

**Tennessee College of Applied Technology -Jacksboro
Practical Nursing Program**

Information Packet for the 2019-2020 Academic Year

Deadline to Apply: Regular deadline-Friday, 7/26/19; Priority deadline- Friday, 6/14/2019

Classes Begin: Tuesday, September 3, 2019

Class Schedule: Monday- Friday, 8:00a.m.-2:30 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 one full-time day PN program, which has a September start date. 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 2019-2020 FAFSA (financial aid) - which is usually available on-line in October.**

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

Admission to the PN program is competitive. Simply passing the Hesi test does not guarantee entry into the program. A point system is used to aid in the selection of applicants for each class. A breakdown of this point system is located in this packet. Being knowledgeable of the processes and application procedures may enhance your chances of being selected. Please pay special attention to Hesi test dates, application deadline dates, and admission requirements.

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, physicians' 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 of classroom time. 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. – 2:30 p.m. Monday through Friday, receiving lecture 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 have to be met before students can attend clinicals, which include random drug screens and criminal background checks. 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 of July 26, 2019: (It is highly encouraged that applicants submit all documentation at one time, and by the priority (early) deadline to receive extra points.)

- Be a high school graduate or submit proof of GED equivalency.
- Meet minimum acceptable scores on the Hesi Test
- Complete the application packet by July 26, 2019, 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.** (See pg 4 for resources to learn about CPR 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.

Mandatory School Admission Application Procedures:

1. Interested applicants need to complete the regular school application, which is now on-line. 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'S, and 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 have two components: math and reading. Applicants are strongly encouraged to review basic math and reading skills prior to testing. Test rules are as follows:
 - Applicants need to arrive 30 minutes prior to testing time and pay the testing fee to the business office. Cost for this year's exam is \$40.00. 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 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 have to be valid through 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 the **priority deadline date: 6/14/19, or the regular deadline date of 7/26/19.**

**** Applicants can attend free tutorial sessions at the school prior to testing or can use GED books for study aid tools. Tutorial sessions will be held every Monday evening from 4:00pm-6:00pm beginning 2/04/2019 and will continue thru 6/17/19. (except for the following dates 2/18/19, 3/11/19, 4/29/19, & 5/27/19.)**

4. The school will offer Compass testing every month beginning 2/12/19. **The last testing date available for the Hesi to be considered for the Sept. 2019 class is 7/23/19. Applicants are strongly encouraged to test early. Waiting to test in May or June leaves limited time for completing the process.** The school will be offering free tutorial sessions on Monday evenings from 4:00-6:00pm to help prepare students for the test beginning 2/04/19.

5. The following dates/times have been scheduled for Hesi testing:

Feb. 12, 2019 at 12:00 p.m.	April 9, 2019 at 12:00 p.m.	June 4, 2019 at 12:00 p.m.
Feb. 19, 2019 at 3:30 p.m.	April 16, 2019 at 3:30 p.m.	June 11, 2019 at 12:00 p.m.*
March 5, 2019 at 12:00 p.m.	May 7, 2019 at 12:00 p.m.	June 18, 2019 at 3:30 p.m.
March 19, 2019 at 3:30 p.m.	May 14, 2019 at 12:00 p.m.	July 9, 2019 at 12:00 p.m.
April 2, 2019 at 12:00 p.m.	May 21, 2019 at 12:00 p.m.	July 16, 2019 at 12:00 p.m.
	May 28, 2019 at 3:30 p.m.	July 23, 2019 at 12:00 p.m.**

* **Last test date prior to priority (early) deadline. ***

** **Last test date prior to regular application deadline. ****

6. Information sessions will be held periodically beginning in February through June. **Attendance at 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.

The following dates have been scheduled for information sessions:

Feb. 12 th , 2019 at 10:30 a.m.	April 9 th , 2019 at 10:30 a.m.	June 18 th , 2019 at 2:00 p.m.
March 19 th , 2019 at 2:00p.m.	May 7 th , 2019 at 10:30 a.m.	July 23 rd , 2019 at 10:30 a.m.

* **(By arranging your schedule ahead of time, you can test and attend an information session on the same day.)**

After successfully completing the Hesi, applicants will be given a nursing application packet. (These packets are available to applicants at any time, but recommended after successful completion of the Hesi.) This packet will contain:

- Three reference letters that need to be completed by current/previous employers/supervisors. For those applicants who have not worked in the last few years, the reference letter needs to be completed by a teacher, minister, associate, etc. Reference letters completed by family members **WILL NOT** be accepted. Also, **no faxes will be accepted.**

- Practical Nursing Questionnaire that **needs to be completed by the applicant.** All six questions need to be answered thoroughly. (Questions are listed on the front AND back of the form.) Please put some thought into answering these questions and answer all questions completely.

This application packet must be complete and submitted by 4:00p.m. on the regular deadline date: July 26, 2019, or the priority deadline date of June 14, 2019. (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.)

Additional required documents (other than those listed above) must be included:

- High school transcript or GED scores (Request this early so it will be in by the deadline)
- Current (passing) Hesi scores
- Copy of current CPR Certification*- BLS for Healthcare Providers

Documents that are not required but helpful:

- Certifications from educational/training sessions
- College transcripts
- Documentation of work experience or volunteer experience
- Certificates/documentation of related coursework (Medical Terminology, CNA, Health Occupations, Phlebotomy, etc.)

*(CPR Certification has to be through American Heart Association. Applicants can check with area rescue squads, fire departments, ambulance services, or the American Heart Association website- www.americanheart.org for class dates and times. Also, classes are offered at CPR choice.com in Knoxville (865-548-1500) or through Allie Henson in Scott County (423-215-2071).

Applicant Selection Process: Admission to the Practical Nursing Program is not automatic even though applicants have submitted the required documents and may be academically qualified. Applicants are selected by the use of a point system, which awards points for academic and health-related work/volunteer activities. Final approval for admission is based upon attending a **mandatory** orientation 3-4 weeks prior to the class start date and receipt of the physical exam form signed by a physician on the first day of class. (When acceptance letters are mailed, included will be the date/time of the mandatory orientation and a physical form. All physicals have to be completed on our form.)

Points will be awarded in the following categories:

<u>Category:</u>	<u>Possible Points:</u>
Hesi Test scores	10-20 Points (depending on results)
Related Work or Volunteer Experience*	Up to 25 Points
Related coursework (within last 5 years; must have passed course with “B” average) *	Up to 25 Points
Completion of Medical Terminology Class	15 Points
Submission of completed file by Priority Deadline	<u>15 Points</u>
TOTAL POSSIBLE POINTS	100

*** Applicants must provide documentation (certifications, transcripts, and letters). Include documentation even if classes were taken at this center.**

Applicants with the highest total points are selected in descending order until all available student spaces are filled. All applicants will be notified by mail of acceptance status the first week of August. Please keep the school notified of any address/phone number changes. **Please do not call the school to get acceptance information.**

- Information on Financial Aid and the Free Application for Federal Student Aid (FAFSA form) Applicants need to apply for financial aid as soon as possible. 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.

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 8:00a.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 to determine eligibility for federal assistance as well as for lottery scholarships. Early completion of this form may allow for additional funding to 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 that is shared with students prior to starting class.

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 with a 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 time every night for the first several months of class. Most nursing applicants have to 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's; proof of varicella vaccine or history of chicken pox; which are now required for school admission.

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. 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/body fluids, etc.

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 they are 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, after reading this you have any questions, 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. Thank you for your interest in the Practical Nursing Program at Tennessee College of Applied Technology- Jacksboro.