

Dear LPN Applicant,

We are enthusiastically planning for our 2020-2021 Practical Nursing class. Thank you for the interest you have demonstrated. This is your first step toward the exciting world of nursing. Please read this letter carefully!

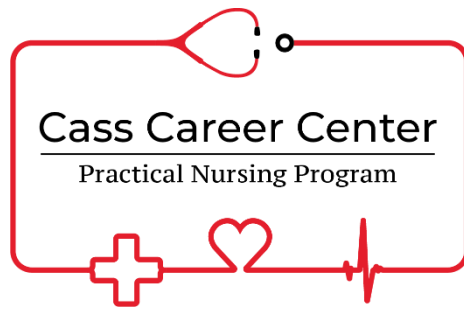
There are some important steps you need to take next:

1. Submit your online application
  - Please go to [www.casscareercenter.com](http://www.casscareercenter.com) and click on Practical Nursing
  - \$5 application fee
  - Applications are open for submission on November 1
  - Enrollment begins November 1 and continues until class is full. Application will close once class is full, and will remain closed until new application opens on 11/1/20 for the following program year.
2. Submit a copy of High School Diploma/GED/Equivalent
  - If sending by **Mail/Fax**, it **MUST** be addressed to PN Program in order for our dept. to receive documents
  - If sending by **Email**, please send to [felicia.anstine@harrisonvilleschools.org](mailto:felicia.anstine@harrisonvilleschools.org)
  - Foreign educated students will require secondary verification of equivalency. Please see [casscareercenter.com](http://casscareercenter.com) to review policy.
3. Complete your FASFA online
  - Please visit [www.fafsa.gov](http://www.fafsa.gov) to complete as early as October 1
  - School code: 016354
  - Use your 2018 tax returns
  - If name is different on FAFSA than on High School Diploma/GED/Equivalent, you must submit marriage certificate or divorce decree.
4. Register for the TEAS exam
  - Please see the TEAS handout for steps and information

\*\*For information regarding tuition, credit transfers, pre-requisites, class schedule and our selection process, please visit our website at [www.casscareercenter.com](http://www.casscareercenter.com).

*Elizabeth A. Summers, MSN, RN, CNE*

Elizabeth Summers  
CASS CAREER CENTER



Cass Career Center  
Practical Nursing Program

# ATI TEAS Checklist

Exam Location: Cass Career Center | 1600 E Elm Harrisonville, MO 64701

**NO LATE ADMITTANCE!**

## 1. REGISTERING FOR THE TEAS *(PLEASE COMPLETE ALL PRIOR TO TEST)*

- Register & Pay for the TEAS Exam online (\$75.00)  
(Online at [www.casscareercenter.com/practicalnursing](http://www.casscareercenter.com/practicalnursing) > TEAS Information & Registration)
- Create an account at [www.atitesting.com](http://www.atitesting.com) (Select Cass Career Center as a school during this process)  
(Remember your Username & Password, as you will need this at the test)  
(Please do **not** register or pay for the exam at atitesting.com!)
- Sign up for Remind messaging to receive notification in the event of an exam cancellation  
(Instructions are posted online at [www.casscareercenter.com/practicalnursing](http://www.casscareercenter.com/practicalnursing) > TEAS Information & Registration)

## 2. ON TEST DAY

- Bring Username & Password you used to create your account with at [www.atitesting.com](http://www.atitesting.com)
- Bring Photo ID (i.e. Driver's License)
- Please arrive 15 minutes early – No late admittance accepted

## 3. IF YOU'RE SEEKING EXTRA HELP *(THE FOLLOWING IS NOT REQUIRED)*

- You may purchase a Study Guide online at [www.atitesting.com/onlinestore](http://www.atitesting.com/onlinestore)
- You may check out a Study Guide at Cass Career Center for a \$65 deposit, refundable upon return.  
(Please call 816.380.3253 ext. 7223) (*First come, first served; Check out limit time is 2 weeks per student*)

### **TESTING DATES** *(You may take the exam twice, but there must be at least 21 days between test dates)*

Wednesday, September 4 @ 2pm	Wednesday, December 11 @ 8am
Wednesday, September 25 @ 8am	Wednesday, January 8 @ 2pm
Wednesday, October 23 @ 2pm	Wednesday, January 22 @ 8am
Wednesday, October 30 @ 8am	Wednesday, February 5 @ 2pm
Wednesday, November 6 @ 2pm	Wednesday, February 26 @ 8am
Wednesday, November 20 @ 8am	Wednesday, March 4 @ 2pm
Wednesday, December 4 @ 2pm	Wednesday, March 25 @ 8am

\*We reserve the right to cancel or postpone exam dates due to low response numbers or weather.

In the event that we must cancel or postpone an exam date, we will notify registrants as soon as possible.

**\*\*Should an examinee need to cancel or reschedule an exam, they will be required to notify our office prior to the start of the exam. Refunds will not be given for a no call, no show examinee.**