



Dear Practical Nursing Program Applicant:

The faculty members of the 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 **September 1st**, **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 SEPTEMBER 1ST TO:

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

The PN program will conduct one information session quarterly starting in January each year. Times for information sessions can be found on the Competitive Health Admissions page. <https://www.athenstech.edu/competitive-health-admissions/>

Documented attendance is **required** by all PN program applicants. All applicants must present a government-issued driver's license at the information session attended. Applicants must attend one of the information sessions prior to the September 1st deadline of the year that the application is being submitted. Attendance at a mandatory information session for a previous year's application does **NOT** carry over to the next year's application process.

Students with prior learning must be in good academic standing to be considered for the PN program.

TEAS-V scores must be sent directly to Athens Technical College by the test administrator before the September 1st deadline. Scores that are not entered into the system by the deadline will not be accepted. **Tests taken remotely with a proctored examiner will not be accepted. All exams must be taken at an approved testing site. A minimum score of 58.7 is needed to be considered for the PN program. There must be a minimum of 90 days between each attempt. Less than 90 days between attempts will not be accepted.**

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 to learn more about the college, the PN program, the admission process, and financial aid. You may also contact the program instructors, Melinda McGee (706)213-2283; mmcgee@athenstech.edu; or Vicky Malone (706)213-2108 at 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



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 PN program cannot admit all qualified applicants. Program enrollment is limited to 24 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 24 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 PN Program Application Checklist")

LENGTH OF PROGRAM:

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

ACADEMIC RIGOR:

Revised 05/07/2026

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 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, hardworking students who conduct themselves professionally throughout 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 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 Monday and Tuesday. 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. Clinical makeup days must be arranged by the student with permission from the instructor and clinical site.

STUDENT HEALTH:

After admission to the 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 10 years.

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 covered by ATC (paid for in tuition/fees).

ETHICAL BEHAVIOR ELIGIBILITY REQUIREMENT:

The 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 academic dismissal.

Nursing students need 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.

Students considering a career in nursing need 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 positively and ethically.



Practical Nursing: Certificate Program Sequence (49 Semester Hours)

Spring Semester	
PNSG 1600 Intro to Pharmacology	3
PNSG 1605 Fundamentals of Nursing	6
PNSG 1610 Adult Health Nursing I	6
Total	15
Summer Semester	
PNSG 1615 Adult Health Nursing II	6
PNSG 1635 Maternal Nursing	4
PNSG 1630 Mental Health Nursing	4
Total	14
Fall Semester	
PNSG 1620 Adult Health Nursing III	6
PNSG 1625 Adult Health Nursing IV	6
PNSG 1640 Pediatric Nursing	3
PNSG 1645 Practical Nursing Capstone	5
Total	20

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).

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

____ Documented attendance at one REQUIRED 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. Remote testing is prohibited.** <https://forms.athenstech.edu/teas>

Must score a 58.7 or higher to be considered for the PN program.

____ 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 the transferability of equivalent coursework with the ATC Director of Registration and Records before the September 1st application deadline. Must be in good academic standing.

____ Applicants currently/previously enrolled at ATC should submit copies of their online academic transcripts.

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 "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 "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 "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).

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	
Total	\$95.00	\$95.00	
First Semester (Spring)	In-State (\$107/hr.)	Out of State (\$214/hr.)	Program Cr Hrs. p/semester
15 credit hours	\$1,605.00	\$3,210.00	15
Accident Insurance Fee	\$6.00	\$6.00	
Instruction Fee	\$60.00	\$60.00	
Parking Fee	\$45.00	\$45.00	
Registration Fee	\$65.00	\$65.00	
Student Activity Fee	\$45.00	\$45.00	
Technology Fee	\$110.00	\$110.00	
Campus Safety Fee	\$40.00	\$40.00	
ATI Program Fees	\$918.00	\$918.00	
Total for First Semester	\$2727.00	\$4332.00	
Second Semester (Summer)			14
14 credit hours	\$1498.00	\$2,996	
Accident Insurance Fee	\$6.00	\$6.00	
Instruction Fee	\$60.00	\$60.00	
Parking Fee	\$45.00	\$45.00	
Registration Fee	\$65.00	\$65.00	
Student Activity Fee	\$45.00	\$45.00	
Technology Fee	\$110.00	\$110.00	
Campus Safety Fee	\$40.00	\$40.00	
Program Fee	\$918.00	\$918.00	
Total for Second Semester	\$2947.00	\$4452.00	
Third Semester (Fall)			20
20 credit hours	\$2140.00	\$4280.00	
Accident Insurance Fee	\$6.00	\$6.00	
Instruction Fee	\$60.00	\$60.00	
Parking Fee	\$45.00	\$45.00	
Registration Fee	\$65.00	\$65.00	
Student Activity Fee	\$45.00	\$45.00	
Technology Fee	\$110.00	\$110.00	
Campus Safety Fee	\$40.00	\$40.00	
Program Fee	\$918.00	\$918.00	
Total for Third Semester	\$3429.00	\$5569.00	
Total	\$9110.00	\$14353.00	

Estimated Additional Expenses

	Notebooks and other supplies	\$50.00
	Uniforms	\$250.00
	Criminal Background Check/Drug Screen	\$99.00
	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
Total		\$1410.00

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 _____

Mandatory Practical Nursing Information Session: YES ___ NO ___

TEAS Test Adjusted Individual Score (Must score 58.7 or higher to be considered).

Tie Breaker: Highest TEAS Math Score

TEAS SCORE _____

For Campus Coordinator use only