



Practical Nursing Program Application Information and Instructions

Dear Prospective Practical Nursing Student,

The faculty and staff of the Division of Nursing and Allied Health appreciate your interest in our Practical Nursing (PN) Program. This packet will help guide you through the Application Process and provide you with the information about our Admissions Criteria and Selection Process.

The PN program is approved by the Kansas State Board of Nursing. It is a two-semester, fast-paced program that requires several prerequisites in science and general education courses. Individuals will complete academic and clinical courses to earn a certificate in Practical Nursing. The PN graduate is then eligible to take the NCLEX-PN licensing exam; successful completion enables the graduate to practice as a Licensed Practical Nurse (LPN).

Admission into the program is competitive. Applicants must meet the minimum requirements of Manhattan Area Technical College and the Division of Nursing and Allied Health to be considered for admission to the Practical Nursing program.

Note Deadline: Your MATC online Admissions Application as well as the required Practical Nursing Admissions Packet and the documents listed within must be received on or before the 1st business day in March to be considered for admission into the Practical Nursing program. Additionally, MATC requires students to complete advising appointment before first business day in December

Enclosed is information that is critical for a successful application—please read the entire packet carefully. I encourage you to make an initial advising appointment by contacting the Student Services office at 785-587-2800, for information about college admissions and the Practical Nursing program. The college website at www.manhattantech.edu also provides additional information about our programs.

Specific program requirements, program selection and acceptance criteria are subject to change at any time and without notice. It is the applicant's responsibility to keep informed of current program requirements.

We look forward to your application,

Laurie Stegeman, MSN, RN
Director of Nursing and Allied Health

Neil Ross
Director of Admissions

Academic Criteria

To be considered for admission in the Practical Nursing program, applicants must meet the following criteria and submit all requested credentials and documentation:

Applicants must have completed the following four prerequisite courses with a grade of C or higher:

Note: ALL prerequisite courses must be COMPLETED prior to the application deadline to be considered for admission.

Course Number	Course Title	Credit Hours	Notes
BSC 125	Anatomy and Physiology	5	Course has a prerequisite of Biology
PSY 125	Human Growth and Development	3	
NTR 105	Nutrition	3	
MAT 110	Intermediate Algebra or higher	3	Prerequisite of College Placement/ACT

The following criterion applies to all applicants:

- The Test of Essential Academic Skills (TEAS) is a requirement for program entry. The test must have been taken within three (3) years of applying to the program. Registration for the TEAS is through the ATI website at www.atitesting.com. Study guides may provide help with exam preparation. TEAS tests are limited to two attempts each academic year. The highest score will be used when ranking applicants in the event of a tie. An information sheet that outlines the registration process for the exam is available on page seven (7) of this packet.
 - Applicants must score at least a fifty (50) in the math section and have an overall proficiency of at least basic to be eligible to submit an admissions packet.
 - Students that complete their TEAS test at MATC will not have to provide results. The Office of Admissions will verify the TEAS test scores. However, students that complete their TEAS test at another institution will have to follow ATI’s process for ordering a [TEAS transcript](#) and have it sent to MATC.

- All Practical Nursing applicants are required to have an active Kansas Certified Nurse Aide (CNA) certificate. CNA classes are available at MATC.
 - MATC schedules CNA courses each semester. Applicants who hold an active CNA license from another state must complete the [Kansas Department of Aging and Disability Services \(KDADS\) Interstate transfer application](#) and have a schedule time to test prior to the application deadline. Contact the Kansas Department of Aging and Disability Services (KDADS) at 785-296-6877 to receive more information about this option.

- Practical Nursing applicants whose primary language is not English must demonstrate English language proficiency before being accepted into the Practical Nursing program. The test used to measure English proficiency as set by Manhattan Tech, is the Test of English as a Foreign Language (TOEFL):
 - Writing: 20
 - Speaking: 20
 - Reading: 19
 - Listening: 20

Each area must meet the minimum requirements in the categories listed above. Registration forms for testing may be obtained from the Office of Testing of Programs and Services (Room 101) of Holton Hall on the campus of Kansas State University. A student can reach their office at 785-532-6492 or email them at testing@k-state.edu.

NOTICE: Applicants to the Practical Nursing program should be aware that certain criminal convictions could deny or restrict access to a Kansas nursing license. Specific information about these convictions is identified in Kansas Law (KSA-65-1120). Additionally, please notify us if you have had concerns in the past with any of our clinical sites as a restriction to enter a site will deny you access to the program. Please check with the Kansas State Board of Nursing (785-296-4325) if you have questions.

Acceptance Process

Admission to the MATC Practical Nursing program is determined through a competitive selection process. Submission of an application does not guarantee a position in the program. Refer to page six (6) for the Practical Nursing Admissions Scoring Rubric.

After the application deadline, completed files will be scored utilizing the Practical Nursing scoring rubric and applicants that completed a Practical Nursing Packet will be notified in writing of their acceptance, alternate, or denied status.

Notification usually occurs the last week of March or the first week of April. Applicants offered a seat in the program must complete a letter of intent indicating their plan to accept or decline enrollment in the nursing program by the date designated in the notification letter. In addition, a non-refundable \$100 deposit must be paid when accepting a seat in the program and will be applied toward program tuition and fees at the start of classes.

Failure to respond will result in forfeiture of a seat in the Practical Nursing Program.

Student Responsibilities Upon Acceptance

After acceptance to the program, students will be required to attend program orientation (generally held in May). Students will be notified of the date and time of the orientation in the acceptance letter. Specific Information about the requirements bulleted below will be provided at program orientation, which is usually scheduled 6-8 weeks before the first day of classes, and will need to be completed by the first day of classes. Please do not submit TB skin tests before you receive information at orientation. Students are required to provide documentation of the following items prior to the first day of class:

- **Comprehensive Physical Exam** — A 'Physical Exam' form will be provided. Students are required to have a current physician's exam within 1 year prior to the program start date to verify that there are no major health issues that may affect full participation in the practical nursing program and the clinical and lab exercises.
- **TB Skin Test (one or two may be needed)** — Students are required to have a TB Skin test performed and provide documentation of the test results.
- **BLS certification**—Students are required to have a Healthcare Provider Level BLS certification from American Heart Association that will be active throughout the nursing program.
- **Background Check** – <http://scholar.verifiedcredentials.com/?organization=matc> (The student is responsible for the additional fee).
- **Health insurance**—students are required to hold health insurance during their enrollment at MATC nursing

Reapplication

Applicants who are not selected for admission are encouraged to submit a new Practical Nursing packet for the following year. Manhattan Area Technical College Admissions Applications are good for three (3) years. Those not selected for admission are encouraged to talk with their advisor about how to increase their admissions scores.

Suggested Timeline for Practical Nursing Applicants

6-12 months before application deadline:

- Complete an Admissions Application online for entrance to Manhattan Area Technical College.
- Submit official high school transcript/GED transcript with graduation date to MATC.
- To receive transfer credit submit official transcripts from other colleges/universities attended to MATC.
- Begin prerequisites (see Academic Criteria located on page two (2)).
- Complete Certified Nurses Aid (CNA) certificate (see Academic Criteria located on page two (2)) for out of state CNA criteria).
- **Complete advising appointment before first business day in December, call 785-587-2800 to schedule.** Applicants who complete advising appointments early in the process are typically more successful.
- Complete and submit a copy of your Test of Essential Academic Skills (TEAS) test scores to MATC. *Advisors have seen the best results at the end of the semester when students test after completing some of the prerequisites.*
- If applicable, complete and submit a Test of English as a Foreign Language (TOEFL).
- Begin Hepatitis B series, if needed (Refer to Student Record of Immunization form located in the Practical Nursing Admissions Packet).

1-6 months before application deadline:

- Complete prerequisites (see Academic Criteria located on page two (2)).
- Submit official college/university transcripts for any classes that were works in progress (WIP) on earlier transcripts.
- Complete advising appointment by December 1 if not already completed.
 - **NOTE: only applicants who have completed the advising appointment by this deadline are eligible to submit the final packet by the first business day in March deadline.**
- Complete second TEAS test attempt if necessary and submit the scores to MATC. *Advisors have seen the best results at the end of the semester when students test after completing some of the prerequisites.*
- Submit Practical Nursing packet with complete record of immunizations

Additional information:

- All college transcripts must be received directly from the institution that issued them. If a sealed copy of the transcript is hand delivered from the student to MATC then the envelope must have remained sealed in the original envelope from the college. MATC will only transfer credit directly from the official transcript.
- Prerequisites exist for some courses. Check MATC catalog requirements and contact your advisor for more information. College Placement testing may be required to determine where you place in math and English. Consult your advisor for more information, and check well in advance of the semester when you plan to enroll in a math course.
- The TEAS test registration is online. The dates and registration are found at www.atitesting.com. You must register in advance before testing. The test must be taken within three (3) years of applying to the program.
- Study guides for the TEAS may be helpful. The ATI version is available on their website. Generic ones are also available at bookstores. Look for Nursing Entrance Exams. Additionally, there are resources through Manhattan Tech's Learning Resource Center and online through Brainfuse.
- Applicants are limited to only two TEAS attempts per academic year.
- Applicants who hold an active CNA license from another state must complete the [Kansas Department of Aging and Disability Services \(KDADS\) Interstate transfer application](#) and have a schedule time to test prior to the application deadline. Contact the Kansas Department of Aging and Disability Services (KDADS) at 785-296-6877 to receive more information about this option. Active certificates can be viewed from the KDADS website at www.ksnurseaidregistry.org

Checklist for Practical Nursing Applicants

To be considered for admission to the Practical Nursing program, the following documentation must be received on or before the 1st business day in March. Notification will occur on or after April 1st.

- Submit a Manhattan Area Technical College Admissions Application online and meet all institutional requirements for admission.
- Send **Official** high school transcript or GED Certificate.
 - Transcripts must be official—sent directly from the college where you took a course to the Registrar at MATC. If the institution has the capability we can receive official transcripts via email to registrar@manhattantech.edu. Please apply to the college before sending transcripts.
- Send **Official** transcripts from ALL current and previously attended colleges/universities for which transfer credit is anticipated.
 - Transcripts must be official—sent directly from the college where you took a course to the registrar at MATC. Please apply to the college before sending transcripts.
- Schedule an advising appointment.
 - We recommend early advising—there’s nothing more frustrating than finding out too late that all requirements won’t be met.
- Complete the following prerequisites (must attain a minimum grade of “C”):
 - Anatomy & Physiology 5 credit hours (minimum) – *Prerequisite of Biology*
 - Human Growth and Development 3 credit hours
 - Nutrition 3 credit hours
 - Intermediate Algebra or Higher 3 credit hours – *Prerequisite of College Placement/ACT scores*

These courses MUST be completed before you can be accepted. We need the grades from the courses to determine your scores on the admission rubric.
- Obtain Kansas CNA certification. Utilize this link to confirm Certification Verification: www.ksnurseaidregistry.org
 - Office of Admissions will verify credentials through the KDADS website.
- If English is a second language MATC requires applicants to submit a Test of English as a Foreign Language (TOEFL).
- Complete Test of Essential Academic Skills (TEAS). The test must be taken within three (3) years of applying to the program.
 - Students that complete their TEAS test at MATC will not have to provide results. The Office of Admissions will verify the TEAS test scores. However, students that complete their TEAS test at another institution will have to follow ATI’s process for ordering a [TEAS transcript](#) and have it sent to MATC.
- Submit proof of completion for the following Immunizations:
 - MMR Documentation
 - Two (2) doses or proof of immunity by titer
 - Chickenpox (Varicella)
 - Two (2) doses or proof of immunity by titer
 - Will NOT ACCEPT HISTORY OF CHICKENPOX
 - Tetanus (TDAP)
 - One (1) dose taken less than 10 years ago
 - Hepatitis B (Hep B)
 - Three (3) doses or proof of immunity by titer



Practical Nursing Admissions Scoring Rubric

Applicant Information			
Last Name:	First Name:	MI:	MATC Student ID:

Since the Practical Nursing program is a selective admission program the scoring rubric (located below) will be used to determine the applicants selected. The completion of the PN Admissions Packet does not guarantee a position in the program. Any tiebreaker will be based upon the TEAS overall test score. **Additionally, students must score at least one point in each area of the rubric below to be considered for admission into the program. If an applicant does not have a score in a particular section, then the student does not qualify for admission.** Students that do not qualify for admission are encouraged to follow up with an academic advisor to see what they can do in order to improve their score.

Points	1	2	3	4	Scores
Letter Grade for: • Anatomy and Physiology	N/A	C	B	A	
Letter Grade for: • Human Growth and Development	N/A	C	B	A	
Letter Grade for: • Intermediate Algebra or Higher	N/A	C	B	A	
Letter Grade for: • Nutrition	N/A	C	B	A	
TEAS Academic Preparedness Level	Basic	Proficient	Advanced	Exemplary	
TEAS Mathematics Adjusted Individual Score • Enter Exact Percentage of Score: _____	50-69	70-79	80-89	90-100	
Total Scores					

Any applicant utilizing a class higher than Intermediate Algebra on this rubric will score an additional bonus point in the math section.

Note Deadline: Your MATC Admissions Application as well as the required Practical Nursing Admissions Packet and the documents listed within must be received on or before the 1st business day in March to be considered for admission into the Practical Nursing program.

How-To: Register for TEAS for Practical Nursing

These are the registration instructions for Practical Nursing applicants ONLY.

Step 1: Create a New Account

- Go to www.atitesting.com
- Click on the "**Create an account**" button, located in the upper right of the webpage.



- Fill in all of the **asterisked fields**. Asterisked fields are required information necessary to create a new account. If you have already created an ATI account, please update your profile information. At page 4 enter "Manhattan Area Tech College PN."

Institution Info

✕ CLOSE
Required*

Institution*

Student ID

Credentials

PhD, RN, BSN, MSN, MS, NP, AACE

Expected Graduation Date*

Non-degree seeking

PREVIOUS

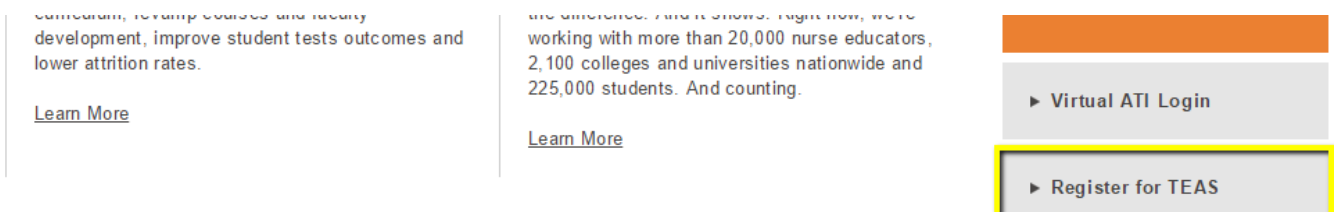
Step 4 of 7

CONTINUE

Input Student ID Number. This can be found on MATC Online or through any admissions letter you have received.

Entered your date of expected graduation.

- After creating an account, select the "**Register for TEAS**" option listed on the ATI homepage.



- e. Select the following information from the drop-down menu options.

REGISTRATION

Please select the city and state and then click Next.

Program Type	TEAS for Nursing Students ▼
Country	USA ▼
State	Kansas ▼
City	Manhattan ▼

Cancel

Next

The schools listed above reflect a small number of the institutions currently offering the TEAS test. These schools have elected to handle TEAS registration and payment through our website. If you do not see your school listed here please contact them to find out how to register for the TEAS exam.

If you have been referred to our website by your institution but do not see them listed above, you may consider taking the TEAS exam at a PSI testing center as an alternative. Additional information about PSI can be found [here](#).

Step 2: Select the test session you wish to register for by clicking on the “Register” button. You can also click on the “Learn More” button to get specific information/instructions on the session.

Step 3: Once you click on “Register” you will be directed to the shopping cart. Once you have confirmed that you are registering for the correct session, click on the “Check Out” button.

Step 4: Enter/Confirm your mailing address and click “Proceed to Payment Details”.

Step 5: You will then need to enter your Payment Details. This includes: card number, expiration date and security code. Click on “Submit”.

Step 6: Once you click “Submit”, you will receive a Customer Receipt which includes any additional instructions for your assessment. Your receipt will also be emailed to you to the email address listed in your profile.

If you are having difficulties at any point, feel free to call customer service at 800.499.9092

NOTE: You will be taking the TEAS test. Study Guides can be obtained to help prepare for this exam through various places, for example: www.atitesting.com, www.amazon.com, local libraries, Android Marketplace & Apple Store.