



Practical Nursing Program Checklist

Certificate

Getting Started at BTC

	Activate BTC Student ID (SID) Brand new students, who have never taken courses at BTC or students who have not taken courses at BTC in the last 12 months: <ul style="list-style-type: none"> Apply to the college through the Web Admissions Center <i>use the same link to reapply</i>
	Complete Transcript Evaluation Process: any official transcripts for courses taken at other institutions submitted to and evaluated by BTC Admissions (Transfer Students only) Transfer Student
	Submit evidence of High School graduation or equivalent to BTC Admissions or complete guided self-placement
	Meet with a Nursing Student Navigator, email advising@btc.edu to schedule an appointment
	Apply for Financial Aid Student Financial Resources
	Attend a Nursing & Allied Health Info Session: Practical Nursing website

Early Program Steps

Meet with your College Navigator to plan a course of study. Courses do not need to be taken in the order listed here. Your Navigator will create an academic plan to help you navigate the early program process.

Foundational (Prerequisite) Courses

The following must be met with a B (3.0) or higher		Grade	# of Credits	Program-Ready
English Composition	ENGL& 101 or ENGL& 102			
Introduction to Statistics	MATH& 146			
Human A & P I	BIOL& 241			
Human A & P 2	BIOL& 242			
Intro to Chemistry	CHEM& 121 or CHEM& 161			
The following must be met with a C (2.0) or higher		Grade	# of Credits	Program-Ready
General Psychology	PSYC& 100			
General Biology w/Lab	BIOL& 160			

Additional Entry Requirements

Healthcare Experience Verification form approved & on file w/BTC	
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Advisor Notes:

Apply for Admission to a Practical Nursing Program Cohort

Practical Nursing Program Admissions Process

Students who are program-ready may submit a Practical Nursing application during the core program admissions application window. The application window for this program opens on January and will remain open until July 31. A first sorting of seat offers will happen February and a second sorting of seat offers will happen July. Complete applications will be added to the Program-Ready Waitlist in the date/time order in which they are received. It is important that applicants keep their contact information, especially preferred email, updated with the college.

How to Apply

1. All applicants to the BTC PN Program Option must be **Program-Ready** before they can apply. Students are Program-Ready once they have completed the following:
 - Current BTC application on file with Practical Nursing as the program of intent.
 - Complete all prerequisite foundational courses with required minimum grades and number of credits. **Transcript evaluation process for all courses taken at another institution must be complete prior to applying.**
 - Applicants are strongly encouraged to request an audit from a Navigator before applying to their intended program. The Navigator will review the applicant's record to ensure completion of prerequisite requirements. To request an audit, email NursingAlliedHealthNav@btc.edu . Include your first and last name, intended program, and last 4 digits of your ctcLink student ID.
 - Audit requests will be fulfilled on a first come first serve basis. Applicants are encouraged to request their audit as early as possible to ensure a timely response. Wait times will be longer as application deadlines approach, and we recommend that applicants request an audit at least 3 weeks before they plan to apply.
 - **Approved** Nursing Healthcare Experience Verification form. Applicants must submit completed Nursing Healthcare Experience Verification Form and any accompanying documentation for program review and approval. Healthcare Experience Verification form and process is the same for the 2-year RN program and Practical Nursing program. Students who already have Healthcare Experience on file with BTC do not need to submit another form for the Practical Nursing Program.
2. Application will be date/time stamped when received by Program staff.

Awarding Cohort Seats

- Applicants will be notified by email within 10 to 14 business days of submitting their application whether or not the application is complete.
- Only complete applications will be added to the Program-Ready Waitlist in the date/time stamp order in which it was received by the Nursing Program.
- New Practical Nursing cohorts start twice a year, fall and spring quarter as long as there are enough applicants on the Program-Ready Waitlist.
- Applicants will be notified by email in August about a fall quarter new cohort start and in February about spring quarter new cohort start.