

# Atlantic Technical College

www.atlantictechnicalcollege.edu

## Atlantic Technical College and Technical High School

4700 Coconut Creek Pkwy | Coconut Creek, FL 33063  
754-321-5100 | FAX: 754-321-5380



## Atlantic Technical College Arthur Ashe, Jr. Campus

1701 NW 23<sup>rd</sup> Avenue | Fort Lauderdale, FL 33311  
754-322-2800 | FAX: 754-322-2880

## STEP-BY-STEP PN ENROLLMENT PROCESS

- Step 1: Register & Attend a Health Science Orientation. Link to orientation calendar: <https://rb.gy/buuhri>.
- Step 2: Following orientation, email the questionnaire from page 5 from the follow up email sent by Ruth Eloi to [dana.allen@browardschools.com](mailto:dana.allen@browardschools.com).
- Step 3: Request your official high school or college transcripts. NOTE: Financial Aid requires a high school transcript. Please mail official, sealed transcripts to: Atlantic Technical College, Arthur Ashe Jr. Campus 1702 NW 23<sup>rd</sup> Avenue Ft. Lauderdale, FL 33311 Attn: Dana Allen or send them electronically through Parchment.com.
- Step 4: Your transcript is used to determine if you meet the Basic Skills testing exemption. If you do not meet the exemption, you are required to take the Basic Skills Tests. The testing information is below.
- Arthur Ashe Jr. Campus Basic Skills Testing Information**  
Testing Schedule: Monday, Wednesday, and Friday at 8:00 & 11:00 am  
To schedule your basic skills tests, please text 754-300-6648 or email [maxine.szmulewitz@browardschools.com](mailto:maxine.szmulewitz@browardschools.com) Monday through Friday between 8:00 am – 4:00 pm, include your first and last name, your FSI number, and that you need to schedule your Basic Skills test for the PN program. You may pay your \$15 testing fee prior to your testing appointment by calling the registrar at 754-322-2810 and providing your credit card information.
- Step 5: The counselor will process eligible exemptions. Once you have met the Basic Skills requirement, the Nursing Department will add your name to the TEAS Testing list. You will receive an email from Nadine Thomlinson with directions on how to create an TEAS account, register and pay for the TEAS test at Atlantic Technical College. You also have the option to take the HESI exam. NOTE: ATC does not offer the HESI exam.
- Passing scores:
- TEAS Test is 55% overall
  - HESI exam is 70% overall
- Step 6: You will be registered for the Practical Nursing Specific Orientation when you have achieved passing scores for the TEAS or HESI and presented them to Nadine Tomlinson. Directions on completing your American Databank/Complio account, including the health and background screening will be provided at the orientation.
- Step 7: The Nursing office will review your account. If everything is complete, you will be issued an acceptance letter for the upcoming term.
- Step 8: When you receive your acceptance letter, contact Dana Allen, the PN Counselor to complete your registration (online application, residency affidavit and proofs of residency) in your FOCUS portal. When your registration is complete, you will either be transitioned to Financial Aid if you applied, or the registrar if you are self-paying.



The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or Teletype Machine (TTY) 754-321-2158. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

revised: 6/23/22 – AG/daa