Adult Application Deadline and Required Documents

Adult Applications for the Virginia Beach School of Practical Nursing (VBSPN) **are accepted beginning December 1**. All required application materials must be **received by the Nursing Department no later than March 1 at 3:00 PM**. Only complete applications with all required original documentation will be considered. Faxed applications will not be accepted. Do not send applications or transcripts to the Adult Learning Center. Applications and supporting documents must be submitted to:

Virginia Beach Technical and Career Education Center
Virginia Beach School of Practical Nursing
2925 N. Landing Road
Virginia Beach, VA 23456

1. **Application Period**
   Applications are accepted from **December 1 through March 1.**

2. **Application Availability**
   Adult applications may be obtained from:
   - Virginia Beach Technical and Career Education Center (2925 N. Landing Road, Virginia Beach, VA)
   - Adult Learning Center (5100 Cleveland Street, Virginia Beach, VA)
   - Online at Virginia Beach Technical and Career Education Center

3. **Required Application Documents due March 1:**
   Applications must include the following:
   a. **Official High School or GED Transcript**
      Applicants must submit an official high school transcript or GED record verifying completion of a standard diploma or equivalent. Transcripts must:
      - Be sent directly from the issuing institution or remain sealed
      - Include the institution's official seal and signature

   b. **Foreign Transcript Evaluation**
      Applicants educated outside the 50 United States must submit a credential evaluation demonstrating equivalency to a U.S. high school education. Evaluations are completed at the applicant's expense through an approved agency listed by the Virginia Department of Education.
      The official evaluation report must be received directly from the evaluating agency in a sealed envelope by the application deadline.

   c. **ATI TEAS Transcript**
      Applicants must arrange for ATI to send official ATI TEAS scores directly to the Virginia Beach School of Practical Nursing. Applicants are responsible for ensuring that scores are received by the application deadline.

   d. **Entrance Exam – ATI TEAS**
      The ATI TEAS (current edition) is required as part of the admissions process. Official ATI TEAS scores must be received by the March 1 application deadline. Applicants are responsible for ensuring that scores are received by the application deadline. **Testing costs are the responsibility of the applicant.** ATI transcripts are typically transmitted electronically within approximately 4 business days (does not include weekends or holidays); follow the instructions below:
      Applicants may register to take the ATI TEAS remotely or at a PSI testing center through ATI Testing.
      Place: VA Beach SOPN as the name of the institution when registering with ATI. After completing the exam, applicants must request that ATI send their official transcript to Virginia Beach School of Practical Nursing by:
      1. Logging into their ATI account
      2. Selecting the "My ATI" tab
      3. Selecting the "Results" tab
      4. Following the "Send Transcript" prompts

      As part of the selective admissions process, the highest ATI TEAS score on record will be considered. Historically, competitive applicants score within the Proficient or Advanced performance levels. Applicants are strongly encouraged to utilize ATI TEAS study materials and become familiar with the exam format and content prior to testing.

   e. **Application Confirmation**
      Receipt of completed adult applications & documentation will be acknowledged by email.

5. Final acceptance into the nursing program is contingent upon:

- Completed application requirements *
- ATI TEAS score transcript
- Completion of CPR, health, and immunization requirements
- Attendance at Mandatory New Student Orientation
- **Satisfactory criminal background and drug screening results**: All applicants accepted into the Nursing Program are required to complete a criminal background check and drug screen through the program's vendor by the deadline provided during New Student Orientation. Admission and continued enrollment are contingent upon the results of the background check and drug screen and the requirements of affiliated clinical agencies**;** each application is handled on case by case basis.

An applicant or student shall be denied admission to, or may be dismissed from, the Nursing Program for any of the following: Any felony conviction, regardless of occurrence; any misdemeanor conviction involving: assault, battery, domestic violence, child abuse or neglect, elder abuse or neglect, abuse, mistreatment, or exploitation of vulnerable individuals, regardless of occurrence; any misdemeanor theft crimes in the 5 years immediately preceding the submittal of application; more than one D.U.I in the 5 years immediately preceding the submittal of application; and/or listed on Health and Human Services/Office of Inspector General List of Excluded Individuals/Entities or the GSA List of Parties Excluded from Federal Programs

6. Mandatory New Student Orientation

Accepted applicants will be notified in writing regarding the required date and time for Mandatory New Student Orientation.

7. First Day Attendance Requirement

Attendance for the entire first day of class is mandatory for all adult students. Failure to attend the full day will result in forfeiture of the student's seat, which may then be offered to another qualified applicant.
The first day includes essential orientation activities and critical information regarding program expectations, policies, and procedures. Full participation is required for continued enrollment.

Adult Waitlisted Applicants:

Applicants offered placement on the waitlist have met VBSPN admission requirements but cannot be offered immediate admission due to limited program capacity. Waitlist status recognizes a qualified applicant; however, it does not guarantee admission.
Applicants must notify the school by the deadline stated in the waitlist offer letter to accept placement on the waitlist and complete all admission requirements for accepted students outlined above by the specified deadlines.
If a seat becomes available, the next eligible applicant on the waitlist will be contacted. Because openings depend on admitted applicants declining or forfeiting admission, VBSPN cannot predict whether or when a seat may become available.
Applicants not admitted during the current admission cycle must reapply and complete all application requirements for a future admission cycle.

*Additional Requirement for all Accepted/Waitlisted Students

A current, satisfactory physical examination report and immunization record are required by all students after an offer of admission, waitlist, and promotion to PN III. Documentation of health status and documentation of essential functional abilities form must be on Virginia Beach School of Practical Nursing Forms signed by a medical physician. The costs associated with these health requirements are paid by the applicant.

1. After evaluating any accommodations mandated by the medical physician on the Medical Release, the nursing program will determine (*on an individual basis*) whether the necessary accommodations or modifications can reasonably be made in the classroom.
2. Reasonable accommodations afforded for students in a didactic environment do not automatically transfer or apply to a clinical setting. Should a student request accommodation in the clinical setting, an additional review is conducted. This review includes a determination regarding whether appropriate, reasonable accommodation is needed for the student to demonstrate the ability to meet technical standards in the clinical setting, with consideration of both patient and student safety, and approval from the clinical facility. Failure to provide this documentation by the due date provided in the letter will prohibit clinical assignment; therefore, students will not be able to complete the nursing program.