**Lex La-Ray Technical Center**

**Practical Nursing Program**

**Step-By-Step Application Process**

How to apply:

Submit completed documents as listed below by 4:00 pm on the deadline date.

**Application Deadlines**

|  |  |
| --- | --- |
| 1st File Review (requires minimum TEAS score of 54%) | March 31, 2023 |
| 2nd File Review (requires minimum TEAS score of 50%) | May 1, 2023 |
| 3rd File Review (requires minimum TEAS score of 46%) | July 31, 2023 |

**Step 1:** Complete the online application form per the deadlines indicated above. Include uploads of any health care certificates (examples: CNA, CMT, EMT, LIMA, Phlebotomy) to be included with your application. **It is the applicant’s responsibility to upload health care certificates at the time of application submission.**

**Step 2:** $45.00 application fee must be submitted to Lex La-Ray Technical Center per the deadlines indicated above. May be paid online, mailed, or in person.

**Step 3:** Take the ATI TEAS exam. ATI TEAS scores must be submittedper the deadlines indicated above.

* Only test scores dated on or after March 31, 2022 will be accepted.
* Register for the ATI TEAS test online at [www.atitesting.com](http://www.atitesting.com) after creating a user account on the ATI website. Registrants will need to visit the ATI “online store”.
* Scores taken at another institution may be forwarded to Lex La-Ray per file review deadlines indicated above. **If taken at another institution, it is the applicant’s responsibility to have scores sent to Lex La-Ray Technical Center.**
* Scores will be accepted from applicants who retake the test if a 30-day period has elapsed between testing dates, up to two times within a calendar year.

**Step 3:** Lex La-Ray Practical Nursing Reference Forms. Completed reference forms (2) must be received by Lex La-Ray Technical Center per the deadlines indicated above. Reference forms will be emailed to references included on application form. **It is the applicant’s responsibility to check on the status of their references.**

**Step 4:** *Official* transcripts from **all** schools attended; high school and post-secondary. **All**

transcripts must be received by Lex La-Ray Technical Center per the deadlines indicated above. These must be mailed, emailed, or faxed but must be *official.* (*Include TOEFL and TSE scores* *if applicable.*) **It is the applicant’s responsibility to check on the status of their transcripts.**

**Step 5**: [Complete the Family Care Safety Registry Form](https://healthapps.dhss.mo.gov/BSEES/Main.aspx?sk=SK1454152693) and submit it with the fee to the Missouri Department of Health and Senior Services before the deadlines listed above. All applicants must be registered with the FCSR. If the applicant is on the employee disqualification list or added to the list during the course of the program he/she is ineligible for completion of clinical experiences and therefore unable to complete the requirements for this program.

 Mail documents to: Lex La-Ray Technical Center Health Science Annex

 PN Program Coordinator

 2323 High School Drive

 Lexington, MO 64067

**All documents must be submitted in the appropriate manner per the deadlines indicated above to be considered for each designated file review. Notification regarding acceptance status will be sent via email and a letter in the mail within two weeks after each application deadline.**

**Selection Criteria**

* The Practical Nursing Program admits 29 students each program year.
* Applicants earning the top 29 admission scores according to file review dates are offered admission into the upcoming program.
* If there are applicants with the same admission scores at the cutoff threshold, the application date is used to determine who is offered a position.
* Applications received after the second file review deadline and before the third file review deadline will be reviewed only if seats remain available in the program.
* Notification regarding acceptance status will be sent via email and a letter in the mail within two weeks after each application deadline.
* Alternates:
	+ Qualified applicants not admitted for the current academic year will be placed on an alternate list.
	+ The alternate list is ranked by the same standards listed below.
	+ A student will remain on the alternate list until 5 days after the established start date of the program.
	+ If no position becomes available for an alternate they must re-apply for the next academic year.

*The final admission score for each applicant is calculated as follows:*

1. ATI TEAS score (math and reading scores are weighted) is 90% of the final admission score.
2. The past performance rating is 10% of the final admission score. The past performance rating is a combination score determined by:
	1. Each applicant’s two (2) professional references
	2. Current certification in any allied health area (2 points per certification)

*Successful completion of the Practical Nursing Program* ***does not*** *guarantee eligibility to take the NCLEX-PN Licensure Exam. Refer to* [*Missouri Nurse Practice Act, Section 335.066*](https://www.lexlaray.com/uploads/4/0/3/5/40357919/335.066_state_of_missouri_nurse_practice_act.pdf)



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