

Pine Technical and Community College Procedure

3.PTCC.4.3 Admission to Nursing Programs (Practical Nursing & Nursing Mobility)

Chapter: 3 – Educational Policies

Date: 05/01/2026

Part 1. Purpose

To establish clear, consistent, and transparent procedures for admission into Pine Technical and Community College's (PTCC) Nursing programs, including Practical Nursing (Diploma) and Nursing Mobility (AS). This procedure ensures equitable access to limited-enrollment seats, compliance with accreditation and regulatory standards, and alignment with PTCC's Selective Admissions Programs procedure 3.PTCC.4.2 Selective Admissions.

Part 2: Designated Department

The Academic Affairs Department is responsible for administering all program-specific admissions processes for Nursing programs.

Part 3: General Admission

Admission to PTCC does not guarantee admission to a Nursing program. Applicants must meet:

1. General admission requirements for PTCC, and
2. Program-specific selective admissions requirements outlined below

Part 4: Program Entrance Requirements

Subpart A. Practical Nursing (Diploma)

Applicants must:

- Complete all required preliminary coursework with a grade of C or higher and a cumulative GPA of **2.8+**.
- Be listed in good standing on the **Minnesota or Wisconsin Nursing Assistant Registry**.
- Complete entrance exam within the past 2 years, achieving a minimum standard set by the Nursing Department (in-person proctored exam required).

- Submit a Practical Nursing program application by published deadlines.

Subpart B. Nursing Mobility (AS)

Standard Applicant Pathway must:

- Complete required preliminary coursework with a grade of C or higher and a cumulative GPA of **3.0+**.
- Provide proof of current **LPN licensure** (Minnesota or other approved state).
- Complete entrance exam within the past 2 years, achieving a minimum standard set by the Nursing Department (in-person proctored exam required).
- Submit a Nursing Mobility program application by published deadlines.

Advanced Standing Pathway:

- Applicants who meet **Advanced Standing Pathway** criteria may receive direct eligibility for Nursing Mobility after PN graduation
 - All Nursing Mobility Preliminary Courses with 3.0 minimum GPA.
 - C or better in all preliminary courses.
 - Entrance exam achieving a minimum standard set by the Nursing Department, within the past 2 years.

Part 5: Admissions Review and Selection

- Applications are reviewed using program-specific Nursing Admissions Rubrics.
- Ranking factors may include:
 - GPA in prerequisite coursework.
 - Entrance exam score.
 - Work experience (Mobility program).
 - Bonus points (e.g., completion of PN diploma at PTCC, Healthcare Foundations Certificate, or prior wait list placement).
- Admission is offered on a space-available basis. Program capacity varies by year, faculty availability, and clinical site placement limits.

Part 6: Notification of Status

Applicants will receive written notice of one of the following outcomes:

- Accepted – admitted into program.

- Wait List – eligible for admission if a seat opens; may receive bonus points for reapplication.
- Not Accepted – encouraged to reapply in future terms after strengthening GPA, entrance exam, or coursework.

Part 7: Additional Requirements for Accepted Students

Accepted students must submit documentation **2–3 weeks prior to the semester start:**

- Proof of Nursing Assistant Registry status (PN) or LPN license (Mobility).
- Immunization records as required by the Nursing Department.
- Cleared **Minnesota background study** (Wisconsin study may also be required).
- Cleared **Federal background study** may be required.
- Current **American Heart Association BLS Provider CPR certification** (with hands-on skills test).
- Attendance at the mandatory in-person Nursing program orientation.

Note: Clinical sites may impose additional vaccination requirements. Students must comply to participate in clinicals.

Part 8: Waitlist Management

If the number of qualified applicants exceeds program capacity, a wait list will be established and managed by Academic Affairs. Applicants admitted from the wait list must still meet all program entrance requirements.

Related Documents:

PTCC Policy 3.PTCC.4 – Admission to the College

PTCC Procedure 3.PTCC.4.1 – Admission to the College

PTCC Procedure 3.PTCC.4.2 – Selective Admissions Programs

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Custodian of Policy: Dean or Director of Nursing Programs

Procedure History:

Date and Subject of Amendments:

11/18/2025 – Newly developed procedure.
