



PRACTICAL NURSING PROGRAM ADMISSIONS POLICY AND PROCEDURE

ADMISSION AND PROMOTION OF PRACTIAL NURSING STUDENTS

Non-Discrimination Policy

The Greater Altoona Career & Technology Center does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. For information regarding civil rights, grievance procedures or access, contact Title IX Section 504 Coordinator, at 1500 Fourth Avenue, Altoona, PA 16602-3695 or telephone (814) 946-8457.

I. ADMISSION OF CLASSES:

One full-time class shall be admitted annually, and one part-time class will be admitted every two years.

The number of students admitted will be based on State Board approval and availability of clinical sites to meet program objectives.

II ADMISSION REQUIREMENTS:

- Graduate of an approved high school or G.E.D. equivalent.
(An official copy of high school transcript and/or GED test scores, required)
- Satisfactory completion of pre-admission aptitude test. (PSB)
This test is given during the months of October through July on an as-needed basis each year in the Practical Nursing Department. Scores are valid for a period of two years.
- Submission of three confidential references.
(Forms will be supplied at the time of aptitude testing.)
It is required that the evaluator send the reference directly to the school in an effort to maintain confidentiality.
- Personal interview with faculty member.
- Evidence of good physical, dental and mental health.
(Determined by pre-admission examination by a physician, dentist, laboratory testing, and drug screening and current immunization status.) (The student shall be required to perform the essential functions of the employment position. Please call the school if more information is needed).

- American Heart Association BLS CPR Course Completion Card current through enrollment. (No exceptions) (Does not need to be submitted until after acceptance in the program.)
 - An acceptable PA and Federal Criminal Record Check and a PA Child Abuse History Clearance, current within 60 days of the first day of class. Certain instances prohibit the State Board of Nursing from issuing a license to individuals convicted of a felony. The board shall not issue a license or certificate to an applicant who has been convicted of a felonious act prohibited by the act of April 14, 1972 (P.L. 233, No. 64), known as “The Controlled Substance, Drug, Device and Cosmetic Act,” or convicted of a felony relating to a controlled substance in a court of law of the United States or any other state, territory or country unless certain criterion have been met. Please call the school for more information.
 - Students must have evidence of U.S. Citizenship or legal immigration status. We do not enroll students with F-1 immigration status.
- * *The faculty reserves the right to determine the standards to which requirements are met.*



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III. APPLICATION PROCEDURE:

One full-time class is admitted each August to the full-time one-year program, and one part-time class is admitted every two years to the part-time, two-year program with the program starting on even numbered years. The full-time program is predominantly Monday through Friday, daytime hours. The part-time program is predominantly evening and weekend hours, and on rare occasions, a day rotation is required.

Contact the Practical Nursing Department for an application packet. A \$40 non-refundable application fee is due with the submission of your application. This fee covers the cost of the preadmission aptitude exam. This fee is not applied to the cost of tuition.

IV ACCEPTANCE PROCEDURE:

Once applicants are accepted into the Program, they will receive written notification that a \$100 nonrefundable fee is due to confirm enrollment. This fee is not applied to the tuition cost. Failure to remit the fee will result in forfeiture of acceptance. Should an applicant decide to withdraw after submitting their \$100 acceptance fee, they may submit a request in writing to reserve a seat for the following year. If the request is made in writing sixty days before the start of class, no \$100 fee will be required for the following year. The prospective student would need to meet all admission requirements designated by the faculty that may include, but not limited to, submission of new references and/or a second interview.

V. PROMOTION OF STUDENTS:

Students who successfully meet course requirements will advance to the next level. The following is a list of prerequisites that must be obtained before proceeding to the next level:

<u>Course</u>	<u>Prerequisites</u>
Medical and Surgical Nursing I	Anatomy and Physiology Fundamentals of Nursing & PVR
Pediatrics and Obstetrics	Anatomy and Physiology Fundamentals of Nursing & PVR Medical and Surgical Nursing I
Medical and Surgical Nursing II	Anatomy and Physiology Fundamentals of Nursing, PVR, and Medical and Surgical Nursing I
Medical and Surgical Nursing III	Anatomy and Physiology Fundamentals of Nursing, PVR, and Medical and Surgical Nursing I and II
Pharmacology I	Anatomy and Physiology Fundamentals of Nursing, PVR and Medical and Surgical Nursing I
Pharmacology II	Anatomy and Physiology Fundamentals of Nursing, PVR, and Medical and Surgical Nursing I, II, Pharmacology I