



**Application Checklist**  
Practical Nursing Program  
**Fall 2023/2024 Application deadline to qualify  
for scholarships: July 1, 2023**

- ☐ **APPLY TO WESTERN DAKOTA TECH:**
  - Prior to applying to the Practical Nursing program, students must gain acceptance into WDT– Allied Health.
  - The college application can be completed online: [Admissions Application](#)
- ☐ **SUBMIT COLLEGE TRANSCRIPT(S):** Submit official College Transcripts to Western Dakota Tech, ATTN: Admissions
- ☐ **GENERAL EDUCATION COURSES:**

The following courses must be completed with a "C" or higher or in progress at the time of application to the Practical Nursing program:

  - CIS105 Microcomputer Software Applications
  - ENGL101 Composition
  - HC114 Anatomy and Physiology for the Health Professions
  - MATH101 Intermediate Algebra or higher
  - PSYC101 General Psychology

**The following items must be completed and turned into the Nursing Department for to secure a seat:**
- ☐ **DEPARTMENT APPLICATION FOR THE PRACTICAL NURSING PROGRAM.**
  - The application for the Practical Nursing program must be hand-delivered to the Nursing office (W131), emailed to [nursing@wdt.edu](mailto:nursing@wdt.edu), or mailed to: WDT Nursing Department, ATTN: Nursing Administrative Assistant
  - Practical Nursing Application: <https://www.wdt.edu/degree-programs/practical-nursing/>
- ☐ **CURRENT CNA CERTIFICATION:**
  - Current CNA License or complete HC124/126 Introduction to Patient Care/Lab with a 'C' or better.
- ☐ **TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS):** <https://www.wdt.edu/future-students/testing-information/>
  - Composite score of a 60 or higher
  - You can take the TEAS a maximum of 3 times, with a 1 week waiting period between re-tests. (\$70.00 testing fee each test).
- ☐ **IMMUNIZATION REQUIREMENTS:** All documents must show record of complete immunization or prove immunity through a titer. All documents must be submitted to Compliance Tracker order. There is a \$35 fee. <https://portal.castlebranch.com/WF75>.
  - Hepatitis B Series
  - Annual TB Test
  - Tdap
  - Varicella (Chicken Pox)
  - COVID-19
  - Annual Flu Shot
- ☐ **CPR CERTIFICATION:**
  - Upload a copy of current American Heart Association Healthcare Provider BLS CPR certification to <https://portal.castlebranch.com/WF75>.
  - Certifications are verified through <https://ecards.heart.org/student/myecards>.
  - CPR courses are available through WDT's Corporate Education Department: <https://www.wdt.edu/corporate-education-center/cpr-classes/>

☐ **DRIVER'S LICENSE:**

- Provide a copy of current driver's license.

**Below items are to be completed after acceptance into program:**

☐ **BACKGROUND CHECK:**

- Complete a background check through <https://portal.castlebranch.com/WF75>. There is a \$50.00 fee to submit your background request. Results will be sent directly to WDT.
- Background Checks must be ordered within 1 week of acceptance into the program. Failure to complete your order on time, could result in loss of seat in Nursing program.
- Copies of the report are not required.

☐ **DRUG TEST:**

- Complete a drug test through <https://portal.castlebranch.com/WF75>. There is a \$45.00 fee to request a drug test. Results will be sent directly to WDT
- Drug Test must be ordered within 1 week of acceptance into the program. Failure to complete your order on time, could result in loss of seat in Nursing program.
- Copies of the test are not required.

**Note:** If you are or have been convicted, pleaded guilty or no contest to, or received a suspended imposition of sentence for a felony or certain misdemeanors, you are advised that you may not be able to complete all course requirements for your chosen program, you may be prevented from taking required certification/licensure examinations in your chosen program field, and you may be prevented from gaining employment in your program field.

Clinicals, practicums, and internships may include, but are not limited to, differential shifts (evenings, nights, weekends, and holidays) to meet industry expectations. This may require travel outside the Rapid City Area.