



# Enrollment Procedures Checklist

## Practical Nursing

1

### Do you meet the prerequisites?

- Must be 18 years old.
- Have a high school diploma or WV-accepted equivalency diploma.
- A laptop is required.
- Have a transcript of all previous education.

2

### What to do next

- Attend a mandatory orientation. Call the Jill S. Weekly Learning Center to schedule your orientation. 304-754-9712
- Take the TEAS (basic skills test) to evaluate your academic (reading, math, etc.) skills.
- If you scored the desired % on the TEAS, you will receive an interview letter.
- Await an acceptance letter.
- Fill out an application, and pay the registration fee.

3

### Final steps

- Attend mandatory New Student Luncheon.
- Obtain a medical screening, background check, CPR certification (AHA Healthcare Provider only), drug screen, and provide proof of health insurance. You will receive information during the New Student Luncheon about where and how to have these performed.

### Financial Aid

Financial Aid information can be found at:

[www.jamesrumsey.com](http://www.jamesrumsey.com)

JRTI administers the Pell Grant, NOT student loans. Applicants may complete the FAFSA during the enrollment process.

Pell Grant-eligible applicants should contact Wendy Reeves, Office of Student Services when they receive JRTI acceptance notices so that the financial aid funding can be processed.

304-754-7925  
[wendy.reeves@k12.wv.us](mailto:wendy.reeves@k12.wv.us)

### Refund Policy

There is no refund for the registration fee. No refunds are issued after the 10th day of class. No refund is given for textbooks.