2027 Practical Nursing Application Procedures

TN College of Applied Technology-Upper Cumberland-Livingston Campus

Application Schedule for Practical Nursing Classes

Application Procedure:

Take and pass Entrance Exam OR submit passing ACT scores

1. HESI (given every month throughout the year, cost $47.00-non-refundable).
2. Submit Application Packet which includes the following:
   - ✓ Application for Enrollment for Livingston campus
   - ✓ High school transcript or GED transcript (copy of diploma will not be accepted) email to:cindy.lowe@tcatuppercumberland.edu
   - ✓ Passing HESI scores or ACT scores (less than two years old as of class start date)
   - ✓ Verification with TCAT Financial Aid Office that financial aid process has been initiated

     As part of your Application Packet, you must show proof that you have initiated the financial aid process. Use the free site at www.fafsa.ed.gov. TCAT's code is **004026**. If you have questions, contact Financial Aid at 931-823-5525 or 931-444-1342 or 931-999-7488
3. Attend General Information Session on designated dates.

The following schedule is for PN May 2027 day students only-Livingston Campus

Failure to meet a deadline will result in your application becoming INACTIVE.

General Information Session/Background check -Mandatory	**Thursday, March 18th @ 9am, cst, in multi-purpose rm**
Interview with PN Director	**Monday, March 22nd and Monday, March 29th**
Additional Documents (Booklist, Immunization/Physical/CPR/Letters) are due during scheduled interview	
Application List posted to Website	**Friday, April 2nd**
Students respond to list by	**Tuesday, April 6th**
Financial Aid Deadline	**Friday, April 16th**
Class starts/Orientation-Mandatory	**Monday, May 3rd for the PN Day May Livingston**

The following schedule is for PN September 2027 day students only-Livingston Campus

Failure to meet a deadline will result in your application becoming INACTIVE.

General Information Session/Background check -Mandatory	**Thursday, July 15th @ 9am, cst, in multi-purpose rm**
Interview with PN Director	**To Be Announced**
Additional Documents (Booklist, Immunization/Physical/CPR/Letters) are due during scheduled interview	
Application List posted to Website	**Tuesday, August 3rd**
Students respond to list by	**Friday, August 6th**
Financial Aid Deadline	**Friday, August 13th**
Class starts/Orientation-Mandatory	**Thursday, Sept 2nd for the PN Day Sept Livingston**

Entrance Test:

HESI: 70% or higher for each section. ACT: Math and Reading 19 or higher. HESI/ACT scores earned more than two years before the first day of class will not be considered. Entrance tests are given throughout the year. Register to take the HESI by stopping by TCAT-Upper Cumberland's business office. The fee for the computerized HESI test is $47.00. The HESI is not timed & consists of reading, pre-algebra, and Critical Thinking. You should know how to add, subtract, multiply and divide fractions, decimals, & percentages, and understand ratio & proportion and measurements (basic geometry formulas) used in word problems. We will provide the calculator. Minimum score required is 70% or higher for reading and pre-algebra. There is no minimum score for Cr. Thinking section. Practice HESI tests may be found at: **http://evolve.elsevier.com**

The mandatory **General Information Session** (GIS) is the time to ask questions. You will receive detailed information about the nursing program from the Nursing Coordinator. You will also do a **Background Check**. Bring a VISA/MasterCard credit or debit card. Cost may be as much as $85.00. By completing the background check early, issues may be addressed before any fees are required. *NOTE: If you have pled guilty to a misdemeanor or any felony charges/convictions, you should request an interview with the Nursing Coordinator prior to doing your background check.* Hansel Cooper, RN, 931-444-1328 or 931-403-3132 or hansel.cooper@tcatuppercumberland.edu. *Results from the background check are used by clinical site to determine eligibility to be at the clinical site. Students who do not have approval from the clinical site will not be able to complete the program.*

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2027

TN College of Applied Technology-Upper Cumberland-Livingston Location

Practical Nursing Documentation Procedures

- Your Additional Documentation Packet is due on the designated day or during your nursing interview.
- Hansel Cooper, Nursing Coordinator, will approve/reject the Packet during your interview session-**all paperwork due at this time-No exceptions!**
- Please staple and submit these documents at the same time.
- Staple documents in the order they are listed below.
- The following costs are **not** covered by FAFSA. Other agencies may not cover these costs.
- Any questions should be answered by nursing personnel, 931-444-1328

1. **Immunizations** – Staple your proof from the health department or healthcare provider to the completed Immunization Record form. If you cannot find proof of your immunizations, you must retake the shots, or have a titer blood test done to indicate you have the immunity. We must have proof. Even though you submitted the MMR and Varicella with your Initial Documentation, those records will remain in your permanent file in Student Services. You must also supply a copy of your MMR and Varicella for your Practical Nursing Packet. Begin your Practical Nursing Packet with these documents. NOTE: Your Practical Nursing Immunization Record must contain proof of six immunizations**: 1) MMRx2; 2) Varicellax2; 3) Tetanus; 4) current TB skin test; and 5). Hepatitis B series 6) Flu vaccine in Oct. of each year** for clinical site rotation and will need to be on the TCAT-upper Cumberland form. Forms can be found at **tcatuppercumberland.edu** under Full-Time Programs, Practical Nursing on the first page.

2. **Physical** – Your healthcare provider must complete the Physical Examination form on the TCAT-Upper Cumberland form in its entirety. Submit this completed and signed documentation as document #2 in your Practical Nursing Packet.

3. **Background Check** – If you have pled guilty to a misdemeanor or any felony charges/convictions, you should request an interview with the Nursing Coordinator prior to doing your background check. *Results from the background check are used by the clinical site to determine eligibility to be at the clinical site. Students who do not have approval from the clinical site will not be able to complete the nursing program.* The computerized background check will be done during the General Information Session. Bring a VISA/MasterCard credit or debit card. Submit a copy of your confirmation as document #4.

COST: about $85.00

5. **CPR** – Your CPR certification – **American Heart Association Basic Life Support (BLS)** must be current. Locally, you might use: Industrial Medicine of CMC 931.459.7246; TCAT-Crossville nursing alumnus Melissa Oakes 931-787-5295 (please text); Hannah Cox 931.335.3005; Ruthie Fadnek 865.437.6054 or ruthiefadnek@yahoo.com; or Lindsey Talley, American Heart Association Instructor, 931-510-2876, lindsey.talley@me.com or Dustin Burgess 931-287-7224 or /cumberlandcountyrescue@outlook.com . Submit a photocopy of your certification card as the last document in your Document Packet.

COST: approximately $40.00

6. **How Are You Going to Pay for Your Education?** Check with a financial aid advisor in Student Services, 931/444-1342 to verify that your financial aid requests are complete. YOU WILL HAVE OUT-OF-POCKET EXPENSES NOT COVERED BY FINANCIAL AID. Do you have extra money to pay for these supplies?

7. **Register and Pay Tuition –** Once enrollment is confirmed by Admissions, you will be automatically registered. Students with tuition balances will be notified and payment can be made on Student Portal with debit or credit cards. If paying with cash or check, you'll be able to pay in the business office.

8. **Urine Drug Screening** – Your drug screening will be done after you start class and before you start clinical training. Professionals will come unannounced and at random to TCAT-Upper Cumberland-Crossville to complete these tests. TCAT Upper Cumberland-Crossville **cannot** be involved in this process. COST: Paid when initially doing background checks through Certified Background, information given at GIS.

TCAT Student Services Extensions:

Financial Aid: Tammie McCloud-931-444-1342 or Wendy Riddle-Linder-931-823-5525 or Cody Cantrell-931-999-7488
Admissions: Cindy Lowe- 931-787-1136

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