

School of Practical Nursing

Thank you for your interest in beginning a career in Practical Nursing at Western Suffolk BOCES. The School of Practical Nursing, located in Northport, is approved by the New York State Education Department and accredited by the Council on Occupational Education. Graduates are eligible for the NYS Licensing Examination in Practical Nursing. The BOCES program is affiliated with articulated programs in nursing at C.W. Post, Helene Fuld College of Nursing, Nassau Community College, Suffolk Community College, Farmingdale State University and Molloy College.

For details about the admission requirements, application procedures, curriculum, clinical affiliates and promotion policy, please be sure you read the following:

- Practical Nursing Brochure (available at www.wsboces.org/pn)
- Technical Standards for Admission to Practical Nursing (see back of this page)
- Steps to Prepare for Entering (page 3)
- Application for Pre-Entrance Exam (ATI TEAS) (page 5)

Admission Requirements:

- High school diploma or equivalent
- Satisfactory score on a pre-entrance exam
- Applicant meets all Technical Standards for Admission (see back of this letter)
- Personal Interview
- Proof of citizenship or legal residency
- Computer access

Schedule: 1,350 hours total

Day Program	Evening Program	Day Program
Takes 21 months to complete 9:00am – 1:15pm Monday – Friday Starts September 2018	Takes 19 months to complete 5:30pm – 10:00pm, Mon. – Thurs. plus every other Sat. 8:00am – 3:15pm Starts March 2019	Takes 21 months to complete 9:00am – 1:15pm Monday - Friday Starts September 2019

Tuition: \$20,185.00 (tuition subject to change). Includes all fees for graduation, stethoscope, surgical scissors and nursing pin. Additional costs (approx. \$1,839) for textbooks, licensing fee, physical exam, liability insurance and CPR Certification.

Financial Aid: Available to those who qualify. To determine if you qualify for federal financial aid and how much aid you qualify for, go to <https://fafsa.gov> and complete the FAFSA application form (school code is 010147).

If you have additional questions about financial aid, call the BOCES Financial Aid office at 631-261-3600 x214.

Location: Western Suffolk BOCES, 152 Laurel Hill Road, Northport, NY.

For directions, call 631-667-6000 and use option 7 or go to www.wsboces.org/npt.

Sincerely,

Rosemary Nagler, Assistant Principal, Health Careers, rnagler@wsboces.org

P.S. If you have a friend who is also interested in pursuing a health career, all information in this packet is available at www.wsboces.org/fulltime.

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Health Careers
Northport, NY 11768
631-261-3721

Technical Standards Policy for Admission to the School

PURPOSE:

This policy outlines the technical standards that each applicant/student must be able to accomplish in order to fulfill the responsibilities of a practical nursing student in the clinical setting.

STANDARDS:

Each applicant must be able to:

1. Must be able to hear, see, smell, touch and distinguish colors.
2. Demonstrate 20/20, 20/30 vision with or without corrective lenses.
3. Observe the patient's clinical status at all times.
4. Orally communicate clearly to the patient and interact compassionately and effectively.
5. Write with accuracy, clarity and efficiency.
6. Clearly hear a person calling for assistance from a minimum of 10 feet away.
7. Bend, stoop, push and pull routinely.
8. Transfer a patient of 150 pounds on and off a stretcher/bed.
9. Demonstrate manual dexterity in gross and fine movements.
10. Have full use of both hands, wrists, shoulders and legs.

Any applicant who does not meet the technical standards as outlined above is ineligible for admission to this program.

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Prepare for the Pre-Entrance Exam

All applicants to the Diagnostic Medical Sonography, Practical Nursing and Surgical Technology programs **must** achieve a satisfactory score on the Pre-Entrance Exam (also known as the ATI Test for Academic Skills) and have a high school diploma or equivalent. These three programs have substantial class work and homework that require students to be proficient readers with a wide vocabulary and competent math problem solvers.

BOCES highly recommends that students take the Prep Class for Pre-Entrance Exams; however, those who have completed a recent academic program with strong grades may consider proceeding directly to the Pre-Entrance Exam. Most students find that the Prep Class for the Pre-Entrance Exam helps them prepare for the rigorous Pre-Entrance Exam, gain self-confidence and solidify their interest in pursuing the academic work necessary to succeed in these programs.

Note: A successful score on the Pre-Entrance Exam is the first step in applying to these three programs but does not guarantee admission.

Prep Class for Pre-Entrance Exams: PN, Surgical Tech & Sonography

BOCES statistics indicate that the passing rate on the Pre-Entrance Exam is higher for those who complete this Prep Class. Enrollment does not guarantee a passing score or admission into any of the three programs.

To enter these programs, you must satisfactorily pass the Pre-Entrance Exam. Take this Prep Class to help you prepare for your Pre-Entrance Exam. Work on your reading comprehension, basic math skills and critical thinking. Textbook additional (www.wilsontech.org/bookstore).

Course 18SPRE101A	Tues. & Thurs., 6:30pm-9:30pm	\$250	4/17/18-5/17/18	Northport, Room 209
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Pre-Entrance Exams (ATI TEAS)

Pre-Entrance Exams may be taken once a semester. Exam fee is \$125.

The ATI TEAS Pre-Entrance Exam is composed of the following areas: general math, science, reading comprehension, and English and language usage. Details are on page 4 of this packet. If you have any questions after you read these requirements or have a current IEP and are requesting testing modifications, call 631-261-3127 ext. 219.

While all prospective students take the same Pre-Entrance Exam, register with the course number of the program you hope to enter.

Dates and Times			Practical Nursing	Surgical Technology	Sonography
1/17/18	Wednesday	4:30pm–9:30pm	18SLPN100A	18SSGT100A	18SSON100A
3/10/18	Saturday	8:30am–1:15pm	18SLPN100C	18SSGT100C	18SSON100C
4/18/18	Wednesday	4:30pm–9:30pm	18SLPN100D	18SSGT100D	18SSON100D
4/21/18	Saturday	8:30am–1:15pm	18SLPN100E	18SSGT100E	18SSON100E
5/5/18	Saturday	8:30am–1:15pm	18SLPN100F	18SSGT100F	18SSON100F
5/19/18	Saturday	8:30am–1:15pm	18SLPN100G	18SSGT100G	18SSON100G

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Pre-Entrance Exam (ATI TEAS) Information

The ATI Test for Academic Skills (ATI TEAS) is the pre-entrance exam that students must successfully pass in order to be admitted to our Diagnostic Medical Sonography, Practical Nursing and Surgical Technology programs. You may only take this test once each semester for a total of two.

BOCES offers a Prep Class for the Pre-Entrance Exam (ATI TEAS). Most students find that the Prep Class helps them prepare for the rigorous ATI TEAS, gain self-confidence and solidify their interest in pursuing the academic work necessary to succeed in these programs.

The ATI TEAS consists of four sections: Mathematics, Reading, Science, and English and Language Usage. A review of basic concepts and theories in each area is recommended.

- **Reading** – paragraph comprehension, passage comprehension and inferences/conclusions (64 minutes for 53 questions)
- **Math** – whole numbers, metric conversion, fractions, decimals, algebraic equations, percentages and ratios/proportions (54 minutes for 36 questions)
- **Science** – science reasoning, science knowledge, biology, chemistry, anatomy, physiology, basic physical principles and general science (63 minutes for 53 questions)
- **English and Language Usage** – punctuation, grammar, sentence structure, contextual words and spelling (28 minutes for 28 questions)

How can I best prepare for taking the ATI TEAS?

The Assessment Technologies Institute (ATI) has review products to guide your review and provide feedback about your study progress. You may purchase them at www.atitesting.com/Solutions/pre-program.aspx.

Where can I take the ATI TEAS?

Students will take the ATI TEAS at the Northport Campus of Western Suffolk BOCES, 152 Laurel Hill Rd., Northport, NY 11768. To register, select a date on page 5 of this packet or call 631-261-3721 x219.

What is the format of the ATI TEAS?

Currently, the ATI TEAS includes 170 scored multiple-choice questions divided into four subsections: Mathematics, Reading, Science, and English and Language Usage.

How long will it take for me to get my ATI TEAS scores?

When you take the ATI TEAS exam at Northport, you will be notified by mail in about three or four weeks to advise you of your status.

How do I know if I passed the ATI TEAS?

Many schools set a passing standard based on ATI TEAS performance. With Western Suffolk BOCES, the passing score is 50 percent on Math, Reading, English and Science (Science for Diagnostic Medical Sonography).

How do I get an official ATI TEAS transcript sent to another college?

Your ATI TEAS results can be sent to any nursing school. You can request that ATI electronically transmit your results to a school for a small fee.

Pre-Entrance Exam (ATI TEAS) Application Form

All applicants to the Diagnostic Medical Sonography, Practical Nursing and Surgical Technology programs must achieve a satisfactory score on the Pre-Entrance Exam (also known as the ATI Test for Academic Skills) and have a high school diploma or equivalent. The ATI TEAS Pre-Entrance Exam is composed of the following areas: general math, science, reading comprehension, and English and language usage. Details are on page 4 of this packet. If you have any questions after you read these requirements or have a current IEP and are requesting testing modifications, call 631-261-3721 ext. 219.

There are two ways to register:

- **ONLINE:**
Go to *www.wilsontech.org/register*. Search for Pre-Entrance Exam. Select the program you want to enter and test date (as shown below). Follow prompts for payment. After your registration is complete, you will receive an email confirmation with an agreement (as shown on page 6 of this packet). Sign the agreement and bring it with you to the test.

- **BY MAIL:**
 1. Enclose a non-refundable money order or certified check (*no personal checks or cash*) for \$125 payable to Western Suffolk BOCES. Send the money order or certified check to our office *no later than two weeks before* the date you select!
 2. Enclose a self-addressed, stamped #10 (9"x4") business envelope. You will receive acknowledgement of payment and confirmation of your test date and

Western Suffolk BOCES 152 Laurel Hill Road Northport, NY 11768	
YOUR NAME YOUR ADDRESS YOUR CITY, STATE & ZIP CODE	

time.

3. Select your dates (indicate your first and second choices):

_____ 4:30pm	Wednesday	Jan. 17, 2018	_____ 8:30am	Saturday	May 5, 2018
_____ 8:30am	Saturday	March 10, 2018	_____ 8:30am	Saturday	May 19, 2018
_____ 4:30pm	Wednesday	April 18, 2018			
_____ 8:30am	Saturday	April 21, 2018			

NOTE: Test dates fill quickly, so mail your application form in early to avoid being closed out of your chosen date. Every effort will be made to accommodate your first request. In the event the test dates you have chosen have been filled, your money order or certified check will be returned to you. You will receive an email confirmation when we receive your payment and then a letter reconfirming your test date and time two (2) weeks before your test date.

4. Complete and sign page 6. Your application will not be accepted without this.
5. Complete this form, all necessary information as described above, and return to:
Western Suffolk BOCES, Health Careers, 152 Laurel Hill Road, Northport, NY 11768.

Check the program you are applying for: _____ Sonography _____ Practical Nursing _____ Surgical Technology

Print Name

_____-_____-_____
Date of Birth

Print Street Address

(_____) _____-_____
Telephone

Print Town, State, Zip Code

(_____) _____-_____
Cell Phone

Email Address (Privacy statement at www.wsboces.org/privacy)

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Please read the following information and initial each line:

- _____ 1. I understand that my \$125 money order or certified check is non-refundable.
- _____ 2. I understand that I will be charged a \$50 fee to re-schedule my test date.
- _____ 3. I understand that all information provided by me or on my behalf will become a permanent part of my file as per New York State law and will not be returned.
- _____ 4. I understand that I am only permitted to test once per testing cycle to a maximum of twice per year for admission to any Health Career program.
- _____ 5. Should I be called in for an interview, I understand that my official transcript must be received in the Health Careers Office before my given interview date.
- _____ 6. I have enclosed a money order or certified check in the amount of \$125 and a legal-sized, self-addressed stamped envelope.
- _____ 7. I understand that the test proctor has the authority to deny admission to or remove me from the testing site.
- _____ 8. I understand that a passing score on the pre-entrance examination is only one criteria and does not guarantee admission to the program.

I have read, understand and agree to Items 1-8 listed above:

Applicant's Signature

Date

On the Day of the Pre-Entrance Exam:

Read the following information carefully as **no exceptions** will be made:

- 1. You must arrive no later than 8:30am on Saturday and 4:30pm on Wednesday. If you are late, you will not be permitted to sit for the test.
- 2. You must bring:
 - Two (2) forms of identification with your signature on both. One must be a photo ID, such as a driver's license or a passport.
 - A high-quality copy of your photo ID. No copies will be made at the test site. No exceptions.
 - Your ATI Paper/Pencil ID. You must go to www.atitesting.com before the date of the exam to get your ATI Paper/Pencil ID. **YOU WILL NOT BE PERMITTED TO TEST WITHOUT THIS ID.**

You must complete and sign this page for your application to be accepted.