

**Tennessee College of Applied Technology- Jacksboro  
Practical Nursing Program  
Information Packet for the 2023-2024 Academic Year**

**Deadline to Apply:** Spring deadline: March 22, 2024, 4:00 PM  
Fall deadline: July 26, 2024, 4:00 PM

**Spring Classes Begin:** Thursday May 2, 2024

**Fall Classes Begin:** Tuesday September 3, 2024

**Class Schedule:** Monday-Thursday 8:00 a.m.- 4:00 p.m.

**(Until labs/clinical rotations start- then Lab/clinical hours will vary.)**

**Program Length:** 12 months/ 1296 clock hours.

Thank you for your interest in the Practical Nursing Program at the Tennessee College of Applied Technology- Jacksboro. The school currently offers two full-time day PN programs. One has a May 2, 2024, start date, and the other begins September 3, 2024. Please read this information guide in its entirety and keep it as a reference tool. **(Please review all information thoroughly and follow all instructions as they are written.)** This packet serves to provide potential applicants with baseline knowledge of the Practical Nursing Program and the admission process. **Please keep the school informed of any address or phone number changes, should the school need to contact you for additional information.** ***Applicants are encouraged to apply early for the program and ASAP for the 2023-2024 FAFSA (Financial Aid) – <https://studentaid.gov/h/apply-for-aid/fafsa>.***

**\* It is the applicant's responsibility to ensure all required documentation for admission is received by the school prior to the application deadline. \***

**Please pay special attention to HESI test dates, application deadline dates, and admission requirements.**

### **HESI Admission Assessment**

**The HESI :** is a computerized entrance exam for the Practical Nursing program. Minimum scores of 70 in both the reading and math sections are required for admission to this program. A score of 19 on the Reading **and** the Math portions of the ACT may be used instead of HESI scores **if the scores are within 2 years of the class start date.** HESI scores are considered valid for a maximum of

two years. A fee is required to take the HESI exam. Please contact the school for the fee amount. If a student receives a 50 on the math portion of the HESI, they will be given the opportunity to take tutoring to be accepted into the Nursing program. The schedule is attached at the end of this packet.

**General Information:** The Practical Nursing Program is a 12-month intensive program that will prepare you for a rewarding career in health care. The Practical Nursing Program is approved by the Tennessee Board of Nursing. Graduates will obtain a diploma in Practical Nursing and may be eligible to take the National Council Licensing Exam for Practical Nursing (NCLEX-PN) used to obtain nursing licensure in Tennessee.

**Practical Nursing Profession:** Practical Nursing is entry level nursing. Graduates are prepared with the background and skills to provide competent, knowledgeable nursing care to patients with varying degrees of physical needs. Licensed Practical Nurses (LPN's) work under the supervision of registered nurses and doctors. Positions are available in hospitals, long-term care facilities, physician's offices, clinics, home health care agencies, industry, and in private duty settings.

***Before you decide to apply for the program, please be aware of the following:*** the PN Program requires several hours of study time outside the classroom time (usually approximately 2-6 hours daily outside of class). The program requires a full-time commitment, which means regular daily attendance in the classroom and clinicals is essential for success. Students attend class for the first three months from 8:00 a.m. - 4:00 p.m. Monday through Thursday, receiving lectures and laboratory instruction. Lab times will vary during the second month of attendance, as well as clinical dates and times when clinical rotations start. Students will begin clinicals near the fourth month, and this continues until completion of the program. (All applicants must pass a physical exam and submit this after being selected into the class but before clinical rotations begin.) There are requirements set forth by clinical sites that must be met before students can attend clinicals, which include random drug screens, criminal background checks and vaccinations. Also, all nursing coursework must be completed with a grade of 80 or better.

**MANDATORY Program Admission Requirements:** An applicant for the PN Program must meet the following admission requirements by the official deadline: (It is highly encouraged that applicants submit all documentation at one time.)

- High school graduate or submit proof of GED equivalency.
- Meet minimum acceptable scores on the HESI test (scores are good for 2 years)
- Complete the application packet by stated deadline, which includes the following:
  1. Provide **official, sealed copy of high school transcript or GED scores.**
  2. Provide three (3) written work/character references (**References completed by family members/relatives are invalid. No Faxes accepted.**)
  3. Complete a Practical Nursing Questionnaire. (All 6 questions need to be answered thoroughly and completely by the applicant.)
  4. **Supply proof of current certification in CPR. (BLS for Healthcare Providers by the American Heart Association.) The applicant is responsible for providing copy of card.** CPR classes will be scheduled at the TCAT Jacksboro campus in the months of April and August for upcoming classes.
  5. Attend one free, **MANDATORY information session** offered at the school. (See enclosed information for dates and times.)
- Submit additional documentation for coursework completed certifications, work or volunteer experience so appropriate points can be awarded.
- **Additional immunizations required for the PN clinical component include:**
  - A recent TB skin test within the last 12 months; proof of the Hepatitis B series; a current tetanus shot, and a recent flu vaccine. (This is subject to change with the recent availability of the COVID vaccine.) The required physical form will be mailed out with acceptance letters. Applicants must be physically able to bend, stoop, squat, carry/lift from 10-24 lbs., assist with patient transfers, possess good verbal and written skills, be exposed to blood/bloody fluids, etc.

## **Mandatory School Admission Application Procedures:**

1. Interested applicants need to complete the regular school application, which is now on-line at <https://tcatjacksboro.edu/future-students/admissions> This supplies the school with contact information on each potential applicant should the need arise to mail additional information to you or contact you by phone.
2. Submit evidence of HS diploma or equivalency, along with the following immunizations: proof of two MMR and two Varicella vaccines or proof of history of chickenpox.
3. All applicants must meet minimum acceptable scores on the HESI Test, which is a timed test. The test has two components: Math and Reading. Applicants are strongly encouraged to review basic math and reading skills prior to testing (GED prep books are good to use for study aid tools).

Test rules are as follows:

- Applicants need to arrive 30 minutes prior to testing time and pay the testing fee of \$40-\$50 to the business office. Payment is to be made with cash or money order only. No checks accepted.
- State or federal issued photo identification is required for testing.
- No cell phones allowed in the room during testing.
- Applicants who do not obtain the acceptable test scores on the first attempt must wait 30 days before re-testing.

HESI scores are considered current/good for two years. Test scores must be verified to complete the application process. However, it is the applicant's responsibility to notify the college if they have tested previously so that scores may be located and placed in their file. If the test was taken at another location, the applicant must ensure that the HESI test scores have been received by Tennessee College of Applied Technology- Jacksboro prior to **stated deadline for the enrollment period.**

4. The school will offer HESI testing every month. HESI schedule is attached at the end of this packet. **The last testing date available for**

the HESI to be considered for the May 2024 class March 22, 2023; for the September 2024 class is July 26, 2023. Applicants are strongly encouraged to take the test early. Please call (423) 566-9629 to schedule a testing date.

5. Information sessions will be held prior to each HESI test. **Attendance of one (1) session is MANDATORY.** This allows interested applicants to learn more about the nursing program and allows time for questions to be addressed, etc. Applicants do not need to schedule a time to come, just be present at the school on the appropriate date and time and be sure to sign the attendance sheet. These dates correspond to HESI test dates.

***\*By arranging your schedule ahead of time, you can test and attend an information session on the same day. This application packet must be complete and submitted by 4:00 p.m. on the scheduled deadline date. Since some of the school admission requirements are also PN program requirements- submitting the necessary copy of documents once to the student services office will suffice for both.***

6. **Applicant Selection Process:** All students who have all requirements completed by the set Deadline date will be considered for the Practical Nursing Program. **Please do not call the school to get acceptance information.**

### **Before you decide . . . .**

Before you make your decision to apply for admission to the Practical Nursing Program, you should consider the following:

**Attendance Requirements:** Regular attendance in class and clinical is essential for successful completion of the program. The College maintains strict attendance requirements that must be followed. Excessive absenteeism/tardiness can and will result in termination from the program. Each applicant needs to have dependable childcare (if applicable) as well as reliable transportation. The program moves at a very fast pace, so any time missed will place the student behind. All classes start promptly at 8:00 a.m., with clinicals starting as early as 6:30 a.m.

**Academic Requirements:** All nursing coursework must be completed with a grade of 80 or above. The student must pass each subject, as well as clinicals, in order to progress in the program. Theory grades and clinical grades are not averaged together. A final grade below 80 in any area/subject will result in termination from the program. According to the Tennessee Board of Regents, each applicant is only allowed two attempts at this school to successfully complete the program.

**Financial Aid:** Students should apply **as early as possible** for financial assistance, if needed. The student services office can be of assistance with all financial aid questions or concerns. The FAFSA form needs to be completed on-line at <https://studentaid.gov/h/apply-for-aid/fafsa> to determine eligibility for federal assistance as well as for lottery scholarships. Early completion of this form may allow for additional funding for qualified applicants. The nursing program has additional required items such as nursing packs/supplies, uniforms, malpractice insurance, drug screens, background checks, etc. There is a cost sheet that includes an estimate of the entire cost of the program and is shared with students prior to starting class.

\*\*\*The Pell Grant application does not commit you to the Tennessee College of Applied Technology. Applicants who will be sponsored by another agency (Workforce Network, Vocational Rehabilitation, etc.) need to communicate with

those agencies regarding your application status as soon as possible after receiving your acceptance letter.

**Clinical Requirements:** Each student is required by the clinical agencies to complete a thorough criminal background check and undergo a random drug screen prior to the start of any clinical rotations. This is at the expense of the student. If either/both result with a positive finding, it is the clinical site's right to refuse a student access to their facility for training purposes. This would result in clinical failure.

**Personal Commitment:** Students enrolling in the nursing program need to be aware of the amount of time outside of class that will be required to be successful. It is very common for nursing students to spend 4 to 6 hours of study every night for the first several months of class. Most nursing applicants must sacrifice family activities and/or social activities while enrolled in the program. All interested applicants are instructed that the academic portion determines 50% of success and the personal commitment/motivation makes up the other 50%.

**Physical Job Requirements:** All applicants must pass a physical and show proof of adequate immunizations before beginning the nursing program. These include proof of 2 MMR and 2 varicella vaccines or history of chicken pox, which are now required for school admission.

This packet serves to provide potential applicants with baseline knowledge of the Practical Nursing Program and the admission process. Please review all information thoroughly and follow all instructions as written. Also, please keep the school informed of any address or phone number changes, should the school need to contact you for additional information. If you have any additional questions after reading this packet, please contact the school at (423) 566-9629. We will gladly mail info packets or applications if needed- just request this please. All the enclosed info is also available on-line at the school website [www.tcatjacksboro.edu](http://www.tcatjacksboro.edu). Thank you for your interest in the Practical Nursing Program at Tennessee College of Applied Technology- Jacksboro.

**Tennessee College of Applied Technology - Jacksboro**  
**A Tennessee Board of Regents Institution**  
**Application for the Practical Nursing Program**

*The Tennessee College of Applied Technology - Jacksboro provides an equal opportunity for all persons without regard to their race, sex, color, religion, age, national origin, or handicap in all matters of admission, educational programs, employment, and student activities.*  
**\*\*Please Print Legibly & Use Black or Blue Ink\*\***

<b>PERSONAL DATA</b>					
Last Name	First Name	MI	(Maiden if Applicable)		
Mailing Address	PO Box	City	County	State	Zip Code
( )	or ( )	/ /		- -	
Home Phone #	Work Phone #	Date of Birth	Social Security Number		
If transcripts/records may be in any other name, list here:					
<b>EDUCATION</b>					
What is the highest grade or level of your education? 1 <input type="checkbox"/> Below 8 <sup>th</sup> grade    6 <input type="checkbox"/> H.S. Diploma 2 <input type="checkbox"/> Eighth grade        7 <input type="checkbox"/> G.E.D. 3 <input type="checkbox"/> Ninth grade            8 <input type="checkbox"/> Other Training 4 <input type="checkbox"/> Tenth grade            9 <input type="checkbox"/> College graduate 5 <input type="checkbox"/> Eleventh grade			Are you eligible for Selective Service? Y <input type="checkbox"/> or N <input type="checkbox"/> or N/A If yes, have you registered? Y <input type="checkbox"/> or N <input type="checkbox"/> Are you a US Citizen? Y <input type="checkbox"/> or N <input type="checkbox"/> If no, are you a permanent resident of the US? Y <input type="checkbox"/> or N <input type="checkbox"/> Alien Registration Number _____		
Have you ever attended the TCAT - Jacksboro before? Yes <input type="checkbox"/> or No <input type="checkbox"/>					
List all schools attended after High School (Vocational-Technical Schools, Colleges, Universities, etc)					
Name & Location of School	Hours earned/Degree awarded	Date(s) Attended			
<b>PROGRAM INFORMATION</b>					
<i>Persons desiring to enroll in a Tennessee College of Applied Technology must declare an occupational objective. Please read the statements below and indicate your objective by writing in the name of the training program in which you plan to enroll.</i>					
( ) To earn a diploma in the <b>Practical Nursing Program</b> and obtain gainful employment.					
Date available to begin training: _____					
<i>I understand that withholding information requested in the application or giving false information may make me ineligible for admission to, or continuation in, the Tennessee College of Applied Technology - Jacksboro. With this in mind, I certify the above information to be correct and complete.</i>					
Applicant's Signature _____					Date _____

**Supplemental Application for the Practical Nursing Program**



\_\_\_\_\_  
 Last Name First Name MI (Maiden If Applicable)

1. Are you in good physical and mental health? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If no, explain \_\_\_\_\_  
 \_\_\_\_\_
2. If you have any disabilities or handicaps, please describe: \_\_\_\_\_  
 \_\_\_\_\_
3. Are you taking any medication regularly? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If yes, list medications \_\_\_\_\_  
 \_\_\_\_\_
4. Have you ever been convicted of a violation of the law, other than a minor traffic violation?  
 Yes \_\_\_\_\_ No \_\_\_\_\_ if yes, explain \_\_\_\_\_  
 \_\_\_\_\_
5. If you have never worked at a wage-earning job, please check. \_\_\_\_\_
6. List your three most recent places of employment, beginning with the most recent.  
 (This does not replace the three references that **MUST** be included during the application process.)

<b>EMPLOYER</b>	<b>CONTACT NAME</b>	<b>TELEPHONE(include area code)</b>
<b>DATES WORKED</b>	<b>REASON FOR LEAVING</b>	
<b>EMPLOYER</b>	<b>CONTACT NAME</b>	<b>TELEPHONE(include area code)</b>
<b>DATES WORKED</b>	<b>REASON FOR LEAVING</b>	
<b>EMPLOYER</b>	<b>CONTACT NAME</b>	<b>TELEPHONE(include area code)</b>
<b>DATES WORKED</b>	<b>REASON FOR LEAVING</b>	

7. Will you be applying for any type of financial aid/assistance? \_\_\_\_\_ NO \_\_\_\_\_ YES  
 Please select all that apply:  
 \_\_\_\_\_ Federal Pell Grant (please allow 4-6 weeks prior to September 1, 2021 for processing)  
 \_\_\_\_\_ American Job Center: County \_\_\_\_\_  
 \_\_\_\_\_ Vocation Rehabilitation: Counselor \_\_\_\_\_  
 \_\_\_\_\_ TN Lottery Scholarship: \_\_\_\_\_ Other: \_\_\_\_\_

**Tennessee College of Applied Technology  
Jacksboro**

**P.O. Box 419 Jacksboro, TN 37757  
(423) 566-9629 or (865) 525-3219**

**Practical Nursing Questionnaire**

**Applicant Name:** \_\_\_\_\_

**Applicant SSN:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please answer all questions legibly.**

**1. Why do you want to be a practical nurse?**

**2. How have you prepared yourself for entering the career field of nursing?**

**\*PLEASE COMPLETE BOTH SIDES\***

**3. What will be the biggest challenge you will face as you participate in this program? How will you face this challenge?**

**4. How do you intend to pay for school expenses and maintain your support while in school full-time for one year?**

**5. What are your career Plans after completion of this program?**

**6. Why should you be selected for this program?**

## HESI Testing Schedule 2021-2022

Test Month	Test Date	Test Time	Info Session
January	9	11:30 AM	10:30 AM
January	23	11:30 AM	10:30 AM
February	13	11:30 AM	10:30 AM
February	27	11:30 AM	10:30 AM
March	12	11:30 AM	10:30 AM
March	26	11:30 AM	10:30 AM
April	2	11:30 AM	10:30 AM
April	9	11:30 AM	10:30 AM
April	16	11:30 AM	10:30 AM
May	7	11:30 AM	10:30 AM
May	21	11:30 AM	10:30 AM
June	4	11:30 PM	10:30 AM
June	11	11:30 AM	10:30 AM

July	16	11:30 AM	10:30 AM
July	30	11:30 AM	10:30 AM
August	6	11:30 AM	10:30 AM
August	20	11:30 AM	10:30 AM