**STEPS FOR ADMISSION TO PRACTICAL NURSING PROGRAM**

**STEP 1** – Pay non-refundable $40.00 cash/debit or credit card (checks are not accepted) and schedule the practical nursing admissions exam (called HESI) at the Main Campus of the Tennessee College of Applied Technology, 426 Highway 91, Elizabethton. Students who do not take the exam on the scheduled test date must pay $40 to reschedule the test. The HESI Exam, a timed test, covers Reading, Math and Critical Thinking. To pass, students must score 70 overall and 70 or above in Reading.

**STEP 2** – Testing is currently given at the Tennessee College of Applied Technology, Main Campus, 426 Highway 91 North, Elizabethton. On the day of your test, bring a photo I.D. **You will not be allowed to test without your I.D.**

**STEP 3** – Students will be required to obtain their test results from their HESI account.

**STEP 4** -- Upload the following documents and email them to Admissions@tcatelizabethton.edu or deliver them to the Main Campus:

* Provide a copy of HESI test results

* Provide a copy of your high school diploma/transcript or GED.

* Complete the online application for admission to TCAT Elizabethton from the college website, www.tcatelizabethton.edu

(Note: Partial completion of the required information listed above will not be accepted.)

**STEP 5** – **OBTAIN YOUR REQUIRED CRIMINAL BACKGROUND CHECK.** Cost of the background check, payable to Truescreen, is $31.50.

**STEP 6** – **OPEN AN ACCOUNT FOR YOUR ADMISSION DOCUMENTATION.** This will allow you to submit all your documentation to your account. Follow instructions for Truescreen. *(Click here for Truescreen Student Information to open your account with Truescreen.)*

All required forms listed below can be found at www.tcatelizabethton.edu under Practical Nursing tab.

**STEP 7** – Obtain copies of your immunizations. This includes MMR (Mumps, Measles and Rubella), Varicella (Chicken Pox) and Hepatitis B. If you were born prior to 1980 a copy of your driver’s license can be used for your Varicella. If you were born prior to 1957 you do not have to provide a copy of your MMR.
STEP 8 – Print the Physical Exam Form and make an appointment with your health care provider to get your exam as soon as possible, again keeping deadline dates in mind. (Click here for a copy of the Physical Exam Form.)

Physical job requirements for Practical Nursing are also listed for your review. (Click here for a copy of the Physical Job Requirements.)

STEP 9 – Attend student orientation. A postcard will be mailed to you with the time and date of your orientation.

In Elizabethton, Practical Nursing classes begin in May (Summer Trimester) and September (Fall Trimester) and in Kingsport in January (Spring Trimester).

STEP 10 – Once you have provided Truescreen with all documentation (immunization records, physical exam and results of your background check), TCAT Elizabethton staff will verify that the required information has been provided. This must be completed before the first day of class.

All required information must be current within three months of the date of enrollment.

If all required information has not been provided, you will have to obtain the required documents and meet with the Director of Practical Nursing and/or your nursing instructor for application review.

(NOTE: You are not eligible for admission until all steps have been completed.)

STEP 10 – If you plan to apply for financial aid, go to www.fafsa.gov. Our school code is 005281.

Applications and test results will be retained by The Tennessee College of Applied Technology Elizabethton for two (2) years.

Questions should be directed to Kacie Hauldren, Director of Nursing, telephone 423-543-0070, or you can email her at kacie.hauldren@tcatcelizabethton.edu.

THANK YOU FOR CHOOSING THE TENNESSEE COLLEGE OF APPLIED TECHNOLOGY ELIZABETHTON FOR YOUR PRACTICAL NURSING EDUCATION!

The Tennessee College of Applied Technology Elizabethton is a Tennessee Board of Regents Institution and is fully in accord with the belief that educational and employment opportunities should be available to all eligible persons without regard to age, gender, color, race, religion, national origin, disability, veteran status or sexual orientation. The following person has been designated to handle inquiries regarding non-discrimination polices: Student Services Coordinator, 426 Highway 91 North, Elizabethton, Tennessee 37643, telephone 523-543-0070.

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