GWINNETT
TECHNICAL COLLEGE

LAWRENCEVILLE | ALPHARETTA-NORTH FULTON

Practical Nursing Competitive Admissions Program Form Instructions

PLEASE READ ALL INSTRUCTIONS

Program Deadline: July 25th

Cannot submit form until after March 1st each year.

Step 1: **Complete the attached Practical Nursing Competitive Admission Program form.** Read the instructions and direction requirements very carefully. This is a writable form and does not need to be printed out. Please save to your computer and fill out the form and save it back to your computer once you have completed the form. Before you email your application, please check all of your attached documents to make sure your form is complete and make changes if necessary to your form before you submit it to HealthApp@GwinnettTech.edu. **If there is any missing information or documentation, we cannot complete our portion of the form.**

Step 2: **Schedule an appointment to take the Kaplan Exam. The exam must be completed prior to the July 25th Practical Nursing deadline and must be taken at Gwinnett Technical College on the Lawrenceville or Alpharetta-North Fulton campus. Exams taken at other testing centers or college location will not be accepted.**

The Kaplan Exam is offered by appointment only. To schedule a testing appointment, go to Kaplan Admissions Test – https://www.kaptest.com/nclex/partner/-gwinnett-tech-college.

Gwinnett Technical College allows competitive health candidates to take the Kaplan exam a maximum of 2 times per program application cycle. Students must wait a minimum of 30 days between Kaplan Exam testing dates. The highest Kaplan score obtained from Gwinnett Technical College will be accepted. Applicants must score at least 60% to apply to the Practical Nursing program.

Step 3: Complete the Practical Nursing Competitive Admissions Program form with all required information. <mark>Attach all required documentation to your email as separate documents.</mark>

Be sure to attach a copy of your current:

- **Kaplan Score Report** – given to you at the end of your Kaplan Exam.
- **Driver's License** – (take a picture with your cell phone and attached as a JPEG document).
- **Permanent Resident Card** – **only if you are not a U.S. citizen.**

Step 4: Submit your completed Practical Nursing Competitive Admissions Program form to the email address **HealthApp@GwinnettTech.edu** with your documents **before the July 25th deadline**. Your documents will be reviewed by an advisor for accuracy and completion before being submitted for processing.

Incomplete packets will not be accepted. Also, if your cumulative GPA is below 2.0, you cannot apply to the Practical Nursing program, you must be in good standing.

If your Kaplan score is below 60%, you are not eligible to apply to the Practical Nursing program. If we find any errors with your form or documents, you will be emailed that your documents have been rejected and you will need to reapply to correct any errors found.

Step 5: Students have the option to provide additional licensure/certification, diploma/degree and or healthcare work experience documentation by completing the Practical Nursing Program Employee Verification Form found at **GwinnettTech.edu/enrollment/forms-documents/** to earn extra credit in the competitive process of acceptance.

<mark>Please email these documents to **NursingDivisionSupport@GwinnettTech.edu** After submitting your Practical Nursing Competitive Admissions Form. The Practical Nursing Program Employee Verification form, can only be submitted If you have at least one year of healthcare experience by the July 25th deadline.</mark>
- <mark>**Practical Nursing Program Employee Certification Form**</mark>
- <mark>**Copy of licensure/Certification, Diploma or Degree**</mark>

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![Gwinnett Technical College logo]

GWINNETT
TECHNICAL COLLEGE

LAWRENCEVILLE | ALPHARETTA-NORTH FULTON

Practical Nursing Certificate
3 semesters

<u>Practical Nursing Competitive Admission Program Form</u>
The Practical Nursing Competitive Admission Program Form is required for admission to the Practical Nursing Certificate program.

Application Deadline: <u>July 25th</u>

Please complete Applicant Information below:

First Name	Middle Name	Last Name	Student Number:
Address City		State Zip code	Phone:
GTC Email Address		Alternate Email Address	

Term for which you are applying: SPRING [   ] **Program starts once a year only**

Please Click on Box to Select	YES	NO	N/A
1. **Have you attached a copy of your Driver's License? Cannot be expired.**			
2. **Have you attached a copy of your Permanent Resident Card – only needed of you are not a U.S. Citizen. Cannot be expired.**			
3. **Have you attached the KAPLAN exam score report from GTC with a minimum score of 60% taken within the dates of (7/26/25 - 07/25/2026)? Please attach your Kaplan score report to your email.**	**Highest Overall Score** _____	**Test Date** ____/____/_____	

Please attach all of the following documents to your email to HealthApp@GwinnettTech.edu when submitting your Practical Nursing Competitive Admissions Form:

- **Copy of your Kaplan Score Report with a minimum score of 60% (Must be taken within one year of applying by deadline date).**
- **Picture of Driver's License or State ID, not expired (attach as a JPEG)**
- **Picture of Permanent Resident Card (front and back of card), if you are not a US Citizen (attach as a JPEG).**

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Please email these documents to NursingDivisionSupport@GwinnettTech.edu after submitting your Practical Nursing Competitive Admissions Form.

- Practical Nursing Program Employee Verification form, if you have at least one year of healthcare experience by the July 25th deadline within the last two years.
- Copy of licensure/Certification, Diploma or Degree

Please read and <u>initial</u> each of the following:

_____ I confirm my admissions file is complete, and Pending Program Director approval to Gwinnett Technical College. **I understand I cannot submit my Practical Nursing Competitive Admissions form until after March 1st of the year I am applying to the program.**

_____ I understand I must be in good academic standing when the program starts.

_____ I understand I must be at least 18 years old at the start of the program.

_____ I understand background checks and drug screenings are required for clinical participation.

_____ I understand I must attend two mandatory orientation days, typically held before classes begin.

_____ I understand I will be required to register early for courses due to clinical placement requirements.

_____ I understand meeting the minimum requirements does not guarantee selection, as space is limited.

_____ I understand that I will be notified of my acceptance or denial within two weeks of the application deadline.

_____ I understand that additional points will be awarded to students who have completed a licensure/certification, diploma/degree, and/or have healthcare work experience in one of the following areas: Emergency Medical Responder, CMA through AAMA, Certified Nursing Assistant (CNA), or AMT/ASCP Certification in Phlebotomy. **Must be emailed to NursingDivisionSupport@GwinnettTech.edu after applying to program before the July 25th deadline.**

_____ I understand that Licensure/Certification must be active in the state of Georgia and verified through the state registry.

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_____ I understand that additional points will be given to those with one (1) year of verified healthcare work experience within the last 2 years, **documented on the required GTC Employee Verification Form and emailed to NursingDivisionSupport@GwinnettTech.edu after applying to the program before the July 25th deadline.**

_____ I understand that I must meet diploma-level placement scores (Accuplacer, SAT, ACT, or High School GPA) at GTC to start the program. **Developmental level classes disqualify me from starting the program.**

_____ I understand that each clinical site reserves the right to deny student entry based on its own clinical policies and procedures. Students who do not meet all immunization or other clinical requirements may have limited access to clinical sites, which could delay or prevent program completion. Therefore, successful completion of the program may not be possible.

_____ I understand that it is my responsibility to return this completed **Practical Nursing Competitive Admission Program Form, along with all supporting documents (driver's license, Permanent Resident card, if not a US Citizen and the Kaplan Exam score report** must be emailed to the Health Team by email to **HealthApp@GwinnettTech.edu** before the **July 25th deadline. I also understand incomplete packets will not be considered for the Practical Nursing Certificate program.**

Student Signature:_____**Date**: _____

Enrollment Advisor Signature:_____**Date**: _____

For staff use only

	1. Student is in good academic standing.		6. All previous transcripts have been received and does not have a transcript waiver on file.
	2. Student has an active Admissions file.		7. Student will be 18 years old at start of program.
	3. Checked for current Kaplan scores in SOATEST; meets 60% minimum and a copy is attached.		8. Student is diploma level proficient.
	4. Driver's License is attached and has not expired.		9. Student has provided additional license/certification, diploma/degree and/or healthcare work experience documentation or N/A
	5. Permanent Resident Card is attached and has not expired.		

To be completed (initials) by the _program support specialist,_ upon receiving receiving packet (check for accuracy):_____[initials] I have verified for accuracy boxes 3, 4, 5, 7, & 9.

03/02/2026