



DELAWARE COUNTY TECHNICAL SCHOOLS
Practical Nursing Program

DCIU Marple Education Center
85 N. Malin Rd., Broomall, PA 19008
484-423-7003 | Fax 484-589-1422



STEP-BY-STEP ADMISSION PROCESS

Welcome Prospective Student!

Thank you for your interest in the Delaware County Intermediate Unit Delaware County Technical Schools Practical Nursing Program (DCIU DCTS PNP).

Below you will find a detailed program description and important information to know prior to admission:

- The DCTS PNP program is located at 85 N. North Malin Road in Broomall, Delaware County, PA. Our program is a one-year, full-time, daytime program Monday through Friday.
- Class days are at the Marple Education Center in Broomall from 8:15 am to 4:00 pm with a 45-minute lunch and clinical days are at various locations in Delaware County and Philadelphia County from 7:00 am to 2:30 pm with a 30-minute lunch. Times may vary slightly depending on the clinical site.
- We admit two cohorts per year, one in **September** and one in **February**.
- This program is licensed by the Pennsylvania State Board of Nursing. We are also accredited by the Accreditation Commission for Education in Nursing (ACEN).
- Many employers and colleges require this standard from the schools that nurses attend as the graduate moves on with her/his career or education path.
- For more information, please visit DCIU.org/LPN

Guidelines for Admission:

Steps should be completed in the following order.

1. Take the TEAS test. The TEAS test (3-4 hours) measures English, Math, Science and Reading. [ATI website](#). We will accept scores from other testing sites if they are sent to us electronically through the ATI website. Our acceptance admission test score is 44 or above. If you test between 44 and 57 we may require remediation prior to entry. Those whose test score is over 57 will not require remediation. TEAS registration and information is available through our [PNP website](#). Students must wait at least 30 days between each retest to remediate/study. We will only accept the TEAS test within the past 2 years. For example, if you send your TEAS on 10/10/2023, you will have needed to take the TEAS on 10/10/2021 or later.
2. Complete the [program application](#) and pay the \$260.00 application fee. This deposit reserves your seat in the program. **This fee is nonrefundable.** It can be [paid here](#) by credit card or at the LPN office with a credit card or a money order made out to DCTS Practical Nursing Program. If you have questions about payment online, please call 484-423-7003.
 1. Official high school transcripts need to be requested and submitted to Practical Nursing Program directly from H.S. or School District; they can be emailed to lpn@dciu.org, faxed to (484) 424-



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- 0411, or mailed to 85 N. Malin Road, Broomall, PA 19008. If you want to physically drop off official transcripts, they must be in an originally sealed envelope from school or district (unopened).
2. Any applicant who received high school education from outside of the U.S. or GED out of the state of Pennsylvania must submit an application for TIMS [via PA Department of Education TIMS](#). You will be required to upload/ or mail official documents (transcripts, diplomas, etc) for review. Once the process is completed you will receive a Certificate of Preliminary Education (CPE), which you will submit to the Practical Nursing Program along with a copy of your transcript. The cost is \$50 and can take up to 10 weeks to complete.
 3. Complete the FAFSA electronically and apply for financial aid. Our school code number is 031284. You must add it if you have a current [FAFSA](#). We have a financial aid consultant Jeanne Cavalieri-Grover on campus one day a week and she can be reached via email at jgrover@dciu.org.
 4. **Admission Documents:** All the necessary clearances and health forms required by the Practical Nursing Program must be received one month prior to the start of the program. **Process:** Students will receive an email from the LPN program with a personal 4-digit code to access Castle Branch online record system. Students should go to the [Castle Branch Portal](#) and then hit "place order" and select the students drop down icon. At this point the student will be asked to enter the 4-digit code provided by the LPN program. Please note the Castle Branch help number is 1-877-343-0494 if you have any questions.
 5. A \$1,000 tuition down payment fee is due 1 month prior to the start date of the program. This fee is applied to the student tuition and is nonrefundable. Provide a money order made out to "DCTS PNP" and include your name and address.

Students who do not meet these deadlines will have the option to be placed in the next class, but the \$260.00 **non-refundable** admission fee will be required again for that new class along with the \$1,000.00 **non-refundable** deposit. A student who does not apply and pays the fees is not considered an applicant.

Once the pre-admission documents are submitted, you will get an official acceptance letter of acceptance from the program.

Please email us at lpn@dciu.org should you have any further questions. We wish you the best of luck with your prospective future as a practical nurse!