

### 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
- Complete the CPR requirement
- Complete the Accuplacer Assessments and the Test of Essential Academic Skills (TEAS V or ATI TEAS)
- Submit the Student Record of Immunization document

**The following prerequisites must be completed and submitted as an entire package to the Enrollment Services Department prior to admission to the ATC Practical Nursing program. All required documentation must be submitted in person; the Enrollment Services Department will be unable to receive them via mail, online, or fax. Practical Nursing applications will be reviewed at the time they are submitted for completeness when all admission guidelines are satisfied, the applicant is accepted, on a space available basis, for the following semester.**

**1. Nursing Assistant/Medical Assistant Requirement (Choose & complete all parts of either Option I or Option II)**

**Option I**

Must provide proof of:

- Successful completion of HLTH 1103 Nursing Assistant & Home Health Aide a state approved Nursing Assistant course **within the past five years**
- Documentation of currency on the MN State Registry as a Nursing Assistant (verification from MN Nursing Assistant Registry; 651-215-8705 or 1-800-397-6124)

or

- Successful completion of an accredited Medical Assistant (certified-eligible) program **within the past five years**
- Documentation of earned National Certification for Medical Assisting from the AAMA (American Association of Medical Assistants)

**OR**

**Option II**

Must provide proof of:

- Employment as a Nursing Assistant or Medical Assistant - verification on employer letterhead includes:
  - Dates of employment
  - Position description describing nursing assistant/medical assistant duties
  - Total hours worked within the last two years (**must be at least 800 hours**)

and

- Documentation of currency on the MN State Registry as a Nursing Assistant (verification from MN Nursing Assistant Registry; 651-215-8705 or 1-800-397-6124)

or

- Documentation of earned National Certification for Medical Assisting from the AAMA (American Association of Medical Assistants)

**2. CPR Requirement – (MUST BE CURRENT at time of application and maintained thereafter through entire program; Online certifications do not meet this requirement)**

- American Heart Association BLS Healthcare Provider OR
- American Red Cross Basic Life Support for Healthcare Providers OR
- Current First Responders card

**3. Successfully complete accuplacer assessment requirement**

Score of 81 or higher on the Arithmetic portion of the accuplacer test taken within the past 2 years  
OR Anoka Technical College MATH 0801 with a grade of "B" or better within the past 2 years

Score of 86 or higher on the Sentence Skills portion of the accuplacer test taken within the past 3 years  
OR Anoka Technical College ENGL 0101 with a grade of "C" or better within the past 3 years

Score of 78 or higher on the Reading Comp portion of the accuplacer test taken within the past 3 years

OR Anoka Technical College READ 0900 with a grade of "C" or better within the past 3 years

4. **Successfully complete Test of Essential Academic Skills requirement (TEAS )**

TEAS V version: Adjusted Individual Total Score of **50%** or higher on the TEAS test, version V only (TEAS V) OR ATI TEAS After August, 2016: Total Score **405** 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. **Completed Student Record of Immunization form.** This requirement cannot be waived. Must be signed and/or stamped by a health provider. This form can be found on the Practical Nursing website under Forms.

**Apply in person to ATC Enrollment Services Department once all prerequisites are successfully completed.** All required documents must be submitted in person as an entire package; the Enrollment Services Department will be unable to accept them via mail, online, or fax. You will be admitted, on a space available basis, into the Practical Nursing program as a diploma seeking student for the following semester.

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 each year.

For Spring semester start: Applications begin being accepted on September 1 or first business day in September each year.

Completed application packages are accepted on a rolling basis until the seats are filled. Students are notified at the time of application submission of the seat availability for the upcoming semester.

**Important Information for Accepted Students:**

After acceptance, the following items will be addressed in a mandatory nursing orientation session. You will be required to submit to your faculty advisor:

- a. Tuberculin testing results (skin or blood testing) or documentation of freedom from tuberculosis infection.
- b. Documentation of an annual, current influenza vaccination
- c. A signed Student Affirmation of Health Insurance form confirming current health insurance coverage with a photocopy of documentation.
- d. Completion of a Minnesota Department of Human Services background study with approval for direct patient care