

Broome-Tioga BOCES
Program of Practical Nursing
HEGIS Code #5209.20 -
**Admission Policies and
Procedures**

All nursing schools in New York State are governed by the New York State Department of Education (NYSED). The NYSED regularly visits each nursing program and reviews academic records, licensing examination pass rates, length of the program, policies, curriculum and faculty. The NYSED then accredits the school based on these criteria. Broome-Tioga BOCES Practical Nurse Program has been accredited since 1972.

The application process for the Broome-Tioga BOCES Practical Nurse Program is as follows.

1. Complete a general application form.
2. Complete an application to the Practical Nurse Program.
3. Provide an **official** high school transcript, GED or TASC transcript.
 - a. If the applicant possesses a foreign high school or college diploma, they must have their credentials evaluated to confirm equivalent educational achievements. Documentation must be provided to BOCES.
The following are resources for obtaining such evaluations:

North American Educational Group – Phone 888.539.2804
World Education Services, Inc. – Phone 212.966.6311
(If the diploma is not accepted, the applicant must complete the requirements of the NYSED to obtain a certificate or diploma in the United States.)
 - b. If it is not possible to obtain an **official** high school transcript, the school attended should submit a letter on **school letterhead** stating the applicant graduated and the date of graduation with an original signature.
 - c. For GED/TASC certificates, the applicant will need to contact the New York State Education Department 518-474-5906, or the state from which the certificate was issued, and obtain an official transcript.
 - d. If the applicant is currently a **high school senior**, a letter on **school letterhead** should be submitted from the guidance counselor stating the applicant is a candidate for graduation and the anticipated date of graduation. An **official** transcript will need to be submitted after graduation, if accepted into the program.

Once the applicant has:

- submitted a **completed application**
- provided an **official transcript or proof of graduation**, they will be contacted to schedule an appointment to take the entrance assessment test (ATI TEAS - Test of Essential Academic Skills for Nursing).

The entrance assessment test is offered at least once a month from November to May. There are limited seats available each exam date, so don't wait until the last month to take the test - the date may already be filled.

All applicants must take the entrance assessment test. If an applicant has taken the test elsewhere in the two years prior to the start of the Program, and they can provide proof of their results they will not need to retake it, otherwise, **there are no exceptions.** Because of the intensity of the curriculum and our obligation to patients and their families, we use the entrance assessment test to assist us in selecting the best candidates for admission to the Practical Nurse Program.

The ATI TEAS– Test of Essential Academic Skills for Nurses is the assessment test being used. Please go to atitesting.com/teas-prep for study materials. You are responsible to purchase your own study materials. You will need to create an account on the website to purchase materials. Please keep your user ID and password. These will be needed for the test. However, do NOT schedule your test with ATI; you will schedule your test with BOCES. BOCES will pay for your test. Results of the ATI TEAS will be mailed to the applicant within 3 weeks of the test. **A passing grade of 50% is required in Mathematics, a 50% in English and a 65% in Reading Comprehension. All three areas must be passed at these levels to continue in the admission process.**

Applicants who pass the entrance assessment test and submit the required references will be scheduled for an interview during the months of February, March, April or May. Once all interviews have been conducted, the Selection Committee uses the following criteria for selection:

- References; should be professional, not personal
- Assessment test scores
- Interview

The most qualified applicants will be selected into the Practical Nurse Program based on the above.

Those interviewed will be notified by letter in June of their acceptance or placement on the wait list (Everyone interviewed is qualified, the program only allows admittance of a certain number of students because of the competition for clinical sites in our area with other schools of nursing).

Applicants placed on the waiting list may be called to enter the program at **any time throughout the summer (before class starts)**. Each year we admit students from the waiting list. For those placed on the waiting list and not contacted, options for reapplying will be included in the letter.

Because nurses are directly responsible to clients and their families for providing safe, compassionate and comprehensive care, nurses must be of good moral character and possess integrity and honesty. This is a requirement of Broome-Tioga BOCES Practical Nurse Program, the NYSED's Office of Professions and the healthcare facilities that graciously allow our students to perform their clinical experiences in their facilities.

Attendance is vital. A student of the Practical Nurse Program must complete a set number of hours, established by the NYSED, to be able to apply and sit for the national Practical Nurse Licensing Exam (NCLEX-PN). Academics are also very important. We have established rigorous academic standards so that our graduates are well prepared and safe nurses upon graduation. Another important consideration is the ability to be a team player. In any health setting, it is important that all disciplines of the healthcare team work together to obtain the best result possible for the patient.

After completion of the BOCES Practical Nurse Program, the candidate will be a Graduate Nurse. Licensing of nurses is obtained through the Office of the Professions. In order to be licensed, a graduate nurse must meet the following criteria:

1. Be of good moral character.
2. Be at least 17 years of age.
3. Possess an official high school diploma or GED/TASC certificate.
4. Successfully complete an accredited nursing program.
5. Pay all fees and complete the forms for licensing
6. Successfully pass the licensing exam.

Thank you for your interest in our Practical Nurse Program. We wish you luck with your pursuit of a career in Nursing!