

Charlotte Technical Center
 18150 Murdock Circle ▪ Port Charlotte, FL 33948
 Phone (941) 255-7500 ▪ Fax (941) 255-7509
 www.CharlotteTechCenter.com

Date _____

| Enrollment Period | INSTRUCTIONS |
|-------------------|---|
| | January, 2012 |
| | BASIC REQUIREMENTS |
| | TRANSCRIPTS |
| 1a. | Applicants must request a copy of their High School/GED transcript using the REQUEST FOR RELEASE OF RECORDS and have the transcript mailed directly to CTC's Student Services Department in an unopened secure envelope. If the GED was taken in the State of Florida, a fee of \$6 is charged for each request from the local agency. |
| 1b. | If High School/GED is not in Florida, applicant must call the applicable State Department of Education to find out the procedure for requesting the transcripts and have the transcripts sent directly to CTC's Student Services Department, not to the applicant. The State will charge a fee for the request. Transcripts will not be accepted from the applicant. |
| | APPLICATION |
| 2. | Applications are valid for one enrollment period either day or evening classes. All questions on the APPLICATION must be completed. An incomplete APPLICATION will not be accepted. A fee of \$25 is due upon submission of the completed application. Applicants cannot take the Math for Meds or Medical Terminology tests until the \$25 application fee is paid. |
| | PRE-ENTRANCE TESTING |
| 3a. | Pre-Entrance Testing information sheet is included in the Practical Nursing Application Packet on the CTC website as well as a timeline for testing dates and times. |
| b. | The books for Medical Terminology and Math for Meds can be obtained from the bookstore. |
| c. | Applicants are strongly advised to utilize the videos available to assist in studying for Medical Terminology which are located in the Resource/Testing Center, Building A |
| d. | Applicants MUST take the TABE test within the first 6 weeks of the start of the program and score a Level 11 or higher before completion of the program. Although it is not mandatory to take the TABE before the acceptance process, it is highly encouraged since the results of the TABE are part of the Acceptance Matrix found on the CTC Practical Nursing website. |
| | INTERVIEW PROCESS |
| | INTERVIEW AND SELECTION PROCESS |
| 4a. | An INTERVIEW will be scheduled immediately after the applicant completes both the Medical Terminology and Math for Meds tests. The interview will be conducted by one of the members of the Student Services Selection Committee and will be videotaped. Applicants will be requested to sign a release form allowing videotaping. |
| 4b. | A review of all interviewed applicants will be conducted by the Student Services Committee once the deadline for testing has expired according to the published timeline. Scores will be tallied in the applicant's Acceptance Matrix and applicants will be notified ONLY if they are accepted into the program. If selected for the program, the applicant will receive registration information from the Student Services by email and US Mail. |

