



ATLANTIC TECHNICAL COLLEGE & TECHNICAL HIGH SCHOOL

4700 Coconut Creek Parkway, Coconut Creek, FL 33063 | 754.321.5100

ARTHUR ASHE, JR. CAMPUS

1701 NW 23rd Avenue, Fort Lauderdale, FL 33311 | 754.322.2800

STEP-BY-STEP PN ENROLLMENT PROCESS

STEP 1: REGISTER FOR THE ONLINE HEALTH SCIENCE INFORMATION SESSION

Visit AtlanticTechnicalCollege.edu and click: "Register for an Online Program Information Session."

STEP 2: RESPOND TO THE COUNSELOR FOLLOW-UP EMAIL

Email the questionnaire from page 5 of Ruth Eloi's follow-up email to dana.allen@browardschools.com.

Please send it to your PN Counselor, Dana Allen, not Ruth Eloi.

STEP 3: REQUEST OFFICIAL TRANSCRIPTS TO BE SENT TO ATLANTIC TECHNICAL COLLEGE - ARTHUR ASHE, JR. CAMPUS

NOTE: Financial Aid requires a high school transcript. Submit your transcript to **Atlantic TechnicalCollege - Arthur Ashe, Jr. Campus** using one of the formats below:

- Contact the previous institution(s) you attended to request your official transcript be sent electronically to Atlantic Technical College via Parchment or email atc_admissions@browardschools.com.
- For schools that do not transmit electronically, mail an official and complete paper transcript(s) to:
Atlantic Technical College - Arthur Ashe, Jr. Campus
Attn: Dana Allen
1701 NW 23rd Ave, Fort Lauderdale, FL 33311

Please note that official transcripts that are received must be official. Mailed transcripts must be in a sealed envelope from the school.

STEP 4: BASIC SKILLS EXEMPTION AND TEST INFORMATION

Your transcript will be reviewed to determine if you qualify for the Basic Skills test exemption. If you don't qualify, you must do the following:

- Take a Basic Skills Test. See the chart below for available testing days and locations.

Campus	Scheduling Details & Required Actions	Testing Details & Next Steps
Arthur Ashe Jr. Campus (Fort Lauderdale)	<p>Required Actions: Have your full name, Student ID or birth date and \$15 fee (credit card or cash) ready prior to scheduling.</p> <p>Schedule: Prior to your test Appointment, call the registrar @ 754-322-2810 or visit the Learning Commons at 1701 NW 23rd Avenue, Ft. Lauderdale.</p>	Monday, Wednesday, and Friday at 8am
Main Campus (Coconut Creek)	<p>Required Actions: Have your full name, Student ID or birth date and \$15 fee (credit card or cash) ready prior to scheduling.</p> <p>Schedule: Prior to your test Appointment, call the office @ 754-321-5200 or visit Building 10, Office of Student Affairs at 4700 Coconut Creek Parkway, Coconut Creek. Same-day appointments are not available.</p>	Monday - Thursdays at 8am Tuesday at 4pm Every other Saturday at 8am. Friday testing is not available.

- Wait 24 hours after taking the test for your scores to be posted to your Focus Student Portal.
- Contact Mrs. Allen via to discuss your test scores and the next steps at dana.allen@browardschools.com or 754-322-2818.

STEP 5: TEAS TEST INFORMATION

The counselor will process eligible exemptions and connect you to schedule the TEAS Test with ATC Registrars. When scheduling, have your full name, Student ID or birth date, and \$75 fee (credit or cash) ready. **You must create a TEAS account at atitesting.com before your TEAS Test appointment.** You also have the option to take the HESI exam, but ATC does not offer it.

PASSING SCORES: TEAS: 55% overall | 30 days between attempts, 3 attempts per school year (July 1st - June 30th).
HESI: 70% overall

STEP 6: PRACTICAL NURSING ORIENTATION REGISTRATION

Once you have achieved passing scores for the TEAS or HESI and submitted them to the Nursing Department via email to nadinet.tomlinson@browardschools.com, you will be registered for the Practical Nursing Specific Orientation. At the orientation, you will receive instructions for completing your American Databank/Complo account, including the health and background screening requirements.

STEP 7: NURSING OFFICE REVIEW AND PN ACCEPTANCE LETTER

The Nursing office will review your account. If everything is complete, you will receive an acceptance letter for the upcoming term.

STEP 8: REGISTRATION COMPLETION

After receiving your acceptance letter, you must contact Dana Allen, the PN Counselor, to finalize your registration in the Focus portal. This includes completing your online application, residency affidavit, and submitting proofs of residency. Once your registration is complete, you will be directed to Financial Aid (if you applied) or to the registrar (if you are self-paying).

