



Dear (NAME),

The faculty and staff of Salina Area Technical College welcomes your interest in our practical nursing program. This packet will give you information about the program, including the Admission Process, and selection policies.

The program will require 14 credit hours of prerequisite courses, and two semesters of nursing course. It is possible to complete all requirements within three semesters of enrollment.

The nursing courses consist of academic and clinical components; together they will prepare the graduate for success with the licensing exam for Practical Nurses, called the National Council Licensure Exam (NCLEX-PN.)

Admission into the program is competitive. Applicants must meet a minimum admission requirement. If more applicants qualify than we plan to admit, the highest scoring candidates will be selected first.

Please note the deadlines—the completed application packet is due March 1, 2019. Complete means all required tests, courses, and immunizations are finished and that transcripts have been sent to SATC if coursework was completed at another college.

Sincerely,

Rebecca A Claus, MSN, RN
Program Director

Academic Criteria

To be considered for admission in the Practical Nursing program, applicants must meet the following criteria and submit all requested credentials and documentation:

Applicants must have completed the following four prerequisite courses *with a grade of C or higher*:

Note: ALL prerequisite courses must be COMPLETED prior to the application deadline to be considered for admission.

Course	Course Title	Credit
BIO 150	Anatomy and Physiology	5
MED 103	Medical Terminology	3
PSY 105	Human Development	3
MAT 105	Intermediate Algebra or higher	3

The following criterion applies to all applicants:

- The Test of Essential Academic Skills (TEAS) is a requirement for program entry. The test must have been taken within three (3) years of applying to the program, and it must be the most current TEAS version in use. Registration for the TEAS is through the ATI website at www.atitesting.com. Study guides may provide help with exam preparation. TEAS tests are limited to two attempts each academic year. The highest score will be used when ranking applicants in the event of a tie. An information sheet that outlines the registration process for the exam is available on page seven (7) of this packet.
 - Applicants must score at least a fifty (50) in the math section and have an overall proficiency of at least basic to be eligible to submit an admissions packet.
 - All students should supply a copy of their TEAS results to SATC. Students that completed their TEAS test at another institution will have to follow ATI's process for ordering a [TEAS transcript](#) and have it sent to SATC.
- All Practical Nursing applicants are required to have an active Kansas Certified Nurse Aide (CNA) certificate. CNA classes are available at SATC.
 - SATC schedules CNA courses each semester. Applicants who hold an active CNA license from another state must complete the [Kansas Department of Aging and Disability Services \(KDADS\) Interstate transfer application](#) and have a schedule time to test prior to the application deadline. Contact the Kansas Department of Aging and Disability Services (KDADS) at 785-296-6877 to receive more information about this option.
 - Individuals who have training as a medic/corpsman in the Armed Forces, who have EMT certification, or who are a certified medical assistant (CMA) may choose to take a CNA proficiency exam in lieu of obtaining a CNA certificate. Contact the nursing office at 785-320-3102 to ask about this option.

- Practical Nursing applicants whose primary language is not English must demonstrate English language proficiency before being accepted into the Practical Nursing program. The test used to measure English proficiency as set by Salina Tech, is the Test of English as a Foreign Language (TOEFL):
 - Writing: 20
 - Speaking: 20
 - Reading: 19
 - Listening: 20

NOTICE: Applicants to the Practical Nursing program should be aware that certain criminal convictions could deny or restrict access to a Kansas nursing license. Specific information about these convictions is identified in Kansas Law (KSA-65-1120). Additionally, please notify us if you have had concerns in the past with any of our clinical sites as a restriction to enter a site will deny you access to the program. Please check with the Kansas State Board of Nursing (785- 296-4325) if you have questions.

Contact Information

If you have any questions for the academic advisor please call (785) 309-3100 and ask to speak with the academic advisor.

Acceptance Process

Admission to the SATC Practical Nursing program is determined through a competitive selection process. Submission of an application does not guarantee a position in the program. Refer to page six (6) for the Practical Nursing Admissions Scoring Rubric.

After the application deadline, completed files will be scored utilizing the Practical Nursing scoring rubric and applicants that completed a Practical Nursing Packet will be notified in writing of their acceptance, alternate, or denied status.

Applicants offered a seat in the program must complete a letter of intent indicating their plan to accept or decline enrollment in the nursing program by the date designated in the notification letter, and also pay a \$100 deposit to confirm the seat. The \$100 will be placed as a credit on the student's account and will be used for tuition and fees.

Failure to respond will result in forfeiture of a seat in the Practical Nursing Program.

Student Responsibilities Upon Acceptance

After acceptance to the program, students will be required to attend program orientation. Students will be notified of the date and time of the orientation in the acceptance letter. Students will receive information about additional requirements when Program Orientation is held. Those requirements are listed below to help your financial and personal planning—do not complete these requirements before they are discussed in program orientation, which is usually scheduled 6-8 weeks before the first day of classes.

- **Comprehensive Physical Exam** — A 'Physical Exam' form will be provided. Students are required to have a current physician's exam within 1 year prior to the program start date to verify that there are no major health issues that may affect full participation in the practical nursing program and the clinical and lab exercises.
- **TB Skin Test (one or two may be needed)** — Students are required to have a TB Skin test performed and provide documentation of the test results.
- **BLS certification**—Students are required to have a Healthcare Provider Level BLS certification from American Heart Association that will be active throughout the nursing program.
- **Background Check** – The student is responsible for the additional fee.
- **Health insurance**—students are required to hold health insurance during their enrollment at SATC nursing

Reapplication

Applicants who are not selected for admission are encouraged to submit a new Practical Nursing packet for the following year. Salina Area Technical College Admissions Applications are good for one year. Those not selected for admission are encouraged to talk with their advisor about how to increase their admissions scores.

Suggested Timeline for Practical Nursing Applicants

6-12 months before application deadline:

- Complete an Admissions Application online for entrance to Salina Area Technical College.
- Submit official high school transcript/GED transcript with graduation date to SATC.
- Submit official transcripts from other colleges/universities attended to SATC.
- Begin prerequisites (see Academic Criteria located on page two (2)).
- Complete Certified Nurses Aid (CNA) certificate (see Academic Criteria located on page two (2)) for out of state CNA criteria).
- **Complete advising appointment. call 785-309--3100 to schedule.** Applicants who complete advising appointments early in the process are typically more successful.
- Complete and submit a copy of your Test of Essential Academic Skills (TEAS) test scores to SATC. *Advisors have seen the best results at the end of the semester when students test after completing some of the prerequisites.*
- If applicable, complete and submit a Test of English as a Foreign Language (TOEFL).
- Begin Hepatitis B series, if needed (Refer to Student Record of Immunization form located in the Practical Nursing Admissions Packet).

1-6 months before application deadline:

- Complete prerequisites (see Academic Criteria located on page two (2)).
- Submit official college/university transcripts for any classes that were works in progress (WIP) on earlier transcripts.
- Complete advising appointment if not already completed.
- **Complete second TEAS test attempt if necessary and submit the scores to SATC. Advisors have seen the best results at the end of the semester when students test after completing some of the prerequisites.**
- Submit Practical Nursing packet with complete record of immunizations

Additional information:

- All college transcripts must be received directly from the institution that issued them. If a sealed copy of the transcript is hand delivered from the student to SATC then the envelope must have remained sealed in the original envelope from the college. SATC will only transfer credit directly from the official transcript.
- College Placement testing may be required to determine where you place in math. Consult your advisor for more information, and check well in advance of the semester when you plan to enroll in a math course.
- The TEAS test registration is online. The dates and registration are found at www.atitesting.com. You must register in advance before testing. The test must be taken within three (3) years of applying to the program.
- Study guides for the TEAS may be helpful. The ATI version is available on their website. Generic ones are also available at bookstores. Look for Nursing Entrance Exams. Additionally, there are resources through Salina Tech's Learning Resource Center.
- Applicants are limited to only two TEAS attempts per academic year.
- Applicants who hold an active CNA license from another state must complete the [Kansas Department of Aging and Disability Services \(KDADS\) Interstate transfer application](#) and have a schedule time to test prior to the application deadline. Contact the Kansas Department of Aging and Disability Services (KDADS) at 785-296-6877 to receive more information about this option. Active certificates can be viewed from the KDADS website at www.ksnurseaidregistry.org

Checklist for Practical Nursing Applicants

Completed applications can be submitted at any time, but must be received by March 1, 2019. Notification will occur on or after April 1st.

- Submit a Salina Area Technical College Admissions Application online and meet all institutional requirements for admission.
- Send **Official** high school transcript or GED Certificate.
 - Transcripts must be official—sent directly from the college where you took a course to the Registrar at SATC. If the institution has the capability we can receive official transcripts via email to registrar@manhattantech.edu. *Please apply to the college before sending transcripts.*
- Send **Official** transcripts from ALL current and previously attended colleges/universities for which transfer credit is anticipated.
 - Transcripts must be official—sent directly from the college where you took a course to the registrar at SATC. *Please apply to the college before sending transcripts.*
- Schedule an advising appointment.
 - We recommend early advising—there’s nothing more frustrating than finding out too late that all requirements won’t be met.
- Complete the following prerequisites (must attain a minimum grade of “C”):
 - Anatomy & Physiology - 5 credit hours (minimum)
 - Human Growth and Development - 3 credit hours
 - Medical Terminology - 3 cr
 - Intermediate Algebra or Higher - 3 credit hours – *Prerequisite of College Placement/ACT scores*

These courses MUST be completed before you can be accepted. We need the grades from the courses to determine your scores on the admission rubric.
- Obtain Kansas CNA certification. Utilize this link to confirm Certification Verification: www.ksnurseaidregistry.org
 - ☑ Office of Admissions will verify credentials through the KDADS website.
- If English is a second language SATC requires applicants to submit a Test of English as a Foreign Language (TOEFL).
- Complete Test of Essential Academic Skills (TEAS). The test must be taken within three (3) years of applying to the program.
 - ☑ All students should supply a copy of their TEAS results to SATC. Students that completed their TEAS test at another institution will have to follow ATI’s process for ordering a [TEAS transcript](#) and have it sent to SATC.
- Submit proof of completion for the following Immunizations:
 - MMR Documentation
 - Two (2) doses or proof of immunity by titer
 - Chickenpox (Varicella)
 - Two (2) doses or proof of immunity by titer
 - Will NOT ACCEPT HISTORY OF CHICKENPOX
 - Tetanus (TDAP)
 - One (1) dose taken less than 10 years ago
 - Hepatitis B (Hep B)
 - Three (3) doses or proof of immunity by titer

Practical Nursing Admissions Scoring Rubric

Applicant Information			
Last Name:	First Name:	MI:	SATC Student ID:

Since the Practical Nursing program is a selective admission program the scoring rubric (located below) will be used to determine the applicants selected. The completion of the PN Admissions Packet does not guarantee a position in the program. Any tiebreaker will be based upon the TEAS overall test score. **Additionally, students must score at least one point in each area of the rubric below to be considered for admission into the program. If an applicant does not have a score in a particular section, then the student does not qualify for admission.** Students that do not qualify for admission are encouraged to follow up with an academic advisor to see what they can do in order to improve their score.

Points	1	2	3	4	Scores
Letter Grade for: • Anatomy and Physiology	N/A	C	B	A	
Letter Grade for: • Human Growth and Development	N/A	C	B	A	
Letter Grade for: • Intermediate Algebra or Higher *	N/A	C	B	A	
Letter Grade for: • Medical Terminology	N/A	C	B	A	
TEAS Academic Preparedness Level	Basic	Proficient	Advanced	Exemplary	
TEAS Mathematics Adjusted Individual Score • Enter Exact Percentage of Score: _____	50-69	70-79	80-89	90-100	
Total Scores					

- *Any applicant utilizing a class higher than Intermediate Algebra on this rubric will score an additional bonus point in the math section.*

Note Deadline: Your SATC Admissions Application as well as the required Practical Nursing Admissions Packet and the documents listed within must be received on or before the 1st business day in March to be considered for admission into the Practical Nursing program.