

APPLICATION DIRECTIONS, TESTING AND FREE CLASS DATES  
Class of 2019-2020



1. Complete the enclosed application and return it with the **\$35 NONREFUNDABLE fee** before the deadline of **July 27, 2018**. NOTE: Any applications postmarked or hand delivered after July 27, 2018 **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 28, 2018** 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. You must go to the website, create an account and have a credit card to 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 28, 2018**. **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 count**.

<u>TABE TESTS:</u>	<u>ASSESSMENT:</u>	<u>TIME:</u>	<u>RE-EVALUATION:</u>	<u>TIME:</u>
LAST NAME: A-M	August 1, 2018	9:00 A.M.	September 26, 2018	9:00 A.M.
LAST NAME: N-Z	August 1, 2018	1:00 P.M.	September 26, 2018	1:00 P.M.

**Report to the Tech Center Conference room (main entrance turn right – 3<sup>rd</sup> door on right). Be well rested!** Bring **two #2 lead pencils** with you. Also, **note:** we will only test official applicants who have **paid the fee and returned their applications by the August 1st deadline**. **YOU MUST TAKE BOTH TESTS TO BE ELIGIBLE FOR THE OFFICIAL PSB TEST**. You will be sent your scores from the pretests and scheduled to take the **official screening test** (called the **PSB**).

<u>PSB TEST:</u>	<u>DATE: (NO Make-up day)</u>	<u>TIME:</u>
LAST NAME: A-M	October 3, 2018	4:00 P.M.
LAST NAME: N-Z	October 4, 2018	4:00 P.M.

Please note this date is subject to change, and you will be notified if necessary. Bring **two #2 lead pencils** with you.

Our Adult Basic Education Department will be offering **free classes**. **Attendance is required for materials**. These **classes** will have both direct instructional time and student work time. Classes will be held in the **conference room** starting at **3:30 P.M.** on the following dates: **August 6, 13, 20 and 27, and September 10 & 17, 2018**. It is to your advantage to attend all or any of these classes if possible and you may also attend regular TABE classes according to the fall schedule. Contact Diane White at 304-636-9195/ext. 110 regarding the TABE, PSB or any classes.

6. Based on PSB test scores, interviews will be scheduled. Applicants will be notified by mail of final acceptance. **Class will start Friday, March 1, 2019.**

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

**IT CONTAINS IMPORTANT INFORMATION AND DATES**

**Application and \$35.00 NONREFUNDABLE fee postmarked by JULY 27, 2018**

**All transcripts and the three (3) references postmarked by SEPTEMBER 28, 2018**

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