

## SCCC Practical Nursing Program Application Process Check-List

*All steps must be completed & criteria met before the application **deadline of April 5, 2021** in order to be considered for admission. **Incomplete application files will not be considered**; the final decision for acceptance rests with the Admissions Committee.*

- Submit [SCCC's PN Application](#) with \$25 non-refundable application fee.
- Submit [Addendum](#) to PN Application (needs to be completed and signed).
- Using [Transcript Request Form](#), have high school submit **OFFICIAL** transcript to SCCC. Download additional forms if more than one school was attended.  
**This can be from a foreign school if it is equivalent to a U.S. high school diploma).**
  - A foreign diploma will be accepted after student provides documented proof of U.S. high school diploma equivalency.
  - They may utilize a company such as ECE, WES and Spantran.
  - The cost of this documentation is the applicant's responsibility.
- Using [Transcript Request Forms](#), have all colleges, post-secondary, and nursing schools attended submit **OFFICIAL** transcripts to SCCC. Download additional forms if more than one school was attended.
  - **NOTE: OFFICIAL means faxed to SCCC from school using school's Fax cover sheet, mailed from school to SCCC, or emailed from Student Clearing House.**
- Submit certificates of completion for health related training – **if applicable**
  - (CNA, CMT, L1MA, Insulin, Paramedic, EMT, or other)
- Submit three [Letters of Reference](#) (form and letter). We request that an employer, work supervisor, school counselor, instructor or volunteer coordinator provide this reference. **No relatives.**
  - **NOTE:** It is the **applicant's responsibility** to make sure the references are returned to the SCCC by the application deadline.
- Complete [Family Care Safety Registry Form](#):
  - **NOTE: Please return the completed form to SCCC. DO NOT send form or fee to MDHSS. Your application fee covers cost of FCSR screening. [Instructions](#)**
- Copy of Social Security Card and Driver's License
- Applicant must have on file a **TEAS composite score** (see [TEAS Testing Information](#))
  - TEAS results may be taken within 6 months of the application deadline and transferred via official transcript from the school where the exam was administered.
  - TEAS may be taken up to 3 times within the 6-month window.
  - Students must achieve a **minimum score of 45.5% or above.**
  - **If you take the test at another institution, be sure to release information to SCCC or you will have to pay a transcript fee of \$27 at ATI to have it released to us.**
- Schedule TEAS Assessment by calling SCCC 660-886-6958 or [register online](#)
- Create ATI Account for TEAS Test at [www.atitesting.com](http://www.atitesting.com)
  - come to scheduled test with your username, password and Picture ID.
  - Test fee of \$80 must be paid 1 week before scheduled day of test
- Fill out a Free Application for Federal Student Financial Aid (**FAFSA**) on line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
  - To obtain SCCC's school code and [instructions](#).

- A completed and notarized statement of receiving a copy of the Functional Abilities for Admission and Continuance and the Missouri Nurse Practice Act (335.066) & (335.046) form found on the last page of the [Practical Nursing Handbook](#).
- Turn in above completed application packet in person, by fax, or mail to:  
Saline County Career Center, Attn: Practical Nursing Program, 900 W. Vest, Marshall, MO 65340  
Phone 660-886-6958 / Fax 660-886-3092

**IF YOU ARE ACCEPTED AS A STUDENT FOR 2021-2022**

**ADDITIONAL INFORMATION REQUIRED  
DUE BEFORE AUGUST 1<sup>ST</sup>  
NO EXCEPTIONS**

- Register at Castle Branch: [www.castlebranch.com](http://www.castlebranch.com) using information in [Welcome To My CB](#).
- After you register at CastleBranch, you upload the following documents directly to their website. **“[Health Requirements for Clinicals...Part One](#)” explains in detail what is required for you to submit to them.**
  - MMR vaccinations
  - Varicella vaccinations
  - Hepatitis B vaccinations
  - Tuberculosis test
  - Tetanus (Tdap/Td) vaccination
  - Health Insurance Card (front & back)
- Physical Exam Form:
  - After you register at CastleBranch download the physical exam form to print and take to your physician to complete.
  - **Must be completed and signed by health care professional AFTER JUNE 30<sup>th</sup> and before AUGUST 1<sup>st</sup>. This exam is in effect for one year to cover the August through June school year.**
  - You can upload your completed form directly to their website before August 1, 2021.

Saline County Career Center (SCCC) is accredited by the Commission of the Council on Occupational Education. To be eligible for accredited status, SCCC shall admit as adult students only individuals who have a high school diploma or have the recognized equivalent of a high school diploma.

Council for Occupational Education  
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[www.council.org](http://www.council.org)

