



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. Credit card payments are accepted over the phone. Bank checks or money orders made payable to Monty Tech PN Program are accepted forms of payment. Monty Tech does NOT accept personal checks.
- ☐ 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 26-27 school year is not yet available
 - <https://www.studentaid.gov/> Monty Tech's school code is 012881

Complete the following **AFTER** August 1st but before **May 1st**

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

Complete the following by **June 5th**

- ☐ Schedule and sit for an interview with Practical Nursing Faculty

Complete the following by **June 15th**

- ☐ 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 8/1/26-7/1/27.
- ☐ A copy of your health insurance card must be submitted to the school.