

MISSION

The mission of the Randolph Technical Center is to provide eligible students the opportunity to become productive and responsible citizens, with quality, marketable skills and technical knowledge to pursue their occupational goals. Each student will be encouraged to develop a respect for the dignity of work and the need for continuous education.

PHILOSOPHY

—The Randolph Technical Center School of Practical Nursing functions within the administrative framework and philosophy of the Randolph Technical Center.

—The philosophy of the faculty of the Randolph Technical Center School of Practical Nursing is described in relation to its beliefs about man, health nursing, and nursing education. In addition, it describes the role of the practical nurse. The philosophy forms the operant foundation for the practical nursing program, and as such, serves as the basis for the terminal objectives of the program. The faculty believe that:

—Man is a physiological, psychosocial, and spiritual being deserving of respect for his worth and value as a human being. Man is holistic and strives continually to meet his basic human needs. How well man succeeds in meeting these needs determines his level of health. Man's health is affected by life experiences, culture, and heredity.

—Health is that quality of life in which man achieves and maintains his integrity. Health is a state relative to each individual. The level of health man is able to maintain is dependent on his interaction with his internal and external environment, and his ability to use available health care resources.

—Environment encompasses all the circumstance that affect man's well-being. Man's relationship with his environment is dynamic; how he manipulates his environment assists him to attain and maintain homeostasis.

—Nursing is a science and an art in which scientific knowledge of mankind's needs are merged with human compassion and caring. The focus of the nurse is the client, who must be accepted without judgment. The nurse actively involves and informs the client about his care and decisions which affects his well being. The nurse is a client advocate who bases care upon what's best for the client.

—Nursing Education is an interactive process between learner and teacher. Inherent in nursing education is the teaching-learning process. Teaching is a system of actions designed to bring about change in the learner's behavior. Learning is the acquisition of knowledge and skills and is lifelong. The student must assume the role of the learner and the responsibility that goes with that role. Administration, faculty, and clinical sites serve as guides, resource persons and facilitators of learning. Learning is a complicated, continuous process that brings about a permanent change in behavior.

—The licensed practical nurse is a valuable, productive member of the health care team who provides quality care to clients at home or in institutions under the supervision of the registered nurse, dentist, or physician. The licensed practical nurse utilizes the nursing process to make decisions regarding client care. The nursing process is a problem-solving process which uses data collection and problem identification to plan and provide nursing care. Because lack of knowledge may be detrimental to the client's safety and well being, the practical nurse has a legal obligation to be a well-informed practitioner. Beyond that legal obligation, the desire to help mankind should be an incentive to acquire skills and knowledge vital to practical nursing and to motivate the practical nurse to continue her education beyond graduation.

COST & PAYMENT SCHEDULE

The cost of the program is \$7,000.00 for the 2027-2028 school year. **All subsequent tuition is NONREFUNDABLE. (Conditional PELL or WIOA must be paid up front and will be reimbursed when funds are released) Free tuition for those who meet qualifications.**

Payment 1—As indicated in the acceptance letter, a **\$100 NONREFUNDABLE** deposit must be made to hold the position in the class.

Payment 2—On or before the day of the scheduled uniform fitting, a **\$500 NONREFUNDABLE** payment is due.

Payment 3—On or before the first day of class, a **\$1600** payment is due. After class has been in session for one week, this payment is **NONREFUNDABLE**.

Payment 4—On or before the first day of the second quarter, a **\$1600 NONREFUNDABLE** payment is due.

Payment 5—On or before the first day of the third quarter, a **\$1600 NONREFUNDABLE** payment is due.

Payment 6—On or before the first day of the fourth quarter, a **\$1600 NONREFUNDABLE** payment is due.

FACILITIES

Facilities may include but are not limited to the following health care organizations: Cortland Acres; Colonial Place; Davis Memorial Hospital; Elkins Rehabilitation and Care Center; St. Joseph's Hospital; and William R. Sharpe, Jr. Hospital.

START DATE: March 5, 2027
GRADUATION DATE: February 18, 2028

APPLICATION TO THE LPN PROGRAM

Applications will be available at the RTC office; or by downloading a packet (**application and directions**) at <http://rtc.rand.k12.wv.us/>.

Randolph Technical Center School of Practical Nursing is an Equal Opportunity-Affirmative Action Institution. In compliance with Title VI of the Civil Rights Act, Title IX (Educational Amendments of 1972) Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the other applicable laws and regulations, the School provides equal opportunity to all prospective of individual qualifications, and merit without regard to race, sex, religion, age, national origin, disability, or sexual orientation, as identified and defined by law. The school neither affiliates knowingly with nor grants recognition to an individual, group or organization having policies that discriminate on the basis of race, color, age, religion, sex, national origin, disability, or sexual orientation as defined by applicable laws and regulations. Further inquiries may be directed to the Section 504 and Title IX Coordinator, 40 11th St., Elkins, WV 26241, phone 304-636-9150; or to the U.S. Department of Education's Director of the Office of Civil Rights.

RANDOLPH TECHNICAL CENTER

SCHOOL OF



2027-2028 PRACTICAL NURSING

**200 Kennedy Drive
Elkins, WV 26241
Tel: (304) 636-9195
<http://rtc.rand.k12.wv.us/>**

Free Tuition for those who qualify



Coordinator:
Misty Bolyard

Primary Instructor :
Carrie Bonner

PURPOSE AND GENERAL INFORMATION

The Randolph Technical Center School of Practical Nursing helps meet the growing need for licensed practical nurses. The program is provided by the Department of Technical and Adult Education of the West Virginia Department of Education, with support from local health care providers.

This comprehensive, 1-year course is accredited by the Council on Occupation Education. Students will receive classroom and in-hospital instruction in a wide variety of clinical settings. Students must provide their own transportation.

COURSES

- Anatomy
- Growth and Development
- Fundamental Skills and Concepts
- Geriatrics
- Integrated Social Sciences
- Medical-Surgical Nursing
- Medical Terminology
- Mental Health
- Nutrition and Diet Therapy
- Obstetrics
- Pediatrics
- Pharmacology
- Personal Vocational Relationships

ELIGIBILITY REQUIREMENTS

1. High School diploma or High School Equivalency (HSE)
 - a. Our Adult Basic Education Department will be offering **free classes** to prepare for the TEAS.
 - b. The AE department will also work independently with students to advance reading, spelling, & math skills.
2. Good physical and mental health.
3. Sincere interest in providing health care.
4. Successful completion of entrance examinations.

Applicants must take the PRE-TABE, POST-TABE and TEAS test for Practical Nursing as part of the pre-entrance requirements. Scores from each section of the test will be given weighted values. Applicants will be selected for an interview based upon their weighted score. Students are admitted without discrimination in regard to creed, ethnic origin, marital status, race, sex, or age. Twenty students are admitted into the program. Students will be allowed only one opportunity for re-admittance.

The State Licensed Practical Nursing Board reserves the right to refuse to admit applicants to the licensure examination who have been convicted, pled guilty or nolo contendere to a felony or misdemeanor, are addicted to habit-forming drugs, are mentally incompetent, or are guilty of professional misconduct as defined by the state board. Before acceptance into the program the applicant **MUST** submit to drug screening and an FBI criminal background check. In addition to this, any applicant who received disciplinary action from one of our training facilities will not be admitted. (9.1.3.10 CSR, Policies Regulation Licensure)

FINANCIAL AID

Financial aid may be available to those who qualify. Our students may qualify for a PELL grant, or for WIOA funding. Please contact the school guidance officer for more information.

In addition, please be advised that per 29 CFR, 37.34 (a) - "Recipients must indicate that WIOA Title I—financially assisted program or activity in question is an "equal opportunity employer/program," and that "auxiliary aids and services are available upon request to individuals with disabilities."

APPLICANTS SHOULD

1. Complete the application form and return it to Randolph Technical Center, with the required fee, or mail to: (postmarked on or before July 24, 2026)
Randolph Technical Center
School of Practical Nursing
200 Kennedy Dr.
Elkins, WV 26241
2. Have **transcripts** and **3 references** completed and mailed by **Sept. 30, 2026** to the above address.
3. Complete the required entrance examinations.
The testing dates are listed on the application direction sheet.
4. Applicants who meet the test criteria will be scheduled for interviews.
5. Following notification of acceptance into the program, applicants will attend an orientation session where forms for required immunizations and physical exams will be distributed. A current food-handler's card, Hepatitis B vaccine, and other immunizations are required by the WV LPN Board. The criminal background check includes a fingerprinting fee.
6. A current CPR healthcare provider card and a current food handler's card is required before the first day of class.

PROGRAM OBJECTIVE

Upon completion of the practical nursing program, the graduate will:

1. Effectively use the nursing process to organize and deliver client care.
2. Perform nursing functions with manual, intellectual and tactile skill.
3. Accurately document nursing interventions and client responses.
4. Explain his or her nursing actions based on the nursing process using principles of physical, biological and behavioral sciences.
5. Utilize safety principles when caring for clients.
6. Accept the behavior of people of various cultures, races and occupations while responding positively and giving quality care.
7. Share information on current nursing matters.
8. Serve as a role model for peers and the community by obeying rules of good health.
9. Under the direction of the registered nurse, provide client education services.
10. Identify personal strengths and weaknesses in order to improve performance.
11. Work effectively with clients, families and fellow health care professionals.
12. Serve as a client advocate.
13. Participate in continuing education to maintain competency in nursing.
14. Comply with the Ethical and Legal Standards of Nursing Practice for the Licensed Practical Nurse.
15. Collect, report, and record objective and subjective data.
16. Participate in the development of the Nursing Care Plan.
17. Provide safe nursing care within the scope of the role of the practical nurse.

APPLICATION DIRECTIONS, TESTING AND FREE CLASS DATES
Class of 2027-2028



1. Complete the enclosed application and return it with the **\$35 NONREFUNDABLE fee** before the deadline of **July 24, 2026**. NOTE: Any applications postmarked or hand delivered after July 24, 2026 **WILL NOT BE ACCEPTED! NO REFUNDS** will be made on application fees.
2. Have your **official transcripts**, including any college work completed, **mailed by the school** postmarked by **September 30, 2026** to:
Randolph Technical Center
School of Practical Nursing
200 Kennedy Dr.
Elkins, WV 26241

This also includes GED records, which must now be secured from the DiplomaSender.com. Go to the website, create an account and purchase your official copy of your GED and have it mailed to the address above.

3. Have 3 reference forms completed and mailed to us by the person completing it postmarked by **SEPTEMBER 30, 2026**. **YOU** provide the envelope and stamp. Each positive and completed reference form will earn points for you if you receive an interview. We will accept 3, and **if the reference comes from a relative or close friend it will not be counted**.
4.

<u>TABE TESTS:</u>	<u>PRETEST:</u>	<u>TIME:</u>	<u>POSTTEST:</u>	<u>TIME:</u>
LAST NAME: A-M	*July 27, 2026	8:00 A.M.	*September 28, 2026	8:00 A.M.
	*July 28, 2026	8:00 A.M.		
LAST NAME: N-Z	*July 27, 2026	1:00 P.M.	*September 28, 2026	1:00 P.M.
	*July 28, 2026	1:00 P.M.		

Report to the ADULT EDUCATION LEARNING CENTER (green building behind RTC). Be well rested! Also, **note:** we will only test official applicants who have **paid the fee and returned their applications by the July 24th deadline**. **YOU MUST TAKE BOTH TABE TESTS TO BE ELIGIBLE FOR THE OFFICIAL TEAS TEST.** Your TABE assessment scores will be sent to you, and you will be provided with instructions for preregistering to take the **official screening test** (called the **TEAS**).

5.

<u>TEAS TEST:</u>	<u>DATE: (NO Make-up day)</u>	<u>TIME:</u>
LAST NAME: A-M	*October 05, 2026	8:00 A.M.
LAST NAME: N-Z	*October 05, 2026	1:00 P.M.

*Please note this date is subject to change, and you will be notified if necessary.
Bring a government issued photo ID.

Our Adult Education Department will be offering **free classes**. **Attendance is required for materials**. These **classes** will have direct instructional time and student work time. Classes are held in the **Adult Education Learning Center** starting at **3:30 P.M.** on the following dates: **August 3, 10, 17, 24, and 31 & September 14 and 21, 2026**. It is to your advantage to attend these classes if possible and you may also attend regular Adult Education classes at the Adult Education Learning Center. Opportunities for obtaining distance learning resources will be available also. Call 304-636-9195/ext. 110 regarding the TABE, TEAS or any classes.

6. Based on TEAS test scores, interviews will be scheduled. Applicants will be notified by mail of final acceptance. **Class will start Friday, March 05, 2027.**

***** DO NOT DISCARD THIS SHEET *****

IT CONTAINS IMPORTANT INFORMATION AND DATES

Application and \$35.00 NONREFUNDABLE fee postmarked by JULY 24, 2026

All transcripts and the three (3) references postmarked by SEPTEMBER 30, 2026

Application, Application Directions and Brochure may be downloaded at <http://boe.rand.k12.wv.us>

Below is a direct link to LPN Program information and documents....

<https://randolphcsdvwv.sites.thrillshare.com/o/rtc/documents/adult-programs/lpn/lpn-forms/740733>

Res. 3/15, 3/16, 3/17, 3/18, 3/19, 3/20, 4/26

IMPORTANT INFORMATION
FINANCIAL AID AVAILABLE
2027-2028

1. **Pell Grant:** Available to those who meet the income criteria. You are responsible for filing your 2026-27 Free Application for Federal Student Aid (FAFSA) and 2027-28 FAFSA. The 2026-27 FAFSA is available to be filed immediately. Please file your 2027-28 FAFSA by **December 1, 2026**. Applications are available online at <http://www.studentaid.gov/h/apply-for-aid/fafsa>

Gainful employment requirements for educational programs that are eligible for funding under the Higher Education Act Title IV, are available at <https://studentaid.ed.gov/sa/about/data-center/school/ge>.

The Randolph Technical Center does not participate with guaranteed student loan or Stafford loan programs.

2. Workforce Investment and Opportunity Act (WIOA): Available to those who meet income criteria set up by the Workforce Investment Board. The local office is located at 1023 N. Randolph Ave. Elkins, WV 304-637-0257 Visit www.workforcewv.org or email workforceelkins@wv.gov
3. Veteran's Administration (VA): Available to those who meet criteria set up by the Veteran's Administration.
4. Rehabilitation Center: Eligibility determined by the local rehabilitation office.

NOTE: If for any reason WIOA or any other aid is still pending when tuition payments are due, students must pay according to the payment schedule and will be reimbursed when/if the financial aid comes through.



TESTING AND CLASSES INFORMATION SHEET

All LPN applicants are required to take TABE assessments in the areas of reading, mathematics and language. If you are only doing TABE and TEAS testing, you are still required to do paperwork for the **Adult Education Learning Center** so that test scores and information can be shared with the LPN program and/or WorkForce WV. At the initial TABE pretest session, score requirements will be discussed with you, as well as reminders regarding class dates, the TABE post-test assessment, and the TEAS dates.

TABE PRETEST (reading, mathematics and language) *Attendance is required BOTH days for pre-test*****

ALL CLASSES AND TESTING WILL BE HELD AT THE ADULT EDUCATION LEARNING CENTER

Last Name: A-M	July 27, 2026	8 a.m.	AE Enrollment & TABE-Pretest (Part 1-Locator)
	July 28, 2026	8 a.m.	TABE Pretest (Part 2-reading, math, language)

Last Name: N-Z	July 27, 2026	1 p.m.	AE Enrollment & TABE-Pretest (Part 1-Locator)
	July 28, 2026	1 p.m.	TABE Pretest (Part 2-reading, math and language)

Students must take both the pre- and post- TABE tests in reading, math and language to qualify for the TEAS test.

TABE POST-TEST (reading, mathematics and language)

Last Name: A-M	September 28, 2026	8 a.m.	TABE Post-test (reading, math and language)
Last Name: N-Z	September 28, 2026	1 p.m.	TABE Post-test (reading, math and language)

ATI TEAS Dates (Please mark your calendar; there are no alternative testing dates for this exam.)

Last Name: A-M	October 5, 2026	8 a.m.	ATI TEAS Exam
Last Name: N-Z	October 5, 2026	1 p.m.	ATI TEAS Exam

Classes are available and free of charge for LPN applicants. **Attendance is required for materials.** Additional classes may be offered, depending on class and student needs. Classes will be at the Adult Education Learning Center 3:30 – 7:00 p.m. on the following dates:

August 3	August 31
August 10	September 14
August 17	September 21
August 24	

Any questions, please feel free to contact:

Randolph Technical Center Adult Education
304-636-9195 (ext. 110)
Randolph Technical Center LPN Secretary
304-636-9195 (ext. 115)

Trans: _____
Ref (3): _____
CNA: _____
License Copy: _____
App. Before: _____
Cash: _____ Ck: _____
Money Order: _____
Date: _____

2027-2028 APPLICATION
RANDOLPH TECHNICAL CENTER
SCHOOL OF PRACTICAL NURSING
(304) 636-9195



PERSONAL

Last Name First Middle Initial Transcript Name

Mailing Address

City State ZIP

Home Phone: () _____ Cell Phone: () _____

Work Phone: () _____ Email Address: _____

Social Security Number _____ - _____ - _____ Birth Date: _____

EDUCATION:

High School Graduate? YES { } NO { }

High School Attended _____ Date of Graduation _____

If NO, do you have a HSE? YES { } NO { } Date Received _____

College Attended _____

Other Training or Education _____

EMPLOYMENT HISTORY (Employers May Be Contacted)

Present Employer _____ Date Started _____

Address _____

Previous Employer _____ Date Employed from _____ to _____

Address _____

Any other work experience directly related to health care? YES { } NO { } If Yes, explain:

Why do you want to become a licensed practical nurse? _____

HOW DID YOU HEAR ABOUT OUR PROGRAM? Circle one: WDNE, Inter-Mountain, Barbour Democrat, Clarksburg Exponent, Record Delta, Mountain Statesman, Lewis, Barbour, Taylor, and Upshur Papers.

Other: (Please list) _____

Are you a certified CNA? YES () NO () If yes, please provide a copy of your current certification with this application.

Have you applied to any practical nursing program before? YES { } NO { }

If yes, date and name of program: _____

Do we have your permission to obtain those records? YES { } NO { }

Check any financial aid programs for which you believe you might be eligible:

___ WIA ___ Voc Rehab ___ Veterans ___ TRA ___ Pell Grants (Pending Title IV Certification)

Have you ever been **charged, arrested or convicted** of a felony, misdemeanor, pled guilty or nolo contendere (no contest), to a crime? YES { } NO { } *NOTE: Omitting a charge will result in you not being admitted or dismissal. **Explain: Use back of form.**

Please be advised the state LPN Board may refuse to admit an applicant to the licensure examination who has been convicted of a felony, is habitually intemperate or addicted to habit-forming drugs, methadone, or is mentally incompetent. (9.1.3. - 10 CSR, Policies Regulating Licensure)

RTC practical nursing students must submit to drug and alcohol screenings as part of their admission physicals and at random times at the discretion of the nursing facility or school administration.

I acknowledge the above statement and declare that I do not have any of the above-mentioned problems or a criminal record. Falsification of the application is grounds for immediate dismissal from the program.

Signed _____

Date _____

Please have the following educational transcripts sent to the address below: high school transcripts (**even if you did not complete high school**); HSE test scores; college transcripts (if available); or transcripts from any previous LPN school. (Note: Transcripts must be an **OFFICIAL** copy sent by the school. All transcripts AND references must be postmarked by September 30, 2026.

Mail completed form and \$35.00 NONREFUNDABLE application fee

Postmarked by July 24, 2026 to:

Randolph Technical Center
School of Practical Nursing
200 Kennedy Drive
Elkins, WV 26241

REMINDER: TESTING DATES ARE LISTED ON THE APPLICATION DIRECTION SHEET. (Conditional WIOA recipients must pay fee according to payment schedule and will be reimbursed when funds are made available.)

Randolph Technical Center School of Practical Nursing is an Equal Opportunity-Affirmative Action Institution. In compliance with Title VI of the Civil Rights Act, Title IX (Educational Amendments of 1972) Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the other applicable laws and regulations, the School provides equal opportunity to all prospective of individual qualifications and merit without regard to race, sex, religion, age, national origin, disability, or sexual orientation, as identified and defined by law. The school neither affiliates knowingly with nor grants recognition to an individual, group or organization having policies that discriminate on the basis of race, color, age, religion, sex, national origin, disability, or sexual orientation as defined by applicable laws and regulations. Further inquiries may be directed to the Section 504 and Title IX Coordinator 40 11th St., Elkins, WV 26241, phone 304-636-9150; or to the U.S. Department of Education's Director of the Office of Civil Rights.

Dev. 5/93, Rev. 3/15, Rev. 3/16, Rev. 3/17, Rev. 3/18, Rev. 3/19, 3/20, 3/21, 3/22, 3/23, 1/24, 1/25, 4/26

RANDOLPH TECHNICAL CENTER
SCHOOL OF PRACTICAL NURSING

200 Kennedy Drive
Elkins, WV 26241

Telephone: (304) 636-9195 Fax: (304) 636-9169

Reference/Recommendation Form
(Postmarked by September 30, 2026)



Name of Applicant: _____

To Whom It May Concern:

Thank you for your assistance in the interest of the above-named applicant to the LPN Program at the Randolph Technical Center. Please complete this form and return it to us **postmarked by September 30, 2026**. It will play a role in our selection process, so please answer all the questions as completely and as fairly as possible. **Please remember, relatives and/or significant others CANNOT be used as references.**

1. In what capacity, do you know the applicant?

2. What do you consider the applicant's?

A. Strengths:

B. Weaknesses:

3. Please rate the following characteristics on a 1-5 scale with 1 being poor and 5 excellent:

	Poor	Fair	Average	Very Good	Excellent
A. Initiative	1	2	3	4	5
B. Punctuality	1	2	3	4	5
C. Integrity	1	2	3	4	5
D. Dependability	1	2	3	4	5

4. Please provide a brief statement concerning the student's personality, involvement in community activities, and leadership potential.

5. Would you recommend this person for the Licensed Practical Nursing Program?

_____ Yes

_____ No

_____ With Reservations

COMMENT: _____

6. Please add any additional comments about this applicant to the back of this sheet.

Print Name: _____

Signature: _____

Date: _____

Place of Business: _____

Position/Title: _____

Daytime Phone Number: _____