

Hackensack Meridian *Health*
JFK Medical Center
Muhlenberg Harold B. and Dorothy A. Snyder Schools
Nursing - Radiography - Diagnostic Medical Sonography

This packet contains the application and required forms to help you apply to Hackensack Meridian *Health* JFK Medical Center Muhlenberg Harold B. & Dorothy A. Snyder Schools. Please complete the entire application.

Use the included Application Checklist for directions and record keeping. The Hackensack Meridian *Health* JFK Muhlenberg Snyder Schools' programs admit students twice a year, for either the Fall semester or the Spring semester.

Open dates to submit and complete an application:

Fall Semester 2023

Generic and Pathway to BSN Tracks:	January 3, 2023 – June 23, 2023
Radiography Program:	January 3, 2023- June 23, 2023
Accelerated Track:	January 3, 2023- March 31, 2023
LPN-RN Track:	January 3, 2023- March 31, 2023

All required materials including the Entrance Exam must be submitted by the semester deadline.

Applicant Checklist

The following checklist is for your record keeping. Applications may be emailed to the School, mailed or brought in person. Incomplete applications will not be considered.

____ \$75.00 non-refundable application fee. Fee payment must be made at time of application submission either by money order or personal check and mailed to the School.

____ Program and time MUST be selected when submitting an application. Applications without choices selected will not be processed.

____ Request **official** high school transcript or GED/TASC, regardless if you have some college or a college degree.

____ Request **official** transcripts:

From **ALL** colleges, regardless of how many credits were taken.

From all colleges, including Union College of Union County NJ. To submit electronic transcripts from the National Student Clearing House, please select NJ and type in JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools, then click on "Not in the list" and manually enter the name and delivery information. Send transcripts to

ifkmuhlenbergadmissions@hmn.org. Official transcript MUST come directly from the school via email or in a sealed envelope.

FOR APPLICANTS WITH TRANSCRIPTS FROM SCHOOLS OUTSIDE THE UNITED STATES

Applicants with educational credentials from schools outside the United States must first have their transcripts evaluated.

Contact the National Association of Credential Evaluation Services, www.naces.org, for a list of current members.

____ Each program requires one letter of reference from either a supervisor, teacher, or guidance counselor and must come directly from the referee. The letter of reference should be emailed to ifkmuhlenbergadmissions@hmn.org and be on a letterhead, if possible. Letters sent to us directly from the students will NOT be accepted.

____ All Hackensack Meridian Health JFK Muhlenberg Snyder School applicants are required to satisfy the appropriate Entrance Test requirements for their program of interest. The Entrance Test evaluates areas that are considered essential for academic success: [Entrance Exam – ATI TEAS Information](#).

____ Completed Essay with Student's name included and emailed to ifkmuhlenbergadmissions@hmn.org. (See Essay page within the Application for details).

Personal Statement - If you feel that your application needs additional explanation (i.e., academic history, academic challenges), please feel free to include a statement to this effect and email to ifkmuhlenbergadmissions@hmn.org.

____ Read, sign and return the appropriate Consumer Information Sheet.

____ Please complete the survey asking how you heard about the Schools.

____ Applications and supporting material except as noted should be emailed to ifkmuhlenbergadmissions@hmn.org. **Please be sure to submit your application in a pdf format ONLY. Any other format or screenshots will be rejected.** (Please do not send inquiries to this email address).

The following supporting documents must be provided as directed: official transcripts (must come direct from school), letter of reference (must come direct from referee), TEAS scores (from ATI or automatically available when TEAS are taken at Muhlenberg)

____ Fee payment should be mailed to the school at 1200 Randolph Rd, Plainfield NJ 07060, Attn: Admissions.

____ You can alternatively mail the Application and supporting material to the school at 1200 Randolph Rd, Plainfield NJ 07060, Attn: Admissions.

____ Applications may be personally delivered to the school; however, an appointment is needed. Please email Samantha Mundy at Samantha.Mundy@hmn.org to make an appointment.

If you are not a U.S. Citizen, you must bring your application in person to the Schools' Administrative Office. You will be required to show your Permanent Resident Card and/or Naturalization paper at that time. Permanent Residency is a requirement for school entrance consideration. An appointment is necessary at Samantha.Mundy@hmn.org.

APPLICATION FOR ADMISSION

**This application is appropriate for all programs offered by
Hackensack Meridian Health
JFK Medical Center Muhlenberg Harold B. and Dorothy A. Snyder Schools**

The Application is a Read Only PDF. Please do not type on the application directly on-line; the resulting Application does not format correctly. Print the Application and fill it out off-line.

Please submit application and supporting documents one time only. Multiple submissions will be deleted and not reviewed.

GENERAL INFORMATION

Name: _____
Last List All Former Last Names First Middle Initial

Home Address: _____
Number, Street and Apt # City

State Zip Code County

() () ()
Area Code Home Telephone Area Code Work Telephone Area Code Cell Telephone

Email Address: _____
Print Clearly

Mailing Address if different from above: _____
Number, Street and Apt# City

State Zip Code County

Social Security Number

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Applicant must select one Nursing track in the Nursing program or the Sonography program below for the appropriate semester.
Nursing applicants must select day or evening classes.

Nursing – Fall 2023

____ Generic Track ____ Day ____ Evening

____ Pathways to BSN Track (Joint program with Kean University) ____ Day ____ Evening

____ Accelerated Track ____ Day

____ LPN-RN Track ____ Day ____ Evening

Medical Imaging – Fall 2023

____ Radiography ____ Day

Have you ever applied to Hackensack Meridian Health JFK Muhlenberg Snyder Schools before? _____

If yes, when? Semester _____ Year _____

EDUCATION

ALL APPLICANTS MUST COMPLETE THIS SECTION INCLUDING THOSE WITH A BACCALAUREATE DEGREE (OR HIGHER) OR THOSE WITH FOREIGN EDUCATION.

Diploma-Granting High School

Name of School _____

Address _____
Street City State

Dates Attended _____ To _____ Graduation Date ____/____/____

☐ G.E.D. Date Received _____ ☐ Adult Education Diploma Date Received _____

List all High Schools/Secondary Schools Attended:

POST-SECONDARY EDUCATION is education beyond high school. Each applicant MUST list all colleges attended, including Union College of Union County NJ.

NAME OF POST-SECONDARY SCHOOL

1.

_____	_____
Name of School	Location

Degree/Diploma	

2.

_____	_____
Name of School	Location

Degree/Diploma	

3.

_____	_____
Name of School	Location

Degree/Diploma	

4.

_____	_____
Name of School	Location

Degree/Diploma	

5.

_____	_____
Name of School	Location

Degree/Diploma	

Note: You must list **all schools** attended (including Union College of Union County NJ), even if you took only one course. All other admission criteria apply as well.

EMPLOYMENT RECORD

Present Position

Position/Title	Employer	Starting Date
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Address	City	State	Zip Code
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☐ Full Time ☐ Part Time

Other Employment

EXTRA-CURRICULAR, COMMUNITY & VOLUNTEER ACTIVITIES

Please List Any Extra-Curricular, Community or Volunteer Activities

CITIZENSHIP: Applicants must be U.S. citizens, naturalized citizens or Permanent Residents

Are you a United States Citizen? ☐ Yes ☐ No

Do you have a Permanent Resident card? ☐ Yes ☐ No

PERSONAL INFORMATION

The following questions are required by the U.S. Dept. of Health, Education and Welfare, Title VI of the Civil Rights Act. Completion is voluntary.

SEX: ☐ MALE ☐ FEMALE

GENDER IDENTITY (Optional) - If you would like the opportunity, we invite you to share more about your gender identity.

ETHNIC: ☐ Hispanic/Latino (Central /South American, Cuban, Mexican, Puerto Rican, or other

☐ Non-Hispanic/Latino

RACE:

<input type="checkbox"/>	American Indian or Alaska Native
<input type="checkbox"/>	Black or African American
<input type="checkbox"/>	Native Hawaiian or Other Pacific Islander
<input type="checkbox"/>	Two or More Races (Choose races if applicable)

<input type="checkbox"/>	Asian
<input type="checkbox"/>	Hispanic/Latino
<input type="checkbox"/>	White

Date of Birth: / /
 Month Day Year

ESSAY

Please complete the following essay question on a separate sheet of paper. Your essay should be a minimum of 250 words, typed, and represent a sample of your academic writing ability:

Your essay should be a minimum of 250 words, typed, and represent a sample of your academic writing ability. What area of healthcare would you like to see improved? If given the opportunity to improve that area, how would you do it?

PERSONAL STATEMENT

If you feel that your application needs additional explanation (i.e., academic history, academic challenges), please feel free to include a statement to this effect and emailed to jfkmuhlenbergadmissions@hmn.org.

NON-DISCRIMINATION POLICY

It is the policy of Hackensack Meridian *Health* JFK University Medical Center Muhlenberg Harold B. and Dorothy A. Snyder Schools to comply with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, the Older Americans Act of 1975, and the American with Disabilities Act of 1991. These laws prohibit discrimination on the basis of race, color, religion, sex, national origin, age, disability or sexual orientation in all educational programs and activities as long as the handicapped person does not present a safety hazard to himself/herself or clients. Hackensack Meridian *Health* JFK University Medical Center, Inc. is an Equal Opportunity Employer.

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At the time of printing, all information contained herein was deemed accurate and current. However, the Schools reserve the right to change any provisions, requirements, charges, programs, offerings or services without notice or obligation.

Announcements published in this publication may not be regarded in the nature of binding obligations on the Schools. My signature below

indicates that the foregoing information is correct and complete to the best of my knowledge. I certify I am a current resident and ☐ have / ☐

have not been a resident continuously for at least six months in the county indicated on this form. I will notify the institution of any change in address. I understand that any falsification or omission of information may result in immediate disqualification or dismissal from the program.

Signature _____ Date _____

Parent's signature if under 18 _____
(Revised December 2018)

SURVEY

How did you hear about Hackensack Meridian *Health* JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools? (Select as many choices as are applicable.)

<input type="checkbox"/> College Fair	<input type="checkbox"/> Internet	<input type="checkbox"/> Union College of Union County NJ	<input type="checkbox"/> Guidance Counselor
<input type="checkbox"/> Alumni	<input type="checkbox"/> Friend	<input type="checkbox"/> Parent/Relative	<input type="checkbox"/> Employee
<input type="checkbox"/> Physician	<input type="checkbox"/> Facebook	<input type="checkbox"/> Twitter	<input type="checkbox"/> Newspapers
<input type="checkbox"/> Billboards	<input type="checkbox"/> Bus Advertisements	<input type="checkbox"/> Other	

Consumer Information Sheet - School of Nursing

Only Complete for Nursing Applicants

Student Right-to Know

The following information is being provided as required under the Student Right-to-Know and Campus Security Act Public Law 101 542 as amended by the Higher Education Technical Amendments of 1991 Public Law 102 26.

Information on Graduation/Completion Rates

- 93.0% of students graduated in 2018 passed the NCLEX-RN (National Council Licensure Examination) – Registered Nurse Licensing Exam on the first attempt. The national first time pass rate in 2017 is 87.11%.
- 94.6% of graduates are employed in nursing (from A Survey of the Classes of 2008 – 2009, 2009 – 2010 and 2010 – 2011 Graduates of the Cooperative Program in Professional Nursing by the Office of Assessment, Planning and Research – Union College of Union County NJ, January, 2013 Research Report No. 165)

Americans with Disabilities Act (ADA)

The following information is being provided as required by the Federal government, Section 504 of the Rehabilitation Act of 1973. Applicants to the School of Nursing must be able to perform specific skills in order to care for patients safely and perform all the procedures that would be required of a graduate nurse in the work force. The Hackensack Meridian *Health* JFK Muhlenberg Harold B. and Dorothy A. Snyder School of Nursing has accepted the following standards for applicants to the program. Corrective devices are allowed to meet the minimum requirements or standards.

To enter the School of Nursing, applicants must be able to:

1. Communicate clearly and succinctly in English to the patient, family and other support staff, both verbally and in writing.
2. Hear a patient talk in a normal tone from a distance of 20 feet.
3. Visually observe the patient in order to assess the patient's condition and/or needs from a distance of at least 20 feet.
4. Read all written medical information pertaining to the patient.
5. Assess all readings and functions of technical equipment pertaining to patient care.
6. Render services and/or assistance to all patients depending on the individual patient's needs and abilities in moving, turning and lifting. Be able to push, pull and lift 40 pounds.
7. Manipulate a stretcher, wheelchair and/or portable equipment within the medical facility without injury to self, patient or others.
8. Draw up sterile solutions without contaminating the syringe and/or needles, etc.
9. Manipulate dials, buttons and switches.
10. Physically be able to administer emergency care including performing CPR.
11. Be able to stand for periods as long as 2 hours and walk a distance of 2 miles during a normal work day.

I have read this form and understand the contents therein:

Signature

Print Name Clearly

Date

RETURN WITH YOUR APPLICATION

ACEN and NJSON ACCREDITED

Consumer Information Sheet - School of Radiography

Only Complete for Radiography Applicants

Student Right-to-Know

The following information is being provided as required under the Student Right-to-Know and Campus Security Act, Public Law 101- 542, as amended by the Higher Education Technical Amendments of 1991, Public Law 102- 26, and the Higher Education Technical Amendments of 1993, Public Law 103-208.

Information on the School of Radiography Program Effectiveness Data

Of the 17 + 1 (Advanced Placement Student) graduates from Hackensack Meridian *Health* JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools' Program in Radiography in 2015, sixteen (16) students passed the ARRT Boards, 93% of first-time examinee pass rate. The majority of the School of Radiography students are "transfer-ins", and, therefore, are not considered first-time, full-time degree-seeking students.

Employment data is not yet available for the 2015 graduates. Of the 2014 graduates, there was 100% job placement within 12 months after graduation.

PHYSICAL/TECHNICAL REQUIREMENTS FOR ADMISSION

Applicants to the School of Radiography must be able to perform specific skills in order to perform clinical assignments of the School and to perform all procedures required of a diagnostic radiographer in the work force.

Corrective devices are permitted to meet the minimum requirements.

1. Communicate in English in order to converse and instruct patients, to relieve their anxiety and gain their cooperation during procedures.
2. Hear a patient talk in a normal tone from a distance of 20 feet.
3. Observe the patient in order to assess his condition and/or needs from a distance of at least 20 feet.
4. Read a patient's medical chart and/or physician's orders.
5. Evaluate radiographs using a view box to make certain that the films contain proper identification and are of diagnostic value.
6. Render services and/or assistance to all patients depending on the individual patient's needs and abilities when moving, turning, getting on and off the radiographic table or stretcher and when moving in and out of a wheelchair.
7. Push, pull and lift 40 pounds.
8. Push and manipulate a portable X-ray machine in turning corners, maneuvering on and off elevators and within a patient's room.
9. Manually move and maneuver the X-ray tube at standard and non-standard heights up to 7 feet.
10. Draw up sterile contrast media and other solutions without contaminating the syringe needle and/or injecting device.
11. Select the exposure factors necessary to produce a radiograph by manipulating dials, buttons and switches.
12. Place X-ray cassettes in Bucky trays and spot film devices and properly manipulate all locking devices.
13. Physically be able to administer emergency care including CPR as necessary.
14. Physically be able to stand for periods as long as 2 hours while wearing lead aprons and to walk a distance of 2 miles during a normal work day.

I have read the above Physical and Technical Requirements for admission into the Hackensack Meridian *Health* JFK Muhlenberg School of Radiography. My signature below determines that I am capable of fulfilling these requirements.

Signature

Print Name Clearly

Date

RETURN WITH YOUR APPLICATION

JRCERT ACCREDITED

Consumer Information Sheet - School of Diagnostic Medical Sonography

Only Complete for Diagnostic Medical Sonography Applicants

Student Right-to-Know

The following information is being provided as required under the Student Right-to-Know and Campus Security Act, Public Law 101 542, as amended by the Higher Education Technical Amendments of 1991, Public Law 102-26, and the Higher Education Technical Amendments of 1993, Public Law 103-208.

Information on Graduation/Completion Rates

Of the fifteen graduates from the Hackensack Meridian *Health* JFK Muhlenberg Harold B. and Dorothy A. Snyder Schools' Diagnostic Medical Sonography Program in 2014, the following Program Outcomes were achieved:

Class of 2014.....	Enrolled – 20	Graduated – 15	Did not graduate (Attired) – 5
Employed in the profession.....	7 employed; 63% job placement within 2 years for those who took the registry.		
Registry examination.....	11 Graduates chose to sit for the ARDMS examinations; 73% passed the Registry within 2 years of graduation.		

Americans with Disabilities Act (ADA)

The following information is being provided as required by the Federal Government, Section 504 of the Rehabilitation Act of 1973. Applicants to the Diagnostic Medical Sonography Program must be able to perform specific skills in order to care for patients safely and perform all procedures that would be required of a graduate Sonographer in the work force.

The Hackensack Meridian *Health* JFK Muhlenberg Snyder Diagnostic Medical Sonography Program has accepted the following standards for applicants to the program. Corrective devices are allowed to meet the minimum requirements or standards.

To enter the Diagnostic Medical Sonography Program, the applicant must be able to:

1. Communicate clearly and succinctly in English to the patient, family and other support staff, both verbally and in writing.
2. Hear a patient talk in a normal tone from a distance of 20 feet.
3. Visually observe the patient in order to assess the patient's condition and/or needs from a distance of at least 20 feet.
4. Read all written medical information pertaining to the patient.
5. Assess all readings and functions of technical equipment pertaining to patient care.
6. Render services and/or assistance to all patients depending on the individual patient's needs and abilities in moving, turning and lifting.
7. Be able to push, pull and lift 40 pounds.
8. Manipulate a stretcher, wheelchair and/or portable equipment within the medical facility without Injury to self, patient and others.
9. Manipulate dials, buttons, and switches.
10. Physically be able to administer emergency care (CPR).
11. Be able to stand for periods as long as 2 hours.
12. Walk a distance of 2 miles during a normal work day.

I have read this form and understand the contents wherein:

Signature

Print Name Clearly

Date

RETURN WITH YOUR APPLICATION