



Adult & Community Education

Columbus City Schools

School of Practical Nursing

Test of Essential Academic Skills (TEAS)

The TEAS measures academic skills in the subject areas of Reading Comprehension, Mathematics, and English Language Usage. A study manual and practice tests are available for purchase online. For more information, visit www.atitesting.com or call 1.800.667.7531.

The TEAS is administered by the Columbus City Schools, Department of Adult and Community Education, School of Practical Nursing. The department is located at 2323 Lexington Avenue, Columbus, Ohio 43211. However, other test sites may be available. Regardless of the test site, TEAS scores are valid for the Practical Nursing (PN) Program registration for up to two years.

TEAS Registration

To take the TEAS through the Columbus School of Practical Nursing, you must register in advance by following these steps:

1. Visit www.atitesting.com and click on Create New Account. Follow the screen prompts to establish a user account. In the Institution section, scroll down to select Columbus City Schools-School of Practical Nursing. Leave the other two spaces in that section blank. Click on Register at the bottom of the screen after all of the other questions have been answered. Print out the account number, which will be needed later.

Note: If you take the TEAS more than once, use the same ATI account number for each registration.

2. Complete the TEAS Registration Form, which is available on our website (www.cpsadulthood.org) or from our Customer Services office at the above address.
3. Mail or deliver the completed TEAS Registration Form along with a \$55.00 check or money order payable to Columbus City Schools. Send it to the Customer Services office. This fee is non-refundable and non-transferable.

TEAS Schedule

An up-to-date schedule of test sessions can be found on our website or by calling our Customer Services office at 614.365.6000 x234. Seating is limited, so it is important to register early. While the TEAS may be taken multiple times, at least 30 days must elapse between attempts.

The TEAS takes approximately 3.5 hours to complete. Testers who finish early are not permitted to leave the test area until the proctor officially ends the session. Individual subtests cannot be administered separately.

TEAS Scoring and Evaluation

All TEAS results are scored by Assessment Technologies Institute, LLC (ATI), which is the company that develops the test materials. The results are returned to us for evaluation.

Different schools use different methods to evaluate test scores for the purpose of academic prescreening. The Columbus School of Practical Nursing, in consultation with ATI, has chosen to use the Adjusted Individual Score on each TEAS subtest (Reading Comprehension, Mathematics, and English Language Usage) as its primary evaluation method in determining an applicant's academic readiness.

The Adjusted Individual Score is documented on the tester's score report as a percentage from 0% to 100%. The following scores meet our minimum standards of academic readiness:

Reading Comprehension-80% or higher Mathematics-50% or higher English Language Usage-70% or higher

TEAS Notification

Following our evaluation of TEAS scores, we will notify all testers in writing of their status, usually within three weeks of the test date. Additional copies of TEAS scores may be purchased for \$5.00, payable by check or money order. For additional information, contact our Customer Services office.



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Test of Essential Academic Skills (TEAS) Registration

Please complete this form thoroughly and print legibly. Forms with omissions will not be processed. If you are mailing this form, please send 7 business days before the test. A copy of the registration form will be returned to you or may be picked up at our Customer Services office. Registration will be closed the day of the test. For a list of available test dates, visit us online www.cpsadulted.org or call 614.365.6000 extension 234.

Today's Date: _____	Test Date First Choice	<table border="1" style="width: 100%; height: 20px;"> <tr><td style="text-align: center;">Test Time</td></tr> </table>	Test Time
Test Time			
A second choice is required for mail-in registrations. We will assign you to your second choice ONLY if your first choice is unavailable at the time your registration is processed.	Test Date Second Choice	<table border="1" style="width: 100%; height: 20px;"> <tr><td style="text-align: center;">Test Time</td></tr> </table>	Test Time
Test Time			

Last Name _____	First Name _____	MI _____
Street _____	City/State _____	Zip _____
Phone () - _____	Cell Phone () - _____	
E-mail _____	ATI ID Number _____	
	To establish your ATI ID visit www.atitesting.com and click on create new account.	
SSN XXX-XX-_____	Only last 4 digits _____	

Have you previously taken the TEAS ?	Yes	No	
If YES above, provide your last test date.			Note: You cannot take this test again if less than 30 days have passed since your last attempt.

- ### 3 THINGS YOU NEED TO DO
1. Return this form with a check or money order for \$55 (payable to Columbus City Schools) to Adult and Community Education, Attn: Customer Services, 2323 Lexington Avenue, Columbus, OH 43211. The test fee is non-refundable and non-transferable.
 2. Bring your copy of this registration form and your photo ID with you to the test.
You will not be admitted to the test area without these documents.
 3. You must arrive **30 minutes** early before the test. Late arrivals will not be admitted to the test area.

I acknowledge that I have read this form and know my test date and time. I also acknowledge that I must arrive 30 minutes early before the test time and must present a photo ID and copy of the registration form (which includes the ATI ID number) to be admitted into the testing area.

Signature		Date	
Office use only			
Amount Paid		Date Processed	
		Receipt #	
		Staff	

Note: If Columbus City Schools cancels school on the day of the test, it will be rescheduled.