



TENNESSEE COLLEGE
OF APPLIED TECHNOLOGY
PULASKI

**SOUTH CENTRAL REGIONAL
PRACTICAL NURSING PROGRAM
SEPTEMBER 2022**



TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

PULASKI

Dear Prospective Practical Nursing September student:

Thank you for choosing Tennessee College of Applied Technology Pulaski 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 a 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 \$42 fee, please call Melissa 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 \$42 and you must re-schedule and repay the fee. Passing scores are required by Monday, May 9, 2022.

You will need to complete a Tennessee College of Applied Technology application online at www.tcatpulaski.edu/apply/now as soon as possible and no later than May 9, 2022. Please see the instructions on the last page. If you do not have access to internet, you can apply at TCAT in Pulaski.

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

Deadlines needed by May 9, 2022:

- TCAT Pulaski online application
- ACT or HESI score
- Signed Release of Information (ferpa form) (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 is a *Release of Information* (ferpa form) in your packet. Please sign and date. This form will need to be returned by Monday, May 9, 2022.

There are 3 *blank reference forms* that need to be completed and returned Monday, May 9, 2022. Please ask those providing your reference to put in a sealed envelope. These 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: June 8, 2022

For those that have submitted passing HESI scores or acceptable ACT scores, you are **required** to attend the **MANDATORY INFORMATION SESSION ON Wednesday, June 8, 2022 @ 9:00 am**. The meeting will last until approximately 12:00 noon. CHILDREN are not allowed at this meeting.

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 an 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 **clear criminal background check and a negative drug screen**. We provide the instructions for these two items. The class hours are 8:00 am until 2:30 pm Monday through Friday. 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. Acceptance letters will be mailed on Friday, June 10, 2022.

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 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 Clerk	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

Tennessee College of Applied Technology Pulaski

September PN Class 2022-2023

- **Deadline Monday, May 9, 2022 TCAT Application Due**
- **Deadline Monday, May 9, 2022 ACT Scores or HESI Exam Scores**
- **Deadline Monday, May 9, 2022:**
 - **TCAT Online Application**
 - **ACT or HESI Score**
 - **Signed Release of Information**
 - **Copy of High School Diploma/HiSET/GED or Transcript**
 - **Copy of Medical Insurance**
 - **Copy of Valid Driver License**
 - **3 Letters of Recommendation**
 - **Proof of Healthcare Experience(s)**
 - **Proof of Military Experience**
 - **Proof of Post-Secondary Training or Degree**
- **Mandatory Information Session @ TCAT Pulaski Wednesday, June 8, 2022, 9:00-12:00; all required documentation is absolutely due by this date.**
- **Acceptance letters to be mailed by Friday, June 10, 2022. Acceptance contingent upon background check and drug screen results.**
- **Deadline of Friday, June 24, 2022 for confirmation of acceptance by the applicant.**
- **Deadline of Friday, July 22, 2022 Criminal Background Check and Drug Screen. May take 2 weeks. Instructions will be provided to you.**
- **Deadline of Friday, July 22, 2022 Physical Exam including vaccinations and titers.**
- **Tentative Class start date: Tuesday, September 6 , 2022.**

***Students are selected using a point system. A copy of this is provided to you for your review. It is imperative that all items required be submitted by due dates. Do not procrastinate!**



TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

PULASKI

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

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 12 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:

Erin Miles/erin.miles@tcatpulaski.edu

931-424-2435

Tobie Adair/tobie.adair@tcatpulaski.edu

931-424-2961

ENROLLMENT INFORMATION

Classes Offered:	Full-Time: Monday - Friday 8 to 2:30
Program Length:	1,296 Hours (3 trimesters)
Program Location:	Pulaski Main Campus 1233 East College St., Pulaski, TN 38478
Program Cost including Tuition, Fees and Books/Supplies:	\$1,436 per trimester x 3 trimesters = 4,308 \$2,524 Books/Supplies; Total Cost \$6,832.00 <i>*These costs are subject to change</i>
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

Tennessee College of Applied Technology-Pulaski does not discriminate on the basis of race, color, religion, creed, ethnic or national origin, sex, disability, age status as a protected veteran or any other class protected by Federal or State laws and regulations and by Tennessee Board of Regents policies with respect to employment, programs, and activities. The following person has been designated to handle inquiries regarding nondiscrimination policies: Mike Whitehead; mike.whitehead@tcatpulaski.edu; P.O. Box 614; Pulaski, TN 38478; 931-424-2420.

Practical Nursing Course Outline

First Trimester	
Worker Characteristics	6 Hours
Basic Nursing (Prof Vocational Relations Nutrition Geriatrics)	90 Hours
Fundamentals	124 Hours
Administration of Medications and Basic IV Therapy	80 Hours
A&P	96 Hours
Clinical I	36 Hours
Nurse Aid Certificate (324 Hours)	
Second Trimester	
Worker Characteristics	6 Hours
Pharmacology I	51 Hours
Mental Health	60 Hours
Medical & Surgical Nursing I	75 Hours
Maternity Health	60 Hours
Clinical II	180 Hours
Third Trimester	
Worker Characteristics	6 Hours
Clinical III	225 Hours
Advanced Professional Vocational Relations	24 Hours
Pediatric Nursing	60 Hours
Pharmacology II	42 Hours
Medical and Surgical Nursing II	75 Hours
Practical Nursing Diploma	1296 Hours
Admission Requirements:	
<ul style="list-style-type: none"> * Applicants must be 18 years of age * ACT (current high school graduates) or entrance exam score * Complete a TCAT-P application * Provide a regular high school diploma or HiSet/GED transcript * Provide proof of 2 MMR and 2 Varicella immunizations/titers <ul style="list-style-type: none"> T.B. Skin Test Hepatitis B Immunizations Flu Vaccination Tetanus * Proof of Medical Insurance * Proof of Driver's License 	
Students are subject to drug screening, criminal background check, and possibly other vaccinations based upon clinical affiliation agreements.	

For More Information Please Contact
 Student Services Department
 P.O. Box 614, Pulaski, TN 38478
 931-424-4014

Accredited Member
 Commission of the Council on
 Occupational Education
 7840 Roswell Road, Building 300 Suite 325
 Atlanta, GA 30350
 Phone: (770) 396-3898 * (800) 917-2081

9/2021

**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 Technology7 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

HOW TO APPLY FOR FINANCIAL AID

You must complete and submit the **2022-2023 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 **2020 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

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 you 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.nsls.ed.gov, StudentLoans.gov, StudentAid.gov, and Agreement to Serve (ATS) at www.teach-ats.ed.gov.



Step 1

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

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

FSA ID Information		
	Student	Parent
FSA ID Username		
FSA ID Password		
Challenge? Answer #1		
Challenge? Answer #2		
Challenge? Answer #3		
Challenge? Answer #4		
Challenge? Answer #5		
Save Key Number		

Student Challenge Questions:

1.
2.
3.
4.
5.

Parent Challenge Questions:

1.
2.
3.
4.
5.

Tennessee College of Applied Technology Pulaski

**September Practical Nursing Class
2022-23**

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 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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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:

Table with 5 columns: Excellent, Good, Average, Fair, Poor. Rows include Attitude, Quality of Work, Ability to follow Directions, Acceptance of Supervision, Initiative, Ability to work with others, Attendance, Character/Honesty, Additional, and Remarks.

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



TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

PULASKI

Dear Prospective TCAT-Pulaski Student:

If you do not have access to the internet, then you can apply in person at TCAT-Pulaski.

To apply online:

1. Go to our website www.tcatpulaski.edu/apply/now
2. This will then take you to the Admission Login page. Click on First Time User Account Creation.
3. You will Create a Login ID, Create a Pin and Verify Pin. (Please write it down! Do not lose it because you will need it later)
4. You will then Login and it will take you to Select an Application Type.
5. Use the drop down box and pick whether you are a (A1) New College Applicant or (A2) Returning TCAT Applicant and hit Continue. (Note: If you select (A2) Returning TCAT Applicant, then you will have to fill out the entire Prior College Section).
6. It will direct you to Apply for Admissions where you will select your Admission Term "Fall 2022". Enter your name and click Fill out Application.
7. *You will have an Application Checklist (blue icons). Please make sure you complete all fields.
8. Once you have successfully completed all icons they will each have a red check mark. Click Application is Complete.
9. Make sure you agree to the terms.

***Please note: Enter the phone number with no dashes or hyphens.**

931	4244014	This box is for extension only
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If you have any questions, please give me a call 931-424-2428.

Sincerely,

A handwritten signature in cursive script that reads "Tabitha Barnett".

Tabitha Barnett
Admissions