Steps to Admission to the Practical Nursing Program

You must complete all steps of the admissions process to be admitted into the Practical Nursing program. Please read the full explanations below this checklist.

- Apply to ATC and be admitted to the College
- Complete the Nursing Assistant or Medical Assistant requirement as described
- Complete the CPR requirement as described
- Complete the Accuplacer Assessments and the Test of Essential Academic Skills (TEAS V)
- Complete or plan to complete the Student Record of Immunization and Health Status document found under Forms on the Practical Nursing website
- Submit the Practical Nursing Program Application (found under Forms) with documentation of each the above

The following prerequisites are completed and submitted as an entire package to the Enrollment Services Department prior to admission to the ATC Practical Nursing program. All documents are submitted to enrollmentservices@anokatech.edu once all the requirements are successfully completed. All required documents are submitted as an entire package. Completed application packages are accepted on a rolling basis until the seats are filled. Students are notified within 5 business days of application submission of the seat availability for the upcoming semester.

1. **Nursing Assistant/Medical Assistant Requirement (Choose either Option I or Option II)**
   - **Option I: Nursing Assistant:** Students must show documentation of currency on the MN State Registry – [http://www.health.state.mn.us/nar](http://www.health.state.mn.us/nar);
     - OR
     - Successful completion of HLTH 1103 Nursing Assistant & Home Health Aide or a state approved Nursing Assistant Course within the past five years
     - OR
     - Completion of a classroom portion of a Nursing Assistant course (can be state-approved or an alternative) within the last year without the skills/clinical component completed or with an IP grade (Fall 2020 admission only)
     - OR
     - Employment as a Nursing Assistant - verification on employer letterhead that includes:
       - Dates of employment
       - Position description describing nursing assistant duties
       - Total hours worked within last two years (must be at least 800 hours) **200 hours** is accepted for Fall 2020

   - **Option II: Medical Assistant:** Students must show documentation of earned National Certification for Medical Assisting from the AAMA (American Association of Medical Assistants);
     - OR
     - Successful completion of an accredited Medical Assistant (certified-eligible) program within the past five years
     - OR
     - Employment as a Medical Assistant – verification on employer letterhead that includes:
       - Dates of employment
       - Position description describing medical assistant duties
       - Total hours worked within last two years (must be at least 800 hours) **200 hours** is accepted for Fall 2020
2. **CPR Requirement**: Documentation of current certification in CPR **OR** online classwork completed with a pending completion of the in-person portion of the CPR certification. Current CPR certification must be maintained thereafter through entire program:
   - American Heart Association BLS Provider **OR**
   - American Red Cross Basic Life Support/HeartCode BLS **OR**
   - Current First Responders card

3. **Successfully complete Accuplacer assessment requirement (2)**
   - **A.** Score of 275 or higher on the Arithmetic portion of the NextGen Accuplacer taken within the past 2 years
     OR Score of 81 or higher on the Arithmetic portion of the Classic Accuplacer taken within the past 2 years
     OR score of 20 or higher on the Mathematics subject area of the ACT test taken within the past 5 years
     OR score of 530 or higher on the Mathematics subject area of the SAT test taken within the past 5 years
     OR score of 1148 or higher on the MCA Mathematics test taken within the past 5 years
     OR Anoka Technical College MATH 0801 with a grade of “B” or better within the past 2 years
     OR a College-level Dosage Calculations course equivalent to MATH 1010 with a grade of A (90%) within the past 5 years
     OR placement as per recommendations by MN State system office (if applicable)

   - **B.** Score of 250 or higher on the Reading portion of the NextGen Accuplacer taken within the past 3 years
     OR Score of 78 or higher on the Reading Comprehension portion of the Classic Accuplacer taken within the past 3 years
     OR score of 18 or higher on the English subject area of the ACT test taken within the past 5 years
     OR score of 21 or higher on the Reading subject area of the ACT Test taken within the past 5 years
     OR score of 480 or higher on the ERW subject area of the SAT test taken within the past 5 years
     OR score of 1047 or higher on the MCA Reading test taken within the past 5 years
     OR three college-level reading-intensive courses with a grade of C or better
     OR Anoka Technical College courses with a grade of “C” or better within the past 3 years as described:
       One of these three:
       - ENGL 0101 - Basic English
       - ENGL 0102 - Fundamentals of English (Minimum grade: 2.0 GPA Equivalent and Number of Years Valid: 3)
       - ENGL 0960 - Preparing for College Writing
       **AND**
       One of these two:
       - READ 0900 - Reading Skills
       - READ 0960 - Preparing for College Reading
     OR placement as per recommendations by MN State system office (if applicable)

4. **Successfully complete Test of Essential Academic Skills requirement (TEAS)**
   - Adjusted Individual Total Score of 53% or higher on the ATI TEAS test
   - There is a cost associated with the test. It is the responsibility of the applicant to pay this fee.

5. **Student Record of Immunization and Health Status form**
   - This is not required for nursing program acceptance for Fall 2020; However, it must be submitted in completion before nursing clinical experiences begins (date to be determined). For this reason, it is in the student’s best interest to address this and submit, if possible, along with the application documents. Must be signed and stamped by a healthcare provider or attach a copy of electronic chart documentation.
   - This form is found on the Practical Nursing website under Forms.
   - Applications are accepted each semester for the following semester as follows:
     - For Fall semester start: Applications begin being accepted on **March 1** or first business day in March.
     - For Spring semester start: Applications begin being accepted on **September 1** or first business day in September.
**Important Information for Accepted Students:**

After acceptance, the following items are addressed in a mandatory nursing orientation session:

a. tuberculosis screening results (skin or blood testing) or documentation of freedom from tuberculosis infection
b. documentation of an annual, current influenza vaccination (This cannot be waived)
c. completion of a Minnesota Department of Human Services background study with approval for direct patient care
d. Current health insurance coverage is strongly encouraged for students