

Practical Nursing Application Packet Clearwater Campus

Student Services – Building #1
Monday – Friday 7:00 am-2:30 pm

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The purpose of the Practical Nursing Program is to provide training for employment in the health care industry. Graduates complete courses in caring for medical and surgical patients. Included in the program are courses that are designed to instruct candidates in the care of pediatric, obstetric, and geriatric patients, as well as convalescent, physically challenged, and rehabilitative physical and/or mental patients. Graduates are prepared to function within the rules and regulations as defined by the *Florida State Board of Nursing*.

The program length for Practical Nursing at Pinellas Technical College (PTC) is 1,350 hours. The first 450 hours of the program include classroom theory, laboratory experiences, and selected clinical experiences. A more detailed explanation of essential job functions is included in this packet. Upon successful completion of the program, graduates are eligible to sit for the national examination, which qualifies them as a *Licensed Practical Nurse*. In total, candidates in the program will complete 675 clock hours in theory and 675 clock hours in clinicals (that will take place interchangeably) over the 15 months of enrollment. For clinicals, PTC utilizes specifically approved, local sites; no provision is available for candidates wishing to participate in clinicals at other facilities. The *Pinellas County School Board* and the *Department of Education* supervise the PTC Practical Nursing Program. It operates following the Standards established by the *Florida State Board of Nursing*, which include the number of program hours, the curriculum, and the types of clinical learning experiences that the candidate will successfully complete.

Hybrid Program – Daytime - Lectures and Class work completed online (675 hours of theory and 675 hours of clinicals) In person class meetings and clinicals are unique to a particular Hybrid class. Classroom/Clinical meetings are normally three days a week. No weekends or evenings at this time. The general times are during the weekdays between the hours of 7:00 a.m.- 4:00 p.m.

Traditional Program – Lectures and Class work are completed in person. (675 hours of theory and 675 hours of clinicals).

Mon-Fri | 7:00 am – 12:15 pm | Class & Clinicals

Summer Hours | June 2 - July 17 | Mon - Thursday 7:00 am – 2:00pm (pending school board approval)

Traditional Class

Start Date 8/11/2025

Deadline Date 6/5/2025 by 1:00 p.m.

Hybrid-Online Class in Partnership with Baycare

Start Date 8/11/2025

Deadline 6/5/2025 by 1:00 p.m.

Class Meeting Schedule Mondays and Thursdays 12:30 p.m. – 6:30 p.m.

















In November – Monday's times will change to 6:30 a.m. – 4:30 p.m. (10 hour day)




Practical Nursing Application Checklist

Name: _____

____ TRADITIONAL FORMAT ____ HYBRID FORMAT

Only one format may be chosen.

 (paper)	Completed Checklist of Required Items (Use as Cover Sheet for paper packet (paper))
 (online)	Completed Program Application (online – https://apply.mypnc.edu – your account (online))
 (online)	Completed Health Sciences Application (online)
 (online)	Completed Residency and/or Citizenship Documentation (online)
 (paper)	CASAS/PERT test scores (if applicable) or Official Transcript of an AAS/AA/AS/BA Degree of higher, securely sent to Counselor, from an approved, accredited U.S. Educational Institution. Documentation of other test exemptions. (paper)
 (online)	Signed and dated Essential Job Functions (online & paper)
 (paper)	Copy of TEAS test scores (must be 56% or higher) from PNC Testing; for off-site testers, only official scores will be accepted (transferred/emailed/profile adjusted* from ATI to the appropriate PNC Practical Nursing Counselor); *In your ATI Profile choose Pinellas Technical College and your choice of campus, multiple campuses may be selected; no photocopies accepted. Final acceptance of TEAS scores will be dependent upon verification. (paper)
 (paper)	Official Transcript of standard High School Diploma or GED, Non-U.S. citizen should use an Official Equivalency and/or Certified Degree to meet the High School Diploma requirement.** No photocopies accepted. Securely sent to Counselor. (Unofficial may be included as a placeholder until official copy is received by Counselor) (paper)
 (online)	Signed and dated Criminal Background Check & Drug Screen Disclaimer (online)
 (both)	Signed and dated Health Screening for Health Science Education form (online & paper) Paper form is different (Proof of Immunizations) and requires documentation of test results/Immunizations. For example, health department record, high school record, doctor's office record.
 (online)	Signed and dated Influenza Vaccination Proof of Immunization (online)
 (paper)	Signed and dated Accident/Medical Insurance Proof of Coverage and copy of Medical Insurance Card (front & back) effective from program start date forward 15-1/2 months (paper)
	Optional Items
 (paper)	Other Official (Postsecondary) Transcripts being submitted and securely sent to Counselor. Paper copy may be used as a placeholder until official copy received. (paper)
 (online)	Copy of C.N.A. License (online)
 (online)	Copy of Other Health Certifications/Licenses (online)
 (paper)	Resume – Work Experience
	This Page has a color coded key.

 Online
 Paper
 Both

Getting Started - You will complete the online AND paper application by the set deadline for the class of your choice. Both applications must be completed in order to be considered for a seat.

Important information, and steps for the application process, listed below.

CAREFULLY READ through the **ENTIRE** packet:

- Review the Health Science Application Process, Dates & Deadlines
- Make note of any questions you may still have

Application Notes & Tips:

- Applicants should use the Checklist of Required Items (Page 2) to ensure a complete application.
- Accepted applicants will be required to provide proof of their own medical insurance and or purchase accident insurance through PTC.
- Applicants who have completed PN training elsewhere (within 5 years), and want that training to be considered, should send their unofficial transcripts to scottme@pcsb.org for review. The official transcripts will be required once accepted.
- Applicants must have consistent access to working computer equipment (with Internet connectivity, required software, etc.). All PN candidates are expected to have computer access away from school (throughout their enrollment).
- While (and/or before) preparing the application packet for completion, applicants should have established financial aid, and/or have secured program payment.
- **NOTE: You complete the background and drug screen after acceptance. All candidates that are *accepted* into the Practical Nursing (PN) program must complete a 10-Panel Drug Screening and a Level 2 background check. Drug screen - \$55; Background -\$50**
 - o Drug Screening must be completed within 30 days of receiving your acceptance letter. (Locations detailed once acceptance email is received.)
 - o Candidates who fail the Drug Screening will be automatically withdrawn from the program and not allowed to seek enrollment again for one entire fee term, or until the next start date, whichever is sooner.
 - o Candidates who are withdrawn (and seeking readmission) must resubmit, and clear, a new Drug Screening and Background check at the time of readmission (within 30 days of the new start date).

Next Steps

1] Free Application for Federal Candidate Aid (FAFSA) - *Complete now, online@<https://studentaid.gov/>*

Applicants should have their financial aid established, and/or secured payment for tuition, supplies and fees, at the time application packet is submitted. **Federal School Code for PTC-Clearwater Campus: 005605**

2] Essential Job Functions - *Review and complete*

Applicants must be able to perform ALL the essential functions either with, or without, reasonable accommodations. Please inform the PN admissions counselor if you will be requesting accommodations.

3] Basic Skills Test – Comprehensive Adult Student Assessment Systems (CASAS) Test

Basic Skills (Minimum Qualifying Test Scale Scores (SS))

CASAS – Reading: 249, Math: 236

PERT – Reading – 106, Math - 114

Basic Skills Exemption - send official transcripts electronically

- High School Diploma (standard diploma) from a public or private high school in Florida and graduated in 2007 or after; or GED 2014 or later
- Submission of valid/current CASAS or PERT test scores from another school or organization (taken within the past two years).
- Submission of Official Transcripts of an Associates of Applied Science, or higher degree, from an approved U.S. accredited institution.

4] Test of Essential Academic Skills (TEAS)

This test is required for EVERYONE. Learn more about the TEAS at www.atitesting.com, or 1.800.667.7531. **Adjusted Individual Total Score must be at least 56% to apply for admission to the program** (this score does not guarantee the candidate a seat). The last page of this application details the steps to take the test. **READ CAREFULLY**

5] Required Documents

1. Completed **Checklist of Required Items**
2. Completed **Online Application**
3. Copy of **Basic Skills** {if applicable) or **Official Transcript** of an **AAS/AA/AS Degree or higher**, from an approved, accredited U.S. Educational Institution. Documentation of other literacy test exemption.
4. Signed and dated **Essential Job Functions**
5. Copy of **TEAS test scores (must be 56%, or higher)** from PTC Testing Lab; for **off-site testers, only official scores** will be accepted (transferred/emailed from ATI to the appropriate PTC Practical Nursing Counselor); **no photocopies accepted.**
6. **Official Transcript** of standard **High School Diploma** or **GED**, Non-U.S. citizens should use an Official Equivalency and Certified Degree to meet the High School Diploma requirement. **No photocopies accepted. - Please have the official transcripts mailed to yourself and include in the application packet, unopened.**
7. Signed and dated **Criminal Background Check & Drug Screen Disclaimer**
8. **Record of Immunization** and/or **Documentation of titer test** showing immunity
9. Signed and dated **Influenza Vaccination Proof of Immunization**
10. Signed and dated **Accident/Medical Insurance Proof of Coverage** and copy of **Medical Insurance Card** (front & back) If purchasing accident insurance through school, note that on the application check list.
11. **Other Official (Postsecondary) Transcripts** being submitted; PTC first, followed by any others (optional)
12. Copies of current **Health Related Certifications:** CNA, CPR, Health CORE, etc. (optional)

6] Completed application packets are evaluated, rated and ranked based on a rubric *by PTC Admissions*

7] Applicants are notified of admission status by email - *from PTC Admissions*

Admission Status is specified as one of the following: A] Accepted. B] Alternate, with a possible opportunity to be offered a seat, if an accepted candidate declines. C] Not-Accepted, please reapply

CASAS/Basic Skills– Testing Information & Steps

Pinellas Technical College follows the mandated literacy testing as required by the Florida Department of Education. *

Candidates take the CASAS for Reading and Math skills assessment. The tests are free, and scores are valid for two years.

- Photo ID required to enter the building and to test
- No Backpacks, Large Bags or Electronic Devices**
- Arrive 30 minutes before testing time for processing
- Test sessions begin promptly; late arrivals are not permitted to test

Testing Schedule

Contact Student Services Building #1 by appointment only at 727-538-7167, ext. #2006

CLEARWATER CAMPUS

6100 154th Ave N, Clearwater, FL 33760

- Mon -Thu 8:00 am Bldg. 01

Possible Exemptions for Basic Skills Testing (Must be approved by School Counselor)

- High School Diploma (standard diploma) from a private or public high school in Florida and graduated in 2007 or after
- GED 2014 or later
- Associate degree or higher, from an accredited U.S. college.
- Passed College level English and Math with a C or higher
- Tests that can count for Basic Skills requirement: CASAS, PERT, ACT, SAT

Test Prep Resources

<https://www.casas.org/> (free sample test items)

<https://www.mometrix.com/> (free CASAS practice test)

TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS Version 7) at PTC

The TEAS 7 evaluates 4 areas essential to academic success: Reading, Mathematics, English and Language Usage, and Science. The TEAS is comprised of 170 questions related to medical technology. Test attempts are timed and permit about 3.5 hours to complete.

To be eligible to apply for *Practical Nursing* the candidate must score at least 56%. **Note: The TEAS may be taken only four (4) times within a 12-month period. A 14-day waiting period is required between test attempts. In person test cost \$70.00 (each attempt)**

Clearwater Campus Testing Schedule – Building #1

(by Appointment Only- Contact Student Services 727-538-7167 x2006)

6100 154th Avenue North, Clearwater, FL

Tues, Wed, and Thursdays 8:00. Arrive at 7:30 am

Late arrivals will not be permitted to test. Testers requiring special accommodations must schedule at least; 48 hours in advance (provide documentation of disability when scheduling)

TEAS Score Ranking Criteria

TEAS Score Values	Points
TEAS Score 91.0-100	6
TEAS Score 84.0-90.9	5
TEAS Score 77.0-83.9	4
TEAS Score 70.0-76.9	3
TEAS Score 63.0-69.9	2
TEAS Score 56.0-62.9	1

Test Prep Resources Approximately 40% of candidates must take the TEAS more than once. Test preparation is strongly encouraged before taking this comprehensive test. Several computer-based practice assessments and study manuals are available for free and for fee. Some resources include:

<https://mometrix.com/academy/teas-test-study-guide/> (Test prep, free)

<https://www.teaspracticetest.com/> (Practice test, free)

<https://www.test-guide.com/free-teas-practice-tests.html> (Test prep, free)

<https://www.purplemath.com/> (Math course, fee)

<https://www.atitesting.com/> (Test maker's site; test prep, study manual, fee)

<https://uniontestprep.com/teas> (Free test prep)

PINELLAS COUNTY SCHOOLS
HEALTH SCREENING FOR HEALTH SCIENCE EDUCATION

Candidate Name (Print) -----

Candidates enrolling in a Health Science Education Program with a clinical component must have the items identified for their health program completed **prior** to the class start date except TB screening requirement as stated below. Candidates recognized to be non-immune to any of the diseases must seek appropriate medical attention before entering the class.

**ATTACH THIS COMPLETED FORM TO OFFICIAL DOCUMENTATION,
INCLUDING LAB REPORTS, BEFORE PAYING TUITION, STARTING CLASS, AND/OR CLINICAL EXPERIENCE.**

Your Health Program (one from list below) -----

HEALTH PROGRAM REQUIREMENTS*	TB	Rubella	Rubeola	Varicella	Tetanus	Diphtheria	Pertussis	Hep B	Neg Drug
Allied Health Assistant (Phlebotomy)	X	X	X	X	X	X	X	X	X
Central Sterile Processing	X	X	X	X	X	X	X	X	X
Dental Aide	X					X	X	X	
Dental Assistant	X				X	X	X	X	X
Emergency Medical Technician	X	X	X	X	X	X	X	X	X
Health Career II	X	X	X	X	X	X	X	X	
Health Unit Coordinator	X	X	X	X	X	X	X	X	
Home Health Aide	X								
Medical Assistant	X	X	X	X	X	X	X	X	X
Nursing Assistant	X	X	X	X	X	X	X	X	X
Patient Care Technician	X	X	X	X	X	X	X	X	X
Pharmacy Technician	X	X	X	X	X	X	X	X	X
Practical Nursing	X	X	X	X	X	X	X	X	X
Surgical Technician	X	X	X	X	X	X	X	X	X

*Depending on requirements of clinical site.

I. TUBERCULOSIS

- A. 2 TB skin tests (Mantoux), 1 within past year and 1 within 30 days prior to clinical experience, **OR**
- B. 2 TB skin tests (Mantoux), 1 week apart 30 days prior to clinical experience, **OR**
- C. negative chest x-ray within 30 days of clinical experience, **OR**
- D. taking or have completed a prescribed medication **OR**
- E. documentation of negative IGRA blood test

II. RUBELLA (German measles)

If under 40 years of age:

- A. positive Rubella serology, **OR**
- B. immunization with live vaccine since January 1, 1980, **OR**
- C. 2 immunizations with live vaccine after 12 months of age

If over 40 years of age:

- D. positive Rubella serology, **OR**
- E. Measles, Mumps, Rubella (MMR) vaccine after 1970

III. RUBEOLA (10 day measles)

- A. born prior to 1957, **OR**
- B. positive Rubeola serology, **OR**
- C. immunization with live vaccine since January 1, 1980, **OR**
- D. 2 immunizations with live vaccine after 12 months of age

IV. VARICELLA (Chickenpox)

- A. 1 vaccine, if administered under age 13, **OR**
- B. 2 vaccines, 4-8 weeks apart, if administered 13 years of age or older, **OR**
- C. positive Varicella serology (allow 2 months for blood testing process)

Varicella titer is a blood test for antibodies to Chickenpox. We are finding that even if a candidate had Chickenpox, he may not have the antibodies to protect him from the disease as an adult. The blood test is necessary if candidates cannot document the 2 vaccines. If the test comes back negative then the candidate must have the 2 vaccinations prior to entering a clinical area. You may obtain further information from the web site: CDC.GOV. Click on V-Varicella. Please allow two months prior to clinicals to begin the blood testing process

IV. TETANUS

within last 10 years

V. DIPHTHERIA

within last 10 years

VI. PERTUSSIS

within last 10 years

VII. HEPATITIS B VACCINE (Dental Assisting applicants are required to complete Injection #1 by class start date and Injections #2 and #3 by external clinical component.)

Some clinical facilities for the other health programs will require the Hepatitis B Vaccine series before your externship. Therefore, you will not be able to complete your program without completing the HBV series.

A. injections #1, #2, #3, **OR**

B. titer

IX . NEGATIVE DRUG TEST

within 30 days prior to class start date

I, _____ understand that I must provide official medical documentation that proves I have completed the above health requirements to be enrolled in a health science education program at Pinellas County Schools.

Candidate Name (Printed) _____

Date _____

Candidate Signature or Parent Signature for Candidate Under Age 18

What tests or immunizations are required for Practical Nursing students? The following tests/immunizations are required:

Tuberculosis	Tetanus
Rubella (German Measles)	Diphtheria
Rubeola (10-day Measles)	Hepatitis B
Varicella (chicken Pox)	

When do I need to submit the completed Health Screening form and official documentation?

All documentation, except for the Gold TB test, must be included in the application packet submitted by the stated deadline.

Which diseases must I provide test/immunization documentation for?

- **Tuberculosis** -A QuantiFERON-TB Gold Blood is recommended over the TB skin test.
- **Rubella** - If you have had the disease, you need to provide documentation of a **positive** titer (blood test) showing the presence of antibodies in your system. A **Doctor's statement**, that you have had the disease, **is insufficient**. If the titer is negative (meaning the antibodies are not present in your system), you will need to provide documentation that you have received the appropriate immunizations. **Note:** *You may also provide documentation of having the appropriate immunizations, based on your age.* Refer to the Health Screening for Health Science Education form to determine the immunizations you need.
- **Rubeola** - If you were born prior to 1957 you do not need to provide documentation. If you have had the disease, you need to provide documentation of a **positive** titer (blood test) showing the presence of antibodies in your system. A **Doctor's statement** that you have had the disease **is insufficient**. If the titer is negative (meaning the antibodies are not present in your system), you will need to provide documentation that you have received the appropriate immunizations. **Note:** *You may also provide documentation of having the appropriate immunizations, based on your age.* Refer to the Health Screening for Health Science Education form to determine the immunizations you need.
- **Varicella** - If you have had the disease, you need to provide documentation of a **positive** titer (blood test) showing the presence of antibodies in your system. A **Doctor's statement** that you have had the disease **is insufficient**. If the titer is **negative** (meaning the antibodies are not present in your system), you will need to provide documentation that you have received the appropriate immunizations. **Note:** *You may also provide documentation of having the appropriate immunizations based on your age when you received the immunizations.* Refer to the Health Screening for Health Science Education form to determine the immunizations you need.
- **Tetanus & Diphtheria** - You need documentation that you have had the injections within the last ten years.
- **Hepatitis B**-You need documentation of having had the three required injections, or a copy of a blood test showing the presence of antibodies.

Where should I go for the immunizations and blood tests?

You can go to your primary care physician or to any county health department:

- Pinellas County: <http://pinellas.floridahealth.gov/>
- Pasco County: <http://pasco.floridahealth.gov/>
- Hillsborough County: <http://hillsborough.floridahealth.gov/>

Accident/Medical Insurance

School Board of Pinellas County, Florida Pinellas Technical College Health Science Programs

I _____ verify that I am enrolled in a Health Science Program through Pinellas Technical College. I fully understand that clinical sites and facilities require candidates to have their own medical insurance to participate in the clinical assignment(s). I also understand that **clinical hours are required for Health Science program completion** and that, without clinical hours, I cannot complete the program.

Should the need arise for medical care due to an accident or other injury or loss, while participating in my regularly scheduled theory or clinical learning activity, my medical expenses will be covered by:

(CHECK APPROPRIATE SECTION(S) & PROVIDE INFORMATION BELOW)

1 _Medical Insurance Policy

Insurance Company _____

Policy Number _____

Effective Date _____ Expiration Date* _____

2 _Medicaid, Medicare, or Department of Veterans Affairs, etc.

Insurance Company _____

Policy Number _____

Effective Date _____ Expiration Date* _____

** I am aware that, if I am enrolled in the program beyond my policy's expiration date, I must purchase another policy.*

I **understand that**, in the event my insurance policy does not cover my complete loss or damages, I agree to be personally responsible for such uncovered injury, loss, or damages I sustain while participating in my regularly scheduled theory or clinical learning activity.

I **further understand that** I am not entitled to any benefits, or workers compensation, in the event of any injury occurring on the premises of the class/clinical learning experience.

I acknowledge that I have read and understand the contents of this entire form, and have selected the appropriate insurance option(s) above for my situation.

Candidate Name (PLEASE PRINT)-----

Candidate Signature x _____

Date _____

Note: Staple Proof of Insurance (Copy of Medical Insurance Card, front & back) to this form and return it with your Application Packet.

The school Board of Pinellas County, Florida, prohibits all forms of discrimination and harassment based on race, color sex, religion, national origin, marital status, age, sexual orientation or disability in any of its programs, services or activities.

Steps to be Admitted to TEAS Testing

1. Make your appointment to take the TEAS Version 7 test with Student Services Administrative Assistant at 727-538-7167 x2006.
2. Go to [ATITesting.com](https://atitesting.com) website
3. Create your ATI Account
4. Write down your Login ID and Password. It is the only way you can get in to take the test
5. IMPORTANT: After setting up your account and under your Profile (upper right), please choose "Pinellas Technical College – Clearwater" to report your scores. You may choose multiple colleges.

Morning of the Test

1. Bring your photo ID – State ID, Driver's License or Passport only
2. Bring Credit Card to pay \$70 discounted payment
3. The Student Services Administrative Assistant in Building #1 will give you the appropriate Product ID Number in order for you to purchase the TEAS Version 7 test.
4. IMPORTANT: If you have not already done so, under your Profile (upper right), please choose "Pinellas Technical College – Clearwater" to report your scores. You may choose multiple colleges.
5. The Testing Administrator will arrive to take you to the testing center promptly at 8:00 a.m.

Good Luck!