



**PRACTICAL NURSING PROGRAM  
APPLICANT INFORMATION  
Class of 2017-2018**

Dear Practical Nursing Applicant:

Thank you for your interest in applying for entrance into the Practical Nursing Program. Ridge Technical College admits 36 day students each July and 24 evening students every 18 months in January or August. Applications for the program are accepted throughout the year. If possible, apply at least 6-months in advance of the program start date. There are several steps necessary to be officially accepted into the program. This information is provided in order to clarify the process of admission.

**Initial applicant requirements for the selection process into the Practical Nursing Program is as follows:**

- **Take the Test of Adult Basic Education (TABE) Assessment Version A9 or A10. Full Battery.** The cost of this assessment is twenty dollars **(\$20)**. During the school year, the TABE is given Tuesday & Thursday at 7:45-12 noon or Tuesday evenings 4:45-9:00 p.m. (Adults Only) to the first 20 potential applicants. A score of eleven (11.0) must be obtained in Reading, Language and Math. On the day of entry into class, the assessment date must be current. If more than two (2) years have passed from the date of entrance into the program (i.e., the first day of class), the TABE assessment must be re-taken. An application cannot be processed until the applicant demonstrates a passing score. All applicants that graduated in the State of Florida and received a High School Diploma from 2007- present are exempt from taking the TABE assessment. Applicants that graduated from 2006 and prior must take the Level A TABE assessment. Applicants with a college degree from a SACS equivalent accredited college or university are exempt from the TABE assessment. Applicants that received a GED are not exempt.
- **Meet with the Guidance Counselor** A guidance counselor, or the evening guidance staff meets with you immediately after taking the TABE. Potential applicants must present all of the following:

**Step 1:**

1. Present a copy of your TABE Assessment Level A Full Battery with scores of 11.0 or higher in Reading, Language, and Total Math or a copy of an Associate Degree or higher from a SACS accredited or equivalent College or University.
2. Provide a copy of a standard high school diploma or GED from a SACS accredited or equivalent school.
3. Provide a copy of your Social Security Card
4. Two proofs of Florida Residency: One must be a Florida Driver's License, Voter's Registration Card, Automobile registration, Tax Return, Employment documents (utility bills are not accepted).

**Also, in order to pay in State tuition fees you must provide proof of Florida residency for twelve (12) consecutive months.**

**Note:**

If your diploma is from a foreign country, it must be evaluated and established as equivalent to a Standard high school diploma/GED in the United States, before applying. The Counselor can give you examples of evaluation services, but the Counselor and Ridge Technical College cannot recommend an approved evaluator. The choices and decisions to utilize an educational credential evaluation service are yours.

- Registration and Application completed with Counselor and Counselor's Secretary.**

**Step 2:**

Computers are available for use in the Guidance Office. Someone can assist if you are not familiar with computers. Mark *Practical Nursing* as your desired program. Each application must be accompanied with a payment of thirty dollars (**\$30**) before it can be processed. This covers your parking sticker and ID badge provided on admission.

- Fees to be Paid**

**Step 3:**

1. Application fee thirty dollars (\$30.00)
2. Background Check (Level 2) sixty dollars (\$60.00) for the day students. **Paid after taking and passing the ATI TEAS test.** (Price subject to change)
3. Background Check (Level 2) eighty-five dollars (\$85.00) for the evening students. **Paid after taking and passing the ATI TEAS test.** (Price subject to change)
4. ATI Teas fee sixty dollars (\$60.00)

- See Health Science Secretary**

**Step 4:**

1. Provide receipt showing proof of payment
2. Schedule ATI TEAS Testing Date With Health Science Secretary

**Take the Pre-Entrance Nursing Test (ATI TEAS).** The test is scheduled by the Nursing Secretary, Ms. Oralia Lopez at 419-3060, ext.4801. The cost is sixty dollars (**\$60**) and must be paid to the RTC school cashier one (1) week in advance of the test. **If you cancel the test or are tardy on the test date, you will not be admitted to the testing area and a refund is not available. IF YOU RE-SCHEDULE THE TEST, YOU ARE REQUIRED TO PAY AN ADDITIONAL sixty dollars (\$60).** The tests are given monthly throughout the year. Assessment Technologies Institute (ATI) is a national educational testing center known for its ability to predict success in nursing and on the state nursing exams. This test is provided on-site or you may provide scores from a previous school. The test is given by computer on the test date. The accepted score is 60. You may obtain a test booklet to prepare for the test at [ATITESTING.COM](http://ATITESTING.COM) or visit the website at [ATITEAS.INFO](http://ATITEAS.INFO) for updates on the new releases effective August, 2016.

You may re-take the test after a time lapse of 90 days. RTC **does not** accept the NET Test as an alternate test or the NLN Pre-Entrance test. **All** candidates must take the test or present results from a previous testing.

**Step 5:**

- You are required to have a Level 2 Criminal Background Check. (Prices are subject to change).**

A Level 2 Criminal Background check includes fingerprinting. This fingerprinting/background check will be done by the Polk County District School Personnel. The amount of Sixty dollars (**\$60.00**) must be paid at the school cashier for the

**day program. Students enrolling into the evening program will pay Eighty-five dollars \$85.00. This covers the entire 18 months of the PN Program.**

**If you have a felony conviction or misdemeanors such as theft, domestic violence, drug charges, or assault, you may not be permitted to take the State Board of Nursing Examination at the end of the program or be able to obtain employment upon graduation. If you currently have or had any prior charges, please make an appointment with the Nursing Director before applying to the Practical Nursing Program.**

□ **Schedule an Information / Program Orientation Session to Obtain Admission Packet.** After passing the pre-entrance test, students are scheduled for an orientation session. At this session, the applicant receives the admission packet, signs specific documents, and obtains the medical screening forms. Applicants must attend an information/orientation session in order to receive the applicant packet necessary to complete the admission process. **Candidates are not processed for admission until the package is completed including medical screening.**

**The admission package requires:**

□ **Two Identification Documents.**

1. Social Security Card
2. Driver's License or Florida ID

□ **After you have been accepted into the program.**

An official high school/ GED transcript is a part of the enrollment process and must be submitted to the Health Science Secretary along with an official college transcript if requesting credits. **BOTH MUST BE SACS ACCREDITED OR EQUIVALENT.**

□ **Medical Clearance.** Medical Clearance must be completed before your application will be fully processed. The package includes the following:

1. Complete a **10-Panel Drug Screening** within 30 days of admission to the nursing program.
2. Provide a recent medical clearance verifying health on the medical form provided. Make sure both sides of the medical clearance form is **COMPLETE, DATED, AND SIGNED** by the applicant and the MD, ARNP, PA, or DO.
3. Obtain special medical clearance for medical conditions such as DIABETES, HIGH BLOOD PRESSURE, ADHD, PHYSICAL LIMITATIONS, ETC.
4. Provide proof of immunity to MMR, VARICELLA, HEP B, with either medical documentation of vaccinations or proof of immunity with positive titers or medical documentation of disease.
5. Provide proof of the HEP C Titer.
6. Provide either proof of TDAP vaccine received in 10 years or applicant must receive vaccine.
7. Obtain TB/PPD test. If your previous test was positive, a recent chest x-ray must be provided. If your test is positive, a medical clearance must be provided.

□ **Moral Affidavit signed and notarized.** This states that the applicant does not have a felony or certain misdemeanors in his/her background. If the background check does not give the student clearance, the student **will be withdrawn from the program.**

When all of the above have been completed and submitted to the Nursing Department, applicants will be notified of their full acceptance by a letter and asked to verify their desire to enter the program. This letter may be used to apply for financial aid. If the applicant does not submit all of the information requested above, the application will remain incomplete and not be processed for admission, but remain on file for two years after which it will be discarded.

□ **Apply for Financial Aid.** Applicants are encouraged to begin working on financial aid as soon as the Letter of Acceptance and Date of Admission are received. This letter is used to confirm your acceptance

into the program. Information can be obtained from RTC's Financial Aid Coordinator, Bob Wetherbee, concerning application for financial aid. Pell Grant applicants should file the FAFSA on-line prior to making an appointment to expedite the process.

Thank you for your interest in the Practical Nursing Program at Ridge Technical College. If you have questions, please contact a guidance counselor or the Health Science department.

**REVISED 9/13/2016**