



Dear Evening Practical Nursing Program Applicant:

The faculty members of the Evening Practical Nursing (PN) program at Athens Technical College (ATC) are pleased you have expressed interest in pursuing a certificate in Practical Nursing!

Enclosed you will find an application checklist and some general information about the program. What you specifically will need to submit by the **May 1, deadline** depends upon your student status at ATC (see the "Practical Nursing Program Application Checklist" included in this packet).

**ALL APPLICATION MATERIALS MUST BE SUBMITTED BY MAY 1ST TO:**

TINA BONE  
ELBERT CAMPUS COORDINATOR FOR PRACTICAL NURSING  
ATHENS TECHNICAL COLLEGE  
1317 ATHENS TECH HWY  
ELBERTON, GA 30635

The Evening PN program will conduct one day and one evening orientation session per semester. Documented attendance is **required** by all Evening PN program applicants. All applicants must present a government-issued driver's license at the orientation session attended. Applicants must attend one of the orientation sessions prior to the May 1st deadline of the year that application is being submitted. Attendance to a mandatory orientation session for a previous year's application does **NOT** carry over to the next year's application process.

Official transcripts documenting medical terminology, A&P 1&2, Structure and Functioning of the Human Body. These courses are not a requirement for admittance to the evening PN program, however, points can be received for having successfully completed these courses. (Transcripts must be sent directly to Athens Technical College from the institution at which you earned course credit) and TEAS-V scores (must be sent directly to Athens Technical College by the test administrator).

All transcripts from colleges you attended previously must be official and it is your responsibility to request that they be sent to Athens Technical College such that they will arrive well before the application deadline. Once you have been accepted into the college, the Director of Registration and Records will evaluate your transcripts to determine if credit will be granted for previous coursework and will inform you by letter or ATC student email address of the credit awarded for previous college-level study. Applicants transferring from other colleges must have official transcripts sent directly to the ATC Office of Admissions. It is the student's responsibility to confirm transferability of equivalent coursework with the ATC Director of Registration and Records *before the May 1<sup>st</sup>* application deadline.

Students who seek financial aid to help fund their college education should contact the Athens Technical College Financial Aid Office at (706) 355-5009 to speak to a financial aid counselor.

If you have any questions, do not hesitate to visit the college website at [www.athenstech.edu](http://www.athenstech.edu) to learn more about the college, the Evening PN program, the admission process, and financial aid. You may also contact the program instructors, Melinda McGee (706)213-2283; [mmcgee@athenstech.edu](mailto:mmcgee@athenstech.edu); or Vick Malone (706)213-2108 at [vmalone@athenstech.edu](mailto:vmalone@athenstech.edu) if you have additional specific questions about the program.

We wish you success in the application process.

Sincerely,  
Melinda McGee, BSN, RN  
Program Chair, Practical Nursing  
04/02/2024



## **PRACTICAL NURSING PROSPECTIVE STUDENT INFORMATION**



Melinda McGee, BSN, RN, Program Chair of the Practical Nursing Program, received a Diploma in Practical Nursing in 1989 and went on to receive a Bachelor of Science in Nursing in 2016. Ms. McGee is currently licensed as a Professional Registered Nurse in the state of Georgia. Ms. McGee's main background is in Medical-Surgical Nursing but she has worked in Labor and Delivery as well. Ms. McGee has held staff positions at Elbert Memorial Hospital, Ty Cobb Healthcare System, St. Mary's Sacred Heart, and Piedmont Athens Regional. Ms. McGee also served as a Clinical Instructor for the Athens Technical College Practical Nursing program before accepting a full-time position with the college. Ms. McGee currently resides in Elberton, GA where she was born and raised.



Wicky Malone is a Practical Nursing Instructor on the Athens Technical College Elbert Campus. She received her Associate degree in Nursing in 1994 from Athens Technical College. She received her Bachelor of Science in Nursing from Thomas Edison State College in 2009. She received her Master of Science in Nursing Education from Thomas Edison State College in 2014. Mrs. Malone is currently licensed by the state of Georgia as a Professional Registered Nurse. She served as a clinical adjunct instructor from 2005-2006, after which she became a full-time clinical/academic instructor in 2007. At present, Mrs. Malone has 17 years as a faculty member of Athens Technical College. She has a background in Medical/Surgical nursing, Orthopedics, ICU, Neurology and administrative. Mrs. Malone is originally from Spartanburg, SC, but has resided in Elbert Co. for nearly 40 years.

### **APPLICATION PROCESS:**

The Evening PN program cannot admit all qualified applicants. Program enrollment is limited to 15 students. Only students meeting the minimum requirements will be presented to the admissions committee. Final selection will be made by the admission committee and the 15 applicants with the highest total score will be admitted to the program. Candidates will be scored using the following criteria: TEAS-V score (see the "Evening PN Program Application Checklist" included in this packet). Applicants can also receive additional points by submitting a copy of the following: Proof of CNA, CMA, or EMT certification, and PCT as outlined in the "PN Admission Criteria Evaluation" form. Points may also be awarded for successful completion of medical terminology and anatomy and physiology.

### **LENGTH OF PROGRAM:**

Once a student has been accepted into the program, the curriculum will be completed in five consecutive semesters. Program-specific courses are taught in a strict sequence that begins each fall. Students are awarded a certificate in Practical Nursing upon program completion and are eligible to sit for the NCLEX.

04/02/2024

**ACADEMIC RIGOR:**

Each course in the curriculum is offered only once per year in a very strict course sequence. Many students find that to be successful in the Evening PN program academically they must make a full-time commitment to the program. Students are expected to be ACTIVE participants in the learning process. Successful completion requires dedicated, hard-working students who can conduct themselves in a professional manner during the learning process.

**GENERAL PROGRAM INFORMATION:**

During the duration of the program, didactic and laboratory instruction are used to form a foundation upon which students can rely during the clinical phase of the program.

**HANDS-ON and CLINICAL EXPERIENCE:**

In the ATC Evening PN Program, initial training often utilizes models and alternative learning methods to allow students the opportunity to become proficient in technical skills prior to performing those skills in the clinical setting. The program schedules skill laboratories in which students can fine-tune their skills. Clinical rotations are scheduled at hospitals, skilled nursing facilities, and clinics in the Elbert, Athens, Hartwell and Comer, GA. Clinical education plays a very significant role in your development as a Licensed Practical Nurse (LPN). Attendance in clinical rotations is not optional. This means that you will need to plan carefully to avoid clinical absences. Your clinical rotations will occur at a variety of locations and will include every other weekend rotation. Unlike traditional college courses, clinical rotations will usually consist of 8-hour shifts.

**Some questions you should ask yourself include:**

- Do I have dependable transportation?
- Do I have enough money to cover my gas expense to get to and from clinical?
- Will my employer be flexible with my clinical education schedule?
- How reliable is your support structure outside of school?
- What alternatives do you have for unexpected personal schedule changes?
- There may be times when you will miss a clinical rotation because of illness, but if you miss too much time you may be required to make that time up, repeat the course, or you may be released from the program.

**STUDENT HEALTH:**

After admission to the Evening PN Program, the following are required by our clinic sites and copies of immunization records must show:

- Measles, Mumps and Rubella (MMR): Series of 2 vaccines required or must have a positive antibody titer to demonstrate immunity.
- TB: 2-step PPD skin test or QuantiFERON Gold blood test.
- Hepatitis B: Requires a series of 3 vaccines, with a subsequent titer to document immunity AND signed Declination form if titer shows negative immunity.
- Varicella (Chicken Pox): Positive Varicella antibody titer or 2 doses of vaccine required; we can no longer accept documented history of chicken pox.
- Tdap (Tetanus, Diphtheria, and Pertussis): Required to be within the last 8 years.
- COVID-19 Vaccine: 2 doses of either Pfizer or Moderna OR 1 dose of Johnson & Johnson or sign a declination form.

**Also Required:**

- Current Health and History Exam: This exam should be administered by a qualified health care professional and reflect the student's competence in all areas of our Technical Performance standards (Located in the PN Program Addendum to the Student Handbook). Physical forms will be provided.
- Background check and Drug screen through Advantage Students.
- Current Healthcare Provider CPR certification from the American Heart Association.

- Malpractice insurance coverage (paid for in tuition/fees).

### **ETHICAL BEHAVIOR ELIGIBILITY REQUIREMENT:**

The Evening PN program requires that students undergo a background check and a drug screen. If a student has a criminal background, they will need to provide a copy of their disposition report for review by clinical sites where they will be completing their training. Ultimately, it is up to the clinical site to determine whether a student with a criminal background can participate in clinical placements based on the nature of the offense and the disposition of the case.

If a drug screen tests positive for illegal substances or substances for which the student does not have a valid prescription, the student may be prohibited from attending clinical rotations. This policy is in place to maintain a drug-free environment and ensure the safety of patients under the care of nursing students. Failing a drug screen can have serious consequences, including failing the clinical component of the program which can lead to an academic dismissal.

It's important for nursing students to adhere to these requirements and maintain a clean record to successfully complete their education and pursue a career in nursing.

Clinical placements are a critical component of nursing education, providing students with hands-on experience and the opportunity to apply their knowledge and skills in real-world healthcare settings. However, due to the limited availability of clinical sites and the stringent requirements set by those sites, students with certain backgrounds or issues may face challenges in advancing through their nursing program.

As mentioned earlier, if a student is not able to attend clinical placements because of a criminal background or other issues that disqualify them from participating, they may not be allowed to progress in the program. This is because meeting the clinical requirements is a crucial part of completing a nursing program and becoming licensed as a nurse.

It's essential for students considering a career in nursing to be aware of the requirements and potential barriers they may face, such as restrictions related to criminal backgrounds or drug screenings. By understanding and adhering to these policies, students can better position themselves for success in their nursing education and future careers.

Honesty and transparency are crucial when it comes to disclosing any criminal background to the Georgia Board of Nursing. Providing a copy of the disposition of your charges and a detailed explanation shows that you are taking responsibility for your past actions and are committed to being forthright about your history. Attempting to conceal or misrepresent your criminal background could have serious consequences, including being denied the opportunity to take the NCLEX exam, which is a critical step in becoming a licensed practical nurse. It's always best to address any issues head-on and demonstrate your willingness to move forward in a positive and ethical manner.



## Practical Nursing: Certificate Program Sequence (49 Semester Hours)

| Practical Nursing Evening Program    |    |                                    |    |
|--------------------------------------|----|------------------------------------|----|
| Fall Semester                        |    | Spring Semester                    |    |
| PNSG 1600 Intro to Pharmacology      | 3  | PNSG 1610 Adult Health Nursing I   | 6  |
| PNSG 1605 Fundamentals of Nursing    | 6  | PNSG 1615 Adult Health Nursing II  | 6  |
| Total                                | 9  | Total                              | 12 |
| Summer Semester                      |    | Fall Semester                      |    |
| PNSG 1635 Maternal Nursing           | 4  | PNSG 1620 Adult Health Nursing III | 6  |
| PNSG 1640 Pediatric Nursing          | 3  | PNSG 1630 Mental Health Nursing    | 4  |
| Total                                | 7  | Total                              | 10 |
| Spring Semester                      |    |                                    |    |
| PNSG 1625 Adult Health Nursing IV    | 6  |                                    |    |
| PNSG 1645 Practical Nursing Capstone | 5  |                                    |    |
| Total                                | 11 |                                    |    |

**All PN courses must be completed with a C or better.**



## **PN Program Application Checklist**

**All Applicants – submit all items in the following list plus Option A, B or C depending upon your status:**

\_\_\_ Verification of Lawful Presence in the United States and applicant age (submit a photocopy of your passport, driver’s license or state-issued photo identification card).

\_\_\_ Evening Practical Nursing (PN) Program Intent Form - this form is to be submitted electronically at [PN Intent Form](#)..

\_\_\_ Documented attendance at one REQUIRED Evening PN program information session. Times and dates are available online at <https://www.athenstech.edu/competitive-health-admissions/> .

\_\_\_ Valid (less than 5 years old) official TEAS-V Test Results (ATC regularly offers the TEAS-V examination; must be taken at an approved testing facility). <https://forms.athenstech.edu/teas>

\_\_\_ Applicants transferring from other colleges must have official transcripts sent directly to the ATC Office of Admissions. It is the student’s responsibility to confirm transferability of equivalent coursework with the ATC Director of Registration and Records before the June 1st application deadline.

\_\_\_ Applicants currently/previously enrolled at ATC should submit copies of their on-line academic transcript.

### **Option A - New students (not currently or previously enrolled at Athens Technical College):**

\_\_\_ Completed and signed Application for Admission to Athens Technical College <https://www.athenstech.edu/apply-now/> and the required application fee.

- Indicate “Evening Practical Nursing” on the application form as your intended program of study.

\_\_\_ Official transcripts from every college attended previously (if applicable) OR Official transcripts from the high school from which the applicant graduated (or GED documentation) if no prior college-level coursework has been completed. (College and University Transcript Request forms are available online at Transcript Request <https://www.athenstech.edu/registrar-records/student-services-forms/>

### **Option B - Currently enrolled ATC students:**

\_\_\_ Completed and signed Program Change Form <https://www.athenstech.edu/registrar-records/student-services-forms/> indicating “Evening Practical Nursing” as your intended program of study.

### **Option C - Former Students (not enrolled at ATC within the last two consecutive semesters of application):**

\_\_\_ Completed and signed Readmission Request Form <https://www.athenstech.edu/registrar-records/student-services-forms/> indicating “Evening Practical Nursing” as your intended program of study.

\_\_\_ Placement Test Results (required if your scores on file at Athens Technical College are more than FIVE years old).

Candidates will be ranked using the following criteria: TEAS-V score, and Proof of CNA, CMA, PCT, or EMT certification. Students can receive additional points for successful completion of Medical Terminology and Structure and Functioning of the Human Body. Students can typically expect to receive written notification regarding their standing by mid/late May.

**Evening Practical Nursing Program Fee Schedule 2024-2025**

| Prior to Program Entry           |                      |                          |                            |
|----------------------------------|----------------------|--------------------------|----------------------------|
| ATC Enrollment Application Fee   | \$25.00              | \$25.00                  |                            |
| TEAS-V                           | \$70.00              | \$70.00                  |                            |
| <b>Total</b>                     | <b>\$95.00</b>       | <b>\$95.00</b>           |                            |
| First Semester (Fall)            | In-State (\$100/hr.) | Out of State (\$200/hr.) | Program Cr Hrs. p/semester |
| 9 credit hours                   | \$900.00             | \$1800.00                | 9                          |
| Accident Insurance Fee - \$6.00  | \$6.00               | \$6.00                   |                            |
| Instruction Fee - \$660.00       | \$60.00              | \$60.00                  |                            |
| Parking Fee - \$ 40.00           | \$40.00              | \$40.00                  |                            |
| Registration Fee - \$55.00       | \$55.00              | \$55.00                  |                            |
| Student Activity Fee - \$45.00   | \$45.00              | \$45.00                  |                            |
| Technology Fee - \$110.00        | \$110.00             | \$110.00                 |                            |
| Campus Safety Fee \$30.00        | \$30.00              | \$30.00                  |                            |
| ATI Program Fees \$500.00        | \$500.00             | \$500.00                 |                            |
| <b>Total for First Semester</b>  | <b>\$1746.00</b>     | <b>\$2646.00</b>         |                            |
| Second Semester (Spring)         |                      |                          | 12                         |
| 12 credit hours                  | \$1200.00            | \$2400.00                |                            |
| Accident Insurance Fee - \$6.00  | \$6.00               | \$6.00                   |                            |
| Instruction Fee - \$60.00        | \$60.00              | \$60.00                  |                            |
| Parking Fee - \$ 40.00           | \$40.00              | \$40.00                  |                            |
| Registration Fee - \$55.00       | \$55.00              | \$55.00                  |                            |
| Student Activity Fee - \$45.00   | \$45.00              | \$45.00                  |                            |
| Technology Fee - \$110.00        | \$110.00             | \$110.00                 |                            |
| Campus Safety Fee - \$30.00      | \$30.00              | \$30.00                  |                            |
| ATI Program Fee \$500.00         | \$500.00             | \$500.00                 |                            |
| <b>Total for Second Semester</b> | <b>\$2046.00</b>     | <b>\$3246.00</b>         |                            |
| Third Semester (Summer)          |                      |                          | 7                          |
| 7 credit hours                   | \$700.00             | \$1400.00                |                            |
| Accident Insurance Fee - \$4.00  | \$4.00               | \$4.00                   |                            |
| Instruction Fee - \$50.00        | \$50.00              | \$50.00                  |                            |
| Parking Fee - \$ 42.00           | \$42.00              | \$42.00                  |                            |
| Registration Fee - \$55.00       | \$55.00              | \$55.00                  |                            |
| Student Activity Fee - \$30.00   | \$30.00              | \$30.00                  |                            |
| Technology Fee - \$105.00        | \$105.00             | \$105.00                 |                            |
| Public Safety Fee - \$25.00      | \$25.00              | \$25.00                  |                            |
| ATI Program Fee \$500.00         | \$500.00             | \$500.00                 |                            |
| <b>Total for Third Semester</b>  | <b>\$1546.00</b>     | <b>\$2646.00</b>         |                            |
| <b>Total First Year</b>          | <b>\$5338.00</b>     | <b>\$8538.00</b>         |                            |

| Fourth Semester (Fall)           | In-District (\$100/hr.) | Out of State (\$178/hr.) | Program Cr Hrs. p/semester |
|----------------------------------|-------------------------|--------------------------|----------------------------|
| 10 credit hours                  | \$1000.00               | \$2000.00                | 10                         |
| Accident Insurance Fee - \$6.00  | \$6.00                  | \$6.00                   |                            |
| Instruction Fee - \$60.00        | \$60.00                 | \$60.00                  |                            |
| Parking Fee - \$ 40.00           | \$40.00                 | \$40.00                  |                            |
| Registration Fee - \$55.00       | \$55.00                 | \$55.00                  |                            |
| Student Activity Fee - \$45.00   | \$45.00                 | \$45.00                  |                            |
| Technology Fee - \$110.00        | \$110.00                | \$110.00                 |                            |
| Campus Safety Fee - \$30.00      | \$30.00                 | \$30.00                  |                            |
| ATI Program Fees \$500.00        | \$500.00                | \$500.00                 |                            |
| <b>Total for Fourth Semester</b> | <b>\$1846.00</b>        | <b>\$2846.00</b>         |                            |
| Fifth Semester (Spring)          |                         |                          | 11                         |
| 11 credit hours                  | \$1100.00               | \$2200.00                |                            |
| Accident Insurance Fee - \$6.00  | \$6.00                  | \$6.00                   |                            |
| Instruction Fee - \$60.00        | \$60.00                 | \$60.00                  |                            |
| Parking Fee - \$ 40.00           | \$40.00                 | \$40.00                  |                            |
| Registration Fee - \$55.00       | \$55.00                 | \$55.00                  |                            |
| Student Activity Fee - \$45.00   | \$45.00                 | \$45.00                  |                            |
| Technology Fee - \$110.00        | \$110.00                | \$110.00                 |                            |
| Campus Safety Fee - \$30.00      | \$30.00                 | \$30.00                  |                            |
| ATI Program Fee \$500.00         | \$500.00                | \$500.00                 |                            |
| <b>Total for Fifth Semester</b>  | <b>\$1946.00</b>        | <b>\$3046.00</b>         |                            |
| <b>Total Second Year</b>         | <b>3792.00</b>          | <b>\$5892.00</b>         |                            |
| <b>ENTIRE PROGRAM FEES</b>       | <b>\$9130.00</b>        | <b>\$14430.00</b>        |                            |

### Estimated Additional Expenses

|              |                                                                         |                  |
|--------------|-------------------------------------------------------------------------|------------------|
|              | Notebooks and other supplies                                            | \$50.00          |
|              | Additional ATI modules not included in ATI fees                         | \$296.00         |
|              | Uniforms                                                                | \$250.00         |
|              | Criminal Background Check/Drug Screen                                   | \$100            |
|              | Medical Surgical Engage                                                 | \$105.00         |
|              | Immunizations                                                           | \$200.00         |
|              | Physical Exam                                                           | \$200.00         |
|              | CPR                                                                     | \$75.00          |
|              | Malpractice Insurance                                                   | \$11.00/yr.      |
|              | ACEMAPP                                                                 | \$51.00/yr.      |
|              | Nursing Kit                                                             | \$46.00          |
|              | TB test                                                                 | \$50.00/yr.      |
|              | NCLEX-PN Licensure exam (Exam/Fingerprints/State Board Application Fee) | \$300.00         |
|              | Flu Vaccine                                                             | Free             |
|              | Graduation Application                                                  | \$45.00          |
|              | Cap & Gown                                                              | \$53.00          |
| <b>Total</b> |                                                                         | <b>\$1821.00</b> |



**Other Expenses to consider:**

Laptop & Headphones

Travel expenses to and from clinical sites and school (gas, car maintenance...)

Child care if applicable

# Athens Technical College

## Practical Nursing

### Admission Criteria Evaluation Form

Name: \_\_\_\_\_ Student ID \_\_\_\_\_ Total Score \_\_\_\_\_

Mandatory Practical Nursing Information Session: YES \_\_\_ NO \_\_\_

TEAS Test Adjusted Individual Score, Min Score 58.7, Max 100 points): \_\_\_\_\_

Certification in one of the Following Fields (worth 5 points max):

- \*CNA \_\_\_\_\_
- \*CMA \_\_\_\_\_
- \*EMT \_\_\_\_\_
- \*\*PCT \_\_\_\_\_

\*Must present certificate before submission deadline to receive points. Can receive 5 points for only one certification.

\*\*Must have at least one year of verifiable experience as a Patient Care Tech (PCT) within the last 3 years. To verify PCT experience, a letter from the Human Resource Department of the employing company on their company letterhead verifying job title, job duties and dates of employment must be received with the application by the deadline.

Have taken the following courses prior to applying for the PN program (worth 3 points max):

- Medical Terminology \_\_\_ (1.5 points)
- Anatomy and Physiology \_\_\_ (1.5 points)

**TOTAL POINTS** \_\_\_\_\_