

Procedure for Licensed Practical Nurse Scholarship (LPNS) Washburn Institute of Technology

Applications for the Licensed Practical Nurse Scholarship (LPNS) program are available on SVnet. The LPNS is a partnership between Stormont-Vail HealthCare (SVHC) and Washburn Institute of Technology (WIT) where SVHC pays for the entire LPN program. The LPNS is available for employees-only. LPN classes at WIT begin in January and August each year. A completed LPNS application should be returned to the Human Resources department by January 1, 2010 in order to apply for the August 2010 LPN class at WIT.

Application process:

- Employee must successfully complete a Workkeys entrance exam for *Applied Mathematics* and *Reading for Information*. Contact WIT Student Services at (785) 228-6325 to schedule a Workkeys entrance exam. When the Workkeys tests are scored, WIT will notify the employee if tests were successfully completed and give the employee a packet that includes additional requirements for entrance into the LPN program.
- Additional prerequisite of the WIT LPN program: Six (6) credit hours of *Anatomy & Physiology* from an accredited college, including a lab component.
- Employee must complete the LPNS application and return to the Director of Recruitment, Human Resources Department, 1500 SW 10th Avenue, Topeka, KS 66604-1353.

There will be a limited number of employees selected each year to receive the LPNS. In consideration for this agreement, the employee agrees to work for SVHC upon graduation from WIT as a full-time practical nurse intern/licensed practical nurse for at least two (2) years on a medical/surgical floor or any other nursing department/area identified by SVHC as high-need. Assignment of the practical nurse intern/licensed practical nurse to a specific unit will be based solely at the discretion of SVHC.

Eligibility requirements for the LPNS:

Employees will be required to:

- 1) Successfully complete the entire WIT application process by the appropriate deadlines.
- 2) Provide two (2) letters of reference: one letter from current department supervisor and one letter from current department director. These letters of reference must be attached to the LPNS application.
- 3) Complete a Healthcare Selection Inventory (H.S.I.) on-line survey. Directions to complete the survey will be communicated to the employee once their LPNS application has been received in the Human Resources department.
- 4) Interview before a panel consisting of members of Human Resources department as well as management staff from patient care departments. The interviewing panel will make all decisions regarding recipients of the LPNS. These decisions will be based on the needs of the organization and the qualifications of the applicants. Decisions made by this panel are final and not subject to any appeal process.
- 5) Apply to the Kansas State Board of Nursing to complete the licensing examination at the completion of the WIT LPN program.
- 6) Present their original LPN license to the Director of Recruitment once received.

Employees should consult the Internal Revenue Service or their tax advisor regarding the reporting of the taxable status of this scholarship.

December 2009

Note: Employees on corrective action at the warning level at time of the application deadline are not eligible to apply for the LPNS.

**Application for
Licensed Practical Nurse Scholarship (LPNS)**

Name: _____
(please print)

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Work telephone extension: _____ **Home # :** _____ **Cell # :** _____

Department Name : _____

Job Title: _____

Current shift: _____ **E-mail address:** _____

Current department supervisor: _____

Current department director: _____

Employees must return the completed LPNS application (including references) to the Director of Recruitment, Human Resources Department, Stormont-Vail HealthCare, 1500 SW 10th Avenue, Topeka, KS 66604-1353. The deadline for the LPNS application to be received in the Human Resources Department for the January class is July 1st; deadline for the August class is January 1st. LPNS applications arriving later than these deadline dates may not be considered until the next available LPN program offered at WIT.

All eligible employees who submit an application will be contacted to schedule an interview. The interviewing panel will make all decisions regarding awarding of the LPNS. These decisions are based on the needs of the organization and of the qualifications of the applicants. Decisions made by this panel are final and not subject to any appeal process.

Signature

/ Date

NOTE: Employees should consult the Internal Revenue Service or their tax advisor regarding the reporting of the taxable status of this scholarship.

December 2009