



Application Process

2024 – 2025 Cohort

APPLICATION PROCESS

The following is a guideline to assist applicants with applying for the Somerset County Technology Center (SCTC) Practical Nursing program.

The application deadline is **July 25, 2024.**

1. Complete and turn in the application form with three (3) professional references (excluding immediate family). You must also request an official copy of your high school transcript or high school equivalency credential and have them sent directly to SCTC. Transfer students must submit official transcripts from all past educational institutions with their application. Any applicant who has completed any collegiate course(s) must submit an official transcript(s) to the Somerset County Technology Center.
2. Create an account online with ATI Testing and register for the TEAS examination to be completed in-person at the Somerset County Technology Center on the designated date/time scheduled. The cost of the TEAS examination is \$70 + fees (approximately \$87).
 - To create an account :<https://student.atitesting.com/CreateAccount>
 - Additional guidelines/assistance for creating an account:
https://www.atitesting.com/docs/default-source/website-basics/howtocreatenewaccountnewui.pdf?sfvrsn=bc7bf7b4_2
 - In-Person Proctored by an Institution TEAS Registration:
<https://atitesting.com/teas/register>
 - Review the ***Somerset County Technology Center Practical Nursing Pre-Entrance Exam Information*** document for more information relating to studying resources, testing schedule and what to expect the day of the exam.
3. Take the TEAS Examination and successfully pass with a 40.7 or greater. Applicants who do not successfully pass the TEAS examination will have the opportunity to re-test 30 days after the initial test date. Applicants must wait 30 days after the previous date of testing to re-take the test. Applicants are only granted one opportunity to re-test and achieve the minimum score of 40.7.
4. An interview with the Director of SCTC Nursing Program will occur *after* successful completion of the TEAS examination to review test results and admission requirements.
5. Applicants may receive an acceptance or rejection letter. Applicants must submit the ***Student Affirmation and Acceptance Form*** to the SCTC Practical Nursing Office within the designated time frame.

6. An admission fee of \$125 is due with the *Student Affirmation and Acceptance Form*. The \$125 includes the cost of the following background checks: **PA Department of Human Services Child Abuse Clearance, PA Criminal Clearance, and urine drug screen** which will be submitted by the SCTC Practical Nursing Program:
- Applicants must complete the following forms for background checks and clearances to be submitted: Consent/ Release of Information Authorization Form for the Pennsylvania Child Abuse History Certification, Pennsylvania Child History Certification, and Pennsylvania State Police Request for Criminal Record Check.
 - Applicants must complete a consent for urine drug screen results to be returned to the SCTC Practical Nursing Program.
 - The SCTC Practical Nursing Program will submit the **PA Department of Human Services Child Abuse Clearance for Pennsylvania** and **PA Criminal Clearance**; however, **all additional background checks must be completed and paid for by the applicant**. Students are responsible for the following background checks: **PA Department of Humans Services FBI Clearance** (*everyone*) and **PA Department of Aging Clearance** (*if you have not been a resident of PA for 2 years you must complete this clearance*).
 - The student may be offered a seat in the class but will not officially be accepted contingent upon favorable results provided to the SCTC Practical Nursing Program for the following: **Department of Human Services Child Abuse Clearance, PA Criminal Clearance, PA Department of Humans Services FBI Clearance, PA Department of Aging Clearance** (if you have not been a resident of PA for 2 years), **and urine drug screen**.
 - Admission status may be revoked due to unfavorable background check results and/or urine drug screen results.
7. Upon acceptance, students must attend mandatory orientation at the beginning of the cohort year.

APPLICATION FALSIFICATION

Any falsification of information as to military service (DD 214), delinquency, drug or alcohol abuse, abuse of Act 64 controlled substances, arrest conviction, psychiatric disorders, character reference, residency, citizenship, or employment will be 'just cause' for immediate expulsion from the Act 120 training program subject to the indicated tuition refunds as set forth elsewhere in this publication.

TRANSFER/ADVANCED PLACEMENT POLICY

Students from another school of nursing will be evaluated on an individual basis. Acceptance will be based on prior completion of required courses. For consideration for advance standing, the following procedure must be followed:

1. Complete the application process, including successful completion of the entrance exam
2. Submit an official transcript from the previous school and include syllabi for completed courses
3. Submit an official transcript for lab/clinical hours and courses that were successfully completed
4. Submit a copy of prior school's pre-admission test results for evaluation
5. Obtain a letter of reference from the director of the previous school
6. Schedule an interview with the Director of the SCTC School of Practical Nursing
7. All applications must be reviewed by the director and faculty of the program
8. The applicant will be notified in writing of the decision of the nursing program
9. Transferring in may affect the student's available financial aid

ADMISSION

Individuals who complete the application procedure and meet the admission criteria will be considered for acceptance into the program, and the selection of students is based on individual qualifications. Acceptance of a position in the program by the applicant signifies agreement to abide by the policies and procedures of the SCTC Practical Nursing Program, as well as clinical site recommendations, policies, and procedures. The faculty reserves the right to select applicants who best meet the admission criteria, demonstrate motivation and personal qualities suitable for practical nursing, and give evidence of satisfactory pre-admission health examinations.

Any applicant or admitted student who has been a previous employee of any of the clinical rotation sites and was dismissed or left in a non-hire status by the facility will be unable perform clinical rotations at the facility as a student. Since the student is unable to complete the required clinical rotation, the student will not be eligible for admission. Full disclosure of past employment upon admission is required. If an enrolled student is dismissed from employment during the program, disclosure of employment status is required to the Director of the Practical Nursing Program. Student status within the program will be at the discretion of the Director of Practical Nursing.

Additional Application Requirements:

- Classes are admitted annually
- Applicants must be at least eighteen (18) years of age (driver's license or birth certificate)
- Applicants must submit proof of U.S. citizenship or green card (birth certificate or Social Security card)
- Any applicant that has been a previous employee of the clinical rotation site and was dismissed or left in a non-hire status by the facility will be unable to participate in clinical rotations at the facility as a student (full disclosure of past employment upon admission is a requirement)
- Applicants must be graduates of an accredited high school or have General Education Diploma (GED) issued by the Department of Education or a Home School Equivalent certificate (official high school transcript or GED transcript/certificate must be provided)
- Applicants must schedule and pay for the TEAS examination online (cost of the TEAS examination is subject to change on a yearly basis, and applicants are only permitted to take the TEAS admission test twice)

ACADEMIC PROGRAM DELIVERY

Instructional delivery is conducted through direct classroom instruction at SCTC, along with live virtual instruction as needed with various widespread disease processes and/or pandemics (COVID-19, influenza, etc.). Lectures are held on campus, along with completion of some clinical skills. Students will be assigned various clinical sites to obtain the necessary learning experience for nursing. The SCTC Practical Nursing Program is housed at the Somerset County Technology Center in Somerset, PA, in the B-wing of the building. Break areas are provided to students for studying, lounge, and lunch. Clinical experiences will be provided at various locations within the community. The student is responsible for providing his/her own transportation to clinical sites. Students are expected to adhere to the rules and regulations of each cooperating agency. Failure to comply with regulations and policies of each cooperating facility can lead to student's dismissal from the program.

GENERAL BACKGROUND CHECK

Students must complete a general background check prior to the start of the internship as requested by a hospital/clinical setting. The cost of all required background checks will be paid by the student. Background check results could impact the student's ability to attend the clinical education center, to complete the program's graduation requirements, or to obtain licensure after completion of the program. All students that are non-residents of Pennsylvania or have not been a resident for at least 2 consecutive years must complete the **Department of Humans Services FBI Clearance**. Clinical agencies may receive access to all student background checks and will have final determination to approve or deny access for clinical participation as a student. If access is denied, the student will be unable to complete program requirements and will be dismissed. A signed copy of the clinical document waiver will be retained in each student's file. Somerset County Technology Center is not liable for any denial of admission or dismissal based on criminal background check results.

The following clearances will be completed by the SCTC Practical Nursing Program after successful completion of the TEAS examination:

- ✓ **Department of Human Services Child Abuse Clearance** - This clearance will be submitted by the SCTC Practical Nursing Program. The cost is included in the Admission Fee. The clearance will be submitted when the Admission Fee is paid in full, and all consent forms are complete.
- ✓ **PA Criminal Clearance** – This clearance will be submitted by the SCTC Practical Nursing Program. The cost is included in the Admission Fee. The clearance will be submitted when the Admission Fee is paid in full, and all consent forms are complete.

To be completed by the applicant after receiving the *Student Affirmation and Acceptance Form*:

- ✓ **Department of Humans Services FBI Clearance** – The student must submit an official, printed copy to the Practical Nursing Office by the assigned dates in the admission booklet. The FBI Clearance will be sent to the recipient via mail only. **EVERY applicant needs to complete this clearance regardless of residential location. (approximately \$24)**
- ✓ **PA Department of Aging Clearance** –The student must submit an official, printed copy to the Practical Nursing Office by the assigned dates in the admission booklet. This document will be sent to the **recipient via mail only**. If you have **NOT** been a resident of Pennsylvania for 2 years, you must complete this clearance. All applicants who have been a resident of Pennsylvania within the last 2 years, please complete the *Pennsylvania Omission Form*. **The cost is approximately \$22.00 (subject to change).**

CRIME - STUDENTS WHO HAVE BEEN CONVICTED OF A CRIME

Conviction of a felony, along with those designated in the Act of April 14, 1972, known as The Controlled Substance, Drug, Device, and Cosmetic Act, and/or prohibitive offenses contained in Act 169 of 1996 as Amended by Act 13, will prohibit admission to program.

Completion of the Practical Nursing Program is not a guarantee that the State Boards of Nursing will allow the student to sit for the NCLEX-PN licensure examination. Individuals convicted of or having charge(s) pending against them regarding a violation of any federal, state, or local law may be denied. Students will refer to Pennsylvania's Practical Nurse Law or the board of nursing website for information regarding criminal background checks and the necessary requirements for the application process if licensure outside of Pennsylvania is desired. Any student arrested during the program is required to notify the Director of Practical Nursing immediately. Arrests may impact the student's ability to continue in the nursing program.

If a student has convictions, it is his/her responsibility to contact/petition the State Board of Nursing for notification and consideration of his/her petition.

HEALTH SCREENING AND IMMUNIZATION REQUIREMENTS

Each student, before starting the program or its clinical component, must provide an attestation from his/her family physician certifying the absence of physical, mental, and/or contagious disorders that could hinder or impair success within the program.

The following must be completed, as directed by the Practical Nursing Program, prior to the start of the program: physical examination, eye examination, dental examination, completion of full immunization record, two-step or annual PPD screen (proof of annual PPD for current or previous year), 13-Panel Urine Drug Screen, Influenza vaccination, Mumps, Hepatitis B vaccination/titers, Tdap, Rubella, Measles, and Varicella titers. Students must have a negative urine drug screen to be admitted into the program. Urine drug screen test is required by several clinical sites.

All students must be properly immunized and in compliance with OSHA and state regulations. Documentation of immunizations must be provided to the admissions office prior to the start of the program. The cost of immunizations will be paid by the student. Students must show proof of the following immunities and/or vaccination immunization documents or evidence of a blood titer prior to the start of the program: Influenza vaccination, Hepatitis B, Measles, Mumps, Rubella, and Varicella titers. COVID-19 vaccination requirements may vary per clinical site's policy. See SCTC COVID 19 Policy for further details.

Random student drug screens will be performed at the discretion of the Director throughout the course of the program. Student refusal to participate will be treated as a positive drug test,

and dismissal will follow. Positive results of a student's drug test will impact the student's ability to remain in the program, complete the program's graduation requirements, and/or obtain certification after completion of the program. The cost of examinations, screenings, and drug tests will be paid for by the student.

Students must comply with the minimum health requirements from each individual clinical site, which may include additional immunity or vaccination requirements not specifically listed within this handbook. Failure to keep these immunization requirements current could impact the student's ability to attend the clinical education center, to complete the program's graduation requirements, and/or to obtain certification after completion of the program.