

ALBANY
Technical College
Practical Nursing Department Application Package

Program Application Requirements

Applicants seeking admission to the Practical Nursing Program (PNP) must complete the following steps:

1. **Apply for general admission** to Albany Technical College.
2. **Meet minimum academic requirements** by one of the following:
 - Achieve acceptable placement scores on the Accuplacer assessment (Arithmetic-229, Reading-224 & Writing- 236), **OR**
 - Earn a grade of “C” or higher in:
 - **MATH 1012 or MATH 1111**
 - **ENGL 1010 or ENGL 1101**
3. **Submit an official high school transcript** to the Albany Technical College Registrar.
4. **Complete the Test of Essential Academic Skills (TEAS)** with a minimum score of **58.7**.

Program Application Submission

Once all admission requirements are met, applicants must:

5. **Submit a completed Practical Nursing Application Packet**, including:
 - Official TEAS transcript
 - Official college/university transcripts (if applicable)

Applications must be submitted electronically to:

mosumbry@albanytech.edu – Program Administrative Assistant

CC: Teresa Darity, PN Program Chair – tdarity@albanytech.edu

Subject Line: *PN Application*

Admissions Selection Process

Admission to the Practical Nursing Program is competitive and based on a holistic review of applicant qualifications.

- The **TEAS assessment score will serve as the primary determinant** in the selection process.
- Additional consideration points may be awarded for applicants who hold current certifications in:
 - Phlebotomy
 - Certified Nursing Assistant (CNA)
 - Medical Assistant (MA)
 - Emergency Medical Technician (EMT)
 - Pharmacy Technician

These certifications are used to support applicant readiness and will be considered as **supplemental criteria**.

Admissions Decision Notification

- **Decision letters will be issued within 21 days of the application deadline.**

Post-Acceptance Requirements

Applicants who are offered admission must submit the following documentation **no later than the day of orientation (extensions may be given until the first week of class)**:

- Two (2) Professional Recommendation/Reference Forms
- Completed Physical Examination Form
- Immunization Records, including:
 - Hepatitis B Series or Declination
 - Seasonal Influenza Vaccine
 - Tuberculosis (TB) Testing
 - MMR, Tetanus, Varicella
- N95 Fit Test

- Healthcare Provider CPR Certification (American Heart Association)
- First Aid Certification
- Background Check and Drug Screening (instructions provided upon acceptance)

Program Admission Conditions

- Admission is contingent upon:
 - Completion of all required documentation
 - Attendance at the **Practical Nursing Orientation**
- Failure to meet requirements by the stated deadline may result in forfeiture of admission.

Important Disclosure

- Applicants with a history of **arrest or conviction involving moral or legal violations** may be ineligible to sit for the NCLEX-PN licensure examination in the state of Georgia. *(If questioning, please reach out to program chair).*

Contact Information

For questions regarding the application process, please contact:

Teresa Darity, MSN, RN

Practical Nursing Program Chair

Albany Technical College

 229-420-1025

Revised: April 2026

Albany Technical College

1000 N. Jefferson Street

Albany, GA 31701

Phone: 229-430-3500 | Toll Free: 877-261-3113

Practical Nursing Program (PN) Application Checklist

STEP 1: Apply to Albany Technical College

- ☐ Submit general admission application to Albany Technical College

STEP 2: Meet Academic Requirements

You must complete ONE of the following:

- ☐ Pass Accuplacer exam for Arithmetic (229), Reading (224) & Writing (236)

OR

- ☐ Earn a grade of "C" or higher in:
 - ☐ MATH 1012 or MATH 1111
 - ☐ ENGL 1010 or ENGL 1101

STEP 3: Submit Transcripts

- ☐ Official High School Transcript submitted to ATC Registrar (College Admission Application)
- ☐ Official College Transcript (*if applicable*)

STEP 4: Take the TEAS Exam

- ☐ TEAS Score of **58.7 or higher**
- ☐ Official TEAS transcript submitted

Important:

- TEAS score is the **MOST IMPORTANT** factor in admission decisions

STEP 5: Submit PN Application Packet

- ☐ Completed PN Application
- ☐ All required transcripts attached
- ☐ TEAS transcript attached
-  Submit to: mosumbry@albanytech.edu
-  CC: tdarity@albanytech.edu
-  Subject Line: **PN Application**

STEP 6: Bonus Points (Optional but Recommended)

- ☐ CNA Certification
- ☐ Phlebotomy Certification
- ☐ Medical Assistant (MA)
- ☐ EMT Certification
- ☐ Pharmacy Technician
-  These certifications = **EXTRA POINTS** toward admission

STEP 7: Wait for Decision

- ☐ Applications reviewed after deadline
- ☐ Decision letters sent within 21 days

 **IF ACCEPTED – COMPLETE BEFORE FIRST WEEK OF CLASS**
Health & Compliance Requirements (Keep a copy of each)

- ☐ Physical Exam Form
- ☐ Immunization Records
- ☐ Hepatitis B Series or Declination
- ☐ Flu Vaccine
- ☐ TB Test
- ☐ MMR, Tetanus, Varicella

Certifications & Requirements (Keep a copy of each)

- ☐ N95 Fit Test
- ☐ CPR (Healthcare Provider – American Heart Association)
- ☐ First Aid Certification
- ☐ Background Check & Drug Screen

Program Requirements

- ☐ Attend PN Orientation
- ☐ Submit ALL required documents on time

⚠ IMPORTANT REMINDERS

- ☐ Incomplete applications will NOT be reviewed
- ☐ Missing deadlines may result in denial
- ☐ Prior **D or F in nursing courses (last 3 years)** may affect eligibility
- ☐ Criminal history may impact ability to take NCLEX-PN

Questions? Contact:

Teresa Darity, PN Program Chair OR **Monique Sumby Administrative Assistant**

☎ 229-420-1025

tdarity@albanytech.edu

☎ 229-420-1103

mosumbry@albanytech.edu

✅ Final Check Before Submitting

- ☐ All documents completed
- ☐ Application signed
- ☐ Email sent with correct subject line
- ☐ Copies of all submitted paperwork saved for your records



Practical Nursing Department

Practical Nursing Application

Note: application deadlines - Fall: June 1st
Spring: October 1st

ATC Student ID #: _____ Birthdate: ____ / ____ / ____

(REQUIRED)

Name: _____
Last First Middle Other Names Used

Mailing Address: _____
Street Address City State Zip Code

Telephone: _____
Home Business Cell

Place of Employment: _____ Occupation: _____

Email Address: _____

Emergency Contact: _____
Name Relationship Number

Have you ever attended Albany Technical College? Yes: ____ No: ____ If yes, what year? ____

Have you ever attended or are currently attending another college/university? Yes: ____ No: ____

If yes, where? _____ Dates: _____

Have you ever attended an LPN program at ATC or another school? Yes: ____ No: ____

If yes, where? _____ Dates: _____

I am Interested in transferring information from another college. Yes: ____ No: ____

Did you receive a (D) or (F) in any of your practical nursing courses at this or another school?

Yes: ____ No: ____ (If you received a "D" or "F" in 1 or more practical nursing courses within the past 3 years you may not be eligible for this program): **I have read enclosed Practical Nursing Transfer Admissions Guidelines _____ (initial here).** ** (Transcripts must be submitted with application)

**** NOTE: AN ARREST OR CONVICTION OF ANY MORAL/AND OR LEGAL VIOLATION OF THE LAW MAY PREVENT A GRADUATE FROM TAKING THE LICENSURE EXAM FOR THE STATE OF GEORGIA.**

I certify the above information is correct to the best of my knowledge, and I understand that failure to give accurate and complete information may invalidate my admission into the Practical Nursing program.

Revised January 12, 2026, 1000 N Jefferson St • Albany, GA 31701-3514 • 229.430.3500 • Toll Free: 877.261.3113

Signature: _____

Application Date: _____