WESTERN DAKOTA TECHNICAL COLLEGE

Application Checklist

Registered Nursing Program

Fall 2026/2027 Application

Deadline: July 1, 2026

- ❑ **APPLY TO WESTERN DAKOTA TECHNICAL COLLEGE:**
  - Prior to applying for a seat in a Registered Nursing cohort, students must gain acceptance into WDTC.
  - The College application can be completed online: WDTC Admissions Application
- ❑ **SUBMIT COLLEGE TRANSCRIPT(S):** Submit official College Transcripts to Western Dakota Technical College, ATTN: Admissions
- ❑ **COMPLETE GENERAL EDUCATION COURSES: (Students are required to have a 'C' or better)**
  The following courses must be completed or in progress at the time of application for a seat in a Registered Nursing cohort:
  - CHEM106/106L Chemistry Survey and Chemistry Survey Lab
  - MICR231/231L General Microbiology and General Microbiology Lab
  - MATH114 College Algebra
  - CMST101 Foundations of Communication
  - SOC100 Introduction to Sociology

The following items must be completed and turned into the Nursing Department for your application to be considered:

- ❑ **DEPARTMENT APPLICATION FOR SEAT IN A REGISTERED NURSING COHORT.**
  - The application for a seat in a Registered Nursing cohort must be hand-delivered to the Nursing office (W131), emailed to nursing@wdt.edu, or mailed to: WDTC Nursing Department, ATTN: Nursing Admissions Assistant
  - Registered Nursing Application: https://www.wdt.edu/degree-programs/registered-nursing

- ❑ **CURRENT LPN LICENSE:**
  - Current LPN License in the state of South Dakota, or license from nursing compact state along with any disciplinary documentation. https://www.nursys.com.
  - Upload a copy of your LPN License to CastleBranch Compliance Tracker. https://portal.castlebranch.com/WF75

- ❑ **HESI LPN-ADN ENTRANCE EXAM:**
  - $73 fee per attempt
  - HESI is administered monthly, except July & December. Call 605.718.2914 to get scheduled.
  - Student can attempt the HESI twice per application period.
  - A computer-based calculator will be available during the exam

- ❑ **DOCUMENTATION OF PAID HOURS AS AN LPN:**
  - Minimum of 750 hrs. of paid worktime within last 3 years.
  - Clinical hours or hours with a preceptor while in school do not count as work experience.
  - Documentation of Paid Hours form is located on WDTC's RN website: https://www.wdt.edu/assets/docs/uploads/degree-programs/registered-nursing/verification-of-hours.pdf

- ❑ **WORK REFERENCE FORMS:**
  - A supervisor needs to complete the reference form.
  - A co-worker needs to complete the reference form.
  - Reference forms must be returned to the nursing department in a sealed envelope with a signature from the supervisor/co-worker over the seal.
  - Work Reference form is located on WDTC's RN website: https://www.wdt.edu/assets/docs/uploads/degree-programs/registered-nursing/registered-nurse-

degree-work-reference-form.pdf?v=04-25-2019

❑**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 $41.99 fee. Package Code: **WP56im** https://portal.castlebranch.com/WF75

- Hepatitis B Series
- Annual TB Test
- Tdap
- Varicella (Chicken Pox)
- Annual Flu Shot

❑**CPR CERTIFICATION:**

- Upload a copy of current American Heart Association Healthcare Provider BLS CPR certification to CastleBranch Compliance Tracker. https://portal.castlebranch.com/WF75.
- Certifications are verified through https://ecards.heart.org/student/myecards.
- CPR courses are available through WDTC's Corporate Education Department: https://www.wdt.edu/corporate-education-center/cpr-classes/

❑**DRIVER'S LICENSE:** Provide a copy of a current driver's license.

Below items are to be completed after acceptance into a cohort:

❑ **BACKGROUND CHECK:**

- Complete a background check through https://portal.castlebranch.com/WF75. There is a $51.00 fee to submit your background request. Results will be sent directly to WDT. Package Code: **WP56bg**
- Background checks must be ordered within 1 week of acceptance into a cohort. 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. Package Code: **WP56dt**
- Drug Test must be ordered and completed no later than two weeks before classes start. 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.

The drug screen must be negative for all prohibited or illegal substances, as defined by federal and state law. Students who fail the drug screening will immediately lose their placement in the Registered Nursing Program. Students may reapply in the future; however, acceptance will be contingent upon providing a negative drug screening at that time and meeting all other admission requirements. Failure to complete the drug screening by the deadline provided will result in forfeiture of the student's spot in the program.

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.

Any of the following MAY prevent an applicant's acceptance into the RN program:

- History of discipline on a Board of Nursing issued license or certificate.
- Current enrollment in the Health Professional Assistance Program (HPAP), in South Dakota or similar programs in other states
  - If currently enrolled, applicant must submit a signed release for the Nursing Program Director to discuss status with HPAP personnel
- Course history of repeating more than one science prerequisite
- Course history of repeating more than one previous nursing course
- History of attending more than two previous nursing programs

All admissions will be decided on an individual basis by the Registered Nursing Admissions Committee.