

TN Technology Center @ Crossville  
**Practical Nursing Application Procedures**  
**Additional Documentation**

- Please staple and submit all documents at the same time by the deadline.
- Staple documents in the order they are listed below.
- Document Packet may be left in Student Services located in Bldg 2, Room 218.
- These costs are not covered by FAFSA. Other agencies may not cover these costs.
- Any questions should be answered by nursing personnel 931-484-7502 x 138

1. **Immunizations** – Staple your proof to the completed Immunization Record form. If you cannot find proof of your immunizations, you must retake the shots or have a blood test done to indicate you have the immunity. We must have proof. Begin your Document Packet with these documents.

2. **Physical** – Your healthcare provider must complete the Physical Examination form in its entirety. Submit this completed and signed documentation as document #2 in your Document Packet.

3. **Background Check** – Your background check must be done by **Cogent**, a fingerprint application agency. You must register and make payment online at [www.cogentid.com](http://www.cogentid.com) prior to arrival at a fingerprint service site. Cogent requires payment by money order, credit or debit card. There is a fingerprint collection site in Crossville, Harriman, and Cookeville. When you register, be sure to print your confirmation with a registration ID number to take to the fingerprint site. Keep this copy and submit it as document #3 in your Document Packet.

Crossville: SBR Staffing COST: about \$50.00  
 60 Ridley Street, Suite 126A (Miller Avenue side of the Career Center)  
 Crossville, TN 38555  
 931-787-1727  
 Register first at Cogent: [www.cogentid.com](http://www.cogentid.com)  
 Call SBR for an appointment  
 TTCC's ORI # TNHS00057; Transaction Type: Health Services (*This is the ONLY time you will use this number. Senior students must get a different number from the Nursing Coordinator when registering for state boards.*)

4. **CPR** – Your CPR certification – **American Heart Association Basic Life Support for Healthcare Providers** must be current. Locally, you may use: COST: about \$40.00

Industrial Medicine of CMC 931.456.7246.

Submit a copy of your certification card or copy of your receipt as document #4 in your Document Packet.

5. **Career Readiness Certification** – TTCC will set up times for you to do this along with other nursing applicants. However, if you don't live in Cumberland County, your local Career Center might do this for you. View sample questions at [www.act.org/certificate](http://www.act.org/certificate). Be sure to include a copy as the fifth document in your Document Packet. COST: Free; TEST SITE: TTCC Bldg 2, Room 211.

6. **Requests for Prior Training Credit** – If you want credit for classes you have already taken, you must meet with the Nursing Coordinator, Ms Kathy Kleinsmith, to formally request credit. Contact her at 931/484-7502 x138 to schedule an appointment. A completed and signed copy of the Special Admission form along with the transcript must be submitted as document #6 in your Document Packet.

7. **How Are You Going To Pay For Your Education?** Check with Ms Jesselyn Taylor in Student Services, 931/484-7502, x126 to verify that your financial aid requests are complete.

8. **Urine Drug Screening** – Your drug screening will be done after you start class and before you start clinicals. Professionals will come unannounced to TTCC to complete these tests. If an agency will cover these costs for you, they must contact SBR and make arrangements. TTCC cannot be involved in this process. COST: about \$40.00