

Application Procedure Checklist

YOUR APPLICATION WILL NOT BE PROCESSED IF ANYTHING IS MISSING

Each of the following steps must be completed and submitted to the Practical Nursing secretary by April 1st for the application to be considered complete. **Mailing address: Tammy Sisseck, Nursing Administrative Assistant, 600 W. Edwards Place, Nevada, MO 64772. Phone: 417-667-0518, ext. 5238.**

- _____ Submit completed Application & questions to Tammy Sisseck, Nursing Administrative Assistant. This may be done at time of TEAS testing or presented in person or by mail
- _____ Submit \$40.00 non-refundable application fee in the form of cash, check, or money order made payable to Crowder College PN Program. We cannot accept debit/credit cards.
- _____ Apply to Crowder College if you have not been a former Crowder student. Fee is \$25. Crowder application may be completed online or by visiting any Crowder College campus.
- _____ Complete the Free Application for Federal Student Aid (FAFSA) at <https://studentaid.ed.gov> Crowder School code is **002459**. Click on the **IRS data retrieval** option. This will automatically download your **2020** tax information into the FAFSA. If you need assistance to complete your FAFSA, contact Crowder College financial aid services at 417-667-0518.
- _____ Schedule to take the TEAS pre-entrance test. This test is computerized; you have up to 4 hours to complete. Applicant will need to bring a credit/debit card (**NO CASH**) to pay test fee of \$65.00. A Total score of 54% on the TEAS test is preferred. If necessary, the applicant may have an opportunity to retake the TEAS, one time, with an interval of at least two weeks between tests, but applicant will need to pay the exam fee again to retake. Practice questions can be accessed at <http://www.teas6practicetest.com/> Youtube videos for TEAS 6 can also be searched. Call 417-667-0518, ext. 5238 to schedule an exam. **TEAS test dates:** February 24, 2021 @ 9 AM; March 1, 2021 @ 9 AM; March 15, 2021 @ noon; or March 24, 2021 @ noon. Test dates are subject to change based on inclement weather cancellations; please be sure and check with Tammy if bad weather.
- _____ Submit official copy of high school transcript or equivalency to records@crowder.edu You will also need to send an unofficial transcript to address above. If you are a current high school senior, have unofficial transcript sent to address above and send official transcript to records@crowder.edu upon graduation.
- _____ Submit three (3) professional references in sealed envelopes with signature of reference across the back seal of the envelope. Forms are attached to this packet. **At least one reference must be from present or most recent previous employer.** References from relatives are not acceptable.
- _____ Register on the *Family Care Safety Registry* for Missouri.
*You can check to see if you are already registered by going to <https://health.mo.gov/safety/fcsr/> Click on "**Registration**" tab, click "**Register,**" click the tab "**Is a Person Registered.**" Enter the requested information and you will be alerted if your Social Security number (SSN) is found in the database. If your SSN was found you have completed the requirements for this step. *If your SSN is not in the database you must register. There is a one-time fee of \$15.25 to register. Click the **Continue** button next, then "**To Proceed with Registration.**" For the Employer name select "**No Employer.**" In the "**Select if No Employer**" field select "**Student.**" For the "**Registration Type**" select "**Voluntary.**" Continue to follow the on-line prompts to complete the remaining information. You will be asked for your payment information at the end of the process. You should receive a "**Transaction Successful**" message at the very end of the process. If you have any questions related to this process, please contact the Practical Nursing Program secretary at 417-667-0518, ext. 5238. Failure to register by application deadline may make you ineligible for admission.

All steps must be completed by April 1, 2021

Admission Criteria:

- Have a valid high school diploma or the equivalent, such as GED or HiSet
- Complete the TEAS pre-entrance exam; preferred total score of 54%
- Have good moral character as evidenced by references
- Enrolled in the Family Care Safety Registry (FCSR) with no disqualifying issues per clinical site determination
- Free of Class A or B felonies on criminal background check
- Acceptable drug screen
- Adequate finances and reliable transportation
- Ability to perform *Required Functional Abilities*

Selection Process:

- The admissions committee will meet to consider completed applications between April 1st and May 1st. The selection process is objective based on points awarded in the following areas: completion of the application and questions, pre-entrance testing, professional references, and ability to follow directions. Grammar, visual appearance, and transcripts are also used in determining points. **Additional points can be earned for submission of healthcare certifications.**
- All applicants will receive written notification of the committee's decision. If notification has not been received by the middle of May, please contact the Nursing Administrative Secretary 417-667-0518.
- Late applications may be accepted dependent on number of seats available after initial selection.