Nurse Education Application Instructions

IMPORTANT REQUIREMENTS:

- **Your WCCC College Application *must* be on file *before* submitting an application to the Nurse Education Program.**
- **Your High School transcript or GED *must* be on file or be submitted to Student Services no later than April 30, 2027.**
- **You must attend a mandatory Nurse Intent Information Session (see www.warren.edu homepage for dates.) Virtual and in-person sessions are offered starting in February 2027. Also posted on the website are on campus TEAS testing dates in Nov. 2026, February, March and April 2027. Contact the Director of the Nurse Education program at** larrington@warren.edu **Applicants who miss all scheduled information sessions should contact the Director of Nurse Education to discuss available options.**

Nurse Education Program Application **Deadline: April 30, 2027**

Nurse Education Program applications are accepted from Monday, March 1 through Friday, April 30, 2027 by 3 pm. Failure to submit on time may result in loss of eligibility. To apply:

1) **Submit the completed Nurse Education Program application ASAP.** This can be prior to taking the pre-entrance exam and starting the **required** background check and urine drug screening process. Applications are submitted to the Student Services office (Room 117) during regular Student Services office hours.
2) **Request an official transcript:** If you have completed credits that you are using towards a nursing degree at another college, complete the *Request for Transcript* section of the application and request an official transcript, from your other schools, be sent to Student Services Dept. All transcripts including high school transcripts/equivalent must be received by the application deadline to be eligible for acceptance consideration.
   - If you have only attended WCCC, sign below the transcript section so that we can access your records.
3) **Get TEAS exam results:** If you have taken the TEAS exam at a location other than WCCC, please have ATI send your results to the Nurse Education Director, Lashanda Arrington at larrington@warren.edu TEAS exam results must be received by **April 30, 2027**

Background Check and Urine Drug Screening **Deadline: April 30,2027**

Please see the attached letter from **Adam Safeguard** for instructions. Background checks and urine drug screen **results** must be received by the Director of Nurse Education no later than **April 30,2027 to ensure that the Director of Nurse Education receives the results from Adam Safeguard prior to the Nurse Education Admission Committee Meeting. Applicants must have a clear background check and urine drug screen to be considered for admission to the Nurse Education Program.**

Acceptance Confirmation Deposit **Deadline: 1 week after acceptance**

If accepted to the Nurse Education program, you will receive an acceptance notification via email on or around June 18, 2027. A $250.00 non-refundable tuition deposit is due within one (1) week after notification to confirm your acceptance. The deposit will be applied toward your fall tuition and fees. Your seat in class will not be held without the deposit.

Warren Community College

Nurse Education Program Admission Application

Last Name First Name Middle Initial

ID Number

Street Address

City State Zip County of Residence

(___)_____
Home Phone E-Mail Address

How long have you lived in New Jersey? _____ Years _____ Months

Preferred Phone Number ----------

Cell Phone Number ----------

I understand that acceptance into the Nurse Education Program is subject to the Program Admission Criteria. Priority consideration is given to students who qualify for in-county tuition.

Applicant Signature Date

Warren County Community College
Nurse Education Program Admission Application
Please print clearly

Request for Transcript

Please release copies of transcripts included in my student file from the institutions listed below to: Lashanda Arrington, Executive Director of Nurse Education at Warren County Community College.

1._____

2._____

3._____

4._____

____ Check here if you submitted a course substitution form at Warren County Community College

I certify that all information provided on this form is true and correct, to the best of my knowledge. I understand that acceptance into the Nurse Education Program is subject to the Program Admission Criteria outlined in the Nurse Intent Handbook.

_____ _____
Applicant Signature Date

OFFICE USE ONLY

High School Transcript_____

☐ TEAS Score _____
☐ Background check and drug screen ____
☐ College Transcripts _____
☐ High School Diploma or GED _____

_____
Date & Time Received

Adam Safeguard & Inquiry Systems, Inc.

Dear Student,

The Joint Commission on Accreditation of Healthcare Organizations (JCAHO) now requires all healthcare students to have their identity verified and a criminal history search conducted prior to being allowed to participate in any cooperative educational program. In order to facilitate these requirements, Warren County Community College has engaged Adam Safeguard to provide necessary service.

The fee for the package selected is $51 and includes a Social Security Trace, New Jersey Statewide Criminal History Search, National Criminal History Search, National Sex Offender Search and an OIG Sanction Search. Also, if an address in any state outside of New Jersey appears on your Social Security Trace, we are required to search that location as well for criminal history.

The fees for other locations are as listed below and are in addition to the package price above:

- NY - $75
- PA - $20
- All other state or county criminal history searches - $10 each (plus court fees, if any)

In addition to the Student Background Check, you are required to complete a Urine Drug Screening. The Fee for the UDS required by your clinical is $59 + NJ Sales Tax. Within two days after you have placed your order, you will receive an e-mail containing information to complete the specimen collection.

INSTRUCTIONS:

- Go to www.adamsafeguardstudents.com
- Choose "Click Here to Begin Student Screening"
- You will be required to enter School Code: **wcccrn**
- Be sure to follow the process through until the third screen where you will receive your Order Number
  - You can use this Order Number if you call Adam Safeguard with Inquiries

Important: Include newupdate_automail@adamsafeguard.com in your address book so the completed background report will not go into your spam mail.

PLEASE NOTE:

- The charges on your credit card will reflect the name **Adam Safeguard**.
- For those not utilizing a credit card you should complete the form, print it and send it with a bank check or money order to Adam Safeguard, 1187 Washington Street – Suite #2, Toms River, NJ 08754.

Because of the timeframe involved in the return of the NJ Statewide Criminal History Searches (10 business days) we ask that you do not contact Adam Safeguard with inquiries regarding completion of searches before the 10 day mark. Unfortunately we cannot inquire the status of these reports, nor can we expedite them in any way.

If you have any questions or concerns, please don't hesitate to contact Adam Safeguard
Please feel free to call us at (732) 506-6100.

Although we are approved by Warren County Community College, you are Adam Safeguard's client. You are entitled to:

- Our support
- Or best service
- As many copies of your profile as you require at no additional cost
- Additional information to be provided on how to correct discrepancies
- If a discrepancy is located in your criminal history search, Adam will provide you with the necessary information regarding correct procedure on how to correct, admit, deny or dispute the claim(s).
- If a discrepancy is found in your Social Security Trace, we will provide you with the necessary information on how to identify and correct possible fraudulent activity.



Frequently Asked Questions:

• Will I be charged if I have lived outside of NJ? If so, how much?
- With the Package selected by your educational institution, additional fees will be charged based on the fee schedule listed above.

• Will my prior arrest, criminal history, conviction, etc. show up?
- We do not know what arrests, convictions, etc. will show up until the searches have been run.

• How long does the search take?
- The search will take about 10 business days to complete if the record is clear. If a hit is recovered, it would take about two, even three weeks to come back depending on the availability of any additional information that may be required to obtain. Unfortunately we cannot expedite this process, nor can we contact the State Police for updates on results.

• What crimes/convictions/arrests will keep me out of the program?
- The education and/or medical facilities will determine which applicants they will accept and deny based on the Background Report. Adam Safeguard does not have any authority to make these decisions.

• Who will have access to/see my report? My credit card number? My SS Number?
- Adam Safeguard will have access to all three indicated above. The medical facility will have access to the reports, which will contain your SS Number.

• When/How will the school receive my report?
- The education and/or medical facility will be directly linked to our system and they will be able to log in and view your report as soon as it is completed.

• What do I do if an arrest/conviction shows up on my report and it is not me?
- Adam will provide you with information on how to dispute/deny/admit/correct any discrepancies in your criminal history. These are one page forms that can be found on our web site under "JCAHO Compliance".

• What do I do if an address that isn't mine shows up on my Social Security Trace?
- You may download a form from the web site listed above that will direct you on how to correct any discrepancies found in your Social Security Trace.