TCAT
PULASKI

January 27, 2025

Dear Prospective Practical Nursing 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 $57 fee, please call Katrina 931-424-2402 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 $57 and you must re-schedule and repay the fee. Passing scores are required by March 19, 2025.

You will need to complete a Tennessee College of Applied Technology application online at <u>www.tcatpulaski.edu/apply/now</u> 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 with the packet, you will find a list of deadlines and important dates. Please read carefully and follow all directions.

<u>Deadlines needed by March 19, 2025</u>:
- **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 Wednesday, March 19, 2025.

There are 3 *blank reference forms* that need to be completed and returned Wednesday, March 19, 2025. Please ask those providing your reference to place in a sealed envelope. These references can be provided by an employer, teacher,

or professional. **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: Thursday, April 3, 2025

For those that have submitted passing HESI scores or acceptable ACT scores, you are <mark>required</mark> **to attend the** <mark>MANDATORY INFORMATION SESSION</mark> **ON April 3, 2025 @ 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 <mark>clear criminal background check and a negative drug screen</mark>**. 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
2025 - 2026

- **Deadline Wednesday, March 19, 2025 TCAT Application Due**

- **Deadline Wednesday, March 19, 2025 ACT Scores or HESI Exam Scores**

- **Deadline Wednesday, March 19, 2025:**
  1. **TCAT Online Application**
  2. **ACT or HESI Score**
  3. **Signed Release of Information**
  4. **Copy of High School Diploma/HiSET/GED or Transcript**
  5. **Copy of Medical Insurance**
  6. **Copy of Valid Driver License**
  7. **3 Letters of Recommendation**
  8. **Proof of Healthcare Experience(s)**
  9. **Proof of Military Experience**
  10. **Proof of Post-Secondary Training or Degree**

☐ **Mandatory Information Session @ TCAT Pulaski Thursday, April 3, 2025; 9:00-12:00; all required documentation is absolutely due by this date.**

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

☐ **If accepted, deadline of April 22, 2025 for Criminal Background Check and Drug Screen. May take 2 weeks.**

☐ **Deadline of April 22, 2025 for Physical Exam including vaccinations and titers.**

☐ **Tentative Class start date: Thursday, May 1, 2025.**

*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 TECH
PULASKI

Practical Nursing Class
2025-2026

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.

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

HOW TO APPLY FOR FINANCIAL AID

You must complete and submit the <mark>2025-2026 FAFSA</mark> to apply for federal student aid and for state and institutional aid. The SCHOOL CODE for the Tennessee College of Applied Technology-Pulaski is <mark>009464</mark>.

There are 3 ways to apply for financial aid. You will need to have your <mark>2023 tax returns and W2's</mark> 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/2025-26-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

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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 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.

FSA ID STEP-BY-STEP GUIDE

Your FSA ID gives you access to Federal Student Aid's online system and serves as your legal signature. Both student & parent(s) should each create an FSA ID username and password to electronically sign the FAFSA. Only create an FSA ID using your own personal information and for your own exclusive use. You'll use your FSA ID every year you are in college to complete the FAFSA and review your federal student aid. The 2025-2026 FAFSA is scheduled to open in December 2024.

To create an FSA ID, go to studentaid.gov then follow the steps below.

STEP 1: First Name, Last Name, Date of Birth, Social Security Number

STEP 2: Create Username and Enter Email & Password

Tip: use a non-school related email address that students will have access to after graduation.

STEP 3: Mailing Address & Mobile Phone Number

STEP 4: Choose Communication & Language Preference

STEP 5: Select & Answer Four Challenge Questions

See challenge question box below

STEP 6: Review Information

STEP 7: Verify Email & Mobile Number

CHALLENGE QUESTIONS

To avoid the FSA ID site timing out account creation, preselect and answer challenge questions from the list below. You will need **four** challenge questions and answers when you create your FSA ID.

What was the name of your elementary school?_____

What city were you born in?_____

What was the name of your first pet?_____

What was your high school's mascot?_____

What color was your first car? _____

What is the name of the street where you grew up? _____

What is your father's middle name?_____

What was the name of your first teacher?_____

TN FAFSA FRENZY

MY FSA ID INFORMATION

Now that you have all your information prepared, use the fill-in-the-blank sections below to remember what you need to create your FSA ID.

STUDENT FSA ID

Username: _____

Password: _____

Email: _____

Challenge Answer 1: _____

Challenge Answer 2: _____

Challenge Answer 3: _____

Challenge Answer 4: _____

Backup Code: _____

PARENT 1 FSA ID

Username: _____

Password: _____

Email: _____

Challenge Answer 1: _____

Challenge Answer 2: _____

Challenge Answer 3: _____

Challenge Answer 4: _____

Backup Code: _____

PARENT 2 FSA ID*

Username: _____

Password: _____

Email: _____

Challenge Answer 1: _____

Challenge Answer 2: _____

Challenge Answer 3: _____

Challenge Answer 4: _____

Backup Code: _____

*Only create Parent 2 FSA ID if married and filed 2023 taxes separately.
Married filing jointly requires only Parent 1 FSA ID.*

IF YOU NEED HELP WITH YOUR FSA ID, PLEASE CALL 1.800.433.3243

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 2025

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_____
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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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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:**_____