Practical Nursing (PN) Information
Pinellas Technical College (PTC) Clearwater Campus

Student Services – Building #1
Monday – Friday 7:00 am-2:30 pm

Merritt Scott, Nursing Counselor
scottme@pcsb.org

The purpose of the Practical Nursing Program is to provide training for employment in the health care industry. Graduates complete courses in caring for medical and surgical patients. Included in the program are courses that are designed to instruct candidates in the care of pediatric, obstetric, and geriatric patients, as well as convalescent, physically challenged, and rehabilitative physical and/or mental patients. Graduates are prepared to function within the rules and regulations as defined by the *Florida State Board of Nursing.*

The program length for Practical Nursing at Pinellas Technical College (PTC) is 1,350 hours about 15-1/2 months. In total, candidates in the program will complete 675 clock hours in theory and 675 clock hours in clinicals. The program consists of classroom theory, laboratory experiences, and selected clinical experiences. A more detailed explanation of essential job functions is included in the PTC online application (apply.myptc.edu). Upon successful completion of the program, graduates are eligible to sit for the national examination, which qualifies them as a *Licensed Practical Nurse.* For clinicals, PTC utilizes specifically approved, local sites; no provision is available for candidates who wish to participate at other facilities. The *Pinellas County School Board* and the *Department of Education* supervise the PTC Practical Nursing Program. It operates following the Standards established by the *Florida State Board of Nursing,* which include the number of program hours, the curriculum, and the types of clinical learning experiences that the candidate will successfully complete.

Hybrid Program – Daytime – The Hybrid Format will not be offered in the foreseeable future.

Traditional Program – Lectures and Class work are completed in person.
Mon-Fri | 7:00 am – 12:15 pm | Class & Clinicals
Summer Hours | June 2 - July 17 | Mon - Thursday 7:00 am – 2:00pm

Updated June 24, 2026



Checklist of Required Items

Practical Nursing

PTC - Clearwater

Contact: Merritt Scott,
Nursing Counselor - Clearwater
scottme@pcsb.org

_____ FORMAT

Name: _____ ***Date:*** _____

Email: _____ ***Phone:*** _____

Turn in Completed Packet to Building #1, Student Services Administrative Assistant. Thank you!

_Online_portion___ _Paper portion__ ***Both are needed for a completed application.***

	First Steps
_____	Complete Program Application AND Health Sciences portion (https://apply.myptc.edu (online))
_____	Completed Residency and/or Citizenship Documentation (uploaded documents online)
_____	CASAS test scores (if applicable) or Official Transcript of an AAS/AA/AS/BA Degree of higher, securely sent to Counselor, from an approved, accredited U.S. Educational Institution. Documentation of other test exemptions. (paper) Send electronically to PTC-Clearwater, Charlotte Pramik, Pramikc@pcsb.org, Student Services Clerk. Candidate Note: _____ _____
_____	Official Copy of ***IN PERSON*** TEAS test scores (NO ONLINE TESTS PAST OR PRESENT ACCEPTED/VALID); PTC Testing site required; (56% minimum Adjusted Individual Score) Valid TEAS test scores are good for two (2) years. Contact Nursing Counselor for questions: scottme@pcsb.org (paper) Candidate Note: _____
_____	Official Transcript of standard High School Diploma or GED, Non-U.S. citizen should use an Official Equivalency and/or Certified Degree to meet the High School Diploma requirement.** No photocopies accepted. Securely sent to PTC-Clearwater, Charlotte Pramik, Pramikc@pcsb.org, Student Services Clerk. (Unofficial may be included as a placeholder) (paper) Candidate Note: _____ _____
_____	Apply for Financial Aid www.fafsa.gov

	Second Steps **Additional Paper Documents to be turned into Student Services – Clearwater before Application Deadline**
_____	Complete Checklist of Required Items (Use as Cover Sheet for paper portion of application (paper)) Only Completed Applications including paper and online portions will be considered.
_____	Signed and dated Accident/Medical Insurance Proof of Coverage and copy of Medical Insurance Card (front & back) effective from program start date forward 15-1/2 months (paper)
_____	Immunizations form and documentation
_____	Resume'
	Optional Items
_____	Other Official (Postsecondary) Transcripts being submitted. Securely sent to Charlotte Pramik, Records Clerk; pramikc@pcsb.org. Paper copy may be used as a placeholder. (paper)
_____	Copy of C.N.A. License (uploaded online)
_____	Copy of Other Health Certifications/Licenses (uploaded online)
	AFTER ACCEPTANCE
	Uniform Purchase
	Background Check & Drug Screen – 30 days before Class Start Date
	TB Test – TB Gold or TB Skin Test – 30 days before Class Start Date
	Proof of School Insurance, if needed
	Other items to be discussed in Acceptance/Registration Meeting with Counselor

Updated June 24, 2026

Getting Started - *You will complete the **online AND paper** application by the set deadline for the class of your choice. Both applications must be completed in order to be considered for a seat.*

Important information and steps for the application process, listed below.

CAREFULLY READ:

- Read and note questions regarding the application process.
- Schedule dates to complete requirements using your personal calendar/schedule.

Application Notes & Tips:

- Applicants should use the Checklist of Required Items (Page 2) to ensure a complete application.
- Accepted applicants are required to provide proof of medical insurance and/or purchase accident insurance through Pinellas County Schools following acceptance. Insurance must be held throughout the entire PN program.
- Applicants who have completed PN training elsewhere (within 5 years), and want that training to be considered, should send their unofficial transcripts to scottme@pcsb.org for review. The official transcripts will be required once accepted.
- Applicants must have consistent access to working computer equipment (with Internet connectivity, required software, etc.). All PN candidates are expected to have computer access away from school throughout their enrollment.
- While (and/or before) preparing the application packet for completion, applicants should have completed the financial aid process, and/or have secured program payment.
- **NOTE: The background and drug screen will be obtained *after acceptance*. *Accepted Candidates* must complete a 10-Panel Drug Screening and a Level 2 background check through PTC's vendor.** Drug screen - $55; Background -$50
    - Drug Screening must be completed within 30 days of receiving your acceptance letter. (Locations detailed once acceptance email is received.)
    - Candidates who fail the Drug Screening will be automatically withdrawn from the program and not allowed to seek enrollment again for one entire fee term, or until the next start date, whichever is sooner.
    - Candidates who are withdrawn (and seeking readmission) must resubmit, and clear, a new Drug Screening and Background check at the time of readmission (within 30 days of the new start date).

Next Steps

1] Free Application for Federal Financial Aid (FAFSA) - ***Complete now, online@https://studentaid.gov/***
Applicants should have their financial aid established, and/or secured payment for tuition, supplies and fees, at the time the application is submitted. **Federal School Code for PTC-Clearwater Campus: 005605**

2] Essential Job Functions - ***Review and complete using online PTC application (apply.myptc.edu)***
Applicants must be able to perform ALL the essential functions either with, or without, reasonable accommodations. Please inform the PN admissions counselor if you will be requesting accommodations.

3] Basic Skills Test – Comprehensive Adult Student Assessment Systems (CASAS) Test

Basic Skills (Minimum Qualifying Test Scale Scores (SS)]
CASAS – Reading: 249, Math: 236
PERT – Reading – 106, Math - 114

Basic Skills Exemption - send official transcripts electronically to Records Clerk, PTC-Clearwater, Charlotte Pramik at pramikc@pcsb.org

- High School Diploma (standard diploma) from a public or private high school in Florida and graduated in 2007 or after; or GED 2014 or later
- Submission of valid/current CASAS or PERT test scores from another school or organization (taken within the past two years).
- Submission of Official Transcripts of an Associates of Applied Science, or higher degree, from an approved U.S. accredited institution.

4] Test of Essential Academic Skills (TEAS) – IN PERSON ONLY; online tests are no longer accepted or valid
This test is required for EVERYONE. Learn more about the TEAS at www.atitesting.com, or 1.800.667.7531. **Adjusted Individual Total Score must be at least 56% to apply for admission to the program** (this score does not guarantee the candidate a seat). The last page of this application details the steps to take the test. READ CAREFULLY

5] Required Documents

1. Completed **Checklist of Required Items**
2. Completed **Online Application (appy.myptc.edu)**
3. Copy of **Basic Skills Test results** {if applicable) or **Official Transcript** (See "Basic Skills Exemption" included previously)
4. IN PERSON **TEAS test scores (minimum score 56%)** from on campus PTC Testing Facilities; for **off-site testers, Nursing Counselor must approve scores. Only official scores** transferred from ATI to the Clearwater Nursing Counselor (scottme@pcsb.org) will be considered; **no photocopies accepted.**
5. **Official Transcript** of standard **High School Diploma** or **GED,** Non-U.S. citizens should use an Official Equivalency and Certified Degree to meet the High School Diploma requirement. **No photocopies accepted. - Please have the official transcripts mailed to yourself and include in the application packet, unopened.**
6. **Record of Immunization** and/or **Documentation of titer test** showing immunity
7. Signed and dated **Accident/Medical Insurance Proof of Coverage** and copy of **Medical Insurance Card** (front & back) If purchasing accident insurance through school, note that on the form.
8. **Other Official (Postsecondary) Transcripts** being submitted; PTC first, followed by any others (optional)
9. Copies of current **Health Related Certifications:** CNA, CPR, Health CORE, etc. (optional)

6] Completed application packets are evaluated, rated and ranked based on a rubric *by PTC Admissions*

7] Applicants are notified of admission status by email - *from PTC Admissions*
Admission Status is specified as one of the following: A] Accepted. B] Alternate: if an accepted candidate declines, the seat may be offered to an alternate. C] Not-Accepted. If not accepted, please notify Clearwater Nursing Counselor in writing that you would like to have your application considered for a specific start date. Complete applications will be held for two (2) years.

CASAS/Basic Skills – Testing
Information & Steps

Pinellas Technical College follows the mandated literacy testing as required by the Florida Department of Education. *

Candidates take the CASAS for Reading and Math skills assessment. The tests are free, and scores are valid for two years.

- Photo ID required to enter the building and to test
- No Backpacks, Large Bags or Electronic Devices**
- Arrive 30 minutes before testing time for processing
- Test sessions begin promptly; late arrivals are not permitted to test

Testing Schedule

Contact Student Services Building #1 by appointment only at 727-538-7167, ext. #2006

CLEARWATER CAMPUS
6100 154th Ave N, Clearwater, FL 33760

- Mon -Thu 8:00 am Bldg. 01

Possible Exemptions for Basic Skills Testing (Must be approved by School Counselor)

- High School Diploma (standard diploma) from a private or public high school in Florida and graduated in 2007 or after
- GED 2014 or later
- Associate degree or higher, from an accredited U.S. college.
- Passed College level English and Math with a C or higher
- Tests that can count for Basic Skills requirement: CASAS, PERT, ACT, SAT

Test Prep Resources

https://www.casas.org/ (free sample test items)

https://www.mometrix.com/ (free CASAS practice test)

TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS Version 7) at PTC

The TEAS 7 evaluates 4 areas essential to academic success: Reading, Mathematics, English and Language Usage, and Science. The TEAS is comprised of 170 questions related to medical technology. Test attempts are timed and require about 3.5 hours to complete. IN PERSON TEAS scores are valid for two (2) years. Past online TEAS Test scores are no longer valid and must be retaken in person. It is preferred that the test be taken in person at a PTC test facility.

To be eligible to apply for *Practical Nursing* the candidate must score at least 56%. ***Note: The TEAS may be taken only four (4) times within a 12-month period. A 14-day waiting period is required between test attempts. In person test cost $70.00 (each attempt)***

Clearwater Campus Testing Schedule

(by Appointment Only- Contact Student Services 727-538-7167 x2006; limited seats available)
Student Services, Building #1, 6100 154th Avenue North, Clearwater, Fl

Tues, Wed, and Thursday 8:00 am. – Arrival 7:30 am - Building #2, Administration.

Evening TEAS, Two (2) Wednesdays per month 4:45 pm. Arrival at 4:15 pm Building #1, Student Services

Late arrivals, after 8:00 am or 4:45 pm, will not be permitted to test. Testers requiring special accommodations must schedule at least; 48 hours in advance with the Clearwater Nursing Counselor and provide documentation of disability at the time of scheduling.

TEAS Score Ranking Criteria

TEAS Score Values	Points
TEAS Score 91.0-100	6
TEAS Score 84.0-90.9	5
TEAS Score 77.0-83.9	4
TEAS Score 70.0-76.9	3
TEAS Score 63.0-69.9	2
TEAS Score 56.0-62.9	1

Test Prep Resources Approximately 40% of candidates must take the TEAS more than once. Test preparation is strongly encouraged. Several computer-based practice assessments and study manuals are available. Some resources include:

https://mometrix.com/academy/teas-test-study-guide/ (Test prep, free)
https://www.teaspracticetest.com/ (Practice test, free)
https://www.test-guide.com/free-teas-practice-tests.html (Test prep, free)
https://www.purplemath.com/ (Math course, fee)
https://www.atitesting.com/ (Test maker's site; test prep, study manual, fee)
https://uniontestprep.com/teas (Free test prep)

PINELLAS COUNTY SCHOOLS

HEALTH SCREENING FOR HEALTH SCIENCE EDUCATION

Candidate Name (Print) ----------

Candidates enrolling in a Health Science Education Program with a clinical component must have the items identified for their health program completed **prior** to the class start date except TB screening requirement as stated below. Candidates recognized to be non-immune to any of the diseases must seek appropriate medical attention before entering the class.

ATTACH THIS COMPLETED FORM TO OFFICIAL DOCUMENTATION, INCLUDING LAB REPORTS, BEFORE PAYING TUITION, STARTING CLASS, AND/OR CLINICAL EXPERIENCE.

Your Health Program (one from list below) ----------

HEALTH PROGRAM REQUIREMENTS*	TB	Rubella	**Rubeola**	Varicella	Tetanus	Diphtheria	Pertussis	**Hep B**	Neg Drug
Allied Health Assistant (Phlebotomy)	X	X	X	X	X	X	X	X	X
Central Sterile Processing	X	X	X	X	X	X	X	X	X
Dental Aide	X					X	X	X	
Dental Assistant	X				X	X	X	X	X
Emergency Medical Technician	X	X	X	X	X	X	X	X	X
Health Career II	X	X	X	X	X	X	X	X	
Health Unit Coordinator	X	X	X	X	X	X	X	X	
Home Health Aide	X								
Medical Assistant	X	X	X	X	X	X	X	X	X
Nursing Assistant	X	X	X	X	X	X	X	X	X
Patient Care Technician	X	X	X	X	X	X	X	X	X
Pharmacy Technician	X	X	X	X	X	X	X	X	X
Practical Nursing	X	X	X	X	X	X	X	X	X
Surgical Technician	X	X	X	X	X	X	X	X	X

*Depending on requirements of clinical site.

I. **TUBERCULOSIS**
- A. 2 TB skin tests (Mantoux), 1 within past year and 1 within 30 days prior to clinical experience, **OR**
- B. 2 TB skin tests (Mantoux), 1 week apart 30 days prior to clinical experience, **OR**
- C. negative chest x-ray within 30 days of clinical experience, **OR**
- D. taking or have completed a prescribed medication **OR**
- E. documentation of negative IGRA blood test

II. **RUBELLA (German measles)**

If under 40 years of age:
- A. positive Rubella serology, **OR**
- B. immunization with live vaccine since January 1, 1980, **OR**
- C. 2 immunizations with live vaccine after 12 months of age

If over 40 years of age:
- D. positive Rubella serology, **OR**
- E. Measles, Mumps, Rubella (MMR) vaccine after 1970

III. **RUBEOLA (10 day measles)**
- A born prior to 1957, **OR**
- 8. positive Rubeola serology, **OR**
- C. immunization with live vaccine since January 1, 1980, **OR**
- D. 2 immunizations with live vaccine after 12 months of age

IV. VARICELLA (Chickenpox)
- A. 1 vaccine, if administered under age 13, **OR**
- B. 2 vaccines, 4-8 weeks apart, if administered 13 years of age or older, **OR**
- C. positive Varicella serology (allow 2 months for blood testing process)

Varicella titer is a blood test for antibodies to Chickenpox. We are finding that even if a candidate had Chickenpox, he may not have the antibodies to protect him from the disease as an adult. The blood test is necessary if candidates cannot document the 2 vaccines. If the test comes back negative then the candidate must have the 2 vaccinations prior to entering a clinical area. You may obtain further information from the web site: CDC.GOV. Click on V-Varicella. Please allow two months prior to clinicals to begin the blood testing process

IV. TETANUS
within last 10 years

V. DIPHTHERIA
within last 10 years

VI. PERTUSSIS
within last 10 years

VII. HEPATITIS B VACCINE (Dental Assisting applicants are required to complete Injection #1 by class start date and Injections #2 and #3 by external clinical component.)
Some clinical facilities for the other health programs will require the Hepatitis B Vaccine series before your externship. Therefore, you will not be able to complete your program without completing the HBV series.

A. injections #1, #2, #3, **OR**
B. titer

IX . NEGATIVE DRUG TEST
within 30 days prior to class start date

I, _____understand that I must provide official medical documentation that proves I have completed the above health requirements to be enrolled in a health science education program at Pinellas County Schools.

Candidate Name (Printed) _____

Date _____

_____
Candidate Signature or Parent Signature for Candidate Under Age 18

What tests or immunizations are required for Practical Nursing students? The following tests/immunizations are required:

Tuberculosis	**Tetanus**
Rubella (German Measles)	**Diphtheria**
Rubeola (10-day Measles)	**Hepatitis B**
Varicella (chicken Pox)	

When do I need to submit the completed Health Screening form and official documentation?

All documentation, except for the Gold TB test, must be included in the application packet submitted by the stated deadline.

Which diseases must I provide test/immunization documentation for?

- **Tuberculosis** -A QuantiFERON-TB Gold Blood is recommended over the TB skin test.
- **Rubella** - If you have had the disease, you need to provide documentation of a **positive** titer (blood test) showing the presence of antibodies in your system. A **Doctor's statement,** that you have had the disease, **is insufficient.** If the titer is negative (meaning the antibodies are not present in your system), you will need to provide documentation that you have received the appropriate immunizations. ***Note:*** *You may also provide documentation of having the appropriate immunizations, based on your age.* Refer to the Health Screening for Health Science Education form to determine the immunizations you need.
- **Rubeola** - If you were born prior to 1957 you do not need to provide documentation. If you have had the disease, you need to provide documentation of a **positive** titer (blood test) showing the presence of antibodies in your system. A **Doctor's statement** that you have had the disease **is insufficient.** If the titer is negative (meaning the antibodies are not present in your system), you will need to provide documentation that you have received the appropriate immunizations. ***Note:*** *You may also provide documentation of having the appropriate immunizations, based on your age.* Refer to the Health Screening for Health Science Education form to determine the immunizations you need.
- **Varicella** - If you have had the disease, you need to provide documentation of a **positive** titer (blood test) showing the presence of antibodies in your system. A **Doctor's statement** that you have had the disease **is insufficient.** If the titer is **negative** (meaning the antibodies are not present in your system), you will need to provide documentation that you have received the appropriate immunizations. ***Note:*** *You may also provide documentation of having the appropriate immunizations based on your age when you received the immunizations*. Refer to the Health Screening for Health Science Education form to determine the immunizations you need.
- **Tetanus & Diphtheria** - You need documentation that you have had the injections within the last ten years.
- **Hepatitis** B-You need documentation of having had the three required injections, or a copy of a blood test showing the presence of antibodies.

Where should I go for the immunizations and blood tests?

You can go to your primary care physician or to any county health department:

- Pinellas County: http://pinellas.floridahealth.gov/
- Pasco County: http://pasco.floridahealth.gov/
- Hillsborough County: http://hillsborough.floridahealth.gov/

Accident/Medical Insurance

School Board of Pinellas County, Florida Pinellas Technical College Health Science Programs

I _____ verify that I am enrolled in a Health Science Program through Pinellas Technical College. I fully understand that clinical sites and facilities require candidates to have their own medical insurance to participate in the clinical assignment(s). I also understand that **clinical hours are required for Health Science program completion** and that, without clinical hours, I cannot complete the program.

Should the need arise for medical care due to an accident or other injury or loss, while participating in my regularly scheduled theory or clinical learning activity, my medical expenses will be covered by:

(CHECK APPROPRIATE SECTION{S) & PROVIDE INFORMATION BELOW)

1 _*Medical Insurance Policy*

Insurance Company _____

Policy Number _____

Effective Date _____ Expiration Date* _____

2 _*Medicaid, Medicare, or Department of Veterans Affairs, etc.*

Insurance Company _____

Policy Number _____

Effective Date _____ Expiration Date* _____

* *I am aware that, if I am enrolled in the program beyond my policy's expiration date, I must purchase another policy.*

3_*School Accident Insurance to be purchased upon acceptance.*

I **understand that,** in the event my insurance policy does not cover my complete loss or damages, I agree to be personally responsible for such uncovered injury, loss, or damages I sustain while participating in my regularly scheduled theory or clinical learning activity.

I **further understand that** I am not entitled to any benefits, or workers compensation, in the event of any injury occurring on the premises of the class/clinical learning experience.

I acknowledge that I have read and understand the contents of this entire form, and have selected the appropriate insurance option(s) above for my situation.

Candidate Name *(PLEASE PRINT)* _____

Candidate Signature **x** _____

Date _____

Note: Staple Proof of Insurance (Copy of Medical Insurance Card, front & back) to this form.

The school Board of Pinellas County, Florida, prohibits all forms of discrimination and harassment based on race, color sex, religion, national origin, marital status, age, sexual orientation or disability in any of its programs, services or activities.

Steps to be Admitted to TEAS Testing

1. Make your appointment to take the TEAS Version 7 Test with the Student Services Administrative Assistant at 727-538-7167 x2006

2. Go to ATItesting.com website

3. Create your ATI Account

4. Write down your Login ID and Password and bring with you.

Morning of the Test – Building #2, Administration (the next building past Building #1, Student Services, on the left)

1. Bring your photo ID – State ID, Driver's License or Passport only to Building #2, Administration

2. Bring Credit Card to pay $70 discounted payment.

3. Bring your ATI Login and Password.

4. TEAS AM testing - After checking in at Building #2 with the Administration's Receptionist, the Test Administrator will take you to the Testing Center, where he/she will give you the appropriate Product ID Number in order for you to purchase the TEAS Version 7 test.

Afternoon of the Test - Building #1, Student Services

1. Bring your photo ID – State ID, Driver's License or Passport only to Building #2, Administration

2. Bring Credit Card to pay $70 discounted payment.

3. Bring your ATI Login and Password.

4. TEAS PM testing – The Student Services Administrative Assistant will give you the appropriate Product ID Number in order for you to purchase the TEAS test.

Late Arrivals at 8:00 am or 5:00 pm will not be permitted to test. Please reschedule with Student Services Administrative Assistant, Building #1.

Good Luck!