SOUTH CENTRAL TN REGIONAL PRACTICAL NURSING PROGRAM

September 2023-2024

April 26, 2023

Dear Prospective PN 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 $50 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 <u>forfeit</u> the $50 and you must re-schedule and repay the fee. Passing scores are required by June 20, 2023.

You will need to complete a Tennessee College of Applied Technology application online at www.tcatpulaski.edu/apply/now as soon as possible. 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 June 20, 2023:
- 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* form in your packet. Please sign and date. This form will need to be returned by Tuesday, June 20, 2023.

There are 3 *blank reference forms* that need to be completed and returned Tuesday, June 20, 2023. 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: Tuesday, July 11, 2023.

For those that have submitted passing HESI scores or acceptable ACT scores, you are required to attend the MANDATORY INFORMATION SESSION ON July 11, 2023 @ 9:00 am. The meeting will last until approximately 12:00 noon. CHILDREN are not allowed at this meeting. You will receive background check and drug screen forms at this mandatory 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 a.m. until 2:30 p.m. 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.

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

Amy Key RN, BSN
Director of Nursing and Allied Health

ak/enclosures

Tennessee College of Applied Technology Pulaski

PN Class
2023-2024

- **Deadline Tuesday, June 20, 2023 TCAT Application Due**

- **Deadline Tuesday, June 20, 2023 ACT Scores or HESI Exam Scores**

- **Deadline Tuesday, June 20, 2023:**
  - **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 Tuesday, July 11, 2023; 9:00-12:00==; all required documentation is absolutely due by this date.

- ☐ **Acceptance contingent upon background check and drug screen results.**

- ☐ **Criminal Background Check and Drug Screen forms with instructions are given to you at the July 11 mandatory info session. This process could take 2 weeks.**

- ☐ **Deadline of July 11, 2023 for Physical Exam including vaccinations and titers.**

- ☐ **Tentative Class start date: Tuesday, September 5, 2023.**

*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!

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.

Melissa Banks, Administrative Support   **424-4014**

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**

Christa Williams, Vice President Student Services   **424-2404**

Codie Brown, Admission   **424-2428**

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
Heating, Ventilation, Air
Conditioning and Refrigeration
Industrial Electricity
Industrial Maintenance
    Technology
Patient Care Technology/
    Medical Assisting
Pharmacy Technology Practical
Nursing
Residential/Commercial
    Wiring & Plumbing
Welding Technology

Training Locations
Main Campus (Pulaski, TN)
Lawrence County Instructional
    Service Center
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 $2,691 Books/Supplies; Total Cost $6,999.00 *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

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:

* **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**
    - **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.

SOUTH CENTRAL REGIONAL PRACTICAL NURSING
Score Breakdown

ACT Passing Score	HESI Passing Score
For recent HS graduates only (<1year)	**70 in Reading and 70 in Math**
19 in Reading and 19 in Math	
NOT COMPOSITE SCORE	
ACT Total Points:	**HESI Total Points**
38-40 = 10 Points	**140-151 = 10 Points**
41-44 = 17 Points	**152-163 = 17 Points**
45-48 = 25 Points	**164-175 = 25 Points**
49-52 = 32 Points	**176-187 = 32 points**
52 up = 40 Points	**188-200 = 40 Points**

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

Healthcare Experience
HOSA = 5 Points
1-12 months experience = 10 Points
>12 months experience = 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   Did not attend = 0 Points

Post- Secondary Training
Any Tennessee College of Applied Technology, Community College or University hours/credits toward a NONMEDICAL 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

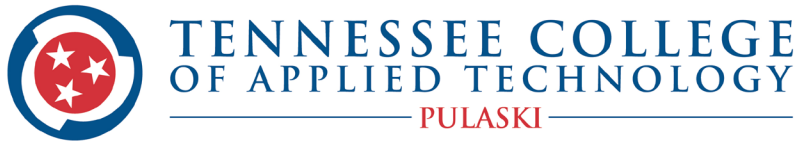| |
|---|
| **Previous Tennessee College of Applied Technology diploma (1296 hours) in Medical Assisting/Patient Care Technology or Pharmacy Technician = 10 Points** |

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

Revised January 2023

Hesi exam schedule 2023

Date	Time	Time	Date	Time	Time
January 9, 2023	9:30 AM	6:00 PM	July 10, 2023	9:30 AM	6:00 PM
January 23, 2023	9:30 AM	6:00 PM	July 17, 2023	9:30 AM	6:00 PM
January 30, 2023	9:30 AM	6:00 PM	July 24, 2023	9:30 AM	6:00 PM
February 6, 2023	9:30 AM	6:00 PM	August 7, 2023	9:30 AM	6:00 PM
February 13, 2023	9:30 AM	6:00 PM	August 14, 2023	9:30 AM	6:00 PM
February 27, 2023	9:30 AM	6:00 PM	August 21, 2023	9:30 AM	6:00 PM
March 13, 2023	9:30 AM	6:00 PM	September 11, 2023	9:30 AM	6:00 PM
March 20, 2023	9:30 AM	6:00 PM	September 18, 2023	9:30 AM	6:00 PM
March 27, 2023	9:30 AM	6:00 PM	September 25, 2023	9:30 AM	6:00 PM
April 3, 2023	9:30 AM	6:00 PM	October 2, 2023	9:30 AM	6:00 PM
April 10, 2023	9:30 AM	6:00 PM	October 9, 2023	9:30 AM	6:00 PM
April 17, 2023	9:30 AM	6:00 PM	October 23, 2023	9:30 AM	6:00 PM
May 8, 2023	9:30 AM	6:00 PM	November 6, 2023	9:30 AM	6:00 PM
May 15, 2023	9:30 AM	6:00 PM	November 13, 2023	9:30 AM	6:00 PM
May 22, 2023	9:30 AM	6:00 PM	November 27, 2023	9:30 AM	6:00 PM
June 5, 2023	9:30 AM	6:00 PM	December 4, 2023	9:30 AM	6:00 PM
June 12, 2023	9:30 AM	6:00 PM	December 11, 2023	9:30 AM	6:00 PM
June 19, 2023	9:30 AM	6:00 PM			

Dear Prospective TCAT-Pulaski Student:

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 save this information because you will need it.)
4. You will then Login and it will take you to Select an Application Type.
5. Use the drop-down box and choose (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 2023". 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 and you must agree to the terms.
9. If you do not have access to the internet, you can apply in person at TCAT-Pulaski.

*Please note: You will need to enter your phone information without dashes or hyphens and leave the extension box blank.

If you have any questions, please give a student services representative a call at (931)424-4014.

TCAT Pulaski Admissions

HOW TO APPLY FOR FINANCIAL AID

You must complete and submit the 2023-2024 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 2021 tax returns and W2's available in order to apply for any financial aid.

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

Option #2-go to https://studentaid.gov/sites/default/files/2022-23-fafsa.pdf to 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.

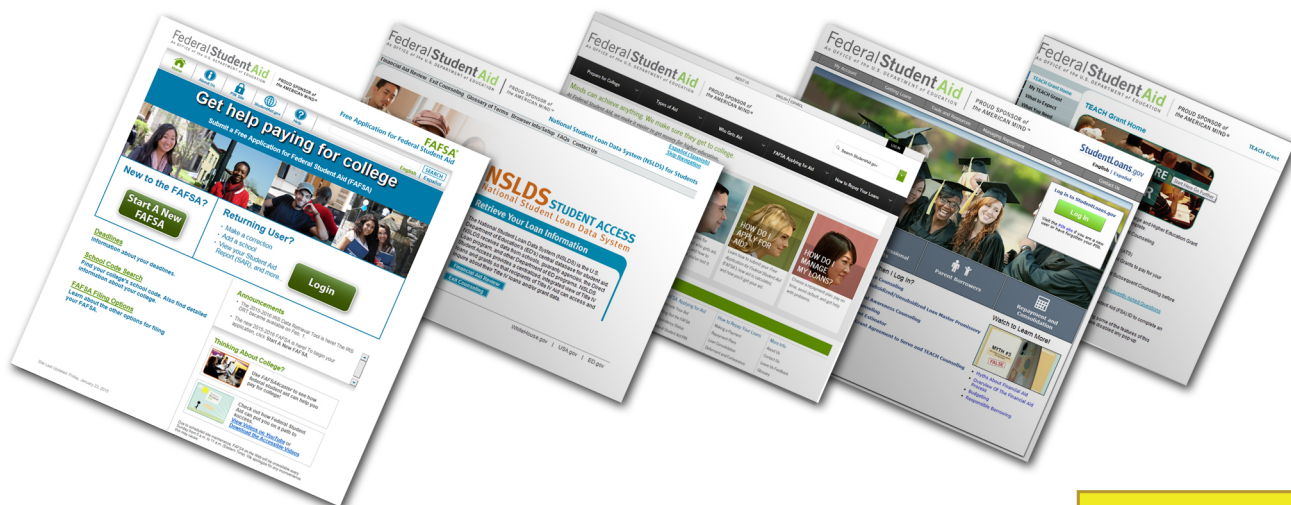Please see attachment for further instructions on creating an FSA ID.

Select the option to "Fill out your FAFSA", and then select the "appropriate year FAFSA". At this point 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 7650, London, KY 40742-7650.

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.

Creating and Using the FSA ID

What's an FSA ID?

The FSA ID is a username and password you use to log in to U.S. Department of Education (ED) online systems. The FSA ID is your legal signature and shouldn't be created or used by anyone other than you—not even your parent, your child, a school official, or a loan company representative. You'll use your FSA ID every year you fill out a *Free Application for Federal Student Aid* (FAFSA®) form and for the lifetime of your federal student loans.

How do I get an FSA ID?

Visit **StudentAid.gov/fsa-id/create-account** to create an FSA ID. You'll need your Social Security number, full name, and date of birth. You'll also need to create a memorable username and password, and complete challenge questions and answers so you can retrieve your account information if you forget it.

You'll be required to provide either your email address or your mobile phone number when you make your FSA ID. Providing a mobile phone number and/or email address that you have access to will make it easier to log in to ED online systems and allow additional account recovery options.

Important: A Social Security number, email address, and mobile phone number can only be associated with one FSA ID. If you share an email address with someone else, then only one of you will be able to use that email address to create an FSA ID.

FSA ID Tips

- If you need to provide information about your parents on the FAFSA® form, one of your parents will need an FSA ID to sign the form. Your parent can create an FSA ID and then sign the FAFSA form electronically using that FSA ID. Not sure whether you'll need to put your parents' information on the FAFSA form? Check out **StudentAid.gov/dependency**. **Remember**: You should create your own FSA ID, and your parent should create his or her own FSA ID. Also, make sure to use the correct FSA ID when signing the FAFSA form electronically.

- When you first create your FSA ID, the use of your FSA ID will be restricted to completing, signing, and submitting an original (first-time) FAFSA form. You'll have to wait one to three days for your information to be confirmed by the Social Security Administration (SSA) before you can use your FSA ID for other actions, such as submitting a FAFSA Renewal or signing a *Master Promissory Note*. If you provided an email address, then you'll receive an email letting you know that your information was successfully matched with the SSA and you can begin using your FSA ID.

- If you forget your FSA ID username or password, look for the "Forgot My Username" and "Forgot My Password," links on log-in pages. These links will direct you to web pages where you can request a secure code to be texted to your verified mobile phone number or emailed to your verified email address. The secure code will allow you to retrieve your username or reset your password. You can also retrieve your username or reset your password by successfully answering your challenge questions. **Remember**: If you verified your email address or mobile phone number during account creation, you can enter your email address or mobile phone number instead of your username to log in.

Learn more about how you can use your FSA ID at **StudentAid.gov/help-center/answers/article/how-can-i-use-my-fsa-id-username-and-password**. Find this fact sheet at **StudentAid.gov/resources#fsaid**.

March 2020

![Tennessee College of Applied Technology logo] **Tennessee College of Applied Technology Pulaski**

**Practical Nursing Class
2023-24**

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**

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:**_____

TENNESSEE COLLEGE OF APPLIED TECHNOLOGY
PULASKI

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

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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:**_____