

PRACTICAL NURSING (PN) PROGRAM APPLICATION INFORMATION PACKET 2018-2019

(Version 19.1)

PROGRAM DESCRIPTION

The Alpena Community College Nursing Program curriculum contains both the Practical Nursing (PN) and the Associate Degree Nursing (ADN) Programs and is designed to improve nursing career mobility and provide seamless progression from PN to ADN education. The Practical Nursing and Associate Degree programs are both approved by the Michigan Board of Nursing and both are accredited by the Accreditation Commission for Education in Nursing (3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, 404-975-5000). Following successful completion of the PN program requirements, students apply for licensure as a Licensed Practical Nurse (LPN) and have the option of continuing into the ADN program if they meet the requirements. The Nursing Program is rigorous and challenging. It requires a high level of student commitment and mastery of content in many academic areas. Students entering the nursing program must be 18 years of age prior to the start of their first clinical rotation and have a high school diploma, or General Education Degree (GED), or be enrolled in the Early College Program.

PROGRAM INFORMATION

- Twenty (20) PN and twenty (20) ADN students are admitted each fall and spring semester.
- PN nursing courses are offered primarily during the day/afternoon at the Alpena and Oscoda campuses and are scheduled into two 16 week semesters.
- In addition to lecture and laboratory, clinical practice is required. Students must meet requirements as designated by the department, College, and clinical facilities.
- Applicants should be aware that the Michigan Board of Nursing may deny a license to any applicant who has been convicted of a felony or certain misdemeanors or is addicted to drugs or alcohol. ACC is not responsible if an applicant is denied licensure after completion of the Nursing Program. If the felony is such that the student would not be able to attend clinical rotations at any of our sites, admission to the Program would be denied.
- In addition to nursing courses, the corequisite courses English 112 (ENG 112) and Political Science (PLS 221) are part of the ADN Nursing Program curriculum and must be successfully completed by ADN students. State and Local Government (PLS 222) will be accepted. It is highly recommended to complete as many of these courses as possible prior to starting the Nursing Program.
- Prerequisite courses may only be repeated once. Withdrawals will be counted as an attempt of taking the class. The highest grade received in the course is used in calculating the student's GPA. Science courses that are older than five years from the date the student formally begins the nursing program will be evaluated on an individual basis for acceptance.

ALPENA
COMMUNITY COLLEGE

665 Johnson Street
Alpena, MI 49707-1495



ACEN | 3343 Peachtree Road NE | Suite 850 | Atlanta, GA 30326 | 404.975.5000

APPLICATION PROCESS

<u>Action</u>	<u>For current ACC students</u>	<u>For students who attended ACC > 3 years ago and students coming from other institutions</u>
1. Apply to Alpena Community College <i>Required if you have not attended ACC within the past three years</i>		<input type="checkbox"/> Apply to Alpena Community College on-line at http://discover.alpenacc.edu/ . <input type="checkbox"/> Submit high school and official undergraduate college transcripts from all schools previously attended. College transcripts must be sent directly from the issuing college or university to the Registrar's Office at ACC for determination of equivalent course and transfer credit. <input type="checkbox"/> Once accepted to ACC register for New Student Orientation, as applicable. Visit https://www.alpenacc.edu/studentorientations/ for further information.
2. Verify Transcripts		<input type="checkbox"/> One week after applying to ACC, contact the ACC Registrar's office at (989) 358-7282 to confirm that all official college transcripts have been received.
3. Advising and Assessment	<input type="checkbox"/> Contact the Nursing Program Secretary at (989) 358-7217 / bregel@alpenacc.edu to schedule an advising appointment if you have not met with a nursing advisor as a pre-nursing student.	
4. Grade Point Average (GPA)	<input type="checkbox"/> Attain a 2.0, "C" or better grade with an average GPA of 3.0, "B" in all nursing prerequisite courses. Prerequisite courses include: General Chemistry (CEM 111 + Lab), English Composition I (ENG 111), Human Anatomy (BIO 201 + Lab), Dosage Calculations (NUR 133), Human Physiology (BIO 203 + Lab) and Microbiology (BIO 140 + Lab).	
5. Apply to ACC Nursing Program <i>Students may apply to the nursing program during their last semester of nursing prerequisite coursework or once prerequisite courses have been completed.</i>	<input type="checkbox"/> Obtain and complete an ACC PN Nursing Program Application. <input type="checkbox"/> If you have had any healthcare work experience within the last five years obtain documentation from a supervisor or human resources department on agency letterhead indicating your job description, length of service, and hours per week worked. Submit this documentation with your application. <input type="checkbox"/> Obtain a criminal background check from the Michigan State Police (ICHAT). There is a fee associated with this service. Print results and submit them with your application. Directions are attached. <input type="checkbox"/> Obtain Central Registry Clearance from the State of Michigan Department of Human Services. Complete the attached form and submit it to the DHS agency in the county which you reside. There is no fee associated with this service. The DHS agency will mail your results directly to the nursing secretary. <input type="checkbox"/> Take the ATI Test of Essential Academic Skills (TEAS). Contact the ACC Testing Center at 989-358-7209 (Alpena Campus) or 989-358-7445 (Oscoda Campus) to arrange testing. A \$55.00 non-refundable and non-transferable fee must be paid to register to take the exam at ACC. Fees are subject to change. Obtain a copy of your test results from the Testing Center and submit results with your application. <ul style="list-style-type: none"> - For positive identification, a driver's license or ACC student photo ID is required for admission to the ACC Testing Center on the date of your test. - The ATI TEAS exam may be taken a maximum of twice per year and results are valid for one year. - The ATI TEAS exam is an online multiple-choice exam. The ATI TEAS Study Manual (6th Edition) is available to check out in the ACC Library. It is highly recommended that you review this Manual before testing. <input type="checkbox"/> If you have a previously earned degree that was not issued by ACC you must provide official transcripts, a copy of your degree, or a Letter of Completion from the issuing college or university in order to receive Previously Earned Degree application points. Attach documentation to your application. <input type="checkbox"/> Submit your completed ACC Nursing Program Application with all required documentation attached to the Nursing Program Secretary during the open application period (February 1 – April 10 and/or September 1 – November 10).	

SELECTION PROCESS

- Applications will be reviewed within one week following the end of each semester. All applicants can expect to receive letter/email notification regarding their application status from the Nursing Department within two weeks following the end of each semester. Students who are not admitted must reapply. Please be aware that meeting minimum requirements does not guarantee an opening in either Program.
- Alpena Community College admits students to the PN Nursing Program under a Selective Admission Process using the Admission Process Qualified Student Selection Form (Table A). The criteria for admission will be based on: Grades (GPA of prerequisite courses and corresponding lab courses), ATI Test of Essential Academic Skills (TEAS™) composite score, number of credits earned at ACC, previously earned degrees, healthcare work experience documented within the last five years, and number of semesters a student applied to admittance into the ACC PN Nursing Program.

Table A - Alpena Community College Nursing Program Admission Process Qualified Student Selection Form - PN

Criteria	Point Scale	Total Score
1. Grades: GPA of Prerequisite Courses: CEM 111/CEM 221 + Lab ENG 111/ENG 121 BIO 201 + Lab NUR 133 BIO 203 + Lab BIO 140 + Lab	4.00 – 3.90	= 50
	3.89 – 3.80	= 45
	3.79 – 3.70	= 40
	3.69 – 3.60	= 35
	3.59 – 3.50	= 30
	3.49 – 3.40	= 25
	3.39 – 3.30	= 20
	3.29 – 3.20	= 15
	3.19 – 3.10 3.09 – 3.00	= 10 = 5
2. ATI TEAS Composite Score	Exemplary	= 20
	Advanced	= 15
	Proficient	= 10
	Basic	= 5
	Developmental	= 0
3. Number of ACC Credits Earned	12.5 or more	= 7
	≥10	= 6
	≥8	= 5
	≥6	= 4
	≥4	= 2
	<4	= 0
4. Previously Earned Degrees Only one previously earned degree will be accepted.	Baccalaureate Degree or higher	= 10
	Associate Degree	= 5
	None	= 0
5. Healthcare Work Experience in the last 5 years Only one category of Healthcare Work Experience will be accepted.	Direct Care (hands on patient care): e.g. CNA, RT, EMT, paramedic, homecare aide, MA, etc.	= 10
	Indirect Care: e.g. dietary, aide, ward clerk, transporter, housekeeper, medical coder/biller, etc.	= 5
		= 0
	None	= 0
6. Number of semesters student applied for admittance into the ACC PN Nursing Program	3 Semesters or more	= 3
	2 Semesters	= 2
	1 Semester	= 1
	First Application	= 0
TOTAL SCORE:		

- In the event that more than one student with the same score is eligible competitively to be admitted to either ACC Nursing Program, admission to the Program will be based on:
 - a. GPA
 - b. Work experience
 - c. Application date at the point when all prerequisite courses were met

ACCEPTED STUDENTS

- After acceptance into the Nursing Program, students will be registered for nursing courses by the Director of Nursing.
- Accepted students will receive required forms and procedures via US mail/email. Contractual agreements between Alpena Community College's Nursing Program and the clinical agencies, require that students submit the documents listed below. All requirements must remain current throughout the Program. If any requirement expires during the Program you will not be able to attend clinical and that could result in a failing grade. Purchasing the ATI program and ACEMAPP are required for theory and clinical courses. You are also required to purchase supplies such as a uniform, white shoes, watch with a second hand, and a stethoscope.
 - Current *Required Abilities and Health Care Provider Recommendation of Nursing Student* form signed by a health care provider.
 - List of current allergies.
 - Status of polio vaccination.
 - Documented seasonal influenza for current season.
 - Documentation of receiving or lab results for proof of immunity for the following: Tetanus/Diphtheria/Pertussis (must be within the past 10 years), Varicella, Hepatitis B (3-dose series), Measles, Mumps, Rubella (2 doses).
 - Documentation of 2-Step Tuberculosis Skin Test.
 - Drug Screen testing results obtained at Rapid Results in Alpena within 30 days of the start of the Program.
 - Current CPR certification from the American Heart Association (Basic Life Support [BLS]) or American Red Cross (Adult, Child and Baby First Aid /CPR/AED). No other cards will be accepted.

ESTIMATION OF TUITION AND FEES

ESTIMATE OF TUITION AND FEES NURSING PROGRAM				
	<u>LPN PROGRAM</u>		<u>RN PROGRAM</u>	
	Resident	Non-Resident	Resident	Non-Resident
Tuition	\$5700.00	\$8700.00	\$6150.00	\$9850.00
Online Course Fees	0.00	0.00	30.00	30.00
Registration Fees	60.00	60.00	60.00	60.00
Instructional/Equipment Fees (technology)	170.00	170.00	186.00	186.00
Service Fees (student)	250.00	250.00	280.00	280.00
Course Fees (facilities)	250.00	250.00	280.00	280.00
Books, ATI, Skills Bag, ACEMAPP	2650.00	2650.00	2350.00	2350.00
Clinical Supplies (stethoscope, watch, uniform)	125.00	125.00	125.00	125.00
Application fee for Licensure & NCLEX	340.00	340.00	340.00	340.00
TOTAL	\$9545.00	\$12545.00	\$9801.00	\$13501.00
<i>The above figures are based on 2018-2019 rates and are subject to change. A Resident student is one whose legal residence is in the Alpena Public School District. All other students are Non-Resident.</i>				

NOTES: Requirements for admission to the Nursing Program(s) are subject to change at any time.

NURSING -- LPN

CERTIFICATE (C)

DESCRIPTION: Alpena Community College offers two nursing program options: a one-year certificate program (Level I), and an Associate in Applied Science (AAS) Degree (Level II). Both programs have full approval by the State of Michigan Board of Nursing. Upon successful completion of Level I and with the approval of the Board of Nursing, graduates are eligible to take the NCLEX-PN for LPN licensure.

GENERAL EDUCATION REQUIREMENTS CREDITS: 18

BIO 140 MICROBIOLOGY FOR THE HEALTH SCIENCES (3/5)
BIO 201 ANATOMY (4/5)
BIO 203 HUMAN PHYSIOLOGY (4/5)
CEM 111 GENERAL CHEMISTRY (4/7)
ENG 111 ENGLISH COMPOSITION I (3/3)

CORE PROGRAM REQUIREMENTS CREDITS: 26.5

NUR 128 PHARMACOLOGY I (1.5/1.5)
NUR 133 DOSAGE CALCULATION (1.5/1.5)
NUR 135 PH TRANSITION TO PRACTICE (1/1)
NUR 140 FOUNDATIONS OF NURSING THEORY (3/3)
NUR 140LC FOUNDATIONS OF NURSING LAB (1.5/4.5)
NUR 142 MEDICAL SURGICAL NURSING I THEORY (2.5/2.5)
NUR 143 MEDICAL SURGICAL NURSING I CLINICAL (2/6)
NUR 150 MEDICAL SURGICAL NURSING II THEORY (2.5/2.5)
NUR 151 MEDICAL SURGICAL NURSING II CLINICAL (2/6)
NUR 152 OB/REPRODUCTIVE HEALTH/PEDS THEORY (2/2)
NUR 153 OB/REPRODUCTIVE HEALTH/PETS CLINICAL (1.5/4.5)
NUR 155 NUTRITION IN HEALTH & ILLNESS (2/2)
NUR 156 PHARMACOLOGY II (2/2)
NUR 157 MEDICAL SURGICAL NURSING CLINICAL III (1.5/4.5)

MINIMUM 44.5 CREDIT HOURS/68.5 CONTACT HOURS

NOTES:

All prerequisite courses must have a C or higher and a combined GPA of 3.0 to be eligible.

Students should be aware that meeting minimum requirements does not guarantee an opening in either level.

The Nursing Program has its own application forms and processes. Forms are available in the Nursing Office. Alpena Community College's Nursing Program is accredited by the Accreditation Commission for Education in Nursing [ACEN, 3343 Peachtree Road NE, Suite 850, Atlanta GA 30326 (www.acenursing.org)].

Students may exit the program at the end of Level I and are eligible to sit for the NCLEX-PN exam.

NURSING – LPN

CERTIFICATE (C)

SUGGESTED SEQUENCE OF COURSES

YEAR 1 (FALL SEMESTER) CREDITS: 12.5

CEM 111 GENERAL CHEMISTRY (4/7)
ENG 111 ENGLISH COMPOSITION I (3/3)
BIO 201 ANATOMY (4/5)
NUR 133 DOSAGE CALCULATION (1.5/1.5)

YEAR 1 (SPRING SEMESTER) CREDITS: 7

BIO 203 HUMAN PHYSIOLOGY (4/5)
BIO 140 MICROBIOLOGY FOR THE HEALTH SCIENCES (3/5)

YEAR 2 (FALL SEMESTER) CREDITS: 12.5

NUR 128 PHARMACOLOGY I (1.5/1.5)
NUR 140 FOUNDATIONS OF NURSING THEORY (3/3)
NUR 140LC FOUNDATIONS OF NURSING LAB (1.5/4.5)
NUR 152 OB/REPRODUCTIVE HEALTH/PEDS THEORY (2/2)
NUR 142 MEDICAL SURGICAL NURSING I THEORY (2.5/2.5)
NUR 143 MEDICAL SURGICAL NURSING I CLINICAL (2/6)

YEAR 2 (SPRING SEMESTER) CREDITS: 12.5

NUR 135 PH TRANSITION TO PRACTICE (1/1)
NUR 150 MEDICAL SURGICAL NURSING II THEORY (2.5/2.5)
NUR 151 MEDICAL SURGICAL NURSING II CLINICAL (2/6)
NUR 155 NUTRITION IN HEALTH & ILLNESS (2/2)
NUR 153 OB/REPRODUCTIVE HEALTH/PETS CLINICAL (1.5/4.5)
NUR 156 PHARMACOLOGY II (2/2)
NUR 157 MEDICAL SURGICAL NURSING CLINICAL III (1.5/4.5)

[Gainful Employment information for LPN](#)

PN NURSING PROGRAM APPLICATION 2018-2019

(Version 19.1)

This application is required for the Alpena Community College PN Nursing Program. You may submit your application once your prerequisite courses have been completed or while enrolled in your last semester of prerequisite courses. The open application period is February 1 – April 10 and September 1 – November 10.

Complete **all** sections of the application before submission.

Section I: To Be Completed By Student

Demographic information on this application must match the information on record in the Registrar's Office at Alpena Community College

Applying for: PN

PN Campus Preference: Alpena Oscoda

Name _____
Last Name First Middle Former (If Applicable)

Address _____
Number/Street Apt. City State Zip

Cell Phone (_____) _____ Home Phone (_____) _____

ACC Student Email _____ Date of Birth _____

ACC Student ID # _____ Social Security Number _____

Colleges/Universities Attended

College/University Name	City	State	Dates Attended	Degree Conferred*
1.				
2.				
3.				

*Official transcripts(s), a copy of your degree, or a Letter of Completion from colleges and universities other than ACC MUST be provided when applying to support degree earned.

ALPENA

COMMUNITY COLLEGE

665 Johnson Street
Alpena, MI 49707-1495



ACEN | 3343 Peachtree Road NE | Suite 850 | Atlanta, GA 30326 | 404.975.5000

Have you ever been a student in another nursing program? Yes No

A. If yes, please submit a copy of your unofficial transcripts with your application.

B. If yes, may we contact the dean/director of this program? Yes No

C. If yes, if you did not complete your studies, please explain on back of application.

Have you had any healthcare work experience within the last five years? Yes No

A. If yes, documentation MUST be provided from a supervisor/human resources department on agency letterhead indicating your job description, length of service, and hours per week worked for any healthcare work completed. Documentation must accompany your application.

Section II: Criminal Background Check

Obtain a criminal background check from the Michigan State Police (ICHAT). Print and submit results with your application. Directions are attached.

Section III: Central Registry Clearance

Obtain Central Registry Clearance from the State of Michigan Department of Human Services (DHS) by completing the attached form and submitting the form to the DHS agency in the county which you reside. The DHS agency will mail results directly to the nursing secretary.

Section IV: Admission Exam (PN Applicants Only)

Complete the ATI TEAS admissions exam. Contact the ACC Testing Center at 989-358-7209 (Alpena Campus) or 989-358-7445 (Oscoda Campus) to arrange testing. Submit results with your application.

Section V: Application To Be Signed By Student

Applications will be reviewed one week following the end of each semester. All applicants can expect to receive notice from the Nursing Department two weeks following the end of each semester applied. Notification can be sent via US mail or to your ACC student email address. Please note which method of delivery you prefer:

- US Mail ACC Student Email Address

X _____

Applicant Signature

Date Applied

It is the policy of Alpena Community College that it does not discriminate on the basis of race, color, religion, national origin, gender, sex, age or disability. The College practices and policies also comply with the Michigan Persons with Disabilities Civil Rights Act (PDCRA) and the Michigan Elliott-Larson Civil Rights Act (ELCRA) which prohibits discrimination in hiring based on age, height, weight and marital status and familial status in addition to race, color, religion, sex (which includes pregnancy) and national origin.

RETURN TO: Nursing Program Secretary
Alpena Community College
665 Johnson Street
Alpena, MI 49707

P: 989-358-7217
F: 989-358-7559
E: bregel@alpenacc.edu

For Office Use Only:

DATE RECEIVED:

- TEAS ICHAT Central Registry Check Healthcare Work Experience Degree



ICHAT - The Michigan State Police Internet Criminal History Access Tool

A fee of \$10 is charged for each search.

ICHAT accepts MasterCard, Visa, and Discover cards.

Step 1. Access the following website: <https://apps.michigan.gov/ichat/home>.

Step 2. If this is your first time using the Internet Criminal History Access Tool (ICHAT), please select "**Register**"; otherwise select "**Login**" and proceed with

Step 3. If you choose "**Register**" please complete the required fields and "**Save**". An activation link will be sent to your email. Retrieve this email and activate your account.

Step 4. Once you have logged into your account choose the Background Search tab and complete the required fields. Choose "**Submit**".

Step 5. The background search is performed and "**Your Order**" box appears on the screen. Choose checkout to pay for the results.

Step 6. Retrieve the results and **print** the results. Results will NOT be mailed to you.

CENTRAL REGISTRY CLEARANCE REQUEST
Michigan Department of Health and Human Services

Copy Photo ID Here
or
Attach a Separate Page

SECTION 1 INFORMATION ON PERSON BEING CLEARED

Name, (First, Middle, Last)	Signature Required for Individual Being Cleared		Date
Also Known as Name (AKA)	Social Security Number		Date of Birth
Address	City	State	Zip Code
Phone Number	Email		
<input type="checkbox"/> I am completing this for myself.	<input type="checkbox"/> I would like to pick up my results in _____	County (For Michigan Residents Only).	

SECTION 2 REQUESTER INFORMATION

Please Check Appropriate Box			
<input type="checkbox"/> Employer	<input type="checkbox"/> Volunteer Agency	<input type="checkbox"/> Adoption/Foster Care Home Screening	<input type="checkbox"/> Court/Law Enforcement/Department of Corrections/Prosecuting Attorney
<input checked="" type="checkbox"/> Other Alpena Community College Nursing Program			
Name of Agency or Organization Alpena Community College Nursing Program			
Name of Requester Attn: Lisa Brege			
Address 665 Johnson Street	City Alpena	State MI	Zip Code 49707
Email bregel@alpenacc.edu	Fax 989-358-7559	Phone Number 989-358-7217	

Employers/Volunteer Agencies will ONLY receive responses of NO central registry if the person being cleared has approved this request with their signature. Employers/volunteer agencies will NOT receive notification if the name submitted has any central registry hits per CPL 722.627. For questions about completing this form, please contact the local Michigan Department of Health and Human Services, see attached contact list.

This clearance does not identify individuals who may have child abuse/neglect history in other states, territories or tribal trust land.

The confidentiality of central registry information is protected by Sections 7 through 7j of the Michigan Child Protection Law (MCL 722.627-722.627j). Anyone who violates this protection is guilty of a misdemeanor and is civilly liable for damages.

The Michigan Department of Health and Human Services (MDHHS) does not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, genetic information, sex, sexual orientation, gender identity or expression, political beliefs or disability.

County	Address	Phone	Fax
Alcona	2146 E. Huron Rd., East Tawas, MI 48730	989-362-0300	989-362-6629
Alger	413 Maple St., Munising, MI 49862	906-387-4440	906-387-4710
Allegan	3255 122nd., Ste. 300 Allegan, MI 49010	269-673-7700	269-673-7795
Alpena	711 W. Chisholm St., Alpena, MI 49707	989-354-7200	989-354-7242
Antrim	203 E. Cayuga St., PO Box 316, Bellaire, MI 49615	231-533-8664	231-533-8740
Arenac	3709 Deep River Rd., Standish, MI 48668	989-846-5500	989-846-4366
Baraga	108 Main St., PO Box 10, Baraga, MI 49908	906-353-4700	906-353-8415
Barry	430 Barfield Dr., Hastings, MI 49058	269-948-3200	269-948-4101
Bay	1399 W. Center Rd., Essexville, MI 48732	989-895-2100	989-895-2494
Benzie	448 Court Plaza Govt. Ctr., PO Box 114, Beulah, MI 49617	231-882-1330	231-882-9078
Berrien	401 Eighth St., PO Box 1407, Benton Harbor, MI 49023	269-934-2000	269-934-2115
Branch	388 Keith Wilhelm Dr., Coldwater, MI 49036	517-279-4200	517-278-5346
Calhoun	190 E. Michigan Ave., PO Box 490, Battle Creek, MI 49016	269-966-1284	269-966-2837
Cass	325 M-62, Cassopolis, MI 49031	269-445-0200	269-445-0298
Charlevoix	2229 Summit Park Dr., Petoskey, MI 49770	231-348-1600	231-347-6211
Cheboygan	827 S. Huron St., Cheboygan, MI 49721	231-627-8500	231-627-8546
Chippewa	463 East 3 Mile Rd., Sault Ste. Marie, MI 49783	906-635-4100	906-635-4173
Clare	725 Richard Dr., Harrison, MI 48625	989-539-4260	989-539-4200
Clinton	105 W. Tolles Rd., St. Johns, MI 48879	989-224-5500	989-224-3896
Crawford	230 Huron Grayling, MI 49738	989-348-7691	989-348-2638
Delta	305 Ludington St., Escanaba, MI 49829	906-786-5394	906-786-5350
Dickinson	1401 Carpenter Ave. Ste. A, Iron Mountain, MI 49801	906-779-4100	906-774-2775
Eaton	1050 Independence Blvd., Charlotte, MI 48813	517-543-0860	517-543-2125
Emmet	2229 Summit Park Dr., Petoskey, MI 49770	231-348-1600	231-347-6211
Genesee	125 E. Union St., PO Box 1628, Flint, MI 48501	810-760-2550	810-760-2745
Gladwin	675 E. Cedar Ave., Gladwin, MI 48624	989-426-3300	989-426-3353
Gogebic	301 E. Lead St., Bessemer, MI 49911	906-663-6200	906-663-6230
Grand Traverse	701 S. Elmwood Ste. 19, Traverse City, MI 49684	231-941-3900	231-941-0037
Gratiot	201 Commerce Dr., Ithaca, MI 48847	989-875-5181	989-875-2811
Hillsdale	40 Care Dr., Hillsdale, MI 49242	517-439-2200	517-439-2272
Houghton	47420 State Hwy. M-26 Ste. 62, Houghton, MI 49931	906-482-0500	906-487-7726
Huron	1911 Sand Beach Rd., Bad Axe, MI 49413	989-269-9201	989-269-9875
Ingham	5303 S. Cedar St., Lansing, MI 48911	517-887-9400	517-887-9500
Ionia	920 E. Lincoln, Ionia, MI 48846	616-527-5200	616-527-1849
Iosco	2146 E. Huron Rd., East Tawas, MI 48730	989-362-0300	989-362-6629
Iron	337 Brady Ave., PO Box 250, Caspian, MI 49915	906-265-9958	906-265-6390
Isabella	1919 Parkland Dr., Mt. Pleasant, MI 48858	989-772-8400	989-772-8460
Jackson	301 E. Louis Glick Hwy., Jackson, MI 49201	517-780-7400	517-780-7160
Kalamazoo	322 E. Stockbridge Ave., Kalamazoo, MI 49001	269-337-4900	269-337-5179
Kalamazoo	503 North Birch St., Kalamazoo, MI 49001	231-258-1200	231-258-4482
Kent	121 Franklin St. S.E. Ste. 200, Grand Rapids, MI 49507	616-248-1000	616-248-1059
Keweenaw	3616 Highway US-41, PO Box 351, Mohawk, MI 49950	906-337-3302	906-337-1131
Lake	5653 S. M-37, Baldwin, MI 49304	231-745-8159	231-745-2930
Lapeer	1505 Suncrest Dr., Lapeer, MI 48446	810-667-0800	810-667-0795
Leelanau	701 S. Elmwood Ste. 19, Traverse City, MI 49684	231-941-3900	231-941-0037
Lenawee	1040 S. Winter St. Ste. 3013, Adrian, MI 49221	517-264-6300	517-264-6357
Livingston	2300 E. Grand River Ste. 1, Howell, MI 48843	517-548-0200	517-548-0298
Luce	500 W. McMillan, Newberry, MI 49868	906-293-5144	906-293-3857
Mackinac	199 Ferry Lane, Saint Ignace, MI 49781	906-643-9550	906-643-7467
Macomb	21885 Dunham Rd. Ste. 7, Clinton Township, MI 48036	586-469-7700	586-783-8136
Macomb	27690 Van Dyke Ave., Warren, MI 48093	586-427-0600	586-427-0668

Macomb	41227 Mound Rd. Ste. A, Sterling Heights, MI 48314	586-254-1500	586-254-8029
Macomb	19700 Hall Rd. Ste. A, Clinton Township, MI 48038	586-412-6100	586-412-6141
Manistee	1672 US 31 South, Manistee, MI 49660	231-723-8375	231-398-2106
Marquette	Courthouse Annex, 234 W. Baraga Ave., Marquette, MI 49855	906-228-9691	906-228-3393
Mason	915 Diana St., Ludington, MI 49431	231-845-7391	231-843-1430
Mecosta	800 Water Tower Rd., Big Rapids, MI 49307	231-796-4300	231-796-0799
Menominee	2612 10th St., Menominee, MI 49858	906-863-9965	906-863-7426
Midland	1509 Washington Ste. A, Midland, MI 48641	989-835-7040	989-835-7597
Missaukee	10641 W. Watergate Rd., Cadillac, MI 49601	231-779-4500	231-779-4507
Monroe	903 S. Telegraph Ste. A, Monroe, MI 48161	734-243-7200	734-243-1660
Montcalm	609 N. State, PO Box 278, Stanton, MI 48888	989-831-8400	989-831-8496
Montmorency	13210 M-33, Atlanta, MI 49709	989-785-4218	989-785-2302
Muskegon	2700 Baker St., PO Box 4290, Muskegon Heights, MI 49444	231-733-3700	231-733-3872
Newaygo	1018 Newell, PO Box 640, White Cloud, MI 49349	231-689-5500	231-689-5586
Oakland	51111 Woodward Ave., Pontiac, MI 48342	248-975-5700	248-975-5550
Oceana	4081 W. Pok Rd., Hart, MI 49420	231-873-7251	231-873-3803
Ogemaw	444 E. Houghton Ave., West Branch, MI 48661	989-345-5135	989-345-4688
Ontonagon	408 Cooper St. Ste. B, Ontonagon, MI 49953	906-884-4951	906-884-6323
Osceola	800 Water Tower Rd., Big Rapids, MI 49307	231-796-4300	231-796-0799
Oscoda	200 W. Fifth St., Mio, MI 48647	989-826-4000	989-826-3961
Otsego	931 S. Otsego Ave., Gaylord, MI 49735	989-732-1702	989-732-8715
Ottawa	12185 James St. Ste. 200, Holland, MI 49424	616-394-7200	616-395-5526
Presque Isle	164 N. Fourth St., Rogers City, MI 49779	989-734-2108	989-734-2767
Roscommon	111 Union St., Roscommon, MI 48653	989-275-5107	989-275-5545
Saginaw	411 E. Genesee, PO Box 5070, Saginaw, MI 48605	989-758-1100	989-758-2710
St. Clair	220 Fort St., Port Huron, MI 48060	810-966-2000	810-966-2025
St. Joseph	692 E. Main St., Centreville, MI 49032	269-467-1200	269-467-1229
Sanilac	515 S. Sandusky Rd., Sandusky, MI 49471	810-648-4420	810-648-4432
Schoolcraft	300 Walnut St. Rm. 175A, Manistique, MI 49854	906-341-2114	906-341-2110
Shiawassee	1720 E. Main St. Ste. 1, Owosso, MI 48867	989-725-3200	989-725-3308
Tuscola	1365 Cleaver Rd., Caro, MI 48723	989-673-9100	989-673-9209
Van Buren	57150 C. R. 681, Hartford, MI 49057	269-621-2800	269-621-2927
Washtenaw	22 Center St., Ypsilanti, MI 48198	734-481-2000	734-481-8386
Wayne North	13233 Hamilton Ave., Highland Park, MI 48203	313-852-1700	313-852-1891
Wayne South	1801 E. Canfield Detroit, MI 48207	313-578-5500	313-578-5392
Wayne West	27540 Michigan Ave., Inkster, MI 48141	313-931-6400	313-931-6439
All Wayne	Visit www.michigan.gov/mdhs for all offices		
Wexford	10641 W. Watergate Rd., Cadillac, MI 49601	231-779-4500	231-779-4507
Outstate	PO Box 30037, Ste. 510, Lansing, MI 48909-7537	517-373-6028	517-763-0280