PRATT COMMMUNITY COLLEGE

APPLICATION – SCREENING – INTERVIEW – SELECTION TIMELINE

September 1 through April 1

- Intent to Apply
    - **Please submit an "Intent to Apply" document as soon as you know you MAY be interested, this document DOES NOT commit you to attending PCC Nursing Programs. It is an exploration process that you are engaging in.**
        - does NOT require documentation
        - does NOT require prerequisites to have been completed
    - Document will provide Nursing Admission staff information that will assist in working through the application, selection, and orientation process with you.
    - Please provide "unofficial transcripts by scan / email to inform staff of course work status.

September 1 through April 1

- Nursing Program Application Packet
    - Between September 1 and April 1 (annually)
    - MUST submit a **COMPLETE application packet**
    - INCOMPLETE application packets WILL be returned

April 1

Program Application Packets - Final date applications will be accepted

- Application Packet MUST contain:
    - Application – incomplete applications will NOT be accepted
    - PLEASE do not contact PCC to determine what transcripts / material is on file.
        - **If you do not know please resubmit!**
        - Application MUST identify all required prerequisite courses by:
            - College
            - Course number
            - Credit hours earned
            - Semester / year completed
    - High school transcript in sealed envelope
    - Or GED / Home School transcript in sealed envelope
    - College transcripts in sealed envelope
        - If electronic transcripts are ordered a copy of the order invoice <u>must be included in place of</u> the sealed transcript
        - If you have had transcripts sent within the past 3 years, new transcripts do not have to be sent

- Unless the transcript included "In Process" courses
  - ATI TEAS score sheet
    - Unofficial copy of score sheet to be included in application packet
    - Applicant must provide "Official Scores" through ATI or test site
    - ATI TEAS scores must be dated prior to April 1
  - Professional Reference Appraisal Cover Sheet – form
    - Identification of the professionals identified to provide references appraisals
  - Health Profile Certification – signed
  - Biography
  - **PLEASE NOTE YOU ARE NOT REQUESTED TO SUBMIT THE HEALTH PROFILE DOCUMENTS WITH THE APPLICATION** - All immunization, health physical, CPR and Background check materials will be required AFTER you have been notified of selection into the program. PLEASE just sign the Health Certification Profile document. **Your signature certifies that you WILL submit the documents when requested.**

April 15 - May 1

- Nursing Program Selections made for August Nursing Programs
  - Nursing Admissions provided eligible / qualified list to Director of Nursing
  - Director of Nursing make selections
    - Notifies Nursing Admissions of selected candidates
    - Notifies Nursing Admissions alternate candidates, if any

May 1

- Nursing Program Selectees sent notice of "Selection" by Nursing Admissions (by email)
- Nursing Program Candidates that are not selected, notified by Nursing Admissions (by email)

May 15

- Selected candidates required to Open background check account
- Selected candidates will be provided Self-Service Account information

June 15

- Selected candidates MUST have completed all Background Check and Drug Screen requirements. Failure to meet deadline may result in removal from program
- Selected candidates will be enrolled in all Nursing Program courses by - Nursing Advisor

June 27

- **MANDATORY** Attendance - Nurse Orientation – failure to attend will result in removal from Nursing Program.

August 22

- First day of classes: **August 22, 2018**