PRACTICAL NURSING PROGRAM
ADMISSION PROCEDURES

Step 1: Apply for admission to Chattanooga State Community College (TCAT Division), if not a current student.

Step 2: Submit an official copy of your high school transcript or GED transcript to the Records Department of Chattanooga State.

Step 3: Request official transcripts from all colleges attended to be sent to the Chattanooga State Records Department and request evaluation of possible transfer credit and program selection points. (See the attached Selection Points Sheet)

Step 4: Provide proof of college level reading and math skills in one of the following ways:

   a. Provide transcripts showing completion of college level courses in math or reading
   b. Score a minimum of 83 in reading, 38 in algebra on the COMPASS test
      --Receive a testing ticket from the Practical Nursing Office when you submit your application.
      --If you are not successful in meeting the minimum passing scores, you must complete with “C” or better, the developmental math and reading classes for the section failed.
   c. Provide proof of ACT score of 19 or higher in math and reading (good only until age 21)

Step 5: Submit the completed Practical Nursing application along with employment verification forms (see attached Selection Points Sheet) to the practical nursing office, HSC 1042.
Or mail to:
Practical Nursing Department
Chattanooga State Community College
4501 Amnicola Highway
Chattanooga, Tennessee  37406

***Program acceptance is based on a points system.
Receive selection points if proof is provided showing “B” or better was received for the following Courses and work experience as CNA, Medical Assistant and Patient Care Tech:
(See attached Selection Points Sheet.)
- Anatomy & Physiology I and II (Biology 2010 & 2020) within 5 years of entrance into the PN program
- or Introduction to Human Biology (Biology 1060) within 5 years of entrance into the PN program
- Nutrition (Biology 1430) within 5 years of entrance into the PN program
- Medical Terminology (HE 103)
- Computer Applications (INFS 1010)
Applicants must be free of any physical or emotional condition that might adversely affect performance in any phase of the program.

Each applicant should possess personal qualifications which will permit the performance of required tasks in the practical nursing program. (See attached sheet.)

Applicants convicted of a felony within the last five years cannot be accepted into the program. After completing the program there is no guarantee of licensure. If you have questions call the program director.

Once accepted into the program a complete health physical must be provided at the student’s expense along with complete immunization record and proof of drug screening.

All students may be subject to random drug screening each semester at their own expense.

GENERAL PROGRAM INFORMATION

- No pre-requisite classes
- Must be at least 18 years of age
- Two daytime classes begin each year- Spring and Fall semesters
- One nighttime class begins each year- Fall semester.
- Day classes meet Mon-Fri. 8am-3pm for 3 consecutive semesters
- Night classes meet Mon-Fri. 3:30pm –10:00pm for 3 consecutive semesters
- Class enrollment is limited
- The program cost is very affordable
- Financial aid is available and you can contact the TCAT Financial Aid Counselor Sandra Winters at (423) 697-3379
- All prospective students who reside in Tennessee are encouraged to apply for the Wilder-Naifeh Technical Skills Grant lottery scholarship by visiting or contacting the Financial Aid Office located on the second floor of the Student Center Building or online at www.chattanoogastate.edu. Awards are granted up to $2,000.
- Selection criteria is subject to change based on the “complete application” pool for the next available class scheduled and is subject to the discretion of the PN Director

A drug screen and thorough criminal background check, at student’s expense, may be required if accepted into the program. Any student not complying with this requirement may not be eligible to attend the program. Failing either may prevent attendance in the program due to clinical facility requirements.

PLEASE RETAIN THIS INFORMATION FOR FUTURE REFERENCE

For more information contact: Department Secretary, Deborah Evans at Deborah.evans@chattanoogastate.edu

The Practical Nursing application and acceptance requirements are subject to change without notification.
**PRACTICAL NURSING PROGRAM**

Chattanooga State Community College • 4501 Amnicola Highway • HSC Bldg. Office 1042 • Chattanooga, Tennessee 37406

- **Day Class**
- **Night Class**

<table>
<thead>
<tr>
<th>NAME</th>
<th>(LAST)</th>
<th>(FIRST)</th>
<th>(MIDDLE)</th>
<th>(MAIDEN)</th>
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<th>(#)</th>
<th>(STREET)</th>
<th>(CITY)</th>
<th>(STATE)</th>
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<th>(WORK PHONE)</th>
<th>(CELL/OTHER PHONE)</th>
<th>(E-MAIL ADDRESS)</th>
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***OFFICIAL USE ONLY***

- Date Received _______________________
- Date Completed _______________________
- HS/GED Verified _______________________
- Math Requirement _____________________
- Reading Requirement ________________

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**EDUCATION:**

Check one:  
- High School Diploma  
- G.E.D  
- Is it on file in the records department? ___________

**HIGH SCHOOL:**

- (NAME)  
- (ADDRESS)  
- (YEAR GRADUATED)

**G.E.D.**

- (SCORE)  
- (YEAR)  
- (HIGHEST GRADE COMPELTED)

**Additional Education/Degrees/Courses:**

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Have you attended any other Tennessee College of Applied Technology in the last year?  
- Yes ☐  
- No ☐

If you answered yes to the above question, please list which technology center(s).

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Have you applied to / or attended this Chattanooga State program before?  
- Yes ☐  
- No ☐

If yes, when? __________________________________________

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**HOSPITAL EXPERIENCE: Describe any work experience you have had in hospital related jobs:**

1. __________________________________________

2. __________________________________________
**EMPLOYMENT record of most recent jobs:**

<table>
<thead>
<tr>
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<th>Address</th>
<th>Dates</th>
<th>Position</th>
<th>Reason for leaving</th>
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In compliance of title VI Civil Rights Act 1964 (Please check one in each area):

Sex:  M____  F____

Race:  Asian/Pacific Islander____  Black ____  Hispanic____  White____  Bi-racial____  American Indian____  Other____

**MEDICAL INFORMATION:**

Do you have a known allergy to latex? ______

In case of emergency please notify:

**LEGAL INFORMATION:**

Have you ever held a license in nursing?___________ If yes, at what level and what state?________

Have you ever held or currently hold a license in another health care profession? ___________ If yes which one(s)?__________________________________________________

Have you ever held or currently hold certification in another health care career? ___________ If yes which one(s)? ______________________________________Certification number____________________

Has your license or certification ever been suspended, revoked, or disciplined? _____________________________

Have you ever been charged with or convicted of a crime, other than a minor traffic violation?  Yes ☐  No ☐

This includes DUI. If yes, please give detailed information including your age at the time and circumstances of the incident.

I affirm, agree, and/or understand that all statements on this form are true and accurate; any misrepresentation or omission of material facts may result in my expulsion from this program. I hereby authorize Chattanooga State or other appropriate State investigative agencies to make all necessary investigations concerning me, my work habits, character, or my action in any transaction. I further authorize and request each former employer, person given as a reference, educational institution, or organization to provide all information that may be sought in connection with this application.

__________________________  ________________________________
(Printed Name)  (Signature of Application)

Chattanooga State Community College supports affirmative action and does not discriminate against any applicant for admission or employment on the basis of race, color, religion, handicap, sex or national origin.
The Board of Nursing is concerned about the number of individuals with criminal conviction histories who apply for licensure as licensed practical nurses. The Board’s concern stems from the fact that nurses care for clients and families in a variety of settings where there may be no direct supervision. Individuals to whom care is given are often vulnerable, both physically and emotionally. The nurse has access to personal information about the patient and/or his/her family, has access to the client’s property and provides intimate care to the client. The Board believes that persons who receive nursing care in Tennessee should be able to have confidence that an individual licensed by the Board does not have a history of mistreatment, neglect, violence, cheating, defrauding the public, or otherwise taking advantage of another person. The Board will presume that an applicant is not entitled to licensure, and will therefore deny any application for initial licensure, temporary permit, or renewal following the provisions of the Administrative Procedures Act to a person who has been convicted, and on which conviction the time for appeal has expired, as an adult of any of the following crimes:

(a) Aggravated Assault, as in T.C.A. 39-13-102;
(b) First Degree Murder, as in T.C.A. 39-13-302;
(c) Second Degree Murder, as in T.C.A. 39-13-207;
(d) Voluntary Manslaughter, as in T.C.A. 39-13-211;
(e) False Imprisonment, as in T.C.A. 39-13-302;
(f) Kidnapping, as in T.C.A. 39-13-303;
(g) Aggravated Kidnapping, as in T.C.A. 39-13-304;
(h) Especially Aggravated Kidnapping, as in T.C.A. 39-13-305;
(i) Robbery, as in T.C.A. 39-13-401;
(j) Aggravated Robbery, as in 39-13-402;
(k) Especially Aggravated Robbery, as in T.C.A. 39-13-403;
(l) Aggravated Rape, as in T.C.A. 39-13-502;
(m) Rape, as in T.C.A. 39-13-505;
(n) Aggravated Sexual Battery, as in T.C.A. 39-13-504;
(o) Sexual Battery, as in T.C.A. 39-13-505;
(p) Statutory Rape, as in T.C.A. 39-15-506;
(q) Theft of property, as in T.C.A. 39-14-103 or of services, as in T.C.A. 39-14-104, except as to a Class A misdemeanor, as in T.C.A. 39-14-105
(r) Forgery, as in T.C.A. 39-14-114;
(s) Falsifying of Education and Academic Records, as in T.C.A. 39-14-136;
(t) Arson, as in T.C.A. 39-14-301;
(u) Aggravated Arson, as in 39-14-302;
(v) Burglary, as in T.C.A. 39-14-302;
(w) Aggravated Burglary, as in T.C.A. 39-14-404;
(x) Incest, as in T.C.A. 39-15-302;
(y) Aggravated Child Abuse, as in T.C.A. 39-15-402;
(z) Sexual Exploitation of a Minor, as in T.C.A. 39-17-1004;
(aa) Aggravated Sexual Exploitation of a Minor, as in T.C.A. 39-17-1004;
(bb) Especially Sexual Exploitation of a Minor, as in T.C.A. 39-17-1005;
(cc) Assisted Suicide, as in T.C.A. 39-13-216;

The Board of Nursing will also deny an application for initial licensure, temporary permit, or renewal, following the provision of the administrative Procedures Act, to persons who were convicted as a juvenile of the following crimes:

(a) First Degree Murder, as in T.C.A. 39-13-202;
(b) Second Degree Murder, as in T.C.A. 39-13-207;
(c) Kidnapping, as in T.C.A. 39-13-303;
(d) Aggravated Kidnapping, as in T.C.A. 39-13-305;
(e) Especially Aggravated Kidnapping, as in T.C.A. 39-13-305;
(f) Aggravated Robbery, as in T.C.A. 39-13-402;
(g) Especially Aggravated Robbery, as in T.C.A. 39-13-403;
(h) Aggravated Rape, as in T.C.A. 39-13-502;
(i) Rape, as in T.C.A. 39-13-503.

This list is subject to change.
PHYSICAL JOB REQUIREMENTS

PRACTICAL NURSING

Physical Demand = Continuously

Verbal Communication- students must be able to communicate effectively (International students must provide a minimum TOEFL score of 500)

Written Communication including correct spelling of all medical terminology as it relates to patient care

Students are expected to master basic medical terminology upon graduation

Hearing ordinary conversation

Seeing Near/Far with acuity

Chemical Exposure to Chemotherapeutic Agents

General Occupational Exposure to Airborne Particulate

Exposure to Blood and Body Fluid Exposure > 1 per month

Exposure to infection

Students are expected to comply with all health relates required vaccinations, and/or health care facility requirements.

Physical Demand = Frequently

Bend/Stoop

Squat/Crouch

Overhead:

    Reach > 7 #
    Push/Pull > 7 #
    Lift > 7 #

Carry up to 10 lbs.

Patient transfers

Push/pull up to 10 lbs.

Patient bed activities

Distinguishing colors

Repetitive Motion (Hands/Wrists)

Marked changes in temperature and humidity

Physical Demand = Occasionally

Crawl, Balance/Ladder

 Carry up to 24 lbs.

 Lift up to 24 lbs.

 Push/pull up to and > 75 lbs.

 Work with moving machinery, radioactivity, and excessive noise
READMISSION TO THE PRACTICAL NURSING PROGRAM

A student on academic suspension, or withdrawn from their first attempt from the practical nursing program, requesting to be considered for readmission to the Practical Nursing Program should call the Practical Nursing Office, 423-697-4447 for detailed readmission application requirements.

If readmitted, due to the structure of the Practical Nursing Programs, re-entry may not be possible for one full year or more from date of entry.

After a second unsuccessful attempt or failure to meet the 81 average in each subject area, there will be no immediate re-entry to the Chattanooga State Practical Nursing Program. Students are eligible to re-apply after five years from last point of exit.

No appeals will be granted after the second unsuccessful attempt.

CHATTANOOGA STATE PRACTICAL NURSING TRANSFER POLICY

1. All students transferring to the Practical Nursing Program at the Chattanooga State Tennessee College of Applied Technology are subject to all the admission requirements of Chattanooga State Community College.
2. All students must fill out a Practical Nursing application separate from the college application.
3. A student desiring to transfer from another school to the Practical Nursing Program must submit an official transcript and three letters of recommendation from previous nursing faculty of the student’s good standing.
4. NLN Proficiency exams will be utilized to verify theory attainment at the applicant’s expense. A score in the 80th percentile or better is required to grant advanced placement.
5. NLN challenge proficiency exams will only be given one time per subject matter.
6. All students must attend the 3rd semester.
7. Students may only challenge in to the day time program.
8. Current suspensions from other Tennessee Colleges of Applied Technology will be honored.
9. Students suspended from other TCAT schools will be ineligible for admission to the Practical Nursing Program for a minimum of six months or longer subject to the discretion of the director of the program and the Dean of the Tennessee College of Applied Technology.
10. All transfer students must possess current CPR card through the American Heart Association for health care providers and a First aid card good through the student’s tentative graduation date.
11. All transfer students must submit documentation of a physical that is current within 30 days of the beginning of class.
12. A thorough criminal background check, at student’s expense, may be required if accepted into the program. Any student not complying with this request may not be eligible to attend the program. A failed background check may prevent attendance in the program due to clinical facility requirements.
13. All transfer students may be required to pass a drug test within 30 calendar days prior to school starting.
14. All transfer students must prove documentation of current liability insurance.
15. All transfer students must abide by the college handbook and policies of the Practical Nursing Program.
16. Acceptance of transfer students is based on meeting the above requirements and space availability.
17. Students must wait one year prior to applying for transfer status from the last time of attendance of their previous school.