



Application Process for LPN 2017-18

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 \$50.

To prepare for the test, please consider using the “*ATI TEAS Study Manual*” 6th Edition.

- This official resource to prepare for the Pre-Entrance test includes test strategies, instructional material, practice problems & practice tests.
- The test score is displayed once the prospective student completes it. If the score is acceptable, the proctor will provide the prospective student with an application packet. This packet will include:
 - The LPN Application
 - Two (2) Professional Reference Forms (to be completed by an employer, counselor, advisor)
 - Two (2) Essays based on questions provided on application form

The following is returned to the Continuing Education office:

- LPN Application** (completed and signed) with **Essays**
- 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
 - If you do not have your diploma, but have college credit, please contact your college to send an official transcript to us
- A copy of your **Driver’s License**, or **County ID**, or current **US Passport**
- (2) Professional References sent to the school by the referring person, not by the prospective student

The **professional reference** must be sent directly to our office. *Do not include this document with your application.* The form indicates that it can be faxed or mailed directly to us. If we receive the reference along with your application, it will be flagged for verification.

ACCEPTANCE/NON-ACCEPTANCE: students are accepted on a rolling basis until all seats are filled. You are notified by mail of your enrollment status when all documents are received and reviewed by us.

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 by August 15th, \$400 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 **Friday, August 24**
- TABB INC** sheet information for background check and drug screening
 - Completed by **Friday, August 24**
- Financial Aid**, information on completing the FAFSA (Free Application for Federal Student Aid)

- Please complete the online financial aid application as soon as possible (**fafsa.gov**)
- Our school code is **015846**
- **Financial Aid**, MCVSD Release form
 - Complete this form for an appointment with our Financial Aid Officer, Mike Gowdy
 - Appointments are made if your FAFSA application is complete
- **Textbooks Required**
 - Purchase/Rent those textbooks required for the first month of class
- **Uniform Purchase information**
 - American Wear uniform company representative will visit the class for measurements and purchase of (2) uniforms required for clinical rotation which starts in November.
 - Uniform cost is approximately \$105.00