

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.

The Practical Nurse Day Program is a full-time forty (40) week program. The full-time program begins every August and finishes at the end of June. Classes meet Monday through Friday, with class hours being 8:00 a.m. - 2:10 p.m. (30-minute lunch/dinner break is included in the program daily hours.) Clinical hours vary starting as early as 7:00 a.m. until as late as 4:00 p.m.

The Practical Nurse Evening Program meets three times per week, Tuesday through Thursday with class hours generally from 4:30-9:30 p.m. (30-minute lunch/dinner break is included in the program daily hours.) Clinical hours will generally be 4:30-10:30 p.m. In order to offer students specialized clinical opportunities, but some clinical experiences may be scheduled during daytime 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 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 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 STI website at www.stitech.edu
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. Complete an online application at www.stitech.edu and select and pay to take the ATI TEAS exam at STI.
2. ATI TEAS exams are given at STI, 250 Foundry Street, South Easton, MA 02375. Application/testing fee are non-refundable.
3. Candidate must meet a minimum adjusted individual score in all three sections as identified below on the ATI TEAS exam to continue with the selective admissions process.

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

Only ATI Test of Essential Academic Skills (TEAS) scores achieved at STI will be considered for review. For more information on the test see the Section VIII ATI TEAS Testing Procedure section below.

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

- a) 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.
- b) Two (2) confidential reference forms: recent supervisor, employer, school teacher/instructor (non-family members)
- c) A current resume

- d) Proof of In-District Residence Form: Form must be completed, signed, and stamped by the school district member city or town within 1 month after the start of the program. Tuition is calculated based on the information provided on the Proof of In-District Residence Form.
- e) Health Insurance Form and copy of Health Insurance card
- f) Educational Purpose form (with copy of license front and back)
- g) Emergency Contact Form

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	maximum of 4 pts.
Interview Responses	maximum of 8 pts.
Resume	required - 0 pts.
ATI TEAS Scores	maximum of 15 pts.
Two (2) confidential reference forms	maximum of 4 pts.
Work/Life experience	maximum of 3 pts.
Written Responses	maximum of 6 pts.
Basic Math Skills	maximum of 5 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, 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 STI 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. STI 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. ATI TEAS Testing Procedure

1. A completed online application and payment registers the Candidate for the ATI Test of Essential Academic Skills (TEAS). Entrance exams are given at STI 250 Foundry Street, South Easton, MA 02375. Students must arrive fifteen (15) minutes before the scheduled test time. Late arrivals will not be permitted to take the exam. Application/testing fee are non-refundable.
 - a. Students are required to arrive at STI fifteen (15) minutes prior to the start of testing. No personal belongings 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. Interested candidates may also choose to register for the TEAS preparation courses offered at STI for an additional fee.
 - b. ATI TEAS 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 (ATI TEAS) 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 ATI 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 ATI TEAS scores achieved at STI will be considered for review.