



PRACTICAL NURSING CERTIFICATE PROGRAM CHECKLIST

This document is for planning purposes only and does not need to be submitted at any time.

The PN Certificate pathway is intended for students who want to work as an LPN and who part-time education better meets their needs. Students should be aware that this pathway will take a student five or more years to complete their associate DTA/MRP degree to become an RN.

Program- Ready Checklist- PN Certificate

- Current BTC application: have applied online to www.btc.edu/ApplyOnline within the last year.
- ATI Test of Essential Academic Skills version 6 (ATI TEAS v.6) with “Proficient” or higher in each of the four areas (reading, mathematics, science, and English language) on one TEAS transcript.
Official ATI Transcript required if not taken at BTC.
- Approved Healthcare Experience Verification form.
- Written statement of 500 words or less indicating why you are choosing the PN Certificate program option.
- Foundational prerequisite courses complete with minimum grade and required credits. Final grades posted for all classes taken at BTC and/or transcript evaluation complete for courses taken at another institution.

The following must be met with a B (3.0) or higher:		The following must be met with a C (2.0) or higher:	
<input type="checkbox"/>	English Composition (ENGL& 101 or ENGL& 102)	<input type="checkbox"/>	General Psychology (PSYC& 100)
<input type="checkbox"/>	Introduction to Statistics (MATH& 146)	<input type="checkbox"/>	General Biology w/Lab (BIOL& 160)
<input type="checkbox"/>	Human A & P 1 (BIOL& 241)	*All courses must be a minimum of 5 quarter credits or 3 semester credits*	
<input type="checkbox"/>	Human A & P 2 (BIOL& 242)		
<input type="checkbox"/>	Intro to Chemistry (CHEM& 121 or CHEM& 161)		

Practical Nursing Program Information & Admissions Process

PN Part-Time, Evening Program

The BTC Practical Nursing Program is designed for students interested in working as a Licensed Practical Nurse (LPN) and looking for a part-time option that better meets their needs. The prerequisite foundational courses for the PN Certificate are fewer than those for the 2-year RN and LPN-RN options. Students will complete 6 quarters part-time of nursing core courses, including summer quarter then upon graduation sit for the NCLEX-PN. The graduates of the PN Certificate are eligible to apply to the LPN-RN program option to complete the DTA/MRP Associates Degree after completing 1,000 hours of employment as an LPN and the remaining prerequisite foundational courses. Students enrolled in the PN Program are not allowed to transfer to the 2-year, full-time RN program option. PN cohort start dates will be determined by demand and cohorts are generally ten students. No more than two PN cohorts will run at the same time.

PN Cert Program-Ready Waitlist

Students who are program-ready may submit a Practical Nursing Certificate application at any time. Complete applications will be added to the Program-Ready Waitlist in the date/time order in which they are received. The PN Cert Waitlist will be maintained indefinitely so there is no need to reapply each academic year. It is important that applicants keep their contact information, especially preferred email, updated the college.

How to Apply

1. All applicants to the PN Certificate must be **Program-Ready** before they can apply. Students are Program-Ready once they have completed the following:
 - Current BTC application of file with Nursing as the program of intent. For current BTC application student must have taken classes at BTC the previous quarter, or applied to BTC within one year.
 - 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.**
 - Make *Proficiency* level or higher in all four areas of the ATI TEAS on one TEAS transcript. *Official ATI Transcript required only if not taken at BTC Assessment Center.*
 - **Approved** Healthcare Experience Verification form. Applicants must submit completed Healthcare Experience Verification Form and any accompanying documentation for Nursing Program review and approval.
 - Met with the Nursing Student Navigator, preferably after all the entrance requirements have been completed, to review program-ready status.
2. Download the **Practical Nursing Certificate Application form** from the BTC website. Submit completed form and typed interest statement to nursing@btc.edu. Only emailed applications will be accepted. Application will be date/time stamped by when the email is received by Nursing Program staff.

PN Program- Next Steps

- Applicants will be notified by email within ten business days of submitting their application whether or not the application is complete.
- Only Program-Ready students with complete applications will be placed on the PN Certificate waitlist and the waitlist will be sorted by date/time application was received and interest statement.
- Applicants on the waitlist will be notified of next possible cohort start. Cohort start date is determined by minimum number of students needed to fill cohort seats.
- Those who are eligible for priority enrollment, including advanced placement will be placed into cohort seats first.
- All applicants not sorted into cohorts will be remain on the waitlist. Students will not have to reapply once they have been placed on the waitlist.
- Applicant may defer the seat offer and remain on the waitlist.