

Dear Applicant:

Thank you for your interest in the selective admission program, Practical Nursing. Enclosed you will find a Letter of Intent Checklist. In order to be considered an applicant for the Practical Nursing program, all documents listed on the Checklist must be placed in the application envelope and submitted to the college before the published deadline date to apply. A completed application packet must be submitted to one of several locations: 1) The Office of Admissions (Cooper Campus) 200 Oswald Building; 2) The One Stop Student Service Center (Leestown Campus), Building C; 3) The Lawrenceburg campus; or 4) The Danville campus. The packet may also be mailed but please ensure that you have adequate postage. Only completed packets received by the deadline date to apply will be reviewed for consideration for admission. After submission of a completed application packet, please allow the Office of Admissions 7 -10 business days to process your file and enter your information into myBIN. If you are currently enrolled at BCTC, you may check your status on myBIN at <https://mybin.bluegrass.kctcs.edu> using your PeopleSoft ID and password. If you are not currently enrolled, you may email Nathan Congleton at nathan.congleton@kctcs.edu for status inquiries. Applicants will be notified of the selection results usually within two months of the application deadline. A posting of either “yes” or “no” will be in the area under acceptance in the applicants’ myBIN account with a letter posted in the comments section of myBIN. All applicants should follow the instructions in the letter and if there are questions, contact the campus Practical Nursing coordinator.

Other documents that may be included in your packet by the published deadline are the following:

- 1) An application for admission to the College - for students who are NOT currently enrolled http://www.bluegrass.kctcs.edu/admissions/how_to_apply.aspx
- 2) Residency Affidavit – for students who wish to petition for in-state residency http://www.bluegrass.kctcs.edu/Admissions/Admissions_Guidelines/Residency.aspx

The deadline to apply for the Practical Nursing program is October 1 for the spring semester and March 1 for the fall semester. Any packets submitted after the program deadline dates, or not complete, will not be processed. Good luck in all of your educational endeavors!

Sincerely,



Shelbie Hogle
Director of Admissions