

# Admission Requirements

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 Practical Nursing Program Coordinator

Thank you for your interest in Gadsden Technical College (GTC) School of Practical Nursing. It is important that you take a moment and read the following information to better understand the admission and application process for this program.

## Practical Nursing Requirements:

*The Practical Nursing Program functions under the Career, Technical and Adult Education Program of the Gadsden County School Board. It is approved by state agencies, namely, the state Department of Education and the Florida Board of Nursing. As this program is approved by both agencies, graduates are eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Upon passing the NCLEX-PN, the Florida Board of Nursing will issue a license to practice as a Licensed Practical Nurse in Florida and multiple other states. Faculty members are registered nurses licensed by the state of Florida Board of Nursing. Faculty members consider students to be dedicated learners who will assume responsibility for their own learning and progress throughout the program. Clinical practice is obtained in surrounding hospitals, long term care centers, physician offices and other area healthcare facilities.*

All Applicants:

1. Must have a high school diploma or the equivalency thereof (GED) or be a high school senior who will turn 18 years old before completing the Practical Nursing Program. All high school seniors must have met all high school graduation requirements before entering into the nursing program. All applicants under 18 must have parent/legal guardian consent to enroll.
2. Must be able to read, write and speak the English language.
3. Must submit an admission application to the School of Practical Nursing. Applications are available online at the school's website: <https://www.gadsdentech.org/practicalnursing>

**\*\*Note: If accepted into the nursing program, then a Gadsden Technical College application will also be required at a later date.**



While in the online application, once the applicant has reached the "Supporting Document Upload" page, he/she should hit the "Save and Continue Later" button. After hitting the "Save and Continue Later" button, the applicant will receive an email link which will allow him/her to return to the application at a later date to upload the required documents listed below. All documents must be submitted prior to the open enrollment deadline date (July 7, 2024)

- Official Identification
- TEAS Test Scores
- A Completed Medical History and Physical Examination Form
- Three (3) Reference Letters
- Current Medical Certification/Licensure (*if applicable*). This is optional.

**\*\*Note: Please see the details for each of these documents listed below.**

4. **IDENTIFICATION:**

**Must upload** a copy of an official form of identification (Example: Driver's License, State ID) **into your nursing application.**

5. **ATI-TEAS TEST:**

Practical nursing applicants must take the nursing entrance exam (ATI-TEAS). The desired proficiency level score is a minimum of 58%. All test results should **not** be older than one (1) year from the date of application submission.

***Remotely proctored TEAS scores will not be accepted. Only scores from an official testing site/facility will be accepted.***

**A copy of your ATI-TEAS results must be uploaded into your nursing application.**

**This exam is offered at Gadsden Technical College (GTC), for a fee of \$85.00.  
You must register for testing in advance.**

**Current registration will begin April 1<sup>st</sup>.**

**To register for TEAS testing, visit our website or: <https://www.gadsdentech.org/practicalnursing>**

❖ **A study guide and/or practice test for ATI-TEAS can be purchased at [www.atitesting.com](http://www.atitesting.com) or [amazon.com](http://amazon.com).**

6. **HEALTH REQUIREMENTS:**

Applicants are required to be in good mental and physical health and must submit proof of a recent medical evaluation (not more than 12 months old). Please visit our website at:

<https://www.gadsdentech.org/practicalnursing>

to **print** the required Medical History and Physical Examination Forms. The applicant is to complete the Medical History and a healthcare provider is to complete the Physical Examination Form.

If after acceptance, a student's health status changes, further documentation may be required stating the student is mentally and physically able to continue the Program. Applicants are also required to provide proof of the following current immunizations:

- Tetanus, within the past 10 years (Td or Tdap).
- MMR x2 (given on or after the applicant's first birthday). Official documentation of immunity (titer results; must submit actual numerical value) is also acceptable.
- Hepatitis B series or titer. (titer results; must submit actual numerical value)
- Varivax x2. Official documentation of immunity (titer results; must submit actual numerical value) is also acceptable.
- PPD/Tuberculin test within past 12 months (a TB blood test is preferred)  
\*PPD/Tuberculin skin testing is valid for one (1) year from date of administration. Students who test positive for tuberculosis must show proof of a negative chest x-ray to satisfy this requirement.
- COVID Vaccine (at least 2 doses) is ***recommended.***
- Flu Vaccine (within 12 months) is ***recommended.***

Once these forms are completed, they must be uploaded into your nursing application.

**7. REFERENCES:**

Applicants must submit three current reference letters: two professional references (recent employers, former teachers, counselors, etc...) and one personal reference (may **not** be a family member). All three reference letters should be **typed**, must contain **contact information** and a **signature from the individual who provided the reference**.

Once all three (3) reference letters have been obtained, they must be uploaded into your nursing application.

**8. MEDICAL CERTIFICATION/LICENSURE:**

Points will be given to any applicant who holds a current medial certification/licensure (i.e. CPR, medical assistant, certified nursing assistant, phlebotomy, et...). This is optional and only applies to those who possess these certification/licensures.

Upload a photocopy of the certification/Licensure into your nursing application.

**9. TRANSCRIPT:**

Applicants must submit an official sealed/unopened high school transcript and transcripts from any college(s) attended.

Transcripts may be emailed form your high school or college to: [draked@gcpsmail.com](mailto:draked@gcpsmail.com)

*Or*

Hand delivered to Gadsden Technical College's front office or mailed to:

*Gadsden Technical College  
School of Practical Nursing  
Attn. Doris Drake  
201 Martin Luther King, Jr. Blvd.  
Quincy, Florida 32351*

**10. ACCEPTABLE BASIC SKILLS TESTING:**

This exam is required for general admission into GTC. **If you have an associate (AA) or higher degree, scored well on a recent ACT or SAT, then you may be exempt from taking this exam.** A grade equivalent of 11 must be obtained prior to completion of the program in mathematics, reading and language.

**Please contact Mrs. Tatia Thomas, Career Counselor, at (850) 875-8324 ext. 5104 to learn details about exemption status or to arrange this testing.**

❖ *If you are required to take both the TEAS and the Acceptable Basic Skills test, it is recommended to take the TEAS test first.*

### **11. BACKGROUND SCREENINGS:**

This screening process will be directed by the Program's staff at a later date. No action is required by the applicant at this time.

A Level II criminal background screening is required once accepted into the program. Students must have a clear background in order to participate in the mandatory clinical rotation, as well as to obtain licensure.

**Please note that clearance of background screening for clinical facilities is not a certainty that the Florida Board of Nursing (FBON) will approve testing for licensure. Applicants are encouraged to visit the FBON website at <http://www.doh.state.fl.us/mqa/nursing/> for information regarding licensure requirements prior to beginning the application process.**

### **12. DRUG SCREENING:**

This screening process will be directed by the Program's staff at a later date. No action is required by the applicant at this time.

All students must submit to random drug screenings after entering the Practical Nursing Program and prior to having access to the clinical health care facilities utilized in the Program. This is a Joint Commission on Accreditation of Healthcare Organizations (JCAHO) requirement demanded of all acute care facilities.

### **13. INTERVIEW:**

After all documents have been uploaded and submitted (and the applicant has met minimum qualifications), an interview with the Nursing Program Coordinator and/or designated faculty member(s) will be scheduled. All interviews will be completed before acceptance into the program.

### **ACCEPTANCE:**

Meeting the criteria for selection does not guarantee admission to the Nursing Program. Final selection will be based on the qualified applicant pool and space available.

Applicants who have met the requirements for admission will be selected based on a defined point system and the number of available seats.

**Note: Applications and all supporting documents must be submitted prior to or by the deadline date (July 07, 2024). Late and/or incomplete packets will not be considered.**

***Seating for this Nursing Program is limited (only 24 seats available), therefore all applicants are encouraged to complete the application process in an expeditious manner.***

**Successful application submission is dependent upon meeting all the requirements.**



## **ADDITIONAL INFORMATION**

### **LENGTH OF PROGRAM:**

The program is divided into five (5) Terms equaling 1,350 hours and takes approximately 11 ½ months to complete.

### **CLASS/CLINICAL TIMES:**

Practical Nursing classroom hours are: 8:00 AM – 3:30 PM, Monday -Friday

All clinical days and hours may vary from: 6:45 AM – 2:45 PM and/or 2:45 PM – 10:45 PM.

### **COST OF PROGRAM:**

The cost of the Practical Nursing Program is approximately \$ 7,400.00. (**Note: This amount is subject to change**). Payments are divided into three-payment blocks and are due at the beginning of each payment block without exception. Uniforms and supplies costs are not included into the cost of the program.

### **FINANCIAL ASSISTANCE:**

We currently accept the following types of financial assistance:

- Financial Aid “Pell Grant”
- CareerSource Capital Region Funding
- Florida Pre-Paid
- Veterans Assistance Funding
- Other Approved Scholarships
- Pay Out-of-Pocket
- GTC Scholarship Funding may be Available to Qualifying Students

For more information contact the Job Development Counselor, Mrs. DuPont-Bradwell at: (850) 875-8324, Ext. 5103.