

Admission Policy

Section I. Introduction

AVRTS- Practical Nurse Program has continuing Full Approval Status from the Massachusetts Board of Registration in Nursing and is accredited by the Accreditation Commission for Education in Nursing.

The curriculum combines classroom, laboratory, and clinical experiences. Classroom content includes biological and social sciences, nursing theory, and laboratory practice. Faculty supervises clinical experiences, providing care to stable individuals in a variety of settings. The program curriculum is designed to prepare program graduates to pass the National Council Licensing Examination for Practical Nurse (NCLEX-PN). Graduates of the AVRTS Practical Nurse Program may be eligible to receive advanced placement into RN programs at area colleges.

The Practical Nurse Program is a full time day, forty (40) week program. The full time program begins yearly in late August and finishes in June. Classes meet Monday through Friday. The hours will generally be 7:50 a.m. - 2:20 p.m. Clinical hours vary starting as early as 7:00 a.m. Some evenings and weekends may be necessary for clinical experience. This is kept to a minimum.

Graduates anticipating licensure in the Commonwealth of Massachusetts must comply with the Good Moral Character for Licensure requirement. See www.mass.gov/dph/boards/rn for more details. Program graduates who pass the NCLEX-PN exam are prepared to begin entry-level Licensed Practical Nurse careers in a variety of settings and have the opportunity to advance their nursing education.

All candidates with completed admission packets for the Post-Secondary Practical Nurse Program are evaluated using the selection criteria outlined in the Admission Policy. All completed applications for the nursing program are reviewed and receive a written response.

Section II. Equal Education Opportunity

Chapter 282 of the Acts of 1993, General Laws Chapter 76, Section 5 now includes the following provision: Assabet Valley Regional Technical School hereby provides notice that it does not discriminate in admission or employment in any of its educational programs or activities on the basis of race, color, sex, religion, national origin, age, sexual orientation, disability, or housing status. Enforcement of this law advances efforts to ensure that all students can attend school in a safe, supportive environment that is conducive to serious learning. This law makes it clear that all aspects of public school education must be fully open and available to members of both sexes and minority groups. No school may exclude a student from any course, activity, service or resource available in that public school on account of race, color, sex, religion, national origin or sexual orientation of such student.

Candidates with disabilities may voluntarily self-identify in writing for the purpose of requesting reasonable accommodations during the application and admissions process.

Section III. Eligibility

1. Candidates from in-district towns or out-of-district towns are eligible to apply to the program. This information is available on the AVRTS-PNP website at www.assabetvalleylpn.org.
2. Candidate must have a Social Security Number and be over 17 ½ years of age.
3. Candidate must be a high school graduate with an official transcript, or official *GED* (scores included) or official *HiSET* (scores included). Certified translations must be provided for transcripts supplied in a language other than English and equivalency to U.S. education must be provided. Please contact *CED* (Center for Educational Documentation) at 617-338-7171 or www.cedevaluation.com.

Section IV. Application Process (there is no application fee)

Candidates interested in applying for admissions must:

1. Obtain an application by downloading the packet from the web site at www.assabetvalleylpn.org. Submit the completed application and all required documents by mail to the AVRTS Practical Nurse Program.
 - a. Proof of high school graduation (see Section III)
 - b. Essay
 - c. Current Resume
 - d. Birth certificate or valid passport
 - e. Three (3) Confidential Reference Forms: recent supervisor, employer, school teacher/instructor (non-family members) to be sent by candidate
 - f. If applicable, Proof of In-District Residence Form: Complete and submit with back up. You must be a resident *before* January 1st of the admission year. (see website for details)
 - g. Copy of Health Insurance card
 - h. Color copy of valid MA driver's license
2. ATI TEAS VI admission test is required of all applicants. All sections must be taken. Minimum scores are 61% in Reading and 50% in Math. There is no minimal score for English Language and Science but good scores receive points toward the program admission score. Candidates should prepare to do their best on all four sections. Applicants must register online with ATI and pay the testing company by credit card.
3. Upon receiving all required documentation an interview with the Program Director or a designee will be scheduled.

Section V. Selection Process

Applications are reviewed and evaluated using the following criteria:

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| • Academic Records | maximum of 5 pts. |
| • Interview Responses | maximum of 20 pts. |
| • ATI TEAS VI Scores | maximum of 25 pts. |
| • Three (3) Confidential Reference Forms | maximum of 5 pts. |
| • Resume (work/life experience) | maximum of 5 pts. |
| • Essay | maximum of 10 pts. |

Applications will be reviewed and processed according to the criteria contained in this Admission Policy. All candidates will be notified of the admission decision by mail. Candidates may be accepted, not accepted, deferred or waitlisted. Once the program has reached capacity a wait list will be established and maintained. The wait list is valid for the current academic year.

Section VI. Acceptance Process

Upon receipt of the acceptance letter the candidate must complete the following for full admission to the program:

1. Signed Enrollment Agreement and a \$500 seat deposit within ten (10) business days. Candidates accepted within four (4) weeks of the program start date will have five (5) business days to complete and sign their Enrollment Agreement and to pay their \$500 seat deposit. A candidate that fails to sign their Enrollment Agreement or pay their seat deposit within the allotted time frame may have their acceptance rescinded.
2. Satisfactory C.O.R.I. (Criminal Offender Record Information). All clinical facilities reserve the right to conduct an additional CORI on practical nurse students. The AVRTS Practical Nurse Program requires a CORI inquiry as part of the admission process into the Practical Nurse Program. Individuals who have been convicted of a felony or misdemeanor crime or have a pending criminal case must meet eligibility requirements of the school and any affiliating clinical agencies. Students who are refused clinical placement due to CORI issues may be withdrawn from the nursing program.
3. Health Criteria: Immunizations as required by the MA Department of Public Health.
 - a. Evidence of good health, including a completed Health Clearance Form with immunizations within the past year
 - b. Negative **two (2) step ppd** or health care provider documentation of a chest x-ray within a year confirming no active tuberculosis or negative TB Gold QuantiFERON
 - c. TDAP immunization within ten (10) years prior to admission
 - d. Measles, Mumps, and Rubella titer indicating immunity
 - e. Hepatitis B titer indicating immunity. If titer is negative then a three vaccine series that produces a positive titer must be completed.
 - f. Varicella titer indicating immunity
4. Prior to the start of the program, a current CPR card (American Heart Association Health Care Provider) must be submitted.
5. Malpractice Insurance (NSO) proof must be submitted

Section VII. Financial Aid

Financial Aid is available to those who qualify. AVRTS-PNP has been approved by the United States Department of Education for financial assistance. The programs listed below are available to eligible students to help meet the cost of their education. The term "Title IV" refers to the Federal Financial Aid programs authorized under the Higher Education Act of 1965 awarded on the basis of financial need and includes the following programs:

- Federal Pell Grant
- Subsidized Direct Loan

The Title IV programs that are not awarded on the basis of financial need are part of the Federal Family Education Loan program which includes:

- Unsubsidized Direct Loan
- Parent Loan for Undergraduate Students (*Direct PLUS Program*)

If there are excess funds from financial assistance after all expenses are paid, those excess funds may be given to a student to meet the cost of attendance. Students who chose a payment plan or who have a balance beyond their financial aid award will also be required to complete and sign a Repayment Agreement.

Section VIII. ATI TEAS VI Testing Procedure

The candidate will register online at atitesting.com. A link is provided on the AVRTS-PNP website. The tests takes approximately 3 ½ hours. Late arrivals will not be permitted to take the test. The testing fees are non-refundable. Candidates are advised to prepare in advance for the entire test. Interested candidates may also choose to register for the TEAS Preparation Course offered at Assabet After Dark (www.assabetafterdark.com) for an additional fee.

- **IN PERSON TESTING:** Students must arrive thirty (30) minutes before the scheduled test. No personal belongings will be permitted in the designated testing room. No candidate will be admitted to the testing area once the exam has begun. Hats, cameras, cell phones and wrist watches are prohibited in the designated testing area. Any computer/electronic device may be inspected. Glasses may also be inspected. If a candidate is found with any of these items (included but not limited to) in the designated testing area their test will not be processed and the test fee will be forfeited. Once a candidate has entered the building and registered, they are not permitted to exit the building until the TEAS test has ended. If a testing candidate leaves their designated testing area for any reason before the test is complete, the results will not be processed and the test fee will be forfeited.
- **REMOTE TESTING:** The ATI TEAS tests may be offered remotely and proctored. Candidates must complete the on-line orientation for *Proctorio*. The test will start at the scheduled time and candidates who are late will not be admitted. Hats, cameras, cell phones and wrist watches are prohibited in the designated testing area. If a candidate is found with any of these items (included but not limited to) in the designated testing area their test will not be processed and the test fee will be forfeited. If a testing candidate leaves their designated testing area for any reason before the test is complete, the results will not be processed and the test fee will be forfeited.
- **TEST RE-TAKE:** The applicant must pass the ATI TEAS test within two (2) attempts. There must be a minimum of thirty (30) days between tests to allow time for remediation. The test(s) must have been taken and passed within two years of the admission cycle.
- ATI TEAS VI scores from other schools will be accepted at the Directors discretion.