

CHARLOTTE TECHNICAL COLLEGE

NURSING ASSISTANT

NURSING ASSISTANT TIMELINE	
JAN 1, 2026 - MARCH 13, 2026	Applications will be accepted through March 14, 2025. Please note there are additional application requirements for this program.
JANUARY 1 – MARCH 13, 2025	• Complete the CTC High School Application online in the spring. • Let your high school counselor know that you applied to CTC. • Attend mandatory Orientation at the CTC campus with a parent or guardian.
FEBRAURY 1-MARCH 14, 2026	Submit a handwritten essay of 500 words or less about your motivation for becoming a nursing assistant and any academic experiences you feel have prepared you for the rigors of this nursing program. Please scan your essay to a PDF file and send to: HSformreturn@yourcharlotteschools.net In the subject line: First Name Last Name Nursing Assistant Essay NOTE: PHOTOGRAPHS WILL NOT BE ACCEPTED. FILES OTHER THAN PDF FORMAT WILL NOT BE ACCEPTED AND APPLICANT WILL NOT RECEIVE POINTS FOR THE ESSAY. See rubric below.
MARCH 4, 2026	Attend an Information Session at Charlotte Technical College at 5:30PM. A parent or guardian is required to accompany student.
DUE by APRIL 10, 2026	Submit a letter of recommendation from a teacher, administrator, coach, or other faculty, an employer, or community leader. The person writing the letter must submit the letter to: HSformreturn@yourcharlotteschools.net 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. You may use the letter of recommendation request below to submit to the person you are asking to write it for you.
Questions?	Contact our Nursing Program Manager directly at: amy.hines@yourcharlotteschools.net
Week of April 21, 2026	Acceptance/Denial Letters via Email notification (you must check your email). If you are accepted to the program there will be further instructions included in the email.
May 12, 2025	Mandatory orientation 5:30PM with parent/guardian
August 10, 2026	First day of Class

Rubric for Hand Written Essay:

	Excellent 5 Points	Satisfactory 3 Points	Needs Improvement 1 Point	Unsatisfactory 0 Points
Motivation for Becoming a Nurse	Clearly explains personal motivation for pursuing nursing with thoughtful reflection	Motivation is clear but lacks depth or detail	Motivation is vague or minimally explained	Motivation not addressed or essay is not handwritten or file is not PDF format
Academic Preparation & Readiness	Clearly describes relevant academic experiences and explains how they prepared applicant for the rigors of a nursing program	Describes academic experiences with limited connection to nursing rigor	Mentions experiences without explanation of relevance	Academic preparation not addressed or essay is not handwritten or file is not PDF format
Mechanics & Legibility	Essay is handwritten and is legible, minimal grammar or spelling errors	Handwriting is mostly legible, some errors but meaning is clear	Handwritten mostly legible, some errors but meaning is clear	Handwriting is difficult to read or frequent errors interfere with understanding. Or essay is not handwritten or file is not PDF format

Charlotte Technical College
Nursing Assistant Program
Applicant Request for Letter of Recommendation

Dear (Name),

I hope this letter finds you well. I am writing to respectfully ask if you would be willing to provide me with a letter of recommendation in support of my application to the Nursing Assistant Program at Charlotte Technical College.

I am pursuing a career in healthcare because of my strong interest in the care of others, and this opportunity will allow me to obtain the education and learn the skills required to pass the state exam for Certified Nursing Assistants in Florida. I believe your perspective on my (work ethic/academic performance/community involvement/professional character) would provide valuable insight to the admissions committee at Charlotte Technical College. I have greatly appreciated your guidance during my time in your (class/workplace/clinical setting), and it would be my honor to have your recommendation.

If you are willing, the letter is due by March 26, 2026, and must be submitted from your professional email to HSformreturn@yourcharlotteschools.net

Please include my full name in the subject line, as well as the words "Letter of Recommendation". I would be happy to provide you with any additional information you deem necessary.

Thank you so much for your time and consideration. I truly appreciate your support.

Sincerely,

(Applicant name)