



# HANEY TECHNICAL CENTER

3016 Highway 77 • Panama City, FL 32405

Phone 850-767-5500 • FAX 850-747-5555

[www.bayschools.com/htc](http://www.bayschools.com/htc)

## PRACTICAL NURSING APPLICATION PACKET CHECKLIST

*(All Applicants Must Be At Least 18 Yrs. Old)*

- All applicants must complete Haney's online application.

### **Application Packet Must Contain:**

- Results of the Test of Essential Academic Skills (TEAS) taken within the last 12 months. If needed, applicants may schedule and take the TEAS test at Haney for cost of \$68.00 by calling 767-5500 to pay by debit/credit card and to schedule date/time.
- Results of the Test of Adult Basic Education (TABE) Level "A" results, if applicable. Applicants who have a Florida standard public high school diploma 2007 and beyond, a GED 2014 and beyond, an A.A. or A.S. degree or higher, PERT, ACT or SAT test results with minimum required scores are exempt from taking the TABE. Applicants must provide documentation.
- Copy of all your transcripts from high school, GED and/or college.
- Copy of your birth certificate or naturalization papers.
- FDLE background check less than one (1) year old. Can get at [Instant Florida Criminal History Search](#). Cost is \$24.00 plus \$1.00 credit card processing fee, and must be paid by debit or credit card to FDLE at time of request.
- Two (2) passport pictures that are less than six (6) months old. (Can be obtained from Walgreen's or CVS.)
- Three (3) references using the Health Services Department Personal or Work Reference forms. **(Reference letters must be signed and submitted in a sealed envelope.)**
- Two proof of Florida residency documents showing 12 consecutive months of residency for in-state tuition rate consideration.
- Copy of valid government-issued photo identification (excluding military ID).
- Copy of social security card with signature.

### **FOR YOUR INFORMATION**

The Practical Nursing program's faculty will review all packets that are 100% complete and received by the last day of the application period.

**Applicants accepted into the Practical Nursing program will be notified via email of acceptance or denial and will receive additional information on program requirements.**

**Accepted applicants will also receive additional documents to submit during the registration period AND must pay all tuition/fees to complete registration and be enrolled in the Practical Nursing program.**

If financial assistance is needed, complete FAFSA (Free Application for Federal Student Aid) at [www.fafsa.gov](http://www.fafsa.gov) and put Haney's school code—010826 on application. Upon receipt of your FAFSA, Haney will send you a Financial Aid Packet and other required documents to complete to determine financial aid eligibility and funding options. VA Education benefits, Bright Futures Scholarships and Florida Pre-Paid can also be used, if eligible. Contact Haney's Financial Aid Office for more information at (850) 767-5500.