APPLICATION FOR THE PRACTICAL NURSING PROGRAM

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

1. Incomplete applications or those received outside the application period will NOT be accepted. Applicants are strongly encouraged to apply before the deadline to give Castle Branch and the PN Department time to review the application and allow for corrections, if needed. Corrections, if needed, will not be accepted after the application deadline.

2. Application does not guarantee admission to the program.

3. Entry into the program is determined by a competitive, points-based process.

4. There is no waiting list.

5. If you are applying for Federal Financial Aid, please go to http://mtec.edu/financial-aid/ for more information. You should apply at least three weeks before the program starts to ensure processing prior to your start date.

6. Please read this application packet and the PN program webpage for information about the program and the application process at: https://mtec.edu/programs/practical-nursing/

7. The Practical Nursing Program is a 900 clock hour program. Completion of a program to obtain a current Utah CNA or EMT certificate is in addition to the 900 clock hours in the Practical Nursing Program.

8. The Practical Nursing Program admits twenty-four (24) students twice a year. The application periods are from May 15 to June 15 for the Fall semester, and October 15 to November 15 for the Spring semester.
MTECH PRACTICAL NURSING REQUIREMENTS

ALL REQUIREMENTS MUST BE MET BEFORE SUBMITTING YOUR APPLICATION

1. Must have a current Utah State Certified Nursing Assistant (CNA) or Emergency Medical Technician (EMT) certificate that will not expire during the Practical Nursing Program.

2. Must have a high school diploma or equivalent.

3. Must be 18 years or older.

4. Must take the most current version of the ATI TEAS test. Test scores are valid for one year.

HOW TO APPLY:

1. Pay the $30 non-refundable PN Program Application Fee to MTECH Student Services.

2. Pay $88 (subject to change) for the ATI TEAS test and register for the exam. For directions on how to sign up for the TEAS, please go to https://mtec.edu/programs/practical-nursing/

3. Completely fill out this application packet and have all of the required supporting documentation complete and ready to upload to Castle Branch.

   • Click on the Place Order button.
   • Select the MZ28S20: Compliance Tracker. (Student code for this tracker is MZ28IM)
   • The next page has important information. Please read it and select the checkbox at the bottom left hand corner, and then the green Continue button.
   • The next page will have details about the Compliance Tracker Package. Please read and click the checkbox. Select Continue.
   • Fill out the Personal Information page. (A red asterisk indicates a required field.)
   • After filling out the Personal Information page, you will receive a confirmation email. If you do not receive a confirmation email, check your spam folder.
   • Pay the $35 fee for the Compliance Tracker.
Once you are in your Castle Branch account, you can upload the required documents to complete the application.

- Before submitting the document, the status of the requirement will be Incomplete.

- If your document is accepted after review, the status of the requirement will say Complete.

- If your document is rejected after review, the status of the requirement will say Rejected. If you select the rejected requirement, you will be able to see why it was rejected, and you will be able to upload the correct document.

- If uploading a fillable form, please make sure to save the completed form to your computer before uploading it. If you upload it without saving it first, you may upload a blank document.
BE PREPARED TO UPLOAD THE FOLLOWING DOCUMENTS:

1. The Completed Practical Nursing Application Packet

2. Professional Certificate
   ▪ Please submit a current Utah CNA certificate OR EMT certificate.

3. High School Diploma
   ▪ Please submit your High School Diploma or equivalent.

4. ATI TEAS
   ▪ Please submit the official documentation from ATI showing your overall exam score, each individual exam section for the TEAS exam, and the date the exam was taken.

5. Personal Information Form
   ▪ This form is found on Castle Branch.

6. Work History Form
   ▪ This form is found on Castle Branch.

7. Reference Form – 3
   ▪ You will need 3 copies of this form, one for each of your references. If you are currently working, one must be completed by your manager or supervisor. After your reference has filled out the form, they must place it in a sealed envelope with their signature over the seal.
   ▪ You will NOT submit these forms to Castle Branch. The forms can be hand-delivered to Brittany Stepan at the Practical Nursing building or mailed to the following address:
     * Mountainland Technical College
       Practical Nursing Program
       Attn: Brittany Stepan
       2801 Ashton Blvd.
       Lehi, UT 84043

8. Personal Letter
   ▪ Please submit a 1-page, single space letter addressed to the Admissions Committee. Please discuss the following topics in your letter: why you want to be a nurse, what you have done to prepare to be a successful nursing student, what your top 3 strengths are and why, and 3 areas where you can improve.

9. Application Receipt
   ▪ Please submit a copy of your PN Program Application Fee receipt from Student Services.
MTECH PRACTICAL NURSING PLAN OF STUDY

First Semester:
Nursing 1010  Foundations of Nursing Care
Nursing 1011  Care of the Mental Health Patient
Nursing 1012  Pharmacological Nursing Care I
Labs, simulations, and clinical experiences are also conducted throughout the semester.

Second Semester:
Nursing 1013  Pharmacological Nursing Care II
Nursing 1014  Nursing Care of the New Family
Nursing 1015  Nursing Care of the Adult Patient
Labs, simulations, and clinical experiences are also conducted throughout the semester.

Sample Schedule

**Schedule is subject to change**

First Semester

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
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<tbody>
<tr>
<td>Lab</td>
<td>Lab</td>
<td>Test Day</td>
<td>Class 0830-1200</td>
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<td>0730-1030 or</td>
<td>AND</td>
<td>AND</td>
<td>AND</td>
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<tr>
<td>1030-1330 or</td>
<td>1030-1330 or</td>
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<td>1330-1630 or</td>
<td>1330-1630 or</td>
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<tr>
<td>OR</td>
<td>OR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clinical</td>
<td>Clinical</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0545-1800</td>
<td>0545-1800</td>
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Second Semester

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
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<td>Clinical</td>
<td>Clinical</td>
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<td>Class 0830-1200</td>
<td>Class 0830-1200</td>
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<tr>
<td>OR</td>
<td>OR</td>
<td>Class 1300-1630</td>
<td>Class 1300-1630</td>
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<tr>
<td>Times vary</td>
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</tbody>
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Updated 9/23/19
MTECH PRACTICAL NURSING PROGRAM COST

The cost breakdown is an approximate amount for both semesters of the program and can be found at http://mtec.edu/programs/practical-nursing/

PLEASE NOTE:

1. The non-refundable $30 PN Program Application Fee must be paid BEFORE you submit the MTECH Practical Nursing Application Packet.

2. The $40 MTECH Student Registration Fee will be paid AFTER you are admitted to the PN program. If you are accepted, you will be notified by email of the due dates for the remaining fees.

3. You will be required to pay for your drug screen and background check AFTER you are admitted to the program.

4. Once you are admitted to MTECH, you will need to register and pay your tuition and fees in FULL at least two weeks before the start date. Tuition and fees must be paid at Student Services. Tuition rates generally change annually on July 1st, and may increase from current rates.

5. *The above costs are estimates only. The cost for fees, tuition and any other associated costs are subject to change at any time and without notice.*
WHAT HAPPENS AFTER YOU APPLY:

1. Once the application period is closed, all applications will be scored on a point system used to select qualified candidates.

2. The 35 applicants with the highest overall points will be selected to go through the interview process.

3. A maximum of 24 students will be accepted into the program. All other qualified applicants will be placed on the alternate list.

4. Applications are only good for one application period. If you apply, but are not accepted, decline your seat, or withdraw from the program, you must reapply. Admission to the program is not guaranteed.

NON-DISCRIMINATION STATEMENT:

MTECH is fully committed to policies of non-discrimination and equal opportunity.

MTECH does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

Inquiries regarding non-discrimination policies can be directed to:

Justin Browning  
Title IX Coordinator  
Mountainland Technical College  
2301 West Ashton Blvd.  
Lehi, UT 84043  
Phone 801-753-4109  
jbrowning@mtec.edu

Office for Civil Rights, Denver Office  
U.S. Department of Education  
Cesar E. Chavez Memorial Building  
1244 Speer Boulevard, Suite 310  
Denver, CO 80204-3582  
Phone: 303-844-5695  
Fax: 303-844-4303  
TDD: 800-877-8339  
OCR.Denver@ed.gov

By signing here, I agree that I have read and understand the information in this application packet.

Print Name______________________________________________

Signature________________________________________________  Date____________________
PRACTICAL NURSING PROGRAM
ADMISSIONS ACCEPTANCE POINT SYSTEM

MTECH OFFICE USE ONLY

CRITERION:

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Points</th>
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<tbody>
<tr>
<td>TEAS Test</td>
<td>______/10</td>
</tr>
<tr>
<td>Personal Letter</td>
<td>______/5</td>
</tr>
<tr>
<td>Work History: Direct Health Care Experience</td>
<td>______/3</td>
</tr>
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<td>Experience</td>
<td>Points</td>
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<tr>
<td>6 or more months with reference</td>
<td>+3</td>
</tr>
<tr>
<td>6 or less months with reference</td>
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<td>Volunteer work with reference</td>
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<td>No work or volunteer history</td>
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</table>

* Criterion is based on one experience only. The experience worth the most points will be used.

<table>
<thead>
<tr>
<th>Reference Forms – 3</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>45-50 points and positive comments</td>
<td>+3</td>
</tr>
<tr>
<td>40-45 points and positive or neutral comments</td>
<td>+2</td>
</tr>
<tr>
<td>35-40 points and neutral comments</td>
<td>+1</td>
</tr>
<tr>
<td>34 points or less and negative comments</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Current Resident of Utah, Wasatch or Summit Counties</td>
<td>______/1</td>
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<tr>
<td>Previous Qualified Applicant</td>
<td>______/1</td>
</tr>
<tr>
<td>Attendance at Information Session</td>
<td>______/1</td>
</tr>
</tbody>
</table>

Total Points ______/30

The applicants with the 35 highest scores will be selected to go through the interview process. The interview is worth 10 points. After the interview process, the 24 applicants with the highest scores will be offered seats in the program. The remaining applicants will be placed on the alternate list.

The PN Faculty reserves the right to interview additional qualified applicants if needed.

The total points needed to be admitted to the PN Program may change with every applicant pool.

Updated 9/23/19