TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

PULASKI

SOUTH CENTRAL REGIONAL PRACTICAL NURSING EVENING PROGRAM JANUARY 2022

Dear Prospective Evening Nursing student:

Thank you for choosing the Tennessee College of Applied Technology in Pulaski, Tennessee for your educational goals. We are excited about having you as a student and becoming a future nurse.

To be eligible for admission: you must either have an acceptable ACT score of 19 in reading and 19 in math or a HESI score of 70 in reading and 70 in math. The ACT cannot be a composite score. Only those that have graduated high school within the last year can use their ACT. To schedule the HESI exam and pay the $40 fee, please call Melissa at 931-424-4014 as soon as possible. You will need to pre-pay before the test date with cash, check, or credit card to reserve a spot. If you fail to show on your scheduled date, you forfeit the $40 and you must re-schedule and repay that fee. Passing scores are required by October 6, 2021.

The class hours are 4:00 pm until 9:30 pm Monday through Thursday.

Enclosed in the packet, you will find a list of deadlines and important dates. Please read carefully and follow all directions.

Deadlines needed by October 6, 2021:
- **ACT or HESI Score**
- **Signed Release of Information (inside the packet)**
- **Driver License (copy)**
- **Medical Insurance (copy)**
- **3 References* (inside packet)**
- **Proof of healthcare experience****
- **Current transcript/High School Diploma or GED (Upon graduation, you will be required to provide a copy of your high school diploma/HiSET/GED or final transcript)**
- **College transcripts**
- **Proof of military service**

*There are 3 *blank reference forms* that need to be completed and returned. All reference letters must be in a sealed envelope. References can be provided by an employer, teacher, professional, etc. Immediate family members and friends are not acceptable references.

**Proof of any healthcare experience should be returned in your packet as well as proof of any Health Science classes taken in high school. This can be accomplished by a letter from the HOSA teacher, your transcript or HOSA membership card. It is strongly encouraged that all individuals entering the PN program obtain some *healthcare experience* prior to enrollment.

Mandatory Information Session: October 13, 2021

For those that have submitted passing HESI scores or acceptable ACT scores, you are <mark>required</mark> to attend the MANDATORY INFORMATION SESSION on October 13, 2021 @ 9:00 a.m. The meeting will last until approximately 12:00 noon. CHILDREN are not allowed at this meeting.

NOTICE: The online application for this program will not be available before October 29, 2021!

You will need to complete a Tennessee College of Applied Technology online application at www.tcatpulaski.edu/apply/now beginning October 29, 2021. Please see the instructions on the last page. If you do not have access to the internet, you can apply at TCAT Pulaski.

Practical Nursing students are accepted based on a points system. Simply passing the HESI does not guarantee entry into the program. Acceptance into the Practical Nursing program is not automatic, even though applicant may be academically qualified. Class size is limited by clinical sites and classroom space as well as faculty availability. Applicants will be notified by letter of acceptance contingent upon a <mark>clear criminal background check and a negative drug screen.</mark> We provide the instructions for these two items. Proof of CPR certification can be turned in at any time. CPR must be American Heart Association Basic Life Support for the Healthcare provider. If you do not have CPR certification, a class will be offered at a later date.

If you have any questions or would like to discuss the program further, feel free to call or visit our campus at any time.

Sincerely,

Amy Key RN, BSN
Director of Nursing and Allied Health

ak/enclosures

CONTACT INFORMATION

Below are some of the contacts that you may need while exploring and preparing for your education at Tennessee College of Applied Technology-Pulaski. Feel free to call, make an appointment or drop by and speak to those that may be able to assist you.

Tobie Adair, July Practical Nursing Instructor	424-2961
Melissa Banks, Administrative Support	424-4014
Tabitha Barnett, Admissions	424-2428
Carrie Gilbert, Financial Aid & VA School Certifying Official	424-2406
Amy Key, Director of Nursing and Allied Health	424-2437
Erin Miles, September Practical Nursing Instructor	424-2435
Emmy Williams, Recruiter/Dual Enrollment	424-2400

TCAT
PULASKI

Evening PN Class checklist
2021-2022

<mark>October 6, 2021 Deadlines</mark>:
- **ACT or HESI Score**
- **Signed Release of Information (inside the packet)**
- **Driver License (copy)**
- **Medical Insurance (copy)**
- **3 References* (inside packet)**
- **Proof of healthcare experience****
- **Current transcript/High School Diploma or GED (Upon graduation, you will be required to provide a copy of your high school diploma/HiSET/GED or final transcript)**
- **College transcripts**
- **Proof of military service**

<mark>October 13, 2021</mark> - **MANDATORY INFORMATION SESSION 9:00 AM – 12:00 PM.**

<mark>October 15, 2021</mark> - **Acceptance letters to be mailed.**
Drug screen, and background check forms available to accepted students. These processes may take 2 weeks. Charges for these are to be paid by student.

<mark>October 29, 2021</mark> – **Online application can be completed.**

<mark>October 29, 2021</mark> - **Confirmation of acceptance by the applicant.**

<mark>November 29, 2021</mark> - **Criminal Background Check, Drug Screen, & Physical (including vaccination and titers) are due.**

<mark>December 7, 2021</mark> – **Orientation – 9:30 AM (TCAT Pulaski campus)**

<mark>January 4, 2022</mark> – **Start date for class.**

It is imperative that all items required must be submitted by the above due dates!

TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY
— PULASKI —

P.O. Box 614, 1233 East College Street, Pulaski, TN 38478
931-424-4014   www.tcatpulaski.edu

Career Training
Administrative Office
  Technology
Advanced Manufacturing
  Education
Building Construction
  Technology
CNC Machining
Technology
Computer Operating
Systems and Network
Technology
Electrical and Plumbing
  Construction Technology
HVAC/R
Industrial Electricity
Industrial Maintenance
  Technology
Patient Care Technology/
  Medical Assisting
Pharmacy Technology
Practical Nursing
Residential/Commercial
  Wiring and Plumbing
Welding Technology

Campus Locations
Lawrenceburg
Instructional Service Center
North Lawrence
Instructional Service Center
South Lawrence
Instructional Service Center

PRACTICAL NURSING-EVENING

The mission of the Practical Nursing Program is to prepare students through classroom and clinical training to be productive members of the healthcare team.   A high school diploma or HiSet/GED is required. Applicants should have good mental and physical health, high morals, ethical standards, and an interest and aptitude for the occupation of nursing. The length of the course is approximately 16-months.   Completion of the program results in a Practical Nursing Diploma.   Applicants of this program should be aware that a mandatory criminal background and drug screening will be required. All applicants must take and pass the HESI exam with the minimum requirement to be considered for acceptance into the Practical Nursing Program. Applications for this program are taken at different times during the year.   Please contact the school for the next enrollment dates.

Employment Opportunities:

- Hospitals
- Doctor's Offices
- Nursing Homes
- Urgent Care Facilities
- Industry Schools

Program Director:
Amy Key
Program Instructor:
TBA

ENROLLMENT INFORMATION	
Classes Offered:	Part-Time: Monday - Thursday 4:00 pm to 9:30 pm
Program Length:	1,296 Hours (4 trimesters)
Program Location:	Pulaski Main Campus 1233 East College St., Pulaski, TN 38478
Program Cost including Tuition, Fees and Books/Supplies:	$1,303 per trimester x 4 trimesters=$5,212 $2,623.45 Books/Supplies; Total Cost $7,835.45* *These costs are subject to change.
Financial Aid:	Available to those who qualify.
For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website www.tcatpulaski.edu	

Course Outline

First Trimester

- Worker Characteristics..6 Hours
- Basic Nursing Principles ....90 Hours
- Anatomy & Physiology..96 Hours
- Fundamentals...124 Hours
- Clinical...8 Hours

Trimester Hours...324 Hours

Second Trimester

- Worker Characteristics ....6 Hours
- Administration of Meds ....80 Hours
- Pharmacology I...51 Hours
- Pharmacology II..42 Hours
- Clinical..145 Hours

Trimester Hours...324 Hours

Third Trimester

- Worker Characteristics ....3 Hours
- Mental Health Nursing ....60 Hours
- Medical-Surgical Nursing I..75 Hours
- Clinical..186 Hours

Trimester Hours...324 Hours

Fourth Trimester

- Worker Characteristics...3 Hours
- Medical-Surgical Nursing II ....75 Hours
- Maternity Nursing...60 Hours
- Pediatric Nursing ....60 Hours
- Advanced Vocational Relationships ....24 Hours
- Clinical..102 Hours

Trimester Hours...324 Hours

TOTAL HOURS .... 1296 HOURS

SOUTH CENTRAL REGIONAL PRACTICAL NURSING
Score Breakdown

ACT Passing Score
For recent HS graduates only (<1year)
19 in Reading and 19 in Math
NOT COMPOSITE SCORE

HESI Passing Score
70 in Reading and 70 in Math

ACT Total Points
38-40 = 10 Points
39-44 = 17 Points
45-48 = 25 Points
59-52 = 32 Points
52 up = 40 Points

HESI Total Points
140-151 = 10 Points
152-163 = 17 Points
164-175 = 25 Points
176-187 = 32 points
188-200 = 40 Points

High School Transcript/HS Diploma or GED (turned in by required date)
Provided..5 Points
Not Provided by Required Date...0 Points

Healthcare Experience
HOSA..5 Points
1-12 months...10 Points
>12 months..15 Points

References Using TCAT Reference Forms
Points to be awarded if references turned in by required date. Immediate family and friends not accepted.
Please use previous employer, instructor, career professional, etc...
0 References..0 Points
1 Reference..5 Points
2 References...10 Points
3 References...15 Points

Mandatory Information Session (Required for program admission)
Attended...10 Points

Post- Secondary Training
Any Tennessee College of Applied Technology, Community College or University hours/credits toward a NON-MEDICAL degree or diploma...5 Points

Any Tennessee College of Applied Technology, Community College or University hours/credits toward a MEDICAL related degree or diploma, including CNA and Phlebotomy from Tennessee College of Applied Technology ....7 Points

Previous Tennessee College of Applied Technology diploma (1296 hours) in Medical Assisting/Patient Care Technology or Pharmacy Technician...10 Points

An Associate, Bachelor or higher degree in any area...15 Points
*Must verify by documentation such as a transcript of courses from institution.

Military Service..5 Points

PN evening HESI exam schedule 2021

Hesi must be paid in advance to reserve a spot.*

Call 931.424.4014 to schedule.

September 13, 2021	9:30 a.m.
September 13, 2021	6:00 p.m.
September 20, 2021	9:30 a.m.
September 20, 2021	6:00 p.m.
September 27, 2021	9:30 a.m.
September 27, 2021	6:00 p.m.
October 4, 2021	9:30 a.m.
October 4, 2021	6:00 p.m.

* If you are a no-show, $40 fee is forfeited
and must be paid again.

HOW TO APPLY FOR FINANCIAL AID

You must complete and submit the 2021-2022 FAFSA to apply for federal student aid and for state and institutional aid. The SCHOOL CODE for the Tennessee College of Applied Technology-Pulaski is 009464.

There are 3 ways to apply for financial aid. You will need to have your 2019 tax returns and W2's available in order to apply for any financial aid.

Option #1-Go to www.fafsa.ed.gov and apply online

Option #2-go to www.federalstudentaid.ed.gov to download and print a PDF version of the FAFSA

Option #3-Call 1-800-4-FED-AID (1-800-433-3243) and request a paper application by mail

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If you choose to apply using *Option 1* listed above, you will need to create an FSA ID.

Please see attachment for further instructions on creating an FSA ID.

Select the option to "Fill out your FAFSA", and then select the "appropriate year FAFSA". At this point your will proceed and begin completing the FAFSA by answering each question that is asked. Do not leave any questions blank when completing the online FAFSA. If you fail to answer all the required questions, you will not be allowed to move on to the next screen. Once you have completed the entire application you will be asked to sign electronically. Be sure to submit the application completely, and do not close the web page until you receive a submission confirmation and get a confirmation number. If you do not get a confirmation number, then your application was not submitted correctly and will not be processed and sent to the school.

If you choose to apply using *Option 2 or 3* listed above, you will need to simply complete and sign the paper FAFSA form and mail it to the address listed on the FAFSA application, which is Federal Student Aid Programs, PO Box 7001, Mt. Vernon, IL 62864-0074.

If you complete the FAFSA online, please allow 7-10 days for processing. Allow 3-4 weeks for the paper applications to be processed. You may contact the school after allowing the appropriate processing time for your FAFSA to inquire about eligibility.

How to create an

FSA ID

The FSA ID — a username and password — has replaced the Federal Student Aid PIN and must be used to log in to certain U.S. Department of Education websites. Your FSA ID confirms your identity when you access your financial aid information and electronically sign Federal Student Aid documents. If you do not already have an FSA ID, you can create one when logging in to fafsa.gov, the National Student Loan Data System (NSLDS®) at www.nslds.ed.gov, StudentLoans.gov, StudentAid.gov, and Agreement to Serve (ATS) at www.teach-ats.ed.gov.

Tip: Important: Only the owner of the FSA ID should create and use the account. Never share your FSA ID.

Step 1 When logging in to one of the websites listed above, click the link to create an FSA ID.

Step 2 Create a username and password, and enter your e-mail address.

Step 3 Enter your name, date of birth, Social Security number, contact information, and challenge questions and answers.

Step 4 If you have a Federal Student Aid PIN, you will be able to enter it and link it to your FSA ID. You can still create an FSA ID if you have forgotten or do not have a PIN.

Step 5 Review your information, and read and accept the terms and conditions.

Step 6 Confirm your e-mail address using the secure code, which will be sent to the e-mail address you entered when you created your FSA ID. Once you verify your e-mail address, you can use it instead of your username to log in to the websites.

You can use your FSA ID to sign a FAFSA right away. Once the Social Security Administration verifies your information in one to three days, or if you have linked your PIN to your FSA ID, you will be able to use your FSA ID to access the websites listed above. For help, visit StudentAid.gov/fsaid.

Federal **Student** Aid
An OFFICE of the U.S. DEPARTMENT of EDUCATION

PROUD SPONSOR of
the AMERICAN MIND®

Tennessee College of Applied Technology Pulaski

Evening Practical Nursing Class
January 2022

I, _____, do hereby give permission to release information to
    (Please Print Legibly Full Name)

Tennessee College of Applied Technology-Pulaski, all clinical affiliates, and the South Central Regional Practical Nursing Advisory Committee, related to any and all admission documents. This includes but is not limited to:

    Criminal Background Check

    9 Panel Drug Screen

    Physical Exam and Immunizations

    Proof of Medical Insurance

    Proof of Citizenship

This information can and will be used as a requirement of eligibility to enter the Practical Nursing program and attend clinical rotations at contracted agencies. Return directly to Mrs. Key by published date.

_____   _____   _____
Please Print Name   **Please Sign Name**   **Date**

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

—— PULASKI ——

1233 East College Street • PO Box 614 • Pulaski, TN 38478
Phone: (931) 424-4014 • Fax: (931) 424-4017

REFERENCE LETTER

TO WHOM IT MAY CONCERN:

I, the undersigned, request that the information requested on the Reference Form be released to the Tennessee College of Applied Technology @ Pulaski's Practical Nursing program. I understand, and agree, that this information will be treated as confidential by the instructors, and will not be available to anyone other than authorized personnel employed by this school or appointed to serve on the Selection Committee.

APPLICANT'S SIGNATURE:_____

| First | Middle or Maiden | Last |

I, _____, have applied for entrance into the Practical Nursing Program conducted by the Tennessee College of Applied Technology in Pulaski. **PLEASE RETURN THIS COMPLETED AND SIGNED FORM TO THE APPLICANT, *not TCAT PULASKI.***

EMPLOYMENT OR PROFESSIONAL REFERENCE

Employer or Business Name_____

Employer Address_____

Position Held_____

Primary Duties_____

Period of Employment: From _____ **to** _____

Did applicant need more than normal supervision?_____

Attendance during employment: average_____ **excessive**_____ **none**_____

Reason for leaving?_____

Would you rehire?_____

Please rate with regard to the following:

	Excellent	Good	Average	Fair	Poor
Attitude					
Quality of Work					
Ability to follow Directions					
Acceptance of Supervision					
Initiative					
Ability to work with others					
Attendance					
Character/Honesty					

Additional Remarks:_____
_____

NAME: (Please Print)_____ **Date:**_____
TITLE:_____ **Signature:**_____

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Employer or Business Name_____
Employer Address_____
Position Held_____
Primary Duties _____
Period of Employment: From _____ to _____
Did applicant need more than normal supervision?_____
Attendance during employment: average_____ **excessive**_____ **none**_____
Reason for leaving?_____
Would you rehire?_____

Please rate with regard to the following:

	Excellent	Good	Average	Fair	Poor
Attitude	_____	____	_____	____	____
Quality of Work	_____	____	_____	____	____
Ability to follow Directions	_____	____	_____	____	____
Acceptance of Supervision	_____	____	_____	____	____
Initiative	_____	____	_____	____	____
Ability to work with others	_____	____	_____	____	____
Attendance	_____	____	_____	____	____
Character/Honesty	_____	____	_____	____	____

Additional Remarks:_____

NAME: (Please Print)_____ **Date:**_____
TITLE:_____ **Signature:**_____

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Primary Duties_____
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Attendance during employment: average_____ **excessive**_____ **none**_____
Reason for leaving?_____
Would you rehire?_____

Please rate with regard to the following:

	Excellent	Good	Average	Fair	Poor
Attitude	____	____	____	____	____
Quality of Work	____	____	____	____	____
Ability to follow Directions	____	____	____	____	____
Acceptance of Supervision	____	____	____	____	____
Initiative	____	____	____	____	____
Ability to work with others	____	____	____	____	____
Attendance	____	____	____	____	____
Character/Honesty	____	____	____	____	____

Additional Remarks:_____

NAME: (Please Print)_____ **Date:**_____
TITLE:_____ **Signature:**_____