

Riverside College of Health Careers

Application Submission Instructions

1. Review current **Program Start Dates & Application Deadlines!**
2. Submit **Application for Admission, Official Academic Transcripts, and ATI TEAS scores** (for programs that require the exam) **no later than published application deadlines.** Please note the following:
 - Applicant Processing Fee is due at application submission, and is non-refundable.
 - Official transcripts are required from each institution you've attended, including high school, regardless of how long ago you attended.
 - Admission criteria is program-specific, please contact the College at 757-240-2200 or www.riverside.edu for further information.

We highly recommend early application submission to ensure you have ample time to complete requirements by published deadlines. It is the applicant's responsibility to ensure that the College receives all required documentation.

Options for taking the ATI TEAS exam:

- **Take the exam at Riverside College of Health Careers:**
 - You must call the College at 757-240-2200 to schedule your exam
 - Application for Admission required, seating is limited and early application submission is recommended for this option.
 - Exam must be scheduled prior to published application deadline dates.
- **Take the exam at a PSI Testing Center:**
 - Go to www.atitesting.com and click on the "Create an Account" button, located below the password field in the Secure Sign On area and complete all the areas marked in blue.
 - Under "Institution" select our institution as it pertains to the program you are applying for:
 - Riverside College of Health Careers – ADN (Professional Nursing)
 - Riverside College of Health Careers – PN (Practical Nursing)
 - Riverside College of Health Careers – AH (Allied Health)
 - After creating your account (you may need to exit and log back in), click on "Online Store" and under "Register for..." you will select "TEAS at PSI," and from the down menu, select program.
 - Click on "Register" to complete your registration and payment. Payment is non-refundable.
 - Identify the institution you want to send your transcripts to and click "Continue."
 - Review the items listed in your shopping cart and proceed to "Check Out."
 - On the next screen you will enter your payment details and click "Submit." Once you click "Submit" you will receive a receipt which includes any additional instructions and your access code for scheduling your testing session with PSI. Your receipt will be emailed to the email address you provided when you created your account.

ATI TEAS exam scores must be sent directly to the College from ATI. It may take up to 72 hours before we receive your results once requested. For assistance with the ATI website please contact 1-800-667-7531.

Additional Applicant Information

Prospective Nursing Students with prior criminal offenses are urged to review the *Virginia Board of Nursing Guidance Document 90-55 Joint Statement of the Department of Health and the Department of Health Professions on Impact of Criminal Convictions on Nursing Licensure or Certification and Employment in Virginia*. This document is available at: <https://www.dhp.virginia.gov>. Prior criminal offenses must be reported on your Application for Licensure and may negate eligibility for licensure in Virginia.

Prospective Radiologic Technology students are urged to review the American Registry of Radiologic Technologists (ARRT) *Ethics Pre-Application Review* prior to starting any radiologic technology education program. This document is available at: <https://www.arrt.org>. This evaluation is a process for an early ethics review of criminal offenses that would otherwise need to be reported with your Application for Certification when you have completed an ARRT-recognized education program. Ethics offenses could negate eligibility for the ARRT National Certification Exam. All offenses must be reported regardless of how long ago they were committed. Exceptions are:

- Offenses committed while a juvenile and processed in the juvenile court system;
- Traffic violations which did not involve drugs or alcohol;
- Charges that were dismissed if there were no court conditions required for the dismissal.

Prospective Physical Therapist Assistant students with prior criminal offenses are urged to contact the Virginia Board of Physical Therapy to verify eligibility for licensure and employment in Virginia.

Prospective Cardiovascular Technology – Adult Echocardiography Specialty students with prior criminal offenses are urged to review the American Registry for Diagnostic Medical Sonographers (ARDMS) Compliance Policies and/or contact ARDMS to verify eligibility for obtaining credentials.