SCCC Practical Nursing Program
Application Process Check-List

*All steps must be completed & criteria met before the application **deadline of April 1st, 2024** in order to be considered for admission. **Incomplete application files will not be considered**; the final decision for acceptance rests with the Admissions Committee.*

<mark>**To start your process, please send a COMPLETED APPLICATION to us first.
All other documents are due by April 1st @ 4pm.**</mark>

☐ Submit Addendum to PN Application (needs to be completed and signed)

☐ $25 non-refundable application fee

☐ Using Transcript Request Form, have high school submit **OFFICIAL** transcript to SCCC. Download additional forms if more than one school was attended.
This can be from a foreign school if it is equivalent to a U.S. high school diploma).
- A foreign diploma will be accepted after student provides documented proof of U.S. high school diploma equivalency.
- They may utilize a company such as ECE, WES and Spantran.
- The cost of this documentation is the applicant's responsibility**.**

☐ Using Transcript Request Forms, have all colleges, post-secondary, and nursing schools attended submit **OFFICIAL** transcripts to SCCC. Download additional forms if more than one school was attended.
- **NOTE: OFFICIAL means faxed to SCCC from school using school's Fax cover sheet, mailed from school to SCCC, or emailed from Student Clearing House, etc.**

☐ Submit certificates of completion for health related training – **if applicable**
- (CNA, CMT, L1MA, Insulin, Paramedic, EMT, or other)

☐ Submit three Letters of Reference (form and letter). We request that an employer, work supervisor, school counselor, instructor or volunteer coordinator provide this reference. **No relatives.**
- **NOTE:** It is the **applicant's responsibility** to make sure the references are returned to the SCCC by the application deadline.

☐ Copy of Social Security Card, Driver's License and Birth Certificate

☐ Complete Family Care Safety Registry Form:
- **NOTE: Please return the completed form to SCCC. DO NOT send form or fee to MDHSS. Your application fee covers cost of FCSR screening.** Instructions

☐ Applicant must have on file a **TEAS composite score** (see TEAS Testing Information)
- TEAS results may be taken within two years of the application deadline and transferred via official transcript from the school where the exam was administered.
- TEAS may be taken up to 3 times within a 6-month window.
- Students must achieve a **minimum score of 47.5% or above.**
- **If you take the test at another institution, be sure to release information to SCCC or you will have to pay a transcript fee of $27 at ATI to have it released to us.**

☐ Schedule TEAS Assessment by calling SCCC 660-631-8781 or register online

☐ Create ATI Account for TEAS Test at www.atitesting.com
- Arrive at scheduled test with your username, password, SS card, driver's license and/or Picture ID.
- Test fee of $100 must be paid **one week** prior to scheduled day of test

☐ Fill out a Free Application for Federal Student Financial Aid (**FAFSA**) online at https://studentaid.gov/h/apply-for-aid/fafsa. SCCC's school code is 015639 and further instructions. Call SCCC Financial Aid Administrator Beth Walker once completed. 660-631-8781

☐ A **completed and notarized statement** of receiving a copy of the Functional Abilities for Admission and Continuance and the Missouri Nurse Practice Act (335.066) & (335.046) form found on the last page of the Practical Nursing Handbook.

☐ Turn in above completed application packet in person, or mail to:
SCCC Adult Education Center
Attn: Practical Nursing Program
2295 South HWY 65 Marshall, MO 65340
Phone 660-631-8781

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Saline County Career Center (SCCC) is accredited by the Commission of the Council on Occupational Education. To be eligible for accredited status, SCCC shall admit as adult students only individuals who have a high school diploma or have the recognized equivalent of a high school diploma.

Council for Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta GA 30350
(770) 396-3898 or (800) 917-2081
www.council.org