Dear Employee,

Thank you for expressing an interest in participating in the Capital Health (CH) /Thomas Edison State College collaboration. This letter will serve to outline the program details.

The goal of the program is to:
- Develop a career pathing program designed to fill anticipated vacancies for clinical educators and nurse managers.
- To increase the number of Baccalaureate prepared nurses at the bedside.

Degree program description:
- The Thomas Edison State College Bachelor of Science in Nursing (BSN) degree program is a distance-learning program for registered nurses who want an alternative to campus-based instruction. The program is flexible, self-paced and allows for different methods of learning and degree completion.

- Assessment of learning in the nursing courses offered by the Thomas Edison State College School of Nursing occurs via written assignments submitted online and participation in asynchronous online group discussion. The courses are highly interactive, with the focus on a community of learners in a collaborative learning process. Undergraduate nursing courses require participation in the online discussions a minimum of three posts on at least two different days. There are no proctored examinations for the nursing courses.

- The program is accredited by the New Jersey Board of Nursing, the National League for Nurses Accrediting Commission (NLNA) and the Commission on Collegiate Nursing Education (CCNE).

Candidate Qualifications:
- Registered professional nurses who are employed at Capital Health for a continuous six-month period and are currently in a budgeted position that is a minimum of 20 hours per week.

- Employee meets the eligibility requirements for benefits under Educational Assistance Policy 4.15.

- Recent graduates of CHSON are eligible if they have entered employment at CH upon graduation.
Employee has demonstrated good performance as reflected in performance reviews, with no counseling in the past 12 months.

There is sufficient evidence that the employee embodies the values of CH and demonstrates the Standards of Behavior.

Educational Assistance Qualification:
- Thomas Edison State College Program will be covered under the current CH Educational Assistance Policy. Employees that have been employed in a benefit eligible position for at least 6 months prior to the start of classes are eligible for CH educational assistance. To remove barriers from participating in this endeavor, CH will pre-pay eligible tuition costs at the beginning of the course as opposed to the end. Employees on a leave of absence will not be eligible for prepaid tuition. The amount of pre-paid tuition will be in accordance with the schedule of reimbursement as guidelines provided in HR Policy 4.15 Educational Assistance. Additionally, Thomas Edison State College agrees to waive the application and credential review fees for employees applying to the RN to BSN program.

- HR will provide Thomas Edison State College with the name of each employee enrolled in the program, their FTE status, and the amount prepaid on their behalf.

- Addendum to the Educational Assistance policy will read: Capital Health will prepay covered tuition expenses directly to Thomas Edison State College upon receipt of enrollment registration and tuition invoice.

- The nurse is responsible for payment to Capital Health in addition to notifying HR Office or Clinical Education if he/she:
  - withdraws from the class prior to completion
  - does not maintain a “C” or equivalent grade
  - leaves CH voluntarily, involuntarily or reduces his/her budgeted hours below part-time status within 12 months of course completion

- Under any of the above circumstances, the nurse will be required to reimburse CH either by lump sum payment or by payroll deduction. Continuance in the pre-paid tuition program will be at the discretion of the Departments of Clinical Education and Human Resources.

- Program must be completed within a three-year time period. If you are unable to meet this time requirement, a letter requesting an extension is to be submitted to the Divisional Director of Clinical Education.

- Instate tuition rates apply to all CH employees whether or not they are eligible for tuition benefits.

Class Registration:
- All registration forms are to be fully completed and submitted to Beth Previte-Goldstein in Human Resources, Mercer Campus (ext. 4524, fax 394-4347) or Barbara Tomlinson,
Department of Clinical Education, Mercer Campus (ext. 4027, fax 815-7231). Thomas Edison State College will send you an e-mail confirming your registration.

- Registration must be completed by the CH established registration date outlined in this packet and on the CapitaLink.
- All nursing courses are only offered in January, April, July and October. All general education courses are offered beginning or near the first of every month.

**Transcript Evaluation and Academic Advisement**

- Once the student has enrolled and credentials have been reviewed Thomas Edison State College will provide the employee with an Academic Program Evaluation showing credits that have been accepted for transfer. This evaluation process typically takes a minimum of four weeks. When the Academic Program Evaluation is completed the employee will be notified by an e-mail from the College. The e-mail will include instructions on how the employee can view the Academic Program Evaluation online through MyEdison. A Nursing Program Advisor from the College is available to assist the employee with course selection and planning for degree completion. The advisor does not contact the employee. All CH nurses are expected to schedule an appointment with the nursing advisor. It is also up to the student to access academic advisement services when needed. To schedule an advising appointment the employee will need to do so through the online scheduling system found in MyEdison under “Tools”. Appointments may be scheduled 48 hours to 15 days in advance. Employees need to call the phone number indicated on their appointment confirmation to be transferred to the advisor for the appointment. Advisement questions may also be submitted via a Help Desk ticket through MyEdison.

**Employee Initial Application:**

- Have all official transcripts and college level exam score reports sent to Thomas Edison State College.

- Complete the Thomas Edison application and return to Beth Previte-Goldstein in Human Resources, Mercer Campus (ext. 4524, fax 394-4347) or Barbara Tomlinson, Department of Clinical Education, Mercer Campus (ext. 4027, fax 815-7231).

- Be able to send and receive e-mail including attachments on a non-CH e-mail address and have computer capability compatible with the technology specified (See attachment) for Thomas Edison State College online courses.

**Educational Assistance Reimbursement:**

- Schedule follows HR Policy (4.15) Educational Assistance.

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<tr>
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<td>Part-time</td>
<td>50% of cost up to $2,500 annually</td>
<td>100% of cost up to $2,500 annually</td>
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<td>Employees</td>
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- Human Resources will calculate the amount that CH will pay on the employee’s behalf. This information will be communicated to Thomas Edison State College and applied to the employee’s account.

- CH will prepay the appropriate tuition costs to Thomas Edison State College. Thomas Edison State College will balance bill the employee any remaining amount owed.

- As this balance billing is a courtesy only extended to Capital Health employees, the employee must immediately pay the balance owed in order to be registered for the course.

- Appropriate challenge exams will also be covered by the Educational Assistance Policy, as college credit will be awarded to those employees who successfully pass the appropriate challenge exams.

- **IMPORTANT NOTE REGARDING TECEP AND CLEP EXAMS** Employees registering for a TECEP or CLEP exam must take the exam on the date for which they registered. Capital Health will require immediate reimbursement (payroll deduction) for any exam not taken on the date they were registered or for credit not received.

**Withdrawals**

- Students must withdraw online with Thomas Edison State College and immediately notify Beth Previte-Goldstein at extension 4524. Should the student be subject to penalty fees for withdrawals they will be responsible for these amounts to CH.

**In order to continue in this program, all grades must be submitted to Beth Previte-Goldstein in Human Resources Mercer Campus within 45 days of course completion.**

If you have any further questions, please feel free to contact Beth Previte-Goldstein at 609-394-4524 or Barbara Tomlinson at ext 609-394-4027.
HOW TO GET STARTED
In the CHS/TESC RN to BSN Collaboration

On CapitaLink:
- Go to Choose a Department
- Select the Dept. of Clinical Education
- On the Dept. of Clinical Education Home Page click on Thomas Edison State College on the Categories toolbar or click on “Thomas Edison State College Welcomes Capital Health System Nurses”
  On the Thomas Edison State College home page, click on the ‘How to Get Started’ link: http://www.tesc.edu/rnchs/How-to-Get-Started.cfm
- You will need to print out and complete the following forms:
  1. Thomas Edison State College School of Nursing Application
  2. Undergraduate Registration Form
  3. Capital Health System Educational Assistance Request Form
  4. Capital Health System Educational Assistance Form Addendum
  5. Capital Health System Nursing Student Waiver
  6. Capital Health System Clinical Education Permission Form

Submit forms to Beth Previte-Goldstein in Human Resources, Mercer Campus (ext. 4524, fax 394-4347) or Barbara Tomlinson, Department of Clinical Education, Mercer Campus (ext. 4027, fax 815-7231).

Updated Computer Requirements

As of July 2011, all nursing students are advised to upgrade to the listed computer requirements.

- **Operating Systems:** For Windows users: Windows XP with service pack 3 installed or later versions such as VISTA and Windows 7.0. For Mac users: Mac OS X v10.5 and later. Students also need to ensure that their computer is dual bootable using Boot Camp or a similar program.
- **Office Suite:** Microsoft Office Suite version 2007 or 2010 which can be purchased for around $100 at either:
  - MBS direct http://bookstore.mbsdirect.net/vb_resources.php?FVCUSNO=25547
  - JourneyEd.com http://www.journeyed.com/
- Current virus protection
- Current email account on file with the Office of the Registrar