



Practical Nursing Program Admission Guidelines Practical Nursing Diploma

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)
- Complete the Student Record of Immunization 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 must be completed and submitted as an entire package to the Enrollment Services Department (room 117) prior to admission to the ATC Practical Nursing program. All required documentation is submitted in person; the Enrollment Services Department is unable to receive them via mail, online, or fax. Completed application packets 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 & 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> ; 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)

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 for Healthcare Providers *OR*
- Current First Responders card

3. **Successfully complete Accuplacer assessment requirement (2)**

A. Score of 81 or higher on the Arithmetic portion of the Accuplacer test 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

B. Score of 78 or higher on the Reading Comprehension portion of the Accuplacer test 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

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

Adjusted Individual Total Score of **50%** or higher on the TEAS test, version V (TEAS V) **OR** ATI TEAS

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 stamped by a healthcare provider. This form is 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 is unable to accept them via mail, online, or fax. 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. You are then 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.

Important Information for Accepted Students:

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

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