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Dutchess BOCES School of Practical Nursing **Admission Procedure**

Step One – Entrance Exam

An applicant will be scheduled for an entrance exam when **all** of the following criteria have been met.

1. Submit a completed **Practical Nursing Entrance Exam Scheduling Form (Page 3.)** Only complete exam forms will be processed. Each application must include the following:
 - A \$200.00 (non refundable) Testing and Processing Fee in the form of a money order or certified bank check made out to Dutchess BOCES.
 - The applicant's ATI paper and pencil ID number. (Instructions on how to obtain the ID number are included in this packet.) There is no charge from ATI Testing to create your ID number for the test.
2. You will receive an entrance exam confirmation letter with further instructions on what to bring to the Entrance Exam.
 - An exam date may be re-scheduled for a \$50.00 fee as long as the Practical Nursing Office is notified a minimum of 3 business days prior to the exam date.
 - Test is administered at the Career and Technical Institute, 5 BOCES Road, Poughkeepsie.
 - If you are a no call/no show on your scheduled test date, you will forfeit the \$200 fee.
 - **Applicants may take the entrance exam no more than once per year.**

Step Two – Admission Application

- Admission Applications and financial aid information will be distributed to each candidate on the day of the entrance exam.
- Applications are due in the Practical Nursing Office no later than 30 days after the exam is taken.
- Only complete applications will be reviewed; each application will be required to include the following:
 - Dutchess BOCES School of Practical Nursing recognizes the following as acceptable high school credentials:
 - An official high school transcript that indicates the date graduated must be sent directly to us by the issuing body.
 - An official GED transcript with scores must be sent directly to us by the issuing body. See http://www.acces.nysed.gov/ged/duplicate_diploma.html for more information regarding NYS High School Equivalency Diploma.
 - A WES evaluation documented in writing stating that the foreign credential is equivalent to a United States high school diploma

Dutchess County Board of Cooperative Educational Services

Administrative Offices: 845.486.4800

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- WORLD EDUCATION SERVICES, INC., P. O. Box 5087, Bowling Green Station, New York, New York 10274-5087, Phone 212-966-6311 or www.wes.org/app
 - Please note that online high school equivalency diplomas or transcripts obtained online are not accepted for entrance into the Practical Nursing program
- If references are attached to the application, each one must be in an envelope sealed by the writer.
- Background checks are required as part of the application process. Information will be provided in the Application.
- Applicant logs on to the atitesting.com website to view TEAS V test results (usually within 5 days of taking exam) to determine their individual results.
- Applicant records TEAS V score on application and may continue with the application process based upon the following ATI Academic Preparedness Level:
 - Basic – May apply for part-time program only
 - Proficient – May apply for part-time or full-time program
 - Advanced - May apply for part-time or full-time program
 - Exemplary - May apply for part-time or full-time program
 - Developmental – Does not meet the criteria for admission

It should be noted that passing the TEAS V exam does not guarantee admission into the School of Practical Nursing. However; it is one of the mandatory criteria.

- Applicants who have met the minimum TEAS V scores must submit their completed application packet, including reference list, processed background check and licensure limitation letter if applicable no later than one month after the entrance exam date. These items will be explained in the Application Packet distributed at the Entrance Exam.
- Applications are evaluated in the order they are received; only complete applications will be processed.
- If applicant is not a United States citizen, a current alien registration card will be required.
- Upon acceptance into the program, the applicant is responsible to submit a \$100.00 Admission Fee (non-refundable), which will hold a seat in the next available session. Due dates for this Fee will be provided in the Acceptance Packet.
- The applicant is responsible to return the financial aid form and fill out the FAFSA if applying for financial aid.
- All applicants must meet the terms and conditions set forth in the fee schedule regarding payment of tuition. This information will be included in the Acceptance Packet.
- Previous students of the Dutchess BOCES School of Practical Nursing must call 486-8045 to determine if they are eligible to return to the program.

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Dutchess BOCES School of Practical Nursing
2015 Entrance Exam Scheduling Form

Name: _____
Last First Middle Initial

Mailing Address: _____

City: _____

State: _____ Zip Code: _____

Telephone Number () _____

E-Mail Address _____

ATI ID # _____

FOR OFFICE USE

Date Paid _____

M.O. or Check # _____

Deposit Date & Receipt # _____

Test Dates for January 2015 Admission

_____ December 4, 2014 (snow date December 5, 2014.) Paperwork is due November 20, 2014.

If the exam is full, you will be contacted by phone to schedule an alternate date. (We will use the contact number you listed above) If you have taken this exam, make sure one full year has passed since the last one.

This form along with the Test Processing Fee of \$200 is due on the date noted above. The only acceptable forms of payment are money orders or certified bank checks made out to *Dutchess BOCES*. Mail to Dutchess BOCES School of Practical Nursing, 5 BOCES Road, Poughkeepsie, NY 12601.

Entrance Exams begin promptly at 9:00 a.m. No one is admitted after the exam begins. You should arrive by 8:30 to allow sufficient time to register and find a seat prior to the start of the exam. The test typically requires five hours to administer.

You MUST create an account with the test vendor (ATI). You must obtain a paper/pencil ID. Please see the information sheet included in this packet. Print this ID number and bring it with you on the date of the exam. Also include ID number above. Applicants will not be permitted to test without the ID number.

Dates are assigned on a first-come, first-served basis. Classes fill quickly, therefore it is recommended that you take your exam as soon as possible. After a class is full, a wait list is generated for the next scheduled program start date.

If you haven't taken the TEAS V within one year prior to your test date, your results will be voided and you will be disqualified from admission. If you are retaking the exam, it has been at least one year since you tested.

Your signature below indicates that you have read and understand the above procedures and have included the \$200.00 fee. A follow-up confirmation letter will be sent prior to the test date.

Applicant's Signature

Date

SCHOOL CANCELLATION

All students are advised to listen to the following radio stations for announcements relevant to school cancellations due to inclement weather or other reasons: WEOK 1390, WKIP 1450, WRNG 92.1, WCZX 97.7, WGNV 103.1, WRWD 107.3 In addition, information is available at the Dutchess BOCES website: www.dcboces.org

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TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS) – VERSION V **OBTAINING AN ATI PAPER/PENCIL ID NUMBER FROM ASSESSMENT TECHNOLOGIES, INC.**

HOW DO TESTERS OBTAIN AN ATI PAPER/PENCIL ID NUMBER?

All testers must create an ATI account prior to taking a paper/pencil test. They can create an account at www.atitesting.com by clicking on CREATE NEW ACCOUNT and following the screen prompts. After a tester has registered on this site, that tester's personal paper/pencil ID will be displayed under ACCOUNT INFORMATION. At this screen, the user will have an opportunity to print the paper/pencil ID. Each user should print and retain this and use it for identification on every paper/pencil test. This ID will not change; the tester only needs to register once. Testers who forget their login information can retrieve it by using the FORGOT PASSWORD feature.

I HAVE TESTED BEFORE BUT DON'T KNOW MY USERNAME OR PASSWORD?

Users should follow the screen prompts to update their account and receive their paper/pencil ID; they should print the information and take it with them to their test session.

I'VE TAKEN A TEST USING MY ATI PAPER/PENCIL ID. HOW DO I OBTAIN MY RESULTS?

Students can sign in to the ATI system using their username and password they used when they created their account. They can retrieve their results by clicking on RESULTS under the QUICK LINKS section.

WHAT IS THE DIFFERENCE BETWEEN the ATI PAPER/PENCIL ID AND YOUR ATI USERNAME?

The ATI Paper/Pencil ID Number is a number assigned by the ATI system to students and is only used on paper/pencil forms. Everyone creates their own Username to log onto the ATI website - www.atitesting.com; they should always choose something that is easily remembered.

PLEASE NOTE THAT THE ABOVE INSTRUCTIONS MUST BE FOLLOWED IN ORDER TO TAKE THE ATI TEAS ASSESSMENT TEST. ALL PAPER/PENCIL TESTS MUST BE IDENTIFIED WITH A PAPER/PENCIL ID IN ORDER TO BE SCORED BY ATI.

TEST OF ESSENTIAL ACADEMIC SKILLS-TEAS **PAPER/PENCIL VERSION V**

This is a competitive exam; applicants are encouraged to study. The TEAS was developed to measure basic essential skills in the academic content area domains of Reading, Mathematics, Science and English/Language Usage. These entry level skills were deemed important for nursing program applicants by a panel of nursing program curriculum experts.

The TEAS is a 170-item, four portion, multiple-choice assessment. To prepare in an organized and efficient manner, you should know what to expect from the assessment.

<u>CONTENT AREA</u>	<u>NUMBER OF TEST ITEMS</u>	<u>AMOUNT OF TIME ALLOTTED</u>
Reading	48	58 Min.
Mathematics	34	51 Min.
Science	54	66 Min.
English/Language Usage	34	34 Min.
Total	170	209 Min.

Two products are available through ATI Testing to help you prepare for the TEAS assessment:

1.) TEST OF ESSENTIAL ACADEMIC SKILLS-PAPER/PENCIL VERSION V STUDY MANUAL

The study manual is written specifically to address the needs of students preparing to take the TEAS Version V.

- The TEAS Study Manual includes review material for key topics in Reading, Mathematics, Science and English/Language Usage.
- Practice exercises and sample tests are provided following the review material for each section.

2.) TEST OF ESSENTIAL ACADEMIC SKILLS-PAPER/PENCIL VERSION V (TEAS) ONLINE PRACTICE ASSESSMENT

The TEAS Online Practice Assessment is available for students desiring additional test preparation.

- The online practice assessment includes 100 items designed to be reflective of the TEAS in both content and format.
- In order to maximize the learning experience, each item is accompanied by detailed rationales for all correct and incorrect responses chosen.

A complete student preparation package, which includes both the TEAS Online Practice Assessment and the TEAS Study Manual Version V, may be purchased at www.atitesting.com or call 1.800.667.7531.

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Dutchess BOCES School of Practical Nursing January 2015 Program Information

Dates of sessions:	January 20, 2015 – December 22, 2015 Full Time January 20, 2015 – December 21, 2016 Part Time (Time off during the summer months varies)
Time of Full Time Classes:	8:10AM to 3:10PM Monday through Friday
Time of Part Time Classes-1st year:	12:10PM to 3:10PM Monday through Friday
Time of Part Time Classes-2nd year:	8:10AM to 11:10AM Monday through Friday
Place:	CTI Building 5 BOCES Road Poughkeepsie
Total Tuition Cost:	\$9,850.00
Application/Testing Fee	\$200.00
Admission Fee:	\$100.00
Methods of Payment:	Money Orders or Certified Bank Checks
Participating Financial Aid Programs:	PELL & Federal Direct Loan

GENERAL INFORMATION

- ❖ Dutchess BOCES offers employment and educational opportunities without regard to race, color, national origin, sex, disability, or age and provides equal access to the Boy Scouts and other designated youth groups.
- ❖ Adults may enter the Practical Nurse Program on a full time or part time basis for September or on a full time or part time basis for January.
- ❖ ADULT students are expected to provide, at their own expense, necessary textbooks, uniforms, lab supplies, NCLEX testing fees and graduation fees. Financial Aid awards are applied to the cost of tuition exclusively. In addition, transportation to and from class and clinical is the students' responsibility.
- ❖ Attendance to all scheduled class and clinical days is required. Poor attendance will result in the inability to make satisfactory academic progress and will lead to dismissal.
- ❖ The nursing faculty reviews students' progress. Evaluation of achievements is based upon aptitude for nursing, attitude, conduct and readiness to accept responsibility. The student is kept informed of her/his progress through individual conferences with the instructor and Coordinator, if necessary.
- ❖ Clinical agencies utilized for rotations throughout the program include both acute and long-term settings within Dutchess County. When schedules are determined, consideration is given to student's residence, however, the final determination of placements are the decision of the Coordinator. A physical form, CPR Certification, Background Check and uniforms are required.
- ❖ Observations and evaluations of the students' performance in the clinical area and personal adjustments to nursing situations are an integral part of the grading system. Candidates who do not make satisfactory progress (academic or clinical performance, or attendance) are counseled to withdraw from the program by the Coordinator of the Practical Nurse Program.
- ❖ Dates mentioned above are pending Board of Trustees approval of the 2014-2015 and the 2015-2016 School Calendars.

PRACTICAL NURSING REQUIREMENTS:

- Pass each Course of the program with a minimum of 75%
- Pass all clinical components
- Complete a minimum of 1,080 hours of instruction

LENGTH OF COURSE:

1,080 hours

INSTRUCTORS:

Teachers Certified by New York State in Nursing

CURRICULUM APPROVED BY:

New York State Education Department

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