

# APPLICATION TO THE PRACTICAL NURSING PROGRAM

## ELIGIBILITY

To apply for the Practical Nursing Program applicants must:

- Have proof of a United States high school diploma or a GED diploma \*
- Be at least 17 years old to obtain a New York State Practical Nursing license.

*\*FOREIGN DIPLOMAS* must be interpreted by an official agency such as World Education Services (WES), Globe Evaluation Services. Foreign diplomas will not be considered until an official evaluation of the document determines it to be equivalent to a United States diploma.

To obtain more information about WES please call (800)-937-3895, Globe (212) 227-1994.

## HOW TO APPLY

1. Fill out the application form on the last page and return it in person or by mail with the **non-refundable** application fee to the Tech Center at Yorktown (\$125 cash or money order to P/NW BOCES). **NO PERSONAL CHECKS.**

The courses listed in this catalog are very popular and fill up quickly. Mail or bring in the application (Monday through Friday between 8:00 AM - 3:00 PM) and fee as soon as possible to:

Putnam/Northern Westchester BOCES  
Tech Center – Room 202  
200 BOCES Drive  
Yorktown Heights, New York 10598-4399  
Attention: Practical Nursing Entrance Exam

2. When the application is received, you will be scheduled for an Assessment Date and notified by mail of your appointment. **Additionally, you must register with the testing company, ATI, to obtain a testing ID.** On Assessment Day you will attend an Orientation and take an Entrance Exam.
3. Practical Nursing candidates who meet the academic criteria will be scheduled for an interview at a later date.
4. You will not be permitted to take your entrance exam unless your fee is paid.

## WHO IS ACCEPTED

Admission is based on the following criteria:

- (A) Entrance exam scores
- (B) Interview
- (C) 2 typed letters of reference on letterhead
- (D) Copy of your high school or GED diploma
- (E) Official transcript evaluation for foreign diplomas
- (F) All requested information submitted on time

The admissions team of instructors, counselors and administrators will consider the applicant's entrance exam scores, interests and the requirements of a particular program in order to make the best match. You will be notified about your acceptance in writing typically within 4 weeks of your assessment.

## **PREPARATION**

Upon registration, applicants will be mailed information about the content of the entrance exam (TEAS 5) as well as resources to help prepare.

Resources, such as a study guide and online practice test (TEAS 5), can be purchased directly through the test company (ATI) at [www.atitesting.com/onlinestore](http://www.atitesting.com/onlinestore)

In addition, an LPN Entrance Exam preparation course is also offered at our facility throughout the year. This is an optional course designed to improve reading comprehension, review scientific knowledge, and enhance math skills. Instruction in test taking strategies and effective study skills is included. This course meets 1 night per week for 8 – 10 weeks. Taking this course does not guarantee placement in the PN program. Please call (914) 248-2430 to obtain course schedule offerings.

## **REFERENCES**

You must provide two typed letters of reference from people who can comment on your work, academic performance, and character. No letters from family members will be accepted.

## **ADDITIONAL ADMISSIONS AND CLINICAL REQUIREMENTS**

### **MEDICAL CLEARANCE**

Medical clearance must be obtained in order to participate in training. Submit a completed health assessment to the Admissions Office prior to the start of the program.

Please note our affiliating clinical agencies mandate documentation of specific immunizations with blood titre results and other required blood work prior to affiliation experience. Those immunizations/blood work requirements are indicated on the authorized physical examination form and **MUST** be completed by the physician.

### **CRIMINAL BACKGROUND CHECK/DRUG SCREENING**

Please be advised that individual facilities may require criminal background checks for clearance purposes. All students are required to comply with these requests in order to participate in clinical rotations. Failure to meet this requirement will jeopardize enrollment. The cost of the background check (approximately \$200) is the student's responsibility. A 10 panel drug screening is also required by affiliating agencies. Failure to submit necessary medical documentation can suspend or jeopardize your enrollment. In addition, some facilities require social security numbers to authorize clearance.

### **CPR TRAINING (MANDATORY)**

Applicants must take and pass CPR training at our facility prior to official admission into the Practical Nursing Program.

# FINANCIAL MATTERS

## FINANCIAL ASSISTANCE

If you have questions about tuition assistance or financial aid, contact:

Antonio Paone  
Tech Center - Room 202  
Phone number (914) 248-2425  
Monday through Friday 9:00 a.m. - 3:30 p.m.

## FINANCIAL AID

On your Assessment Day, you will be given information on how to apply for financial aid. You may be eligible for the following financial aid if you are a Practical Nursing student with a high school or GED diploma:

- PELL Federal Grant Program: Applications are available at your local high school or the Bursar's Office.
- Stafford Student Loan: Applications are available at your bank or the Bursar's Office

## TUITION ASSISTANCE

You may be eligible for tuition assistance if:

- You are a disabled individual approved by Access-VR (Adult Career and Continuing Education Services – Vocational Rehabilitation) for sponsorship. For more information Westchester County residents can call (914) 946-1313; Putnam County residents can call (845) 452-5325 or (845) 225-7043. For other counties in New York State call (800) 222-JOBS.
- You are approved by the NYS Division of Veteran's Affairs for the training of veterans or other eligible persons (spouses, children). For information call (800) 827-1000 or (212) 807-7229
- You are a US Veteran seeking vocational rehabilitation. Call the Department of Veteran's Affairs (800) 827-1000 or (212) 807-7229.
- **Other Tuition Assistance programs are occasionally available. If funding is available you will receive this information during orientation.**

## TUITION PAYMENT/COSTS

Please see tuition costs under the course descriptions listed on page 6.

Tuition Payments are scheduled over a period of time. You will receive this schedule upon acceptance into the program. If you have difficulty meeting the schedule you will need to talk with the Bursar. Call (914) 248-2425.

## ADDITIONAL COSTS

The student must purchase textbooks. They will be available for purchase on-line. Your instructors will advise you about the cost of textbooks/materials and where to purchase them. Approximate costs are listed under individual programs.

Instructors will advise you about cost of uniforms, equipment and supplies and where to purchase them. Approximate costs are listed under individual programs.

## REFUNDS

If you withdraw from your program, you may be entitled to a refund of some of the tuition you have paid. If you wish to apply for a refund, call the Bursar's Office, Monday through Friday, 9:00 a.m.-3:30 p.m. (914) 248-2425.

## REFUND POLICY

A tuition payment schedule is distributed to all new and returning adult students. If a student withdraws voluntarily prior to the end of the school year, he/she may be eligible for a refund. Tuition refunds may be given at any time of withdrawal. The refund is based on the official withdrawal date. If a student withdraws before the fifth instructional day of the month, he/she will not be responsible for that month's tuition. If a student withdraws after the fifth scheduled day of instruction, he/she will be responsible for that month's tuition.

### *Example 1:*

Program:	Practical Nursing Program, Full Time
*Tuition:	\$12,800.00
Length in Months:	10 Months (September - June)

If you withdraw after attending 5 days during the month of:

September	Your tuition obligation is 1/10 of the total tuition = \$ 1,280.00
October	Your tuition obligation is 2/10 of the total tuition = \$ 2,480.00
November	Your tuition obligation is 3/10 of the total tuition = \$ 3,680.00
December	Your tuition obligation is 4/10 of the total tuition = \$ 4,880.00
January	Your tuition obligation is 1/2 of the total tuition = \$ 6,080.00

\*Tuition rates are subject to increase for the 2014/15 school year



## **PROGRAM INFORMATION**

### **ATTENDANCE AND GRADES**

It is the policy of the Tech Center to encourage maximum attendance and punctuality.

Our policy prepares you for the attendance practices and policies you will meet in the world of work as a health care professional. Satisfactory attendance and punctuality are necessary for continuation in the program. Students receive a Practical Nursing Handbook which outlines specific attendance and academic requirements.

### **EVALUATION OF PROGRESS**

The Tech Center's Nursing Education Staff will evaluate your progress. You will receive grade reports and progress notices regularly.

### **STANDARD OF CONDUCT**

You will be expected to maintain standards appropriate to the program as described in the Practical Nursing Handbook. You will receive your copy of this handbook during the first week of class. The handbook contains important information about the Practical Nursing Program and requirements.

### **CERTIFICATES & CREDITS**

Upon successful completion, students will receive a Tech Center Certificate of Completion. Students are then eligible to take the New York State N-CLEX exam for licensing.

### **GRIEVANCE POLICY**

If you wish to make a complaint, you may request a written grievance procedure at the Adult Education Office, Tech Center, Room 205.



The Putnam/Northern Westchester Board of Cooperative Educational Services does not discriminate on the basis of sex, race, creed, national origin, age or disability in its employment, admissions, vocational opportunities or access to and treatment in programs or activities, in accordance with Title IX, Section 504, of the Rehabilitation Act of 1973, and Title VII and the Americans with Disabilities Act. Inquiries concerning the application of these regulations may be made to the Director of Human Resources, Putnam/Northern Westchester BOCES.

## PRACTICAL NURSING

Practical Nurses work as teammates with registered nurses, doctors and other health care personnel. Students in this program receive clinical experience in area hospitals and health care facilities. Classroom instruction includes both theoretical information and practical skills in fields such as geriatrics, medical-surgical nursing, pediatrics, and obstetrics. Students also learn about the variety of medications available today and how to administer them. Upon successful completion of this program, students are eligible to take the New York State Licensing (N-CLEX) examination. HEGIS CODE #5209.20.

When they have completed a core of basic nursing instruction, Practical Nursing students are eligible to take the New York State Nurse Aide Certification Examination. When they receive Certification, students may find employment as Nurse Aides while continuing their Practical Nursing training and waiting for the results of the Practical Nursing Licensing Examination.

### **Day Full-time Practical Nursing**

10-month program

Monday through Friday, 8 a.m.-3 p.m.

9/2014 – 6/2015\*\*\*

\$12,800\* Additional Costs 1,100\*\*

### **Day Part-time Practical Nursing Year 1**

Year 1 of a two-year program

Wednesday through Friday, 12:30 – 2:30 p.m.

Tuesday 8 am – 2 pm Class

Tuesday 7am – 2 pm Clinical

A 25 day summer 2014 clinical rotation is required

7:30 a.m. – 2:30 p.m. Monday - Friday

9/2014 – 6/2015\*\*\*

\$6,400\* Additional Costs \$980\*\*

### **Day Part-time Practical Nursing Year 2**

Year 2 of a two-year program

Wednesday through Friday, 8 – 12 noon

Monday 8 a.m. – 2 p.m. Class

Monday 7 a.m. – 2 p.m. Clinical

9/2015 – 6/2016

\$6,400\* Additional Costs \$120\*\*

Students must be in good academic standings, have fully paid PN I tuition and pay a \$1,000 deposit prior to PN II enrollment

### **Evening Part-time Practical Nursing Year 1**

Year 1 of a two-year program

Tuesday, Wednesday and Thursday

5:30 p.m. – 9:30 p.m.

Saturday clinical rotations twice monthly

7:30 – 4:30 p.m.

A 2 week summer 2015 clinical rotation is required

7:30 a.m. – 2:30 p.m. Monday - Friday

9/2014-8/2015\*\*\*

\$6,400\* Additional Costs \$980\*\*

*Year two: \$6400\* Additional Costs \$120\*\**

*Year two: classroom hours remain the same*

*Year two; clinical hours remain the same*

\*Subject to an increase

\*\*Costs are approximate and include fees for books/supplies

\*\*\*Dates are tentative

**Putnam/Northern Westchester BOCES  
Tech Center - Room 202  
200 BOCES Drive  
Yorktown Heights, NY 10598  
Attention: Practical Nursing Entrance Exam**

**I. Please check the course you are applying for:**

**II. Nursing entrance exams are given on Wednesday at 8:45 a.m. Please check off two test dates. You will be scheduled for the first available date of your choice.**

**III. Mail this application with a \$125 non-refundable application fee. Only cash or money order will be accepted. Please make payable to P/NW BOCES at the above address. (DO NOT SEND CASH IN THE MAIL). You will receive further instructions and a confirmation of the assessment date. Once you have received confirmation of a test date you MUST create an account with the testing company (ATI). You will need to obtain a paper/pencil ID. Print this ID card and bring with you on the date of your exam. Applicants will not be permitted to test without this ID card.** Dates are assigned on a first-come, first-served basis. Courses fill-up quickly, so it is recommended that you take your exam as soon as possible.

I have read and understand the above procedure and have included the \$125.00 application fee. If I am retaking the exam, it has been at least one year since I was last tested. I understand that I will be contacted by mail with the next available test date.

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*Date*