Application Process for LPN 2020-2021

The application process for a seat in the Licensed Practical Nursing program begins with the ATI TEAS EXAM which is scheduled in advance. The test is computer based and includes reading comprehension, math and science. The test fee is $85.

Test Prep

To prepare for the test we suggest you purchase study materials specifically designed and aligned with the TEAS test. We recommend using the ATI TEAS Study Manual-Sixth Edition, ISBN# 978-1565335752 or you can choose from a wide array of tools to prepare. Please follow the following link for more information: http://www.atitesting.com/ati_store/TEAS-Products.aspx

Test Scoring

The test score is displayed once you complete it. If the score is acceptable, 55 or greater, the proctor will provide you with an application packet. This packet will include:

- The LPN Application
- Two (2) Professional Reference Forms (to be completed by an employer, counselor, advisor)
- Essay based on question provided on application form

Note: If you have taken the TEAS exam within 3 years at another test site, you may have your scores emailed to schweont@mcvts.org.

Application Packet

Every item must be returned to the Continuing Education office to be considered for review:

- **LPN Application** (completed and signed) with **Essay**
- **TABB INC**- Completed reports on all background screening and eleven panel drug screen. Prior background reports for other purposes are not accepted.
- A copy of (not original) **High School or State Diploma**
  - If you do not have a copy of your high school/state diploma, please contact your high school or the state to send an official transcript to us.
  - Please note that any foreign diplomas must be evaluated and equivalent to a U.S High School Diploma before submission.
  - If you do not have your High School diploma, but have a college degree or credit; please contact your college to have an official transcript sent to us.
- A copy of your **Driver’s License**, or **Non-Driver’s ID**, or **County ID**
- If you are **NOT** a U.S Citizen, you must provide a copy of your Temporary Resident Card, Permanent Resident Card, or Employment Authorization Card.
- (2) Professional References sent to the school by the referring person, not by the prospective student. The **professional reference** must be faxed or mailed directly to our office. **Do not include this document with your application.** If we receive the reference along with your application, it will be flagged for verification.
- **Optional Interview.** Continuing Education Department reserves the right to request an interview to clarify any information provided before making a decision for admission.

ACCEPTANCE/NON-ACCEPTANCE: Enrollment in each LPN cohort is very competitive due to the limited number of seats in each class. Students are accepted until all seats are filled. You are notified by mail of your enrollment status when all documents are received and reviewed by us.
Acceptance Packet

Included in your acceptance package will be a Class Reservation Form. If you accept our invitation to join the class, return the form **within 2 weeks** of your acceptance along with a $500 deposit (check, cash, money order, VISA, Mastercard or Discover). The deposit is applied toward your tuition. Should you decide to cancel your reservation, $400 of your deposit is refundable.

Other information and documents included in the Acceptance package:

- **Health Assessment & History Form** (completed by student and medical professional)
  - Return to MCVSD by **Monday, August 3rd**.

- **Financial Aid**, information on completing the FAFSA (Free Application for Federal Student Aid)
  - Please complete the [online financial aid application](https://fafsa.gov) as soon as possible.
  - Our school code is **015846**

- **Financial Aid, MCVSD Release Form**
  - Complete this form for an appointment with our Financial Aid Officer.
  - Appointments are made if your FAFSA application is complete

- **Textbooks/Resources Required**
  - Purchase items as directed

- **Uniform Purchase information**
  - Navy Blue scrubs are worn during class hours and are purchased anywhere scrubs are sold
  - For clinical rotations, a school uniform (not scrubs) is required. These are purchased through Uniforms Creations. A company representative will visit the class during the first week of school for measurements and purchase of (2) uniforms. Clinicals start in November. Uniform cost is approximately **$105.00**

- **Additional Clinical Experience requirements for St. Luke’s to be completed after January 1st:**
  - FBI Fingerprinting, NJ & PA State Police Criminal Background Checks, Department of Health Clearance, etc.
  - Five Panel Drug Screening
  - Estimated Additional Fees: **$120.00**