**APPLICATION DIRECTIONS, TESTING AND FREE CLASS DATES**

**Class of 2020-2021**

1. Complete the enclosed application and return it with the **$35 NONREFUNDABLE fee** before the deadline of **July 26, 2019.** NOTE: Any applications postmarked or hand delivered after July 26, 2019 **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 30, 2019** 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 30, 2019.** **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.**

4. **TABE TESTS**: **PRETEST**: **TIME:** **POSTTEST: TIME:**

 LAST NAME: **A-M** August 1, 2019 9:00 A.M. September 26, 2019 9:00 A.M.

 LAST NAME: **N-Z** August 1, 2019 1:00 P.M. September 26, 2019 1:00 P.M.

 **Report to the Tech Center Conference room (main entrance turn right – 3rd 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 July 26th deadline. YOU MUST TAKE BOTH TABE TESTS TO BE ELIGIBLE FOR THE OFFICIAL PSB TEST.** Your TABE assessment scores will be sent to you, and you will be provided instructions for preregistering to take the **official screening test** (called the **PSB**).

5. **PSB TEST**: **DATE:** **(NO Make-up day)** **TIME**:

 **LAST NAME: A-M** October 1, 2019 4:00 P.M.

 **LAST NAME: N-Z** October 2, 2019 4:00 P.M.

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

Our Adult 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 5, 12, 19 and 26, and September 16, 23, and 30, 2019.**  It is to your advantage to attend these classes if possible and you may also attend regular Adult Education classes at the Adult Learning Center. Opportunities for obtaining distance learning resources will be available to students as well. 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, February 28, 2020.**

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

 **IT CONTAINS IMPORTANT INFORMATION AND DATES**

**Application and $35.00 NONREFUNDABLE fee postmarked by JULY 26, 2019**

**All transcripts and the three (3) references postmarked by SEPTEMBER 30, 2019**

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