



Monty Tech Practical Nursing Program Admission Checklist

Complete the following by **May 1st**

- Submit completed application, including current resume.
- Pay Non-Refundable \$50.00 application fee, sent with application. Credit card payments are accepted in person or over the phone. Bank checks or money orders made payable to Monty Tech LPN and cash are accepted forms of payment. Personal checks are not accepted.
- Three (3) completed reference forms, sent directly from the references
 - One (1) reference from an immediate supervisor (past or present)
 - One (1) reference from an employer (past or present)
 - One (1) reference from a coworker, teacher, counselor, community service representative (no family members, please)
- Official sealed high school or equivalency transcript mailed directly to the school
 - Contact your H.S. or equivalency center to obtain. This process may take up to 30 days.
 - Contact accredited services to process a transcript request for high schools outside of the United States.
- Complete financial aid application
 - FAFSA Form for 25-26 school year is not yet open
 - <https://www.studentaid.gov/>

Complete the following **AFTER** September 1st but before **June 1st**

- Complete TEAS entrance exam. Please refer to the Monty Tech scoring criteria.

Complete the following by **June 9th**

- Schedule and sit for an interview with the Practical Nursing Director

Complete the following by **June 13th**

- Complete an Acceptance Form.
- Pay a non-refundable \$100.00 seat fee, sent with Acceptance Form. Personal checks are not accepted.

Complete the following by **August 1st**

- Health Clearance and Immunization Record must be submitted to the school (available on website).
- Obtain malpractice insurance at: <https://www.nso.com/> after July 1st.
- Obtain **AHA BLS Provider** CPR Certification to cover the program's duration (10 months).
- A copy of your health insurance card must be submitted to the school.