

2019-2020

Greetings Future PN Student:

Thank you for your interest in the Washington Saratoga Warren Hamilton Essex BOCES Practical Nurse Program. The full-time, ten (10) month program is offered late August through June at the Southern Adirondack Education Center (SAEC) in Hudson Falls. For more information, please visit our website <http://www.wswheboces.org/lpn>.

The *Practical Nurse (PN) Steps for Enrollment and Admission* are attached for your convenience.

Also attached/enclosed, please find the WSWHE BOCES PN Application for Enrollment. All forms must be received to the Admissions Office before an interview with the Adult PN Supervisor will be scheduled, except the Medical Clearance, Immunization Record and evidence of negative 2-Step PPD testing. Students accepted in the PN program will need to supply the medical documentation no later than August 1, 2019.

- ✓ Practical Nursing Student Enrollment/Information Application
- ✓ Essay – PN Interest
- ✓ Learning Style Questionnaire
- ✓ Three (3) **Professional** Character References
- ✓ Student Medical History
- ✓ Medical Clearance Form (To be completed by your physician/nurse practitioner if accepted in the PN program)
- ✓ Immunization Record (**Per NYSDOH guidelines and recommendations**; if accepted in the PN program)
- ✓ PPD (TB) 2-Step Test (**Required by August 1, 2019-see attachment**)
- ✓

You may apply for federal financial aid for the 2019-2020 school year as early as January 1, 2019 by filling out the Free Application for Federal Student Aid (FAFSA) at <http://www.fafsa.ed.gov/>. Please use the WSWHE BOCES **school code: 015204 and award year 2020 when filling out your FAFSA**. Please be advised there is **no charge** for filing a FAFSA. If you are being asked for a credit card number, you are on the **wrong** website. Exit that website immediately and log on to the website shown above.

Please contact Financial Aid at 518/746-3508 or practicalnursing@wswheboces.org with any additional questions.

Thank you, once again, for your interest in the Practical Nursing program at the WSWHE BOCES, Southern Adirondack Education Center (SAEC).

Attachments/Enclosures

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