



ADULT PRACTICAL NURSING (PN) PROGRAM **STEPS FOR ENROLLMENT AND ADMISSION**

STEP 1 – All students interested in the PN program must take the TEAS exam.

Students interested in applying to the PN program must take the TEAS (Test of Essential Academic Skills) Exam and score 58.4% or higher to be eligible for enrollment in the PN program.

- Go directly to www.atitesting.com to view the test dates and times, register and make payment for your TEAS Exam.
- For pre-admission test preparation materials visit: www.atitesting.com.
- Choose: “Shop online for TEAS Study Manual and Online Practice Test.” (Optional)
- Have your TEAS results forwarded to the WSWHE BOCES PN program.

STEP 2 – Test Information:

WSWHE BOCES will be offering the TEAS exam this year on the last Tuesday of each month beginning January 29. The last time to test at our facility this year will be July 30.

- **No student will be admitted to the PN program without having taken the TEAS exam within 12 months prior to the start of the 2019/2020 program.**

STEP 3 – Getting Started:

Applications must be received no later than July 30th.

- Complete application form.
- Include a **\$25.00 non-refundable application fee.** (Cash, check, money order, VISA, MC accepted).
- Please make checks payable to **“WSWHE BOCES.”**
- Mail or drop off application and application fee to:

*Adult Practical Nursing Financial Aid Office
Southern Adirondack Education Center
1051 Dix Avenue
Hudson Falls, NY 12839
Attn: PN Admissions*

STEP 4 – Transcripts:

- Official High School Transcript
- GED® or Equivalency Official Transcript
- **Official Transcripts** must be sent directly to the Adult Practical Nursing Admissions Office at SAEC (see Step 3 for address). Transcripts **will not** be accepted as “**official**” unless delivered via US mail.

STEP 5 – Additional Documentation Required:

- Copy of Driver’s License
- Copy of Social Security Card
- **Basic Life Support (BLS) CPR for Healthcare Professionals certification**
- Must provide current CPR Certification AND must be CPR Certified before the start of school.

STEP 6 – References:

References must be received no later than July 30th.

- Write your name on each reference form.
- Give each reference the Reference Form and a stamped envelope with the address below:

*Adult Practical Nursing PN Program
Southern Adirondack Education Center
1051 Dix Avenue
Hudson Falls, NY 12839
Attn: PN Admissions*

- Select three people: Employers, supervisors, teachers, etc. These should be individuals who can speak to your ability to perform academically and skillfully. References from family members, friends or co-workers **will not be accepted. Reference letters will not be accepted unless they are delivered via US mail.** References submitted by applicant are invalid.

STEP 7 – Medical Documentation:

Medical Documentation must be received no later than August 1st.

- Complete Student Medical History.
- Physical Clearance/Examination by a physician/NP.
- Complete Immunization Record-per NYSDOH Guidelines for Healthcare Personnel and requirements of WSWHE BOCES contracted clinical sties.

Must include: 2 MMR, 2 Varicella (chicken pox), Tdap/TD, Influenza (19/20 flu season), Hepatitis B (per OSHA guidelines), negative 2-step PPD (TB)

Titers will only be accepted with a valid laboratory report showing immunity.

https://www.health.ny.gov/prevention/immunization/toolkits/docs/health_advisory.pdf

STEP 8 - Interviews:

Panel interviews will be conducted.

- Scheduled after all the above steps are completed.
- Conducted at Southern Adirondack Education Center (SAEC).
- Prepare and dress as you would for an employment interview.
- Interview may include 1-4 members of the PN program.

STEP 9 – Acceptance:

Students accepted to the PN program will be notified within two weeks of the interview.

- Once accepted to the PN program, a \$100.00 non-refundable fee is required to reserve placement in the PN program. Please submit payment to the address on page 1.
- Please purchase your textbooks and supplies no later than August 15th for the first day of class.

STEP 10 – Financial Aid:

You will meet with the Financial Aid Advisor directly following your interview, or another convenient time.

- The first meeting will include information regarding filing a FAFSA (Free Application for Federal Student Aid, Verification, applying for a student loan, how to complete your Master Promissory Note and Entrance Counseling on line and additional available funding options.
- Tuition, textbook, uniform and supply costs will be discussed.
- After you have been accepted to the PN program, a second meeting with the Financial Aid Advisor will be scheduled for July or August. At this time you will review your financial aid options, self-payment options and additional funding options. At this meeting you will sign the final entrance documentation including a payment contract with the WSWHE BOCES.

Contact Information:

- **PN Financial Aid Office:**
518-746-3508 – practicalnursing@wswheboces.org
tbocchi@wswheboces.org
- **PN Program Information:**
Adult Practical Nursing Supervisor
518-746-3504 – practicalnursing@wswheboces.org
dbalog@wswheboces.org

The Washington-Saratoga-Warren-Hamilton-Essex BOCES does not discriminate in its programs and activities, including employment and admission as applicable, on the basis of actual or perceived race, color, creed, sex, sexual orientation, national origin, religion, age, economic status, marital status, veterans' status, political affiliation, domestic victim status, use of a guide dog, hearing dog or service dog, disability, or other classifications protected under federal or state law, and provides equal access to the Boy Scouts and other designated youth groups. The designated district compliance officers will coordinate compliance with the nondiscrimination requirements of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, as amended, the Boy Scouts of America Equal Access Act, and the New York State Human Rights Law. The BOCES Compliance Officers are: Turina Parker and Ronald Black, Washington-Saratoga-Warren-Hamilton-Essex BOCES, [1153 Burgoyne Avenue, Suite 2, Fort Edward, NY 12828](#). phone: (518) 746-3310, email: tuparker@wswheboces.org or rblack@wswheboces.org. Complaints may also be filed with the Office for Civil Rights, New York Office, U.S. Department of Education, [32 Old Slip, 26th Floor, New York, NY 10005](#)- 2500, phone (646) 428-3800, fax (646) 428-3843, [email:OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov)