



## KTC NURSING PROGRAMS NEW STUDENT CHECKLIST

Student Name: \_\_\_\_\_

	NATCEP Certification	Practical Nursing Diploma	LPN-RN Diploma
Registration Form			
Registration Fee (call 740-399-1506 to pay with credit card)			
State Issued Picture ID (Driver's License, Passport, Ohio ID Card)			
Proof of U.S. Residency (Social Security Card, Resident Alien Card OR Current US Passport or Naturalization Certificate)			
Copy of high school/GED graduate transcript, diploma/certificate (Graduation required before enrollment deadline)	Not Applicable		
Work Keys Pre-Admission Testing completed within three (3) years (scheduled when paying Registration Fee)			
Pre-entrance Testing: Minimum Adjusted Individual Total Score of <b>62%</b> on ATI-PN Comprehensive Predictor completed within one (1) year	Not Applicable	Not Applicable	
Math prerequisite: Earned a C or higher in a college level Algebra course completed within two (2) years OR score of <b>100%</b> on Dosage Calculation Competency Exam	Not Applicable	Not Applicable	
Official transcript(s) for previous college course work (LPN program)	Not Applicable	Not Applicable	
Current, valid, and unrestricted NATCEP certification (STNA)	Not Applicable		Not Applicable
Current, valid, and unrestricted LPN licensure in the State of Ohio (MEDS-IV)	Not Applicable	Not Applicable	
Financial Aide Consultation Form – call 740-393-2933 to schedule appointment			
Professional Reference #1 (cannot be completed by family or friends)			
Professional Reference #2 (cannot be completed by family or friends)			
Medical Release indicating <i>full clearance</i> to perform all duties associated with program (KTC Form Required)			
BLS for Healthcare Provider (CPR) card (hands on class NOT online)	Not Applicable		
BCII Background Check (Must use code 4723 09)			
FBI Background Check (Must use code 4723 09)			
10-panel drug screen from accredited lab completed within 6 months of enrollment deadline	Not Applicable		
<b>NOTE: Immunizations/titers may require a repeat immunization/titer to demonstrate active immunity</b>			
Tetanus (completed within 10 years)	Not Applicable		
MMR (documentation of two vaccines or titer)	Not Applicable		
Varicella (documentation of two vaccines or titer)	Not Applicable		
Hepatitis B (documentation of full ENGERIX or HEPLISAV-B injection series required)	Not Applicable		
Tuberculosis (Two-step, two consecutive annual One-step, Quantiferon, or T-Spot) Chest X-ray ONLY accepted for documented history of positive TB skin test			
Annual Flu Vaccination (due each year by October 30)	Not Applicable		
Interview with Program Coordinator ( <b>Applicants will be contacted to schedule once all documents have been received</b> )			

Applicants are encouraged to submit documents electronically or in person but must keep copies of documentation for their personal records. All documents must be received prior to the Enrollment Deadline. Successful completion of Jump Start is required for the Practical Nursing and LPN-RN Transition Programs (see Program Calendar on website for dates). Program acceptance is based upon a variety of factors including: professionalism, communication skills, appearance, poise/confidence, available space, program readiness, ability to follow directions demonstrated throughout enrollment process. Call 740-399-1506 with questions.