

CHARLOTTE TECHNICAL COLLEGE



PRACTICAL NURSING

PRACTICAL NURSING APPLICANTS are highly encouraged to score at least a 60% or better on the TEAS TEST. Applicants who score a 60% or more will be given priority in the selection process.

PRACTICAL NURSING-DAY TIMELINE FOR JANUARY 2026 SESSION

SEPT 02 - NOV 20, 2025	Registration ends NOV 20 -EVERYTHING must be in and this is the LAST DAY for Registration Appts
SEPT 10 - OCT 22, 2025 STEP 1	ATI TEAS Testing Dates (five seats per test date)- DIRECTIONS for how to register are on the back of this sheet. This test can be taken at the CTC Testing Center, but you must register as explained on the back. CTC Dates are 9/10, 9/16, 9/24, 10/20, and 10/22. *Official TEAS Transcript must be submitted TEAS Online will not be accepted. Please choose In-Person at CTC.
IMPORTANT	While you are waiting to take your TEAS test, you may work on the steps below.
SEPT 1 - NOV 1, 2025 STEP 2	<p>Please go to website:</p> <ul style="list-style-type: none"> • https://ctc.yourcharlotteschools.net • Pay \$25 non-refundable application fee • Send us your Official High School Transcripts or bring them in a sealed envelope (or GED) If applicable, Official College Transcripts for any post-secondary institution you attended Any Official School Transcripts of prior HEALTH SCIENCE courses-IMPORTANT for acceptance! Official Transcripts can be emailed to ctc.registrar@yourcharlotteschools.net or mailed to Charlotte Technical College, 18150 Murdock Circle, Port Charlotte, FL 33948
SEPT 18, 2025 STEP 3	Information Session with PRINTED RESUME at Charlotte Technical College in the auditorium from 9AM-11AM. Resume should be updated and reflect applicant's work and educational experiences as applicable.
SEPT 10 -NOV 6, 2025 STEP 4	<p>VIDEO INTRODUCTION SUBMITTED TO: HSformreturn@yourcharlotteschools.net</p> <p>Include the applicant's full name and the words "VIDEO INTRODUCTION" in the subject line.</p> <p>Video introduction should be approximately 3-5 minutes in length and should include the following:</p> <ul style="list-style-type: none"> • Introduction of self using full legal name and background. • Provide a personal reason for choosing nursing as a career and demonstration of understanding of the nursing profession. • Highlight specific, relevant skills (example: teamwork, empathy, critical thinking) and connect them with a statement that describes past experiences that demonstrate readiness for nursing school. • State future career goals within the nursing profession.
DUE by Nov 6, 2025 STEP 5	<p>One professional reference letter from a current or previous employer or educational provider sent to HSformreturn@yourcharlotteschools.net</p> <p>The email must include the applicant's full name in the subject line and must be sent from the professional email of the person providing the letter.</p>
Questions?	Contact our Nursing Program Manager directly at: amy.hines@yourcharlotteschools.net
Week of NOV 10, 2025	Acceptance/Denial Letters via Email notification (you must check your email)
Week of NOV 17, 2025 All Accepted Applicants	<p>All accepted applicants need to follow the steps to enroll</p> <p>https://ctc.yourcharlotteschools.net/stepstoenroll</p> <p>Print and complete the 9 pages of the CTC registration packet found in the steps to enroll from website and call to schedule a registration appointment: 941-255-7500 ext: 1726</p> <p>THESE FORMS MUST BE PRINTED ON ONE SIDE ONLY</p> <p>See REGISTRATION CHECKLIST below for items required for your intake appointment</p>

NOV 19, 2025	Mandatory orientation at 9AM at Charlotte Technical College (meeting in auditorium)
DUE BY: Dec 15, 2025	PAYMENT MUST BE MADE FIVE SCHOOL STORE BUSINESS DAYS PRIOR TO THE FIRST DAY OF CLASS IN ORDER TO SECURE A SEAT IN THE PROGRAM. PLEASE CONSIDER SCHOOL CLOSURE FOR THE WINTER BREAK.
JAN 7, 2026	First day of Class

PRACTICAL NURSING-DAY REGISTRATION CHECKLIST

The following documents must be submitted at the time of registration

1. Florida Residency Declaration with 2 approved forms of residency verification (if under 24 yrs old, parent/guardian must complete)
2. Family Rights and Privacy Act of 1974 (FERPA) Release
3. Student Internet Usage Agreement
4. Release of Records
5. Emergency Form
6. Provide proof of valid Driver's License or valid picture I.D. This will need to be photocopied.
*Required Basic Skills Test (CASAS) will be explained during your registration appointment. Some Florida Public High School Graduates are exempt. Each student has to be evaluated independently.
REMEMBER: Purchase and take the TEAS test at atitesting.com (study guides available online to help you prepare) *see detailed instructions at the end of this timeline
Apply for FAFSA/PELL and possibly apply with other funding sources, Career Source, Vocational Rehab
Call 941-255-7500 ext. 1729 for an appointment with our CTC Financial Aid Specialist once you are accepted into the PN Program
JAN 7, 2026- First day of class

PRACTICAL NURSING APPLICANTS are highly encouraged to score at least a 60% or better on the TEAS TEST. Applicants who score a 60% or more will be given priority in the selection process.

How to Register for the TEAS Test:

Read everything very carefully on each screen as you register. Please pay attention to all dates and deadlines.

Test-takers ready to register for the TEAS Test can follow the directions below to ensure that they do not miss crucial steps.

- Go to the ATI website (atitesting.com) and IF a window pops up, choose **I AM PREPARING FOR TAKING THE TEAS**
- Under TEAS (along the top menu on this page) pull down and click on **Register for TEAS**
- Click on this choice:



- The above allows you to choose your testing method **TEAS Online will not be accepted. Please choose In-Person at CTC.** Click the red Register Button under the in-person method.

In-Person:

- Select your Program Type: **TEAS for Nursing Students** and search by location.
- You will choose our school: **Charlotte Technical College PN**
- Next you will **SELECT** the date and time you wish to take the test in the CTC Testing Center. Read the Registration Details very carefully.
- Click on **CONTINUE REGISTRATION.**
- You can add TEAS prep to your order if you wish (completely your decision).

- Then you proceed to checkout and pay ATI directly for your TEAS Test.
- Check your email for confirmation information - this will also include other information to help you be successful in taking the exam.
- After you take the ATI TEAS Test at CTC, the testing center will submit your **Official TEAS Transcript** for you.

It is important to note that one testing transcript is included when test-takers register for TEAS.

*If applicants choose to have more than one transcript, they will need to pay a fee directly to ATI in order to purchase additional official transcripts.

(8/2025)