

# ADMISSION CHECK SHEET

**wvact.net**

390 Stanaford Rd.  
Beckley, WV 25801  
(304) 256-4615

## Practical Nursing Day Class



**1**

### Prerequisites

- Must be 18 years old within 6 weeks of the first day of class.
- Have a high school diploma or **WV approved** equivalent.

**2**

### Start Here

- Visit our website @**wvact.net**.
- Request & Complete the TABE exam (Test of Adult Basic Education) **Check your spam/junk folder for an email from Sharon Ballard for test schedule.**
- Select the Financial Aid tab and complete your **2026-2027 FAFSA**  
**ACT Federal ID Code: 015748.**

**3**

### Next Steps

- Register for the TEAS exam in person at ACT (\$75 cash or check).
- Complete the TEAS exam with a minimum score of 54.
- Attend an interview with the LPN coordinator.
- Complete the required Math class with a minimum score of 78%.
- Each candidate will receive a letter from the LPN coordinator stating whether he/she have been selected for the class.
- **Attend mandatory orientation on July 17, 2025, 8:00-3:00.**

#### **\*\*TEAS Prep Reimbursement Opportunity\*\***

We are pleased to offer a reimbursement option for accepted students who engage in our TEAS prep program. If you complete 20 logged hours of free TEAS prep, you will be eligible to receive a reimbursement of the \$75 test fee after you attend the first week of class.

**4**

### After You've Been Accepted

- Contact Melani Hylton to schedule a registration appointment @[mhylton@k12.wv.us](mailto:mhylton@k12.wv.us) or call 304-256-4615 ext. 302.
- If needed, you must supply any required documentation to verify your financial aid application.

**5**

### Final Steps

**Bring the following to your registration appointment:**

- High school diploma or WV approved equivalent
- Social Security card
- Photo ID
- Registration Fee \$215 **(must be exact change/check) Will be reimbursed upon attending the first week of class.**

### Financial Aid

The Practical Nursing program qualifies for Pell, ACE, VA, WIOA, and WV Vocational Rehabilitation.

Visit [wvact.net/Financial Aid](http://wvact.net/Financial Aid)

### Satisfactory Academic Progress

To meet SAP, a student must:

- Maintain a continuous "C" average.
- Attend at least 90% of the program hours for each grading period.
- Maintain a continuous 90% attendance rate for the program.
- Complete the course within the originally scheduled course hours.

Visit [wvact.net/Policy](http://wvact.net/Policy)

### Refund Policy

During first enrollment period  
1 to 675 hours

There is no refund for fees after the start of class!

There is a 100% refund on tuition during the first five days of the program!

There is a 50% refund on tuition during day 6 thru day 10 of the program!

After day 10 of the program there is No Refund!!

During second enrollment period  
676 to 1350 hours

There is No Refund once the second enrollment period starts!

Visit [wvact.net/Policy](http://wvact.net/Policy)