



**KIRKSVILLE AREA TECHNICAL CENTER
PRACTICAL NURSING PROGRAM
GENERAL INFORMATION
2026-2027**



This document gives general information about the Practical Nursing Program. Read the information completely. This document is yours to keep.

ACCREDITATION

The Practical Nurse Program at Kirksville Area Technical Center (KATC) is fully approved by the Missouri State Board of Nursing, approved by the Department of Elementary and Secondary Education, and accredited by the Commission of the Council on Occupational Education. For information about national and program accreditation, contact the institution.

Upon successful completion of the program, graduates are eligible to apply to take the National Council of Licensing Examination for Practical Nurses (NCLEX-PN). The State of Missouri Nursing Practice Act, Sections 335.046 and 335.066 provides additional criteria for eligibility to apply for licensure as a practical nurse. Successful completion of the program does not guarantee eligibility to take the licensing examination. Satisfactory performance on this exam will qualify the student for licensure as a practical nurse. The State Board of Nursing may deny you the privilege of sitting for the exam if you have been convicted of a crime.

KATC MISSION

The mission of the Kirksville Area Technical Center is to prepare students for continuous learning and workforce success.

In keeping with this mission, the following goals have been established:

1. To enable students to demonstrate personal and job-specific competencies needed for success in a career.
2. To expose students to the technologies necessary to perform successfully in their chosen careers.
3. To assist students in securing rewarding employment in their chosen career areas.
4. To demonstrate to students the importance of a successful career to their overall personal satisfactions.

THE EDUCATIONAL PROGRAM

Prepare the individual to provide skilled bedside nursing care in a variety of health care facilities. One class is admitted each August. The program requires approximately 11 months and includes scheduled breaks as listed in the current Practical Nurse Handbook.

CURRICULUM PLAN

**A. Academic Courses: August-December
*Includes Clinical Practicum in December***

- a. Fundamentals of Nursing
- b. Intravenous Fluid Therapy
- c. Geriatrics & the Lifespan
- d. Medical-Surgical Nursing I
- e. Nutrition
- f. Personal, Family & Community Health
- g. Personal Vocational Concepts
- h. Maternal & Newborn Nursing
- i. Physiology (online with MACC)

**B. Academic Courses & Practicum
January -June**

- a. Pharmacology
- b. Contemporary Issues
- c. Maternal & Newborn Nursing Clinical
- d. Medical-Surgical Nursing II
- e. Nursing of Children
- f. Selected Services (Observation)
- g. Preceptorship



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PROGRAM HOURS

Aug.-Dec.: Monday-Thursday 8 am to 4 pm

Jan.-June: Hours vary during clinical practicum.

- Class time variations throughout the year will be scheduled in advance.
- Some Fridays may be used for make-up days.

NEW!! EARLY ACCEPTANCE OPTION

Applicants may now qualify for early acceptance into the PN program. This will allow an applicant to bypass the Selection Committee and be accepted earlier, as long as the applicant meets ALL criteria.

To qualify for early acceptance, applicants must have submitted the following items:

- Completed application with \$40 application fee
- Registered with the Family Care Safety Registry
- OFFICIAL high school transcript or copy of high school equivalency (with scores)
- All OFFICIAL college transcripts, including proof of **COMPLETION** of a 4-credit hour college level Anatomy course with lab from an accredited college or university. A minimum grade of “C” is required. The Anatomy course must meet the approval of MACC in order to be enrolled in Physiology in the fall.
- Provide a score report for TEAS 7. **A total score of 60 or higher is required for early acceptance.**
- Any current healthcare certifications

Students who receive early acceptance will have a seat in the class. If all seats are full at time of acceptance, it will be on a first come, first serve basis.

REGULAR ADMISSION OPTION

Applicants who have not completed Anatomy or did not receive a 60 or higher on the TEAS may apply through the regular admission process.

Applicants must submit the following required items by the May 1st deadline:

- Completed application with \$40 application fee
- Registered with the Family Care Safety Registry
- An OFFICIAL high school transcript or copy of high school equivalency (with scores)
- ALL OFFICIAL college transcripts including completion of a 4-credit hour college level anatomy course w/ lab with a grade of “C” or higher is required.
- Receive a total score of 56 or higher on the TEAS 7
- Provide proof of any current healthcare certifications.

Those applications that meet ALL criteria will go to Selection Committee for decision in mid-May.

PRE-ADMISSION TESTING

The ATI TEAS Version 7 is the required pre-admission testing to the Practical Nursing Program. A TOTAL SCORE of 56 or higher is REQUIRED to go to the selection committee. Applicants will receive points based on their total score and science score. A 56 or higher is not required for the science portion of the TEAS, only the composite.



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KATC is a test site for the TEAS and must be scheduled in advance by calling 660-665-2865. The first TEAS exam is covered with your paid \$40 application fee and the receipt of your application. Retakes are \$75 each. An applicant may only take the exam 3 times per application cycle at KATC. Payment can be in the form of cash, check or money order. **WE DO NOT TAKE CREDIT/DEBIT CARDS.** Required scores taken within 2 years of the date application is received is acceptable. Test scores from another testing location are also accepted.

REQUIRED EXAM FOR ELL APPLICANTS: Those applicants who do not speak English as their primary language, must provide one of the following: a TOEFL score of 560 or higher on the written exam, a score of 86 or higher on the TOEFL IBT exam or an ACT English score of 20 or higher. **This testing is required in addition to meeting all other admission criteria, including TEAS exam scores, and is at the expense of the applicant.**

SELECTION

Applicants will receive points based on the Selection Score Sheet on the following page. This includes the areas of TEAS exam scores, high school or college GPA, references, certification/work experience, and college coursework. (See score sheet on following page for more information.) In May, the Selection Committee will meet to review applications which have been ranked based on total score. A minimum total point value is not required; however, the applicant should try to earn the greatest number of points possible as this may increase their chances of receiving acceptance into the program. All applicants will be notified of the committee's decision by the end of May. **If the applicant is selected as an alternate, they are still required to take anatomy with lab should they be accepted.**



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- * Applications will **NOT** be reviewed or selected on the basis of sex, age, disability, race, creed, color, religion, natural origin, marital or parental status.



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REGULAR ADMISSION SCORE SHEET

TEAS Exam: A composite score of 56% or higher is required.			
TEAS-Composite Score: _____		TEAS - Science Score: _____	
Composite Score	Points	Science Score	Points
59+	4	59+	4
58.0 - 58.9	3	58.0 - 58.9	3
57 - 57.9	2	57 - 57.9	2
56 - 56.9	1	56 - 56.9	1
0-55.9	0	0-55.9	0
Points Earned: _____/8			

Grade Point Average: College GPA will be used if applicant has completed 12+ hours of college credit.					
HS or College GPA	HS Points	College Points	HiSET Score	GED Score	HiSET or GED Points
3.25-4.0	4	5	87+	700	4
2.95-3.249	3	4	76-86	600-699	3
2.5-2.949	2	3	66-75	500-599	2
2.0-2.499	1	2	46-65	410-499	1
Below 2.0	0	1	0-44	0-409	0
Points Earned: _____/5					

References: Points from 3 references will be averaged.		Certification/Experience	
Reference Name	Points		Points
#1 _____	/4	A CURRENT Healthcare Certification (at the discretion of the Selection Committee)	1
#2 _____	/4	Years Employed in Healthcare Field (2-4) - WITHOUT certification	2
#3 _____	/4	Years Employed in Healthcare Field (2-4) - WITH certification	3
Points Earned (Avg): _____/4		Years Employed in Healthcare Field (5+) - WITHOUT certification	3
College Coursework: Coursework but be completed prior to Selection Committee meeting in May. Applicant must receive grade of "C" or higher to earn points.		Years Employed in Healthcare Field (5+) - WITH certification	4
		CURRENT CCMA Certification	3
		Points Earned: _____/8	
		TOTAL POINTS _____	
Course	Points		
Anatomy w/ Lab - 4 cr.	2		
Physiology w/ Lab - 4 cr.	1		
Lifespan - 3 cr.	1		
Points Earned: _____/4			



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ADVANCED PLACEMENT POLICIES

See policy guidelines for Geriatrics & the Lifespan and Physiology below.

GERIATRICS & THE LIFESPAN

PURPOSE: Any student, who has completed and obtained a “C” or above in a college-level Geriatrics and the Lifespan course, may be given the choice to waive repeating the course. The course must be at least 3 credit hours from an accredited college or university.

OBJECTIVES: To provide an opportunity for students to avoid repeating a course unnecessarily and decrease current course load.

PROCEDURE:

1. Accepted applicants wishing to receive Advanced Placement (AP) for Geriatrics and the Lifespan must submit an official transcript from an accredited community college or university. The transcript must show completion of the course with a minimum grade of a “C.”
2. Complete the AP form and return it to the address listed at the bottom of the page.
3. After review of the transcript and AP form, the PN Administrator will determine if the student meets the criteria to be granted Advanced Placement for the Geriatrics and the Lifespan course.
4. If the student is granted Advanced Placement, he/she will be released from Geriatrics and the Lifespan class time. He/she must still participate in the Geriatric assessment conducted at specified facility and complete the required paperwork.
5. There will be no reduction in tuition.

PHYSIOLOGY

PURPOSE: Any student, who has completed and obtained a “C” or above in a college-level Physiology may be given the choice to waive repeating the course. The course must be at least 4 credit hours and include a laboratory component from an accredited college or university.

OBJECTIVES: To provide an opportunity for students to avoid repeating a course unnecessarily and decrease current course load.

PROCEDURE:

1. Accepted applicants wishing to receive Advanced Placement (AP) for Physiology must submit an official transcript from an accredited community college or university. The transcript must show completion of the course with a minimum grade of a “C.”
2. Complete the AP form and return it to the address listed at the bottom of the page.
3. After review of the transcript and AP form, the PN Administrator will determine if the student meets the criteria to be granted Advanced Placement for the Physiology course.
4. If the student is granted Advanced Placement, he/she will be released from Physiology class time.
5. There will be no reduction in tuition.



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STUDENT SERVICES

1. **MENTORING:** The faculty will hold individual guidance sessions with the students throughout the year. This includes academic clinical counseling as well as needed personal guidance.
2. **KITCHEN:** A kitchen is provided for student use, including refrigerator and microwave ovens. No smoking is allowed on the Kirksville R-III School property.
3. **STUDENT FILES:** Student files are open to the student as well as funding and accrediting agencies. Files are not available to anyone else, unless requested in writing by the student.
4. **LIBRARY:** The PN library is located in the locker area and is available to any PN student from 6:30 a.m. to 3:30 p.m.
5. **PARKING:** Adult students may park their vehicles in the school parking lot west of KATC and in the lot east of KATC near the tennis courts. **DO NOT PARK** in faculty spots.
6. **PHONES:** Only emergency phone calls will be accepted by faculty on behalf of students. Cell phones must be turned off during class hours.
7. **FINANCIAL AID:** Information regarding financial aid is available upon request. After the student has been accepted into the Practical Nursing program, the Financial Aid Coordinator can assist with financial aid applications.

PHYSICAL EXAM

A physical exam is required for each accepted applicant. The form will be provided by the school, to be completed at the student's expense, by the physician of the student's choice. This will include an immunization review and TB test.

PREGNANCY

The student who is pregnant when she enters the program or becomes pregnant while in the program is responsible for providing the practical nursing program with written permission from her doctor to continue in the program. The decision should be based on the understanding that in a health care environment, the pregnant student may be exposed to health hazards that may be damaging to her or to her fetus. If the pregnant student has lifting restrictions, she will not be allowed to attend clinical experiences until the lifting restrictions have been removed. The pregnant student will be expected to meet the stated conditions and objectives that are required of all students.

DISCLOSURE OF CRIMINAL BACKGROUND AND FAMILY CARE SAFETY REGISTRY

All applicants for the PN program must register with the Family Care Safety Registry with the Missouri Department of Health and Senior Services. The cost of this check is the responsibility of the student. This registry screens for the following: state criminal history and sex offender registry records with the MO State Highway Patrol, Child Abuse/Neglect records maintained by the MO Department of Social Services, the Employee Disqualification List maintained by the MO Department of Health and Senior Services, the Employee Disqualification Registry maintained by the MO Department of Health and Senior Services, and Foster Parent Records maintained by the MO Department of Social Services. An Office of the Inspector General's List of Excluded Individuals/Entities (OIG) check, and CNA Registry check will also be performed.



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PROGRAM COSTS

Tuition.....\$17,500.00

All program-required books, supplies, and most fees are included with the cost of tuition. School supplies (pens, folders, paper, etc.), student physical/immunizations/TB test, fingerprint fee and NCLEX fee are **NOT** included with this cost.

TUITION PAYMENT/REFUND POLICY

The following table outlines student’s tuition payment responsibility as well as the refund policy in the event a student withdraws from KATC. For students receiving Title IV funds, the refund policy will be either the school policy or the United States Department of Education policy - whichever policy is more favorable to the student. A student withdrawing prior to receiving a student loan check will have that check returned to the lender.

School Policy- Students who ceases to be enrolled at the KATC will receive tuition refunds in accordance with the following refund policies:

Student Withdrawal (week – 4 days)	Student/Agency Refund	Student’s Responsibility
Within 1 st week of payment period	75%	25%
Within 2 nd week of payment period	50%	50%
Within 3 rd week of payment period	25%	75%
Within 4 th week of payment period	0%	100%

Outstanding balances owed to the KATC may be turned over to the school attorney or a private collection agency for collection.

United States Department of Education Policy-Refunds will be applied to recipients of Title IV funds that are part of the institution's charges to the student. Refunds will be calculated for students using the R2T4 format, and refunds will be returned to the following Title IV programs in said order:

1. Direct Student Loan
2. Pell Grant

If you withdraw prior to completing 60 percent of a payment period, you will be required to refund the United States Government a portion or all of any Title IV funds you received during that period. This refund is calculated using the R2T4 format. When a refund is made on a student's behalf to a lending institution for a Direct Loan, the student will be notified in writing within sixty days as to the date and amount of the refund. For students funded by an outside agency (Gamm, Inc., WIOA, VA, Vocational Rehabilitation, etc.), the school's refund policy will apply.

REVISED: 1/2026