

SOUTHEASTERN TECHNICAL INSTITUTE

FULL-TIME PRACTICAL NURSE PROGRAM

APPLICATION FOR ACADEMIC YEAR

2016-2017



250 Foundry Street
South Easton, MA 02375
Phone: 508.230.1297
Website: www.stitech.org

Southeastern Technical Institute

Practical Nurse Program

Practical Nurse Program Admission Policy

Section I. Introduction

Southeastern Technical Institute's Practical Nurse Program has continuing Full Approval Status from the Massachusetts Board of Registration in Nursing. The curriculum combines lecture, 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 Southeastern Technical Institute Practical Nurse Program may be eligible to receive advanced placement into RN programs at area colleges.

The Practical Nurse Day Program is a full-time forty (40) week program. The full-time program begins yearly in September and finishes mid-July. Classes meet Monday through Friday, hours will generally be 8:00 a.m. - 2:30 p.m. Clinical hours vary starting as early as 7:00 a.m. until as late as 4:00 p.m.

The evening program meets three times per week, Tuesday – Thursday and hours are generally from 4:30-9:30 p.m. Clinical hours will generally be 4:30-10:30 p.m. In order to offer students specialized clinical opportunities, certain clinical facilities will require clinical experiences be scheduled during day hours.

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 for the Southeastern Technical Institutes 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: Southeastern Regional Technical Institute 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 Southeastern Technical Institute website at www.stitech.org
2. Candidates must be a U.S. citizen, or a permanent resident
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.

Section IV. Application Process

Candidates interested in applying for admissions must:

1. Obtain an application by downloading the package from the web site at www.stitech.org or by contacting the Practical Nurse program office at 508.230.1297.
2. Submit the completed application form and the \$80.00 application/testing fee (no personal checks) by mail or in person to the Southeastern Technical Institute Practical Nurse Program office.
3. A completed application registers the applicant for the next available Test of Essential Academic Skills (TEAS V). Entrance exams are given at Southeastern Technical Institute 250 Foundry Street, South Easton, MA 02375. Application/testing fee are non-refundable.
 - a. Test of Essential Academic Skills (TEAS) entrance Examination. Candidate must meet a minimum adjusted individual score in all three sections as identified below to continue with the selective admissions process.

CONTENT SECTION	ADJUSTED INDIVIDUAL SCORE
TEAS V Reading	65%
TEAS V Math	50%
TEAS V English	50%

- b. Only TEAS V scores achieved at Southeastern Technical Institute will be considered for review. For more information on the test see the Section VIII TEAS V Testing Procedure section below.

Individuals eligible to continue with the selective admission process must submit:

4. Proof of high school graduation with an official transcript, or official GED (scores needed) or Official HiSET (scores needed). Certified translations must be provided for transcripts supplied in a language other than English and equivalency to U.S. education must be provided.
 - a. Two (2) confidential reference forms: recent supervisor, employer, school teacher/instructor (non-family members)
 - b. A current resume
 - c. Proof of In-District Residence Form: Form must be completed, signed, and stamped by the school district member city or town by October 1. (*Tuition is calculated by where a student is residing on October 1 in the initial year of attendance*).
 - d. Health Insurance Form and copy of Health Insurance card
 - e. Educational Purpose form (with copy of license front and back)
 - f. Emergency Contact Form
5. Upon receiving above listed 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
- Interview Responses
- Resume
- TEAS V Scores
- Two (2) confidential reference forms
- Work/Life experience
- Written Responses
- Basic Math Skills

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, or deferred. Once the program has reached capacity await 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 10 business days. Candidates accepted within four weeks of the program start date will have 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 Southeastern Technical Institute 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 will be withdrawn from the nursing program.
3. Health criteria: Immunizations as required by the Department of Public Health. STI's immunization requirements are in accordance with College Immunization Chapter 76, Section 15C and clinical agency requirements. The following information must be documented for final acceptance into the program:
 - a. Evidence of good health, including a completed Student Health Record and physical exam within the past year
 - b. Negative Mantoux test that will not expire before the end of the school year or if Mantoux positive then health care provider documentation of a chest x-ray within a year confirming no active tuberculosis
 - c. Tetanus immunization within 5 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.
 - f. Varicella titer indicating immunity.
4. Proof of In-District Residence Form: Form must be completed, signed, and stamped by the school district member city or town by October 1. *(Tuition is calculated by where a student is residing on October 1 in the initial year of attendance).*
5. Proof of Health Insurance Form (with copy of insurance card, front and back)
6. Educational Purpose form (with copy of license front and back)
7. Emergency Contact Form

Section VII. Financial Aid

Financial Aid is available to those who qualify. Southeastern Technical Institute has been approved by the United States Department of Education for the following programs 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. TEAS V Testing Procedure

1. A completed application registers the Candidate for the next available Test of Essential Academic Skills (TEAS V). Entrance exams are given at Southeastern Technical Institute 250 Foundry Street, South Easton, MA 02375. Please be prompt. Late arrivals will not be permitted to take the exam. Application/testing fee are non-refundable.
 - a. Students are required to arrive at Southeastern Technical Institute fifteen (15) minutes prior to the start of testing. No personal belonging will be permitted into the designated testing rooms. No student will be admitted to the testing area once testing has begun. The testing fee is included in the application fee. Students are advised to prepare in advance for the entrance exam. A TEAS (Test of Essential Academic Skills) study manual is available for purchase at Southeastern Technical Institute. Interested candidates may also choose to register for the TEAS preparation courses offered at Southeastern Technical Institute for an additional fee.
 - b. TEAS V Exam results will not be processed without an ATI ID number. In order to obtain an ATI ID number visit www.atitesting.com. *Test of Essential Academic Skills (TEAS V) test (paper and pencil version)* covers math (*no calculators allowed*), English, and reading. The TEAS test takes approximately 3 hours and all candidates must remain in their designated testing room 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 exam has ended. If a testing candidate leaves their designated testing room for any reason before the exam is complete the results will not be processed and the application fee will be forfeited.
 - c. Cell phones will be prohibited in the in the designated testing rooms. If a candidate is found with a cell phone in the designated testing room their test will not be processed and the application fee will be forfeited.
 - d. Only TEAS V scores achieved at Southeastern Technical Institute will be considered for review.

SECTION IX. Accreditations and Approvals

The programs at Southeastern Technical Institute are accredited by the following:

Southeastern Technical Institute is accredited by:

Council on Occupational Education

7840 Roswell Road, Building 300, Suite 325

Atlanta, GA 30350

Tel: 770-396-3898 Fax: 770-396-3790 www.council.org

The programs at Southeastern Technical Institute are approved by Massachusetts Department of Elementary and Secondary Education, Department of Career and Technical Education.

The Practical Nurse Program is fully approved by:

Commonwealth of Massachusetts

Board of Registration in Nursing

Division of Health Professions Licensure

Department of Public Health

239 Causeway Street, Suite 500, 5th Floor

Boston, MA 02114

617-973-0800 www.mass.gov/dph/boards/rn

TEAS ENTRANCE EXAM

\$80.00 (Non-Refundable application fee includes testing)

NO PERSONAL CHECKS

SATURDAY, January 23, 2016

Registration Begins at 7:45 a.m. (Late arrivals will not be permitted to take the exam.)

(Registration Deadline: January 20, 2016 OR when the seating capacity has been reached.)

PLEASE READ - Testing will be held at Southeastern Technical Institute – 250 Foundry Street, South Easton, MA 02375. Registration starts at 7:45 A.M., testing begins IMMEDIATELY after registration. Late arrivals (*after 8:00 a.m.*) will not be permitted to take the exam. Application and testing fee are **NON-REFUNDABLE**. Your exam will not be processed without your ATI paper pencil ID number. If you have trouble obtaining this number please call 1.800.667.7531. The TEAS (*Test of Essential Academic Skills V*) test (*paper and pencil version*) covers math (*no calculators allowed*), English, and Reading. The TEAS test takes approximately 3 hours. Once a candidate has entered the building and registered, they are not permitted to exit the building until the TEAS exam has ended.

ON THE DAY OF THE EXAM YOU MUST:

- **SHOW A GOVERNMENT ISSUED PHOTO ID** (*Driver's License, Passport, Military I.D., etc.*)
- **BRING YOUR ATI PERSONAL PAPER PENCIL ID NUMBER.**
(*You will not be administered the exam without your ATI Personal Paper Pencil ID Number.*)
- **BRING (2) NUMBER TWO PENCILS**
- **ARRIVE A FEW MINUTES EARLY** (Registration begins at 7:45 A.M.)
(*Late arrivals will not be allowed to take exam. Exam fee will not be refunded.*)

ITEMS PROHIBITED

Cell Phones	Calculators	TEAS Manuals
Food	Beverages	Pocketbooks
Back Packs	Notebooks	Large Bags

Creating Your ATI Paper/Pencil ID#

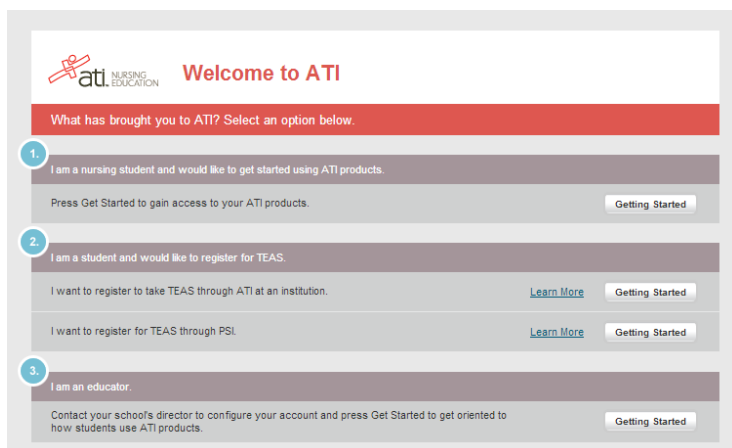
1. Visit www.atitesting.com (If you already have an ATI account, login and skip to #7.)
2. Click on Create an Account (top right of screen).



3. Fill in all required fields (school should be Southeastern Regional Vo Tech School, no id#, credentials or graduation date is required).

4. Hit the Register Button when all fields are complete.

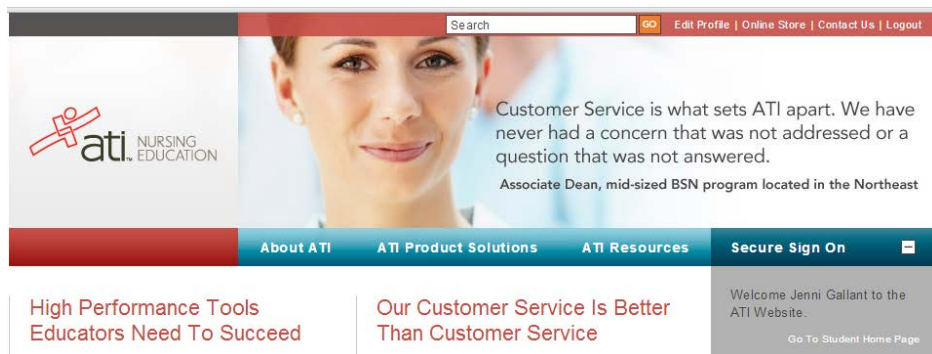
5. An ATI Welcome screen will pop up.



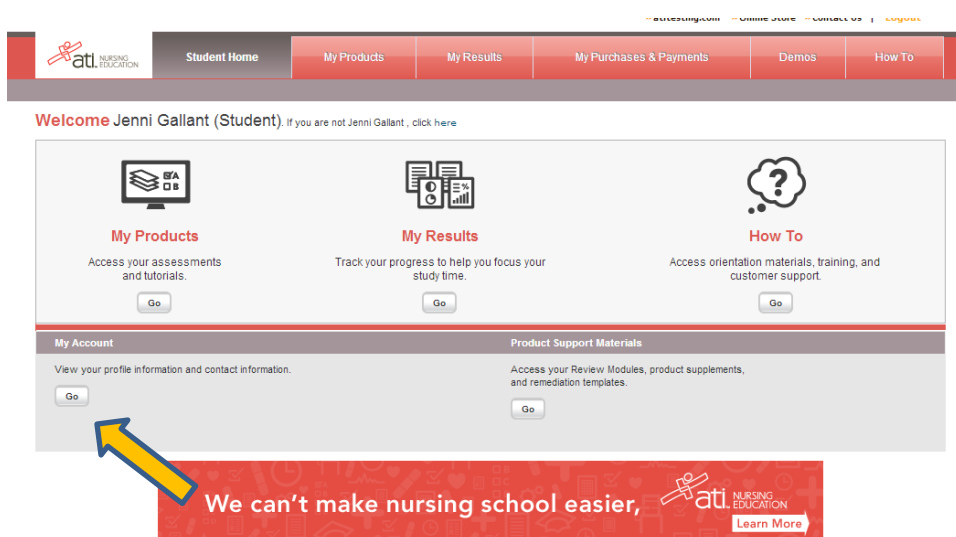
The image shows the ATI Welcome screen. At the top, there is a red header with the ATI logo and the text "Welcome to ATI". Below this, a red bar contains the text "What has brought you to ATI? Select an option below." There are three numbered options: 1. "I am a nursing student and would like to get started using ATI products." with a "Getting Started" button. 2. "I am a student and would like to register for TEAS." with two sub-options: "I want to register to take TEAS through ATI at an institution." and "I want to register for TEAS through PSL.", each with a "Learn More" link and a "Getting Started" button. 3. "I am an educator." with a "Getting Started" button.

6. You may close out of this screen and login to www.atitesting.com using the username and password you just created.

7. Click on Go To Student Home Page under Secure Sign On.



8. Click GO under My Account and your Paper/Pencil ID will pop up. Print it out and bring it with you to your scheduled TEAS Exam.



Southeastern Technical Institute
250 Foundry Street
S. Easton MA 02375
508-230-1297

Admission Application Practical Nurse Day Program 2016

\$80.00 (non-refundable application fee includes testing)

NO PERSONAL CHECKS

PLEASE PRINT CLEARLY - MAKE SURE YOU FILL OUT THE APPLICATION COMPLETELY.

Name _____
Last First Middle Maiden

Social Security Number _____ Date of Birth _____ Place of Birth _____
city, state/county

Address _____
Street and Number City/Town MA State Zip Code

Home Phone (_____) _____ Cell Phone (_____) _____ Email: _____

Are you a: (check one) ☐ U.S. Citizen ☐ U.S. Permanent Resident (Documentation of citizenship status will be required.)

Required ATI Paper Pencil ID# _____

Have you taken the TEAS Review Course? ☐ English ☐ Math ☐ All

Have you taken the TEAS test before? ☐ Yes ☐ No When: _____ Where: _____

Have you applied at Southeastern Technical Institute before? ☐ Yes ☐ No When: _____

EDUCATIONAL INFORMATION

High School _____
Name and Address

Dates of Attendance: _____ Graduation Year: _____ (or) Equivalency Certificate (GED) Date: _____

Post Secondary/College Education:

_____ Name and Address

Dates of Attendance: _____ Major: _____ Degree: _____ Certificate: _____
Date Date

NURSING EDUCATION INFORMATION

Have you ever attended a Nursing/Allied Health Program? ☐ Yes ☐ No

Where? _____ Date entered _____ Date left _____

Address _____ Reason course was not completed: _____
City State Country Zip

EMPLOYMENT INFORMATION (Please list at least two employers, present employer first)

Name & Address _____

Dates of Employment _____ Supervisor _____ Duties _____

Name & Address _____

Dates of Employment _____ Supervisor _____ Duties _____

EMERGENCY CONTACT INFORMATION

Name _____
Last First Relationship (parent, spouse, and friend)

Address _____
Street and Number City/Town MA State Zip Code

Home Phone (_____) _____ Cell Phone (_____) _____ Email: _____

(over)

Please explain why you wish to enter this nursing program. . .

VOLUNTARY EQUAL EDUCATIONAL OPPORTUNITY INFORMATION

The following information is for Affirmative Action purposes only. It does not affect any Admission decisions.

1. Gender: ☐ Male ☐ Female
2. Marital Status: ☐ Married ☐ Single ☐ Divorced
3. Are you a displaced homemaker who now needs to provide for the support of a family? ☐ Yes ☐ No
4. Do you have a disability that requires special accommodations? ☐ Yes ☐ No
5. Language spoken at home: _____
6. Are you Hispanic or Latino? *Select only one*
☐ No, not Hispanic or Latino
☐ Yes, Hispanic or Latino: a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
7. What is your race? *You may select one or more races*
☐ White: a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
☐ Black or African American: a person having origins in any of the black racial groups of Africa.
☐ American Indian or Alaska Native: a person having origins in any of the original peoples of North and South American (including Central America) who maintains tribal affiliation or community attachment
☐ Asian: a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, The Philippine Island, Thailand, and Vietnam.
☐ Native Hawaiian or Other Pacific Islander: a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Southeastern Technical Institute 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, sexual orientation, disability, age or housing status.

Southeastern Technical Institute has a published admission policy that is available to all applicants as part of the admission process. The policy gives the admission criteria, as well as a description of the entire admission process. This application form must be completed and submitted to the Southeastern Technical Institute. In addition to this application form, other criteria for admission include, high school transcripts/GED, college transcripts, completed TEAS Entrance exam and a scheduled interview with the designated program director.

Please Note: Final acceptance is contingent upon receipt of your official High School transcript or official GED (scores needed) or Official HiSET (scores needed). Transcripts can be obtained from your High School Guidance Department. Any other institutions of higher learning that you have attended should also send your transcript, contact their admissions office. Forward all transcripts to: ***Southeastern Technical Institute, 250 Foundry St., S. Easton, MA 02375***

How did you hear about our school? ☐ Community Event ☐ Website ☐ STI Graduate ☐ Sun Chronicle ☐ Enterprise
☐ TV Commercial ☐ Social Media ☐ Word of Mouth ☐ Other

I CERTIFY THAT I HAVE PERSONALLY COMPLETED ALL INFORMATION ON THIS APPLICATION. ALL INFORMATION IS ACCURATE AND COMPLETE AND I HAVE ENCLOSED THE \$80.00 (NON-REFUNDABLE FEE)

Student's Signature **Date**
Send completed application form with \$80.00 non- refundable application fee to:
Southeastern Technical Institute: Attention PN Testing Program
250 Foundry Street, South Easton, Massachusetts 02375

OFFICE USE ONLY

Test Date: _____
Payment Type: _____
Date Received: _____
Received By: _____