



**COLBY COMMUNITY COLLEGE**  
**Department of Nursing**

**Admission Requirements – Practical Nursing Program**  
**Fall 2026 Admission**

The CCC Practical Nursing Program applicants are chosen according to a point system earned from required admission requirements. Applicants must have a total of at least 34 points and meet the minimum requirements. Applicants will not be considered for a position until the file is completed. If applicant numbers exceed available seats, we will select alternates. Alternates will be given a choice to attend the other PN program if a seat is available. **Deadline for application must be post marked on or before March 1<sup>st</sup>, 2026.**

**1. College Admission**

Apply for admission to the college at [www.colbycc.edu](http://www.colbycc.edu).

Student Name \_\_\_\_\_  
School Email Address \_\_\_\_\_  
Student ID \_\_\_\_\_

**2. Nursing Application**

Complete the nursing application, which is found online at [www.colbycc.edu](http://www.colbycc.edu) under nursing forms.

**3. Original Transcripts**

Please send original high school transcript or GED and all post-secondary transcripts to the CCC registrar ([registrar@colbycc.edu](mailto:registrar@colbycc.edu)). **Include a copy of transcripts with application.** Overall college GPA will be considered as part of the application process. All college courses must be on the CCC transcript and will be included on the GPA calculation. If no college credits have been taken, the high school transcript will be used for calculation. **A minimum overall GPA of 2.0 is required for admission.**

GPA \_\_\_\_\_ Date \_\_\_\_\_ School \_\_\_\_\_

GPA 2.0-2.49 = 2 points  
GPA 2.5-2.99 = 4 points  
GPA 3.0-3.49 = 6 points  
GPA 3.5-4.00 = 8 points

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#### 4. Program Prerequisite Courses

The following program prerequisites (4) are required for admission into the PN program. The prerequisites must be completed by August 1<sup>st</sup> of the academic year of enrollment. The student will earn 1 point for each prerequisite course that is completed by the application due date. A maximum of 4 points will be awarded. PN prerequisite courses will need to meet the following criteria:

- i. Completed with a "C" or better.
- ii. Completed at an accredited institution.
- iii. Completed within **10 years**, unless working in the medical field. A petition may be submitted to the nursing department for review of course outside the required timeframe. This will be on a case-by-case basis.

##### **BI278 Anatomy & Physiology (5 Credits)**

Date Complete \_\_\_\_\_ Grade \_\_\_\_\_

##### **PS276 Developmental Psychology (3 Credits)**

Date Complete \_\_\_\_\_ Grade \_\_\_\_\_

##### **AL101 Basic Nutrition (3 Credits)**

Date Complete \_\_\_\_\_ Grade \_\_\_\_\_

##### **AL102 Medical Terminology (1 Credit)**

Date Complete \_\_\_\_\_ Grade \_\_\_\_\_

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#### 5. Resume

Submit a resume including work experience. Points will be awarded on format/appearance, content, vocabulary and grammar. The resume is graded by members of the nursing advisory committee and nursing faculty. Please include a copy in your packet. A maximum of 6 points will be awarded.

Format/Appearance	0-2 points
Organization	0-2 points
Vocabulary/Grammar	0-2 points

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**6. Essay**

Submit an essay that is 500-1000 words. Points will be awarded on format/appearance, content, and vocabulary/grammar. The required topic of the essay is **“What makes me a unique candidate for the CCC nursing program?”** Please include a copy in your packet. A maximum of 6 points will be awarded.

Format/Appearance    0-2 points  
Content                    0-2 points  
Vocabulary/Grammar   0-2 points

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**7. ATI TEAS Admission Test Overall Score**

This test is required BEFORE the application deadline. A testing fee of \$70 will be assessed. This test may be taken twice per application year. TEAS test scores are **good for 2 years** academic years. Arrangements must be made by the applicant to take the test by contacting the CCC Nursing Department at 785-460-4797 or 785-460-5442, dates can be found at [www.colbyc.edu](http://www.colbyc.edu).

If unable to test on dates specified on the website, student can take ATI TEAS through the ATI website. The cost for this test is \$115. More information regarding the TEAS Test and information regarding a study guide are available on [www.atitesting.com](http://www.atitesting.com). A maximum of 16 points will be awarded. **A minimum composite score of 56.1% is required to be considered for admission.**

TEAS Test Initial Score \_\_\_\_\_ Date \_\_\_\_\_  
TEAS Test Retake Score \_\_\_\_\_ Date \_\_\_\_\_

Score 56.1%-58.1% = 10 points  
Score 58.2%-60.1% = 11 points  
Score 60.2%-62.1% = 12 points  
Score 62.2%-64.1% = 13 points  
Score 64.2%-66.1% = 14 points  
Score 66.2%-68.1% = 15 points  
Score 68.2% and above = 16 points

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### 8. Current Certified Nurse Aide (CNA) Certificate

A current CNA certification is required for admission into the practical nursing program. The CNA certification can be obtained before August 1, 2021. Certified Nurse Aide courses are available at CCC. Please call 785-460-4797 for further information about enrollment into these courses. A maximum of 4 points will be awarded for months of experience at the time of the application deadline.

Date of Initial CNA Certification \_\_\_\_\_

Months/Years of Experience \_\_\_\_\_

0-6 months experience = 1 points

6 months to 1-year experience = 2 points

Over 1 year of experience = 4 points

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### 9. Immunizations

Students entering any health care program should be aware that they will be in close contact with other individuals having a variety of health problems in which the etiology may or may not be known. Therefore, the nursing program has specific precautionary immunization requirements based on the type of exposure and/or clinical agency policies. It is the responsibility of the student to follow the program guidelines for necessary precautions against contracting and transmitting disease or the student may not be allowed to enter the clinical facilities. Immunizations or titers may be scheduled through your provider, health department, or student health. Submit a copy of each immunization/titer.

- MMR - two MMR immunizations OR a positive titer
- TB – Annual tuberculin skin test, chest X-Ray, or QuantiFERON-TB Gold (QFT)
- Varicella - proof of 2 immunizations, or a positive varicella titer
- Hepatitis B – 3 Hepatitis B Immunizations or sign a waiver
- Diphtheria/Tetanus/Pertussis (Tdap): Boosters are required every 10 years.
- Influenza – Yearly Immunization
- COVID- **CCC or the nursing program does not require** the vaccine, however it may be required at some facilities. If this occurs and an **exemption** has been provided. A **reasonable** attempt will be made to accommodate a different clinical site with the same/similar experiences.

### 10. Health Care Provider CPR

Submit a copy of your current Health Care Provider CPR card. The CPR card should not expire at any time during the school year.

### 11. Health History and TB Questionnaire

Complete the health history form and TB questionnaire found at [www.colbycc.edu](http://www.colbycc.edu) under the nursing forms.

### 12. Professionalism during the Application Process

Applicant presents self in a professional manner throughout the application process and during encounters with the nursing department and faculty. Verbal and written encounters are to be professional and appropriate. Professionalism is the meticulous adherence to undeviating courtesy, honesty and responsibility in one's dealings with customers and associates. A maximum of 2 points will be awarded.

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### 13. Complete Packet Checklist

The applicant will earn 4 points for a complete packet turned in to the nursing department by the due date. The following are the components that must be turned in for the packet to be considered complete.

If you **do not** have the prerequisites or CNA complete, please include a **professional letter** stating your plan for completion prior to August 1<sup>st</sup> of academic year of enrollment.

- Nursing Application
- Pre-requisites
  - Copy/Printout of Transcripts in Packet
  - Official Transcript sent to CCC
- Resume and Essay
- TEAS Test Results Copy/Printout
- CNA Certificate: Copy/Printout
- Immunization Records
- Health History and TB Questionnaire
- Health Care Provider CPR Card/Printout

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Applicants must have a total of **at least 34 points** and meet the minimum requirements.

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