

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 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.

Students 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. Candidates must have a Social Security Number and be over 17 ½ years of age.
3. 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 form and essay by mail or in person to the AVRTS Practical Nurse Program.
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.

CONTENT SECTION	ADJUSTED INDIVIDUAL SCORE
ATI TEAS VI Reading	61%
ATI TEAS VI Math	50%

Applicants must register online with ATI and pay the testing company by credit card.

3. Proof of high school graduation with an official transcript, or official GED (scores needed) or Official HiSET (scores needed).
 - a. Three (3) Confidential Reference Forms: recent supervisor, employer, school teacher/instructor (non-family members) to be sent by candidate
 - b. A current resume
 - c. Proof of In-District Residence Form: Complete and submit with back up. You must be a resident *before* January first of the admission year.
 - d. Copy of Health Insurance card
 - e. Color copy of driver's license
4. 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:

- Academic Records maximum of 5 pts.
- Interview Responses maximum of 20 pts.
- Resume required - 0 pts.
- ATI TEAS VI Scores maximum of 25 pts.
- Three (3) Confidential Reference Forms maximum of 5 pts.
- 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 student 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 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.

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 applicant will register online with ATI Testing VI. A link is provided on the AVRTS-PNP website. Students must arrive thirty (30) minutes before the scheduled test time. Late arrivals will not be permitted to take the test. The testing fees are non-refundable.

1. No personal belongings will be permitted into the designated testing rooms. No student will be admitted to the testing area once testing has begun. Students are advised to prepare in advance for the entrance 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.
2. The ATI TEAS VI test takes approximately 3 ½ hours and all candidates must remain in their designated area for the entire testing period. 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.
3. 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 in the designated testing area their test will not be processed and the application fee will be forfeited.
4. ATI TEAS VI scores from other schools may be accepted at the Director's discretion.
5. If a student fails to meet the benchmarks for admission they may repeat the ATI TEAS VI test after thirty (30) days to allow time for remediation.