

Greater Altoona Career & Technology Center  
PRACTICAL NURSING PROGRAM  
ADMISSIONS AND PROMOTION PROCEDURES

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**ADMISSION AND PROMOTION OF PRACTIAL NURSING STUDENTS**

*Non-Discrimination Policy*

*The Greater Altoona Career & Technology Center will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected classification. Announcement of this policy is in accord with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Titles VI and VII of the Civil Rights Act of 1964, and the Americans with Disabilities Act of 1990. Employees or applicants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for persons with disabilities, should contact Title IX Section 504 Coordinator, at 1500 Fourth Avenue, Altoona, PA 16602-3695, or telephone (814) 946-8454*

**I. ADMISSION OF CLASSES:**

One full-time class shall be admitted annually, and one part-time class will be admitted every two years.

The number of students admitted will be based on State Board approval and availability of clinical sites to meet program objectives.

**II ADMISSION REQUIREMENTS:**

- Graduate of an approved high school or G.E.D. equivalent.  
(An official copy of high school transcript and/or GED test scores, required)
- Satisfactory completion of pre-admission aptitude test. (PSB)  
(This test is given during the months of October through May on an as-needed basis each year in the Practical Nursing Department.) (Scores are valid for a period of two years.)  
\*See attached for minimum passing scores.
- Submission of three confidential references.  
(Forms will be supplied at the time of aptitude testing.)  
It is required that the evaluator send the reference directly to the school in an effort to maintain confidentiality.
- Personal interview with faculty member.
- Evidence of good physical, dental and mental health.  
(Determined by pre-admission examination by a physician, dentist, laboratory testing, drug screening and current immunization status.) (Certain minimal performance criterion is essential.)
- Healthcare Provider CPR Course Completion Card current through enrollment.  
(No exceptions) (Does not need to be submitted until after acceptance in the program.)
- An acceptable PA and Federal Criminal Record Check and a PA Child Abuse History Clearance, current within three months of the first day of class.
- Students must have evidence of U.S. Citizenship or legal immigration status. We do not enroll students with F-1 immigration status.

\* The faculty reserves the right to determine the standards to which requirements are met.

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**III. APPLICATION PROCEDURE:**

One full-time class is admitted each August. One part-time class is admitted every other August. Class is admitted each August. Contact the Practical Nursing Department for an application packet. A \$40 non-refundable application fee is due with the submission of your application. This fee covers the cost of the pre-admission aptitude test which is scheduled and administered by the school once your application is received. Applications may be initiated at anytime, but pre-admission aptitude testing is only conducted from October through May, on an as-needed basis.

**IV ACCEPTANCE PROCEDURE:**

Once applicants are accepted into the Program, they will receive written notification that a \$100 non-refundable fee is due to confirm enrollment. This fee is not applied to the tuition cost. Failure to remit the fee will result in forfeiture of acceptance. Should an applicant decide to withdraw after submitting their \$100 acceptance fee, they may submit a request in writing to reserve a seat for the following year. If the request is made in writing sixty days before the start of class, no \$100 fee will be required for the following year. The prospective student would need to meet all admission requirements designated by the faculty that may include, but not limited to, submission of new references and/or a second interview.

**V. PROMOTION OF STUDENTS:**

Students who successfully meet course requirements will advance to the next level. The following is a list of prerequisites that must be obtained before proceeding to the next level:

<u>Course</u>	<u>Prerequisites</u>
Medical and Surgical Nursing I	Anatomy and Physiology Fundamentals of Nursing & PVR
Pediatrics and Obstetrics	Anatomy and Physiology Fundamentals of Nursing & PVR Medical and Surgical Nursing I
Medical and Surgical Nursing II	Anatomy and Physiology Fundamentals of Nursing, PVR, and Medical and Surgical Nursing I
Medical and Surgical Nursing III	Anatomy and Physiology Fundamentals of Nursing, PVR, and Medical and Surgical Nursing I and II
Pharmacology I	Anatomy and Physiology Fundamentals of Nursing, PVR and Medical and Surgical Nursing I
Pharmacology II	Anatomy and Physiology Fundamentals of Nursing, PVR, and Medical and Surgical Nursing I, II, Pharmacology I

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**Admissions:**

The Continuing Education Office has an open door admissions policy limited only by the following:

A student must be a high school graduate or the equivalent, and be able to benefit from instruction. An adult who does not have a high school diploma or the equivalent may be admitted as a “special student”. Students admitted in “special student” status will be required to provide proof of academic ability within 90 school calendar days from first day of classes. The Coordinator of Continuing Education has the right to extend the 90-day requirement up to 120-days, if extenuating circumstances exist.

Acceptance to several programs of study is based upon the applicants meeting the requirements (including necessary academic skills and prerequisites) of the specific program of study. The school reserves the right to deny admission or readmission to any student if, in the opinion of school authorities, his/her admission is not in the best interest of the student or the school.

Students experiencing difficulty with their choice of training should make a preliminary appointment to speak with the adult counselor. Counseling services are available to individuals to assist them in making decisions regarding their education.

**Admissions Procedure:**

To be considered for admission prospective students must submit the following material to the GACTC, Continuing Education Office, 1500 Fourth Avenue, Altoona, PA 16602.

1. Application should be obtained from the Continuing Education Office. After it is completed, it should be returned by mail or in person, along with the \$10.00 application fee.
2. Applicants will be scheduled for a reading and math test. These tests are a requirement of all individuals applying for entrance into full-time programs. Individuals must score above the ninth grade level on both tests to be considered eligible for admission. Medical Assistant applicants should score above the tenth grade level on both tests. If this test has already been taken through WIA, please indicate the date taken and enclose with the application. A high school transcript may be submitted in place of the test for individuals who have graduated within the past two years.
3. In an effort to provide the most effective and safe learning environment, all prospective students applying for admission to continuing education program offerings at the GACTC will be required to pass a Pennsylvania State Criminal Background Check. The background check form is included in the application packet. The applicant must complete the background check form and submit, at the time of application submission, with a \$10.00 processing fee. Anyone not residing in the state of Pennsylvania for the past two years will be required to get an ‘FBI Clearance’ through the PA COGENT SYSTEM—a cost of roughly \$40.00. The Office of Continuing Education will inform all applicants concerning the status of their criminal background check results. The GACTC reserves the right to deny entrance to adult educational programs based on the results of the criminal background check. Additionally, all applicants seeking admission into one of the postsecondary programs of study at the GACTC must obtain a Pennsylvania Child Abuse Clearance—the paperwork for both the **criminal record check** and the **child abuse clearance** will be mailed out to students with the application packet.

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4. Each applicant will be interviewed by the Adult Counselor and will have his/her application reviewed. If further evaluation is necessary, the applicant will be scheduled for vocational evaluation at the career and technology center. The results are used for guidance purposes to help the individual applicants in selection and placement in a particular course.
5. If the interview, test, and evaluation results are adequate for admission, an acceptance letter will be mailed to the applicant.
6. A \$100 registration fee is due at the time of enrollment. This fee is nonrefundable and nontransferable and guarantees the student's place in class. The deadline for paying the fee is stated in the acceptance letter. Accepted students may be asked for a copy of their high school diploma, high school transcript or GED prior to beginning classes. Accepted Medical Assistant students must submit a completed health form.
7. Tuition must be paid according to the explanation within the acceptance letter. Failure to pay the tuition by the due date will cause the student's application to be inactivated immediately. If the student is being sponsored by an agency or special program, a letter must be sent to the Continuing Education Office stating such sponsorship.

**Advanced Placement:**

The school does not participate in the Advanced Placement Program. This program gives students the opportunity to earn college credit while in high school. There are no comparable courses with those offered at the GACTC.

**Transfer of Credit:**

Appropriate credit is given for comparable previous training. A student wishing to transfer from another school is required to furnish a transcript of grades and a financial aid transcript from the school attended. Transfer students must have a 2.0 Q.P.A. ("C" average) or comparable.

**Previous Work Experience:**

Previous work experience may be evaluated if the student can demonstrate knowledge and skills taught in certain required courses. This generally is measured by challenge written exams or demonstrations of skills required for course completion. Students will be considered on a case by case basis. Courses will be evaluated by the Director of Continuing Education and credits will be granted for courses similar in content and character. A "C" grade, or better in each course transferred is required. At least 60% of the courses required for graduation must be completed at the GACTC. A course for which no credit or grade is given at the previous institution cannot be transferred. Developmental, review or remedial courses are not transferrable.