

PRATT COMMUNITY COLLEGE

NURSING PROGRAM APPLICATION INSTRUCTIONS

Instructions to be utilized when applying for the Pratt Community College (PCC) nursing programs.

Please address all inquiries / concerns / questions to:

franks@prattcc.edu or nursinginfo@prattcc.edu

STEP 1:

Carefully read PCC Nursing Program admission, prerequisite, application and time requirements:

- Nursing Admission Requirements
- Nursing Student Checklist
- Nursing Prerequisites required
 - **ALL prerequisites are required to be completed prior to application deadline**
- Application deadline April 1, annually (late, incomplete, non-legible applications will be returned)

STEP 2:

Intent to Apply

The Intent to Apply is a form that indicates that you are interested submitting an application for the PCC NURSING PROGRAM. The Intent to Apply is not a commitment to apply or attend PCC. It is a statement of your interest, and a declaration of your qualifications. **Please complete and submit as soon as you think you MAY be interested in a PCC Nursing Program.**

- Complete and Scan "Intent to Apply" and email to: franks@prattcc.edu
- OR fax to: 620 450 2282

STEP 3:

Online Pratt Community College application:

- Required to complete the online PCC College application: [CLICK HERE](#)

STEP 4:

Professional Reference Appraisal

Download Professional Reference Appraisal Instructions

- Complete Cover Sheet and Section One
- Identify 2 professionals (one classroom instructor, one work supervisor)
- Provide identified professionals the Reference Appraisal form, and request they provide the confidential reference and send the completed Professional Reference Appraisal form to Pratt Community College, Nursing Admissions Offices.

Mailing address: 348 NE SR 61, Pratt, Kansas 67124

Fax: 620 450 2282

Scan: franks@prattcc.edu

- Performance Reference Appraisals **MUST be received directly from requested professionals prior to April 1** (you are responsible to assure that the appraisals are completed)

STEP 5:

Application Packet – **Deadline April 1**

Transcripts

Collect OFFICIAL TRANSCRIPTS in sealed unopened envelopes, and ensure they are unopened and included in the "Application Packet"

- Official High School transcript in unopened sealed envelope
 - If electronic transcript service orders are placed a copy of the "order request" must be included in the application packet
 - Or Official GED or Home School transcript in an unopened sealed envelope
- Official College transcript(s) in unopened sealed envelope(s)
 - Must submit Official transcripts from ALL colleges attended
 - If electronic transcript service orders are placed a copy of the "order request" must be included in the application packet
 - If you have had transcripts sent within the past 3 years, new transcripts do not have to be sent, unless the transcript has "In Process" courses included
 - If you have taken classes through PCC (on campus or online) transcripts do not have to be sent

ATI TEAS® Nursing Program Entrance Exam score sheet

- Copy of ATI TEAS® test scores
- Official scores must be made available to PCC
 - From either
 - Testing center sent directly to PCC
 - ATI testing website

Application Form - MUST BE SUBMITTED AS ONE COMPLETE APPLICATION PACKET

PLEASE READ ALL REQUIREMENTS AND INSTRUCTIONS COMPLETELY

- Fully completed and legible including:
- Complete personal identifying information, including address(s) and date of birth
- **Email address REQUIRED**
- **Email must be valid and checked on a regular basis. Failure to respond to queries from PCC within 5 days, and/or provide requested information / documentation, within the stated time frame of the request, may result in removal from consideration and / or program**
- All professional Credential information must be Active and Verifiable
- All prerequisite & required course information
 - College where course was taken
 - Include course numbers
 - Number of credit hours
 - Semester completed (Month/Year)

- Grade received

Course Transfer Form

- MUST be completed and approval received and enclosed for ANY / ALL courses that do not meet PCC prerequisite requirements. (example: courses that are 4 credit hours instead of the required 5 credit hours)

Professional Certificates

- Will be verified online
- Must be active / current status
- Must be Kansas licenses / certificates / registrations

Cover Sheet of Performance Reference Appraisal request form (completed)

Biography sheet (completed)

Copy of Birth Certificate or Passport if US citizen by birth

- Or readable copy of Permanent Residency Certificate or Certificate of Naturalization

Health Profile Certification (signed)

VERY IMPORTANT NOTICE.....

APPLICATIONS ARE ACCEPTED BETWEEN SEPTEMBER 1 & APRIL 1

APPLICATION DEADLINE IS APRIL 1

LATE, INCOMPLETE, NON-LEDGIBLE APPLICATION PACKETS WILL BE REJECTED