

Southeast Kentucky Community and Technical College
Associate Degree Nursing Program Applicant
Check List

- _____ **SKCTC Application:** (If I didn't attend SKCTC for one or more semesters, I need to go to the Admissions Office at any SKCTC campus and apply for admission to the college or online.)
- _____ **Nursing Program Application:** (Given to Cookie Baldwin with application packet)
- _____ **High School Transcript or GED Score Report:** (Official) from high school or board of education. (goes in application packet)
- _____ **Official Transcripts** of all postsecondary education attended including technical/vocational schools for the application packet. (This also includes and SKCTC and any other KCTCS college attended) (goes in application packet)
- _____ **Medicaid Nurse Aide Course completion document:** (unless NAA 100 course is still to be taken or in process; please include a letter stating this in your application packet. You can get a copy of your nurse aid certification by going on line to KBN and running off a copy) **You do not have to be on the certified list, but must have completed the course within the past 3 years.** (goes in application packet)
- _____ **ACT Score Report:** (must include a copy of ACT scores with the nursing application packet. You may go to the academic support services at SKCTC and get help to prepare for the exam or schedule the exam if not taken or you wish to retake.) (You may take the ACT Residual given by SKCTC, see the admissions office for testing dates.)
- _____ **NLN PAX or NACE Scores:** (copy of score must be in application packet.)

SUMMARY - I need to submit: 1) Nursing Program Application; 2) Official High School Transcript or GED score report; 3) Official Transcripts of all postsecondary education, 4) Medicaid Nurse Aide course completion. (unless NAA 100 course is still to be taken, then please include a letter stating this in your application packet), 5) ACT Score Report and; 5) NLN PAX or NACE scores. All information in the application packet mailed at one time by:

- **March 1 deadline for fall and Nov. 1 for spring transfers/readmissions**
- **Mail all in one packet to:**

Shana Lewis
Admissions Office
Southeast Kentucky Community and Technical College
700 College Road
Cumberland, KY 40823

****If you wish to have consideration regarding college GPA or courses taken over three years ago a letter must be in the application packet stating reason for request including grades, year and explanation.**

If I attended a nursing program at another college, or am requesting readmission to the program, Please see information regarding transfer and readmission. Request must be sent to Program Coordinator by **March 1 for fall admission and November 1 for spring readmission/transfer.**

Joy Pennington, Coordinator Nursing Program
Southeast Kentucky Community and Technical College
700 College Road
Cumberland, KY 40823

I do not submit my CPR card or shot record until I am admitted to the program. I understand that although this document may be on file for the Medicaid Nurse Aide course, I will have to submit them to the nursing office if I am admitted.

Revised summer 2017