



HEALTH CAREERS

Nancy Kelsey, *Executive Director*
 Rosemary Nagler, *Assistant Principal, Health Careers*

Western Suffolk BOCES
 North Shore Campus
 152 Laurel Hill Road
 Northport, NY 11768-3499
 Tel. (631) 261-3721, x219



School of Surgical Technology

Thank you for your interest in beginning a career in Surgical Technology at Western Suffolk BOCES. The School of Surgical Technology, located in Northport, is fully accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org; 1361 Park St., Clearwater, FL 33756; (727) 210-2350) and accredited by the Council on Occupational Education. Upon completion of the program the graduate will be eligible to apply to the National Board of Surgical Technology & Surgical Assisting to take the National Certification Examination provided all eligibility requirements are met.

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

- Surgical Technology Brochure (available at www.wsboces.org/surgtech)
- Technical Standards for Admission to Surgical Technology (see back of this page)
- Steps to Prepare for Entering (page 3)
- Application for Pre-Entrance Exam (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)

Proof of citizenship or legal residency

Computer access

Schedule: Start Oct. 2016 (graduate Oct. 2017) or start April 2017 (graduate April 2018).
 Takes 12 months to complete.

Program Hours: 9AM–2:30 PM, Monday to Friday

Clinical Hours: times range from 7AM–4 PM at various health care facilities

Tuition: \$16,999 (tuition subject to change July 1). Additional costs of approximately \$2,125 for textbooks, uniform, liability insurance, physical exam, CPR certification, AST membership, lab fee and certification exam fee.

Financial Aid: Available to those who qualify. To determine if you qualify for federal financial aid and for how much aid you qualify, go to www.fafsa.ed.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 Rd., Northport, NY
 For directions, call (631) 667-6000 and use option 9 or go to
www.wsboces.org/nptw.

Sincerely,

Rosemary Nagler, Assistant Principal, Adult Services
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

WESTERN SUFFOLK BOCES
School of Practical Nursing
Northport, New York 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 lbs. 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.

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 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 three programs, you must satisfactorily pass the Pre-Entrance Exam. Take this Prep Course 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 #17FPRE101A | T/Th 5-10 PM | \$399 | Oct. 25-Dec 1 | Northport Campus, Room 209 |
|--------------------|--------------|-------|---------------|----------------------------|

Pre-Entrance Exams (TEAS) May be taken once a semester. Exam fee is \$125.

The 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.

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

| Practical Nursing | Sonography | Surgical Technology | Dates and Times |
|-------------------|------------|---------------------|---------------------|
| 17FLPN100A | 17FSON100A | 17FSGT100A | 10/22 Sa 8:30AM-1PM |
| 17FLPN100B | 17FSON100B | 17FSGT100B | 11/5 Sa 8:30AM-1PM |
| 17FLPN100C | 17FSON100C | 17FSGT100C | 11/9 W 4:30-9PM |
| 17FLPN100D | 17FSON100D | 17FSGT100D | 12/3 Sa 8:30AM-1PM |

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Pre-Entrance Exam (TEAS) Information

The Test for Academic Skills (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 (TEAS). Most students find that the Prep Class helps them prepare for the rigorous TEAS, gain self-confidence, and solidify their interest in pursuing the academic work necessary to succeed in these programs.

The 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 (53 items, 64 minutes).
- Math – whole numbers, metric conversion, fractions, decimals, algebraic equations, percentages and ratio/proportion (36 items, 54 minutes).
- Science – science reasoning, science knowledge, biology, chemistry, anatomy, physiology, basic physical principles and general science (53 items, 63 minutes).
- English and Language Usage – punctuation, grammar, sentence structure, contextual words and spelling (28 items, 28 minutes)

How can I best prepare for taking the TEAS?

The Assessment Technologies Institute (ATI) has two review products, the TEAS V Study Manual and a TEAS V Online Practice Assessment, 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 TEAS?

Students will take the 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 TEAS?

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

Can I use a calculator on the TEAS?

Calculators are NOT allowed during the TEAS.

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

When you take the TEAS exam at Northport you will be notified by mail in about 3 or 4 weeks to advise you of your status.

How do I know if I passed the TEAS?

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

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

Your 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.



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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.

There are two ways to register.

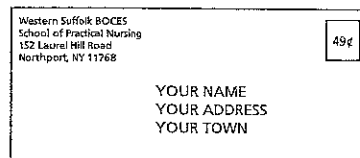
• **ONLINE:**

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 test date you select!

2. Enclose a #10 business (9"x4"), self-addressed stamped envelope. You will receive acknowledgement of payment and confirmation of your test date and time.



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

- | | |
|--------------------------------|-------------------------------|
| ___ 8:30 AM Sat. Oct. 22, 2016 | ___ 4:30 PM Wed. Nov. 9, 2016 |
| ___ 8:30 AM Sat. Nov. 5, 2016 | ___ 8:30 AM Sat. Dec. 3, 2016 |

NOTE: Tests 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 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 program you are applying for: ___ Sonography ___ Practical Nursing ___ Surgical Tech

Print Name _____

_____ Date of Birth _____

Print Street Address _____

(_____) _____ Telephone

Print Town _____ Zip _____

(_____) _____ Cell Phone

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

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 N.Y.S. 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 size 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 8:30 AM on Saturday and 4:30 PM 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 test site. No exception.
 - Your ATI Paper/Pencil ID. You must go to www.atitesting.com before the date of the exam to get your ID. **YOU WILL NOT BE PERMITTED TO TEST WITHOUT THIS ID.**

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