on the Camnet website. Click on the scrolling text (ticker) “Nurse Education Loan Program” located at the top of the page. Online applications will be available May 2 – July 1, 2011.

13. When is the deadline for accepting applications?

Online applications will be available May 2 - July 1, 2011.
14. If I live in another state, am I eligible to participate in the education loan program?

You must be a resident of West Virginia, CAMC will only cover in-state college expenses.

15. My daughter/son graduates from high school in May of 2012. Is she/he eligible to participate in this program?

You must already be a high school graduate (May 2011) and be 18 years of age by June 1, 2011, in order to be eligible to participate in the education loan program.

16. I understand that I must take the Test of Adult Basic Education (TABE) Assessment as part of the application process. Why is this necessary?

This is the first step in the application process. We want each applicant to have the necessary information to ensure his/her success. Every college program has pre-entry, pre-requisite requirements. Those who will be selected for the Nurse Education Loan Program will need to be ready for this academic challenge. This Assessment will help to determine your academic strengths in the areas of math, writing and reading. The scores will be used to determine your ability to meet the college admission criteria and success in college level coursework.

17. I have already taken college math and English classes. Do I still have to take the TABE Assessment?

Everyone submitting a pre-application must take the TABE Assessment.

18. Is there a certain score that I must achieve on the TABE Assessment?

In order to meet the pre-requisite requirements, applicants must meet the following minimum scores:

<table>
<thead>
<tr>
<th>Category</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math</td>
<td>9.0</td>
<td>12.9+</td>
</tr>
<tr>
<td>Writing</td>
<td>9.0</td>
<td>12.9+</td>
</tr>
<tr>
<td>Reading</td>
<td>10.0</td>
<td>12.9+</td>
</tr>
</tbody>
</table>

19. Who do I contact to schedule the TABE Assessment, and where will it be given?

RESA 3, Adult Basic Education will be coordinating the TABE Assessment. You may schedule your TABE Assessment online when you complete the pre-application which is also online. Be sure to write down your test date and time for future
Testing will be held at CAMC Memorial Hospital Campus, Robert C. Byrd Health Sciences Center as follows:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Sat., May 21</td>
<td>9:00 am – 12:30 pm</td>
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<tr>
<td>Tues., May 24</td>
<td>5:30 pm – 9:00 pm</td>
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<tr>
<td>Tues., June 7</td>
<td>5:30 pm – 9:00 pm</td>
</tr>
<tr>
<td>Thurs., June 9</td>
<td>5:30 pm – 9:00 pm</td>
</tr>
<tr>
<td>Tues., June 14</td>
<td>5:30 pm – 9:00 pm</td>
</tr>
<tr>
<td>Sat., June 18</td>
<td>9:00 am – 12:30 pm</td>
</tr>
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<td>Sat., July 9</td>
<td>9:00 am – 12:30 pm</td>
</tr>
</tbody>
</table>

REMEMBER, YOU MUST REGISTER FOR THE TABE ASSESSMENT. THE NUMBER OF PEOPLE PERMITTED TO TEST AT ONE TIME IS LIMITED SO REGISTER EARLY.

20. Is there a cost for taking the TABE Assessment?

There is no cost to applicants.

21. How will I know if my TABE scores meet the pre-requisite requirements?

Letters will be mailed to all applicants informing them of whether they meet the pre-requisite requirements on or by August 6, 2011.

22. If my TABE scores are at the required levels, does this mean I will automatically be accepted?

No. This is only the first step of many in identifying students for the education loan program.

23. If I meet the minimum TABE scores listed in Question 18, am I eligible to move forward to the next step toward the nursing program?

Students who test and meet the minimum TABE scores will be eligible to participate in “Middle College”. Middle College is a 12-week course taught by Kanawha County RESA 3, Adult Basic Education. Middle College is held on Saturdays to develop and strengthen skills in Math, Writing and Technical Reading and Technology. It is designed to assist you in being successful on the prerequisite entrance exams for KVCTC’s Associate Degree in Nursing Program.

24. I applied for the CAMC Nurse Education Loan Program last year but due to personal reasons I withdrew my pre-application. May I use my TABE scores from last year for this year’s pre-application process?
You must apply using this year’s pre-application process. Previous TABE scores will not count for this year’s application process so you will need to schedule to take the TABE Assessment during one of the sessions listed in Question 19.

**Nursing Program at Kanawha Valley Community and Technical College (formerly West Virginia State Community and Technical College)**

25. **What are the admission requirements for KVCTC’s Associate Degree in Nursing (ADN) Program?**

Students must be admitted to KVCTC by applying through the Admissions Office. We suggest applying as the following major: General Education/Pre-Nursing – (code 0690). Minimum college course placement levels in math and English apply. There is a separate application to the Associate Degree in Nursing Program that must be completed along with taking the Kaplan Admissions Test. There are minimum grade point average categories and Kaplan scores in Reading Comprehension, Math, Science, Writing and Critical-thinking requirements. Students must adhere to the legal, ethical, and moral standards of the nursing profession. See below and the KVCTC College Catalog for the specific student category that applies to you, www.kvctc.edu, Associate Degree in Nursing Programs.

26. **How many credit hours is the ADN program?**

There are 70 credits in the program, including 37 nursing, 33 general education and cognate course credits.

27. **Are there any additional requirements once a student is admitted into the ADN program?**

Students have background checks, drug screen, physical examination and communicable disease immunity requirements along with being certified in CPR.

28. **What nursing entrance test must I take?**

KVCTC now uses the Kaplan Admissions Test for entrance into the ADN program. The test can only be taken twice per application period (September - December).
SPECIFIC STUDENT CATEGORY

➢ **Recent High School Graduates**

29. **What does “recent” high school graduate mean?**

   This generally refers to students who have graduated within the last five years, and have less than 12 college credits (if you have attended college).

30. **What grade point average or GED scores are required by KVCTC’s ADN Program?**

   The minimum required high school grade point average is 3.0 on a 4.0 scale. Minimum scores on the General Education Certificates (GED) are 450 on each of the 5 tests.

31. **Do I need to provide original transcripts or is a copy satisfactory to send?**

   Applicants must send **OFFICIAL** transcripts from your high school or GED record, along with transcripts from all career centers and/or colleges previously attended, **bundle them** and mail in **one envelope** to the address provided below. Make sure your **current last name** and **return mailing address** is reflected on the front of the envelope to:

   Kanawha Valley Community and Technical College
   Attn: Dr. Beverly Farrow, Program Coordinator
   P. O. Box 1000/1100 Curtis Complex
   Institute, WV 25112

   If you are currently a student at KVCTC, please go online to my kvctc, print off your transcript (it does not have to be official because you are a student there) and forward to Dr. Farrow. If you are a student at WV State University (WVSU), you must contact WVSU directly, requesting that official transcripts be forwarded to Dr. Farrow.

   Please do not open official transcripts as the admissions office cannot accept open transcripts as **official**. Dr. Farrow will mail a copy of your transcripts back to you.

   The deadline for receiving copies of transcripts is July 8, 2011. All mailed transcripts must be post marked no later than July 1, 2011. Pre-applications cannot be evaluated without your transcript(s).

   If you submitted a transcript(s) directly to the CAMC Nurse Education Loan Program (versus the University Admissions office) last year, we probably will have them. Contact Dr. Beverly Farrow at (304) 204-4017 to verify that your application materials are on file. **However**, if you have taken classes at any college or university
(including WVSU/CTC) since last year, you need to submit a new transcript(s) that reflects the new coursework.

32. What ACT/SAT scores are required by KVCTC’s ADN Program?

Students must meet minimum requirements on the ACT or SAT. Recent high school graduates must meet the following minimum scores:

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**Applicants with less than 12 college credit hours**

33. What grade point average or GED scores are required by KVCTC’s ADN Program?

The minimum required high school grade point average is 3.0 on a 4.0 scale. Minimum scores on the General Education Certificates (GED) are 450 on each of the 5 tests.

34. Do I need to send in original transcripts or is a copy satisfactory to send?

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must be post marked no later than July 1, 2011. Pre-applications cannot be evaluated without your transcript(s).

35. I have less than 12 college credit hours, is there a minimum GPA requirement?

You will need a minimum of a 2.75 cumulative grade point average on any college credit hours you have. Consider, though, that if you have less than 12 hours, a lower GPA may be overcome in a very short time.

36. What ACT/SAT scores are required by KVCTC’s ADN Program?

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37. I have credit hours through another college; will those hours transfer to KVCTC?

All credits and courses from any accredited college or university ever attended (regardless of withdraw status or grade) must be included in your evaluation. Generally, you will receive KVCTC credit for any college course in which you earned a grade of C or better. They may or may not, however, apply to the specific course requirements in the nursing program.

38. I attended college when I was young but didn’t do very well and have a low GPA, is there a process for academic forgiveness?

If you have less than 12 college credit hours, this is usually not difficult to overcome. Even if you have many more hours, the Registrar has an Academic Forgiveness Policy that may be applicable to your situation. You may call 304-204-4017 to discuss how the policy may be implemented within the timeline for the Nurse Education Loan Program. Remember, all credits and courses from any accredited college or university ever attended (regardless of withdraw status or grade) must be included in your evaluation.

➢ Applicants who have been out of high school five years or more with no college credit hours or less than 12 college credit hours

39. What grade point average or GED scores are required by KVCTC’s ADN Program?
The minimum required high school grade point average is 3.0 on a 4.0 scale. Minimum scores on the General Education Certificates (GED) are 450 on each of the 5 tests. However, your GED score or high school GPA may be replaced by a college GPA, or the GPA received from our 12 week Middle College program.

40. I have less than 12 college credit hours, is there a minimum GPA requirement?

You will need a minimum of a 2.75 cumulative grade point average on any college credit hours you have. Consider, though, that if you have less than 12 hours, a lower GPA may be overcome in a very short time.

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43. If my ACT/SAT scores are too low, does this mean I am not eligible to participate in the KVCTC and CAMC Nurse Education Loan Program?

Applying and following CAMC’s Nurse Education Loan Program process will determine whether you qualify to continue and what your next steps may include.

44. I have not taken the ACT/SAT, is this required?

There are other math/English placement exams that can be used instead of the ACT/SAT.

45. I have credit hours through another college; will those hours transfer to KVCTC?

All credits and courses from any accredited college or university ever attended (regardless of withdraw status or grade) must be included in your evaluation. Generally, you will receive credit for any college course in which you earned a grade of C or better. They may or may not, however, apply to the specific course requirements in the nursing program.

46. I attended college when I was young but did not do very well and have a low GPA, is there a process for academic forgiveness?

If you have less than 12 college credit hours, this is usually not difficult to overcome. Even if you have many more hours, the Registrar has an Academic Forgiveness Policy that may be applicable to your situation. You may call 304-204-4017 to discuss how the policy may be implemented within the timeline for the Nurse Education Loan Program. Remember, all credits and courses from any accredited college or university ever attended (regardless of withdraw status or grade) must be included in your evaluation.
Applicants with 12 or more college credit hours

47. What college grade point average is required by KVCTC’s ADN Program?

The minimum college grade point average is 2.75 cumulative.

48. Do I need to send in original transcripts or is a copy satisfactory to send?

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There are other math/English placement exams that may be used instead of the ACT/SAT.

51. I have not taken the ACT/SAT, is this required?

There are other math/English placement exams that can be used instead of the ACT/SAT.

52. Will my credit hours through another college transfer to KVCTC?

All credits and courses from any accredited college or university ever attended (regardless of withdraw status or grade) must be included in your evaluation. Generally, you will receive KVCTC credit for any college course in which you earned a grade of C or better. They may or may not, however, apply to the specific course requirements in the nursing program.

53. I attended college when I was young but did not do very well and have a low GPA, is there a process for academic forgiveness?

If you have less than 12 college credit hours, this is usually not difficult to overcome. Even if you have many more hours, the Registrar has an Academic Forgiveness Policy that may be applicable to your situation. You may call 204-4017 to discuss how the policy may be implemented within the timeline for the Nurse Education Loan Program. Remember, all credits and courses from any accredited college or university ever attended (regardless of withdraw status or grade) must be included in your evaluation.

**Educational Costs and Participant Obligations**

54. What expenses are covered by CAMC’s Nurse Education Loan Program?

All direct expenses, such as tuition, textbooks, and fees, will be paid by CAMC. Students are encouraged to complete the Free Application for Federal Student Aid
(FAFSA) as soon after January 1, 2012, as possible and prior to March 1, 2012, in order to determine the amount of financial aid each student may be eligible to receive. CAMC will continue to be the “first award”.

55. If I am selected to participate, what are my obligations to CAMC in exchange for the education loan?

You will be required to sign a Loan Agreement. In exchange for the loan, you will be agreeing to: Accept full-time employment as an RN for three years, if offered by CAMC, following successful graduation. Full-time means eighty (80) work hours per bi-weekly pay period. In addition, maintain the minimum requirements as set forth by KVCTC throughout your college course work and ADN Program; remain a student until completion of the ADN program; and obtain and maintain registered nurse licensure.

56. May I work in a status other than full time after I graduate?

No, employees must provide full time employment* during the work forgiveness repayment period which is three years. Employees are not eligible to work in a prorata status until the terms of the agreement have been met or the loan balance accrued is paid off.

*Full time services as defined in the Employee Handbook, p. B-18, “Regular full-time employees are those who work an average of forty (40) hours per week, or eighty (80) hours per fourteen (14) day pay period, on a regular basis.”

57. What happens if I am unable to meet the terms of the agreement?

The money CAMC pays on your behalf is a loan. If you are unable to meet the contractual terms then the Loan accelerates and becomes immediately due and payable. Applicants must understand that by signing the agreement you are agreeing to pay back the loan through a work commitment. If you are unable to fulfill this commitment, you will be expected to pay back the money loaned, which includes interest accrual. CAMC is making the Loan solely for the purpose of inducing students to complete the ADN Program and to utilize their training as a registered nurse at CAMC for three years.

58. When will I sign a contract with CAMC?

CAMC Workforce Development staff will meet with students selected to go over the terms of the Loan Agreement.
Applicants Employed by CAMC

59. Can any employee apply regardless of employment status and years of service?

Any employee can apply regardless of their status and years of service.

60. I am presently in an exempt status position at CAMC, am I still eligible for the educational opportunity?

To participate in the program, exempt employees do not have the option to go without pay for the four hours of a reduced work schedule. They would either need to use PTO, PPTO, or work the additional 4 hours. The other option would be for the exempt employee to find a non-exempt position that can accommodate the reduced work schedule program guidelines as written.

61. If I work at CAMC but live in another state, am I eligible to participate?

You must be a resident of West Virginia because tuition is based on in-state costs.

62. I am employed by CAMC and have a written warning on file, am I still eligible?

Employees who are on performance probation or who have received a written warning or suspension within the last 12 months (12 months from application deadline date of July 1, 2011) are not eligible to participate.

63. I understand that employees in a regular full-time status may be eligible for a reduced work schedule while taking required classes. What is a reduced work schedule and how does it work?

Employees in a regular full time status (excluding employees in a pro-rata status) are scheduled to work less than 40 hours each week in a semester. The reduced work schedule in which an employee will be eligible is based on the college credit hours they are taking. For example, if an employee is taking 12 credit hours in the spring semester, he/she will be scheduled to work 24 hours, but paid for 36 hours. The employee has the option to use 4 hours of PTO or PPTO bringing them to 40 hours for that week. The employee also has the option of taking 4 hours of voluntary reduction, thus he/she would be paid for 36 hours for that week. Employees will maintain full time benefits, if applicable, and PTO accrual. This will be explained in more detail for employees selected. NOTE: See Question 65 regarding alternative work schedule.

64. May I work in a status other than full time after I graduate?

No, employees must provide full time employment* during the work forgiveness repayment period which is three years. Employees are not eligible to work in a
prorata status until the terms of the agreement have been met or the loan balance accrued is paid off.

*Full time services as defined in the Employee Handbook, p. B-18, “Regular full-time employees are those who work an average of forty (40) hours per week, or eighty (80) hours per fourteen (14) day pay period, on a regular basis.”

65. What is an alternative work schedule?

An alternative work schedule is based on your school schedule and the manager’s coverage needs. For example, if you typically work a day shift, Monday through Friday, your manager will schedule your work hours around your school schedule, which may require you to work evenings and/or weekends. Hours you will be scheduled are based on your employment status for the exception of employees in a full-time status. Employees in a full-time status will also be eligible for a reduced work schedule. NOTE: See Question 63 regarding reduced work schedule.

66. What will I do if my manager cannot accommodate alternative hours?

You may need to consider identifying another position in the organization for which you are qualified. However, the manager in that department must be able to accommodate alternative work hours.

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