

## Admission Policy and Application Process

### Admission Policy

#### Section I. Introduction

STI'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 STI Practical Nurse Program may be eligible to receive advanced placement into RN programs at area colleges.

Graduates anticipating licensure in the Commonwealth of Massachusetts will need to provide a Social Security number and must comply with the Good Moral Character for Licensure requirement. See [www.mass.gov/dph/boards/rn](http://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 STI's 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 will 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 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, gender identity, 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, gender identity, religion, national origin, age, 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 any town or state are eligible to apply to the program at [www.stitech.edu](http://www.stitech.edu).
2. 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.

### Application Process

#### Section IV. Application

Candidates interested in applying for admissions must:

1. Complete an online application at [www.stitech.edu](http://www.stitech.edu) and pay the Application Fee.
2. Submit passing ATI Test of Essential Academic Skills (TEAS) adjusted individual scores in Reading, Math and English. Testing must have been completed within the past two years. See Section V.

3. Submit 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.
4. If applicable, submit official college transcripts.
5. Two (2) confidential reference forms: recent supervisor, employer, school teacher/instructor (non-family members)
6. A current resume

Upon receiving listed documentation an interview with the Program Director or a designee will be scheduled.

**Section V. ATI - Test of Essential Academic Skills (TEAS) Entrance Exam**

Test of Essential Academic Skills (ATI TEAS) test (paper and pencil version) covers Math, English, and Reading.

1. Candidate must meet a minimum adjusted individual score in all three sections as identified below on the ATI TEAS exam.

CONTENT SECTION	ADJUSTED INDIVIDUAL SCORE
ATI TEAS Reading	65%
ATI TEAS Math	50%
ATI TEAS English	55%

2. Testing must be completed within two years of the program start date.
3. Candidates who have taken the TEAS at another institution, or official testing center must have exam results sent to the STI Admission office at [admission@stitech.edu](mailto:admission@stitech.edu)

**TEAS Entrance Exam at STI**

TEAS exams maybe offered at STI. Please check the website for scheduled testing dates, [www.stitech.edu](http://www.stitech.edu). Applicants are eligible to test at STI twice within the two year period prior to the program start date. ATI TEAS Entrance Exam results will not be processed without an ATI ID number. In order to obtain an ATI ID number visit [www.atitesting.com](http://www.atitesting.com). Application/testing fee are non-refundable.

1. Entrance exams are given at STI, 250 Foundry Street, South Easton, MA 02375. Students are required to arrive at STI fifteen (15) minutes prior to the start of testing.
2. No personal belongings will be permitted into the designated testing rooms including cell phones.
3. No student will be admitted to the testing area once testing has begun.
4. 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 ATI TEAS exam has ended.

**Section VI. Selection Process**

Applications are reviewed and evaluated using the following criteria:

Academic Records	maximum of 4 pts.
Interview Responses	maximum of 8 pts.
ATI TEAS Scores	maximum of 15 pts.
Two (2) confidential reference forms	maximum of 4 pts.
Work/Life experience (Resume)	maximum of 4 pts.
Written Responses	maximum of 5 pts.
Basic Math Skills	maximum of 5 pts.

Applications will be reviewed according to the criteria contained in this admission policy. All candidates will be notified of the admission decision. Candidates may be accepted, not accepted, or deferred. 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 VII. Enrollment Process

Upon acceptance 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). The STI Practical Nurse Program requires a CORI inquiry as part of the admission process into the Practical Nurse program. All clinical facilities reserve the right to conduct an additional CORI on practical nurse students. 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 Medical Requirements for Health Career Programs Form and a physical exam within the past year.
  - b) Negative Mantoux test that will not expire before the end of the school year or if the Mantoux is positive then health care provider documentation of a chest x-ray within a year confirming no active tuberculosis is required.
  - c) Tetanus, Diphtheria, Pertussis (Tdap) immunization within 10 years.
  - d) Measles, Mumps, and Rubella titer indicating immunity. If titer is negative, then a repeat vaccine series that produces a positive titer.
  - 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. If titer is negative, then a repeat vaccine series that produces a positive titer.
  - g) Annual influenza vaccine.
4. Proof of In-District Residence Form: Form must be completed, signed, and stamped by October 1. (Tuition is calculated based on residence on October 1 in the initial year of attendance).
5. Proof of Health Insurance
6. Educational Purpose Form
7. Emergency Contact Form

## Section VIII. References

1. Regulations:
  - 1.1. Massachusetts Board of Registration in Nursing (BOARD)
  - 1.2. COE, Handbook of Accreditation 2019 Edition, Standard 2-A-1, Standard 2-A-2, Criteria A 1-13
  - 1.3. DESE: Chapter 74 Manual for Vocational Technical Education Admission Policies
2. Cross References:
  - 2.1. STI Student Catalog
  - 2.2. STI website
3. Approvals:

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