Steps to Admission to the Practical Nursing Program

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.

Applications accepted on a rolling basis until the seats are filled

All steps of the admissions process must be fully completed to be admitted into the Practical Nursing program. Full explanations are 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 (ATI TEAS)
- Complete the Student Record of Immunization and Health Status document found under Forms on the Practical Nursing webpage
- Submit the Practical Nursing Program Application (found under Forms) with documentation of each the above

**Important:** All completed forms and supporting documentation must be submitted as PDF or Word Documents.

All documents are submitted to enrollmentservices@anokatech.edu. The prerequisites are completed and submitted as an entire package to the Enrollment Services Department prior to admission to the ATC Practical Nursing program. 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. Questions about deadlines or available seats are directed to Enrollment Services.

1. **Nursing Assistant/Medical Assistant Requirement (Choose & complete all parts of either Option I or Option II)**
   - **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); and
   - **Option I:** Successful completion of HLTH 1103 Nursing Assistant & Home Health Aide or a state approved Nursing Assistant Course within the past five years
   - **OR**
   - **Option II:** 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)

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**Medical Assistant:** Students must show documentation of earned National Certification for Medical Assisting from the AAMA (American Association of Medical Assistants); and

- **Option I:** Successful completion of an accredited Medical Assistant (certified-eligible) program within the past five years
- **OR**
- **Option II:** 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)
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 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. **Completed Student Record of Immunization and Health Status form** This requirement cannot be waived. Must be signed and stamped by a healthcare provider. This form is found on the Practical Nursing website under Forms. After acceptance, students will supply supporting documentation that verifies each vaccine or titer on the form.

**Important Information for Accepted Students:**
After acceptance, the following items are addressed in a mandatory nursing orientation session. Documentation of the following items and the submitted immunizations on the Record of Immunization and Health Status form are verified by a document management system in the first weeks of Semester 1:

   a. tuberculosis screening results (skin or blood testing) or documentation of freedom from tuberculosis infection
   b. documentation of an annual, current influenza vaccination
   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

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*A member of the Minnesota State Colleges and Universities system.*
This information is available in alternative formats by calling 763-433-1100. TTY users can call Minnesota Relay at 800-627-3529.
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