DEGREE APPLICATION
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution: ALR Educational Health Services Inc.

Program name and Suggested CIP Code: Certificate IN Licensed Practical Nursing

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.): Certificate

Name of Person Preparing this Form: Ayana L Redding, RN, MSN-Ed

Telephone Number: (574) 485-7089

Application Type: Initial or Renewal

Date the Form was Prepared: 11/16/2018

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

Objectives:

- Apply the nursing process as a systematic problem solving method to provide effective care to culturally diverse individuals, families, and groups
- Use nursing theory and theory from other disciplines as a basis for the nursing process to promote health and healing
- Use therapeutic nursing to achieve optimal level of health
- Demonstrate safety and effectiveness in performance of nursing skills
- Employ critical thinking to provide the highest level of nursing care from patient assessment to evaluation
- Utilize ethical principles to resolve ethical dilemmas in a health care environment
- Accept responsibility and accountability for adhering to the high standards of nursing practice as mandated by the nurse practice act
- Implement strategies to stimulate and support change needed to improve the quality of health care practice
- Adapt care in consideration of the client's values, customs, culture, religion and/or beliefs
- Be prepared to take the NCLEX-PN licensing examination
- Display responsible behaviors and a commitment to excellence in interactions with patients, families, colleagues, and employing organizations
- Demonstrate understanding of boundaries and the legal scope of professional practice as a licensed practical nurse
- Utilize professional values and standards as a basis for ethical nursing practice
- Communicate effectively using interpersonal skills combined with information technology
- Remain current and up to date with evidence based practices
II. **PROGRAM STRUCTURE**: List all courses in the program. Indicate course name, course number, and number of credit hours or clock hours for each course.

<table>
<thead>
<tr>
<th>Name of Program:</th>
<th>Certificate in Licensed Practical Nursing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Course Hours:</td>
<td>770</td>
</tr>
<tr>
<td></td>
<td>Semester Hours: N/A</td>
</tr>
<tr>
<td>Tuition:</td>
<td>$10,000</td>
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</table>

**SPECIALTY COURSES:**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALR 103</td>
<td>Practical Nursing Assessment (CR 1.0)</td>
<td>30</td>
</tr>
<tr>
<td>ALR 104</td>
<td>Basic Nursing I          (CR 3.0)</td>
<td>40</td>
</tr>
<tr>
<td>ALR 106</td>
<td>Basic Nursing II         (CR 3.0)</td>
<td>40</td>
</tr>
<tr>
<td>ALR 107</td>
<td>Obstetrics (OB)          (CR 4.0)</td>
<td>70</td>
</tr>
<tr>
<td>ALR 108</td>
<td>Pediatrics               (CR 4.0)</td>
<td>78</td>
</tr>
<tr>
<td>ALR 109</td>
<td>Medical Surgical Nursing (CR 4.0)</td>
<td>196</td>
</tr>
<tr>
<td>ALR 110</td>
<td>Gerontology              (CR 4.0)</td>
<td>196</td>
</tr>
</tbody>
</table>
### GENERAL EDUCATION / LIBERAL ARTS COURSES:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALR 101</td>
<td>Success (CR 1.0)</td>
<td>20</td>
</tr>
<tr>
<td>ALR 102</td>
<td>Anatomy &amp; Physiology (CR 3.0)</td>
<td>50</td>
</tr>
<tr>
<td>ALR 105</td>
<td>Pharmacology (CR 3.0)</td>
<td>50</td>
</tr>
</tbody>
</table>
### GENERAL EDUCATION / LIBERAL ARTS COURSES:

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<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Course Hours</th>
</tr>
</thead>
</table>

Number of Credit/Clock Hrs. in Specialty Courses: 770 / 650 Percentage: 84%

Number of Credit/Clock Hrs. in General Courses: 770 / 120 Percentage: 17%

If applicable:
Number of Credit/Clock Hrs. in Liberal Arts: _____ / _____ Percentage: _____
III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library is accessible during classroom hours, lab hours and between office hours. The student must make prior arrangements for any laboratory time outside of the above mentioned designated times (excluding holidays).

2. Number of volumes of professional material:

Materials are constantly updated. We have approx. 40-50 professional materials.

3. Number of professional periodicals subscribed to:

One (Professional periodicals are not required for most of ALR EHS’s current courses)

4. Other library facilities in close geographical proximity for student access:

Mishawka Library approx. 2-5 miles away
Granger Library approx. 3-4 miles away
IV. FACULTY: Attach completed Instructor’s Qualification Record for each instructor. **Include all required documentation pertaining to the qualifications of each instructor.**

| Total # of Faculty in the Program: | 1 | Full-time: | 1 | Part-time: |

Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

<table>
<thead>
<tr>
<th>List Faculty Names (Alphabetical Order)</th>
<th>Degree or Diploma Earned</th>
<th># Years of Working Experience in Specialty</th>
<th># Years Teaching at Your School</th>
<th># Years Teaching at Other</th>
<th>Check one:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ayana L Redding</td>
<td>MSN-Ed</td>
<td>18 +</td>
<td>4 +</td>
<td>10 +</td>
<td>X</td>
</tr>
</tbody>
</table>


Institution: ALR Educational Health Services
Degree Program: Certificate in Licensed Practical Nursing
Locations: 1638 E Day Rd Mishawaka, IN 46545

**State Licensure**
Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? Yes

If so, please identify
The specific license(s) needed: License Practical Nursing
The State agency issuing the license(s): IN

**Professional Certification**
What are the professional certifications that exist for graduates of similar program(s)? **Practical Nursing**

Will a graduate of this program be prepared to obtain national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana?

If so, please identify
Each specific professional certification: **NCLEX PN Exam (Licensed Practical Nursing)**
The national organization issuing each certification: **NCSBN**

Please explain the rational for choosing each professional certification:
To stay incompliance according to State and Federal Regulations. The purpose is to ensure the proper execution of Education for Healthcare professionals to keep the public safe.

Please identify the single course or a sequence of courses that lead to each professional certification?
**The above stated courses are required in accordance to Indiana Law IC 25-23-1-7**

**Professional Industry Standards/Best Practices**
Does the program curriculum incorporate professional industry standard(s) and/or best practice(s)? **Yes**
If so, please identify
The specific professional industry standard(s) and/or best practice(s):
The organization or agency, from which the professional industry standard(s) and/or best practice(s) emanate:

**ALR EHS follows current evidence base practices in accordance to State and Federal Guidelines.**
Federal Governing body- NCSBN
State Level – IN Board of Nursing

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**Program Accreditation**
Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment?

If so, please identify the specialized accrediting agency:

Per Indiana Law (July 2018) PN Programs Must be approved by Department of Education Indiana Board of Nursing ABHES Accrediting Bureau of Health Education Schools (Accrediting Body)

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**Transferability of Associate of Science Degrees**
Since CHE/BPE policy reserves the Associate of Science designation for associate degrees whose credits apply toward meeting the requirements of a related baccalaureate degree, please answer the following questions:

Does a graduate of this A.S. degree program have the option to apply all or almost all of the credits to a related baccalaureate degree at your institution?

If so, please list the baccalaureate degree(s): N/A
Job Titles
List specific job titles and broad job categories that would be appropriate for a graduate of this program:

1. What is the digital format of student transcripts? Word Doc/PDF
2. Is the institution using proprietary software, if so what is the name? Not Currently
3. Submit a sample student transcript. (Please see attached)

Student Records

Institutions that have Previously Operated

1. Are all student transcripts in a digital format? Yes
   - If not what is the percentage of student transcripts in a digital format? N/A
   - What is the beginning year of digitized student transcripts? 2019
   - Are student transcripts stored separately from the overall student records? Yes

2. How are the digital student records stored? Currently Paper/locked file cabinet in the Director of Education’s office
   - Where is the computer server located? In the Directors office
   - What is the name of the system that stores the digital records? (Seagate Backup Plus)

3. Where are the paper student records located? In the Director of Education’s office

4. What is the beginning year of the institutional student record series? 2019

5. What is the estimated number of digital student records held by the institution? Currently 75-100

6. What is the estimated number of paper student records held by the institution? Currently 75-100

7. Aside from digital and paper, does the institution maintain student records in other formats such as microfiche? No
   - If so, what is the most significant format? No
   - If so, what is the estimated number of student records maintained in that format? N/A
8. Does the institution maintain a staff position that has overall responsibility and authority over student records? All staff members are required to keep accurate student records. However, it is the responsibility of the Director of Education to upload student records due to confidentiality.

- If so, what is the name, title, and contact information for that individual? Ayana L Redding, RN, MSN-Ed

9. Has the institution contracted with a third party vendor such as Parchment to have student records digitized, maintained, and serviced? No

10. Approximately what is the average number of requests for student records or verification of attendance does the institution receive in a day and week? Very minimal. Students are encouraged to keep track of their own records (Ex physicals, TB, Diploma etc.)

   All Institutions

11. Is there anything that the Commission should consider with regard to the institutional student records? No
### Projected Headcount and FTE Enrollments and Degrees Conferred

**Date, 20XX**

Institution/Location: University XYZ at ____
Program: Program ABC

<table>
<thead>
<tr>
<th>Year</th>
<th>FY20XX</th>
<th>FY20XX</th>
<th>FY20XX</th>
<th>FY20XX</th>
<th>FY20XX</th>
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<td>Year 1</td>
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<td>Year 2</td>
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<td>Year 3</td>
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<td>Year 4</td>
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<tr>
<td>Year 5</td>
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</table>

**Enrollment Projections (Headcount)**

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time</td>
<td>6</td>
<td>12</td>
<td>18</td>
<td>18</td>
<td>18</td>
</tr>
<tr>
<td>Part-Time</td>
<td>12</td>
<td>24</td>
<td>36</td>
<td>48</td>
<td>60</td>
</tr>
<tr>
<td>Total</td>
<td>18</td>
<td>36</td>
<td>54</td>
<td>66</td>
<td>78</td>
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</table>

**Enrollment Projections (FTE*)**

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
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<tbody>
<tr>
<td>Full-Time</td>
<td>6</td>
<td>12</td>
<td>18</td>
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<td>18</td>
</tr>
<tr>
<td>Part-Time</td>
<td>6</td>
<td>12</td>
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<tr>
<td>Total</td>
<td>12</td>
<td>24</td>
<td>36</td>
<td>39</td>
<td>42</td>
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</table>

**Degrees Conferred Projections**

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>6</td>
<td>6</td>
<td>18</td>
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</tbody>
</table>

Degree Level: XXX
CIP Code: - 000000; State - 000000

**FTE Definitions:**

- Undergraduate Level: 30 Semester Hrs. = 1 FTE
- Undergraduate Level: 24 Semester Hrs. = 1 FTE
### ALR Educational Health Services Inc.

**OFFICIAL TRANSCRIPT**

**STUDENT INFORMATION**
- **FULL NAME:** ALR Educational Health Services Inc
- **ADDRESS:** 1638 E Day Rd.
- **PHONE NUMBER:** 475-485-7089
- **EMAIL ADDRESS:** alrehs2013@gmail.com
- **DATE OF BIRTH:**
- **PARENT/GUARDIAN:**

**SCHOOL INFORMATION**
- **NAME:** ALR Educational Health Services Inc
- **ADDRESS:** 1638 E Day Rd.
- **PHONE NUMBER:** 475-485-7089
- **EMAIL ADDRESS:** alrehs2013@gmail.com

### Academic Record

#### SCHOOL YEAR: 2019-2020

**CERTIFICATE IN LICENSED PRACTICAL NURSING:**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credit Earned</th>
<th>Final Grade</th>
<th>Course Title</th>
<th>Credit Earned</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALR 101 Success</td>
<td>1.0</td>
<td>99 (A)</td>
<td>ALR 108 Pediatrics</td>
<td>4.0</td>
<td>97 (B)</td>
</tr>
<tr>
<td>ALR 102 A &amp; P</td>
<td>3.0</td>
<td>88 (B)</td>
<td>ALR 109 Med Surg</td>
<td>4.0</td>
<td>89 (B)</td>
</tr>
<tr>
<td>ALR 103 Assessment</td>
<td>3.0</td>
<td>79 (C)</td>
<td>ALR 110 Gerontology</td>
<td>4.0</td>
<td>80 (B)</td>
</tr>
<tr>
<td>ALR 104 Basic Nursing</td>
<td>3.0</td>
<td>93 (A)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>ALR 105 Pharmacology</td>
<td>3.0</td>
<td>88 (B)</td>
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<td></td>
<td></td>
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<tr>
<td>ALR 106 Basic Nursing</td>
<td>3.0</td>
<td>99 (B)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ALR 107 OB</td>
<td>4.0</td>
<td>93 (A)</td>
<td></td>
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</tbody>
</table>

#### Academic Summary

- **Cumulative GPA:** 3.38
- **Credits Earned:** 30.0
- **Diploma Earned:** yes
- **Graduation Date:** 6/15/2019

#### Grading Scale

- 90 – 100 = A
- 80 – 89 = B
- 70 – 79 = C
- 60 – 69 = D
- 59 – below = F

#### Notes

- *Coursework taken at a local community college. Official transcript from college has been requested and will be sent to you shortly.
- **Course taught and graded by instructor other than parent through co-op class, online class or private tutor.

I do hereby self-certify and affirm that this is the official transcript and record of Jane B. Smith in the academic studies of 2019 – 2020.

**Signature:**

**Title:** Director of Education  
**Date:** July 2, 2019