

SOUTHEASTERN TECHNICAL INSTITUTE

ADMISSION POLICY FOR DAY PRACTICAL NURSE PROGRAM

1. Complete current Practical Nurse application (enclosed) with payment of \$80.00 non-refundable application and testing fee and mail or deliver to Southeastern Technical Institute, 250 Foundry Street, S. Easton, MA 02375. Practical Nurse completed application must be received no later than one week before the scheduled test. You will receive an e-mail confirmation regarding your registration for the TEAS exam.
2. The TEAS Entrance Examination is given at Southeastern Technical Institute. Applicants must meet the required scores on the entrance test to continue in the selective admissions process. (See enclosed TEAS Test Information Sheet) Students requiring special accommodations must notify the school at the time the completed application is submitted.
3. After successfully meeting required scores on the TEAS entrance exam, the applicant will receive a letter requesting the following documents:
 - A. Education: proof of high school graduation with an official transcript, or official GED (scores needed). Foreign diplomas must be translated to English and a certified equivalency to U.S. education must be provided. An average of C or better in high school is preferred with consideration for trends demonstrating improvement and motivation.
 - B. Current resume
 - C. Two letters of references at least one of which concerns former or present employment.
 - D. Proof of Residence: Proof of Residence must be completed, signed and stamped by school district member city and towns.
 - E. Proof of Health Insurance
4. Upon receiving above listed documentation (A through E) an interview with the Program Director or a designee is required.
5. Student is accepted following the Admission Selection Criteria. (see below)
6. Upon receipt of the acceptance letter the student must complete the following for full admission to the program:
 - A. Satisfactory **C.O.R.I.** (Criminal Offender Record Information). All clinical facilities reserve the right to conduct an additional CORI on practical nurse students.
 - B. **Health criteria:** Immunizations as required by the Department of Public Health. Southeastern'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: each student must show evidence of good health, including a medical history sheet and physical exam within the past year, Mantoux test within the last year or recent chest x-ray, Tetanus Toxoid immunization received by student within 10 years of admission into the program, also Mumps and Rubella vaccine (at least one dose beginning at or after 12 months of age) or a Rubella Titer, two doses of live measles vaccine (given at least one month apart beginning at or after 12 months of age) and a Measles titer, the Hepatitis B vaccine (three doses, mandatory) and a Hepatitis B titer. The requirements of these immunization standards shall not apply if the student is exempt for religious reasons or if the student presents laboratory evidence of immunity (titers).
 - C. **CPR:** Prior to October 1st, the student must sign up for the CPR class provided or submit proof of current CPR for Health Care Provider Certification (Infant, Child & Adult and AED). This certification must be kept current throughout the length of the program.

All applicants meeting the above requirements will be considered for full admission. The Admission process is not complete until all medical/health forms and C.O.R.I. are submitted and reviewed. The Application for admission and all documentation is forwarded to the Practical Nurse Admissions Committee for Review.

ADMISSION CRITERIA

- | | |
|---|--|
| 1. Completed Application | 5. Two letters of reference |
| 2. TEAS Test results | 6. Work experience in healthcare field |
| 3. High School transcript/GED with scores | 7. Interview with Program Director or designee |
| 4. Resume | |

250 Foundry Street, South Easton, MA 02375 508.238.1860 508.230.1558 Fax www.sti-tech.info

TEAS ENTRANCE EXAM

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

NO PERSONAL CHECKS

SATURDAY, APRIL 10, 2010

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

(Registration Deadline: Tuesday, April 6, 2010 OR when the seating capacity has been reached)

PLEAS 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 3.0 / 4.0*) test (*paper and pencil version*) covers math (*no calculators allowed*), science, English, and reading. The TEAS test takes approximately 4 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
- Large Bags

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Revised 3/8/2010

TEAS TEST INFORMATION



Applicants interested in applying to the Southeastern Technical Institute Practical Nurse Program are required to take the TEAS™ (Test of Essential Academic Skills)

The TEAS™ test is designed to predict the academic readiness of applicants prior to admission into a program of study in nursing. The four subtests are math, science, English and reading. The program set the scores required for program consideration.

The Test of Essential Academic Skills (TEAS) is a scholastic aptitude assessment that can be used as one component of the selection process for admitting students into post-secondary education programs. Screening qualified candidates for college admission is crucial for best matching of available resources to individuals with a minimum level of ability relevant to program study requirements. The goal is to predict those candidates with the highest likelihood of academic success in a future area of study.

The **Math** subtest covers whole numbers, metric conversion, fractions and decimals, algebraic equations, percentages, and ratio/proportion.

Reading covers paragraph comprehension, passage comprehension, and inferences/conclusions.

The **English** subtest measures knowledge of punctuation, grammar, sentence structure, contextual words, and spelling.

The **Science** portion of the exam covers science reasoning, science knowledge, biology, chemistry, anatomy and physiology, basic physical principles, and general science.

The *ATI Test of Essential Skills Study Manual* may be purchased for \$45.00 from the Southeastern Technical Institute Office or ATI (Assessment Technologies Institute, LLC). It is the only study manual authored and endorsed by the creators of the TEAS™.

Contact ATI at 1-800-667-7531 or on the web at www.atitesting.com

Create an ATI Account: All testers must create account prior to taking a paper pencil test. They can create an account at www.atitesting.com selecting CREATE A NEW ACCOUNT and following the screen prompts. **You will not be administered the TEAS Exam without your ATI paper/pencil ID number.**

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Teas Preparation Class Winter 2010 Course & Testing Schedule

Practical Nurse Entrance Exam Preparation Courses

Are you applying to the Practical Nurse program? Prepare to do your best on the placement exam. Each class covers the corresponding chapters of the TEAS Review book. Review: Math (Algebra), English (Reading Comprehension and Writing) and Science (Biology, Chemistry and General) before you take the test that will determine your entrance into the Practical Nurse Program. The classes are taught by Math, English and Science instructors. Take only one section or all three. ***The cost of each program includes the TEAS Study Review Book (\$45.00). The math class cost also includes an additional math workbook.***

3 week ENGLISH ONLY program
Mon. 6:00-8:00 p.m.

Starts: 3/22/10
Cost: \$95.00

3 week SCIENCE ONLY program
Wed. 6:00-8:00 p.m.

Starts: 3/24/10
Cost: \$95.00

4 week MATH ONLY program
Tues. 6:00-8:00 p.m.

Starts: 3/16/10
Cost: \$150.00

Instructors: English, Math and Science Departments

****Register for all three classes for a total cost of \$240.00, includes book fees****

APPLICANT'S ADMISSIONS CHECKLIST

- Complete current Practical Nurse Application
- Take TEAS Exam
- After successfully meeting required scores on the TEAS entrance exam submit:
 1. High School transcript/GED with scores
 2. Resume
 3. Two letters of reference
 4. Proof of residency (In District)
 5. Proof of Health Insurance
- Interview with the program director

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Southeastern Technical Institute
250 Foundry Street
S. Easton MA 02375
508-238-1860

Admission Application Practical Nurse Day Program 2010

\$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/country

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

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

Have you taken the TEAS Review Course? English Math Science 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 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 _____ MA _____
Street and Number City/Town State Zip Code

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

**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**

(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. Date of Birth:
3. Place of Birth:
4. Marital Status: Married Single Divorced Number of children in your custody
5. Are you a displaced homemaker who now needs to provide for the support of a family?
6. Do you have a disability that requires special accommodations?
7. Language spoken at home:
8. Are you Hispanic or Latino?
9. What is your race? You may select one or more races

Are you a: (check one) U.S. Citizen U.S. Permanent Resident Other
Do you currently have an educational VISA? yes no If YES, what is your current VISA?
If yes, country of citizenship:

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, or disability.

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 TABE 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 GED scores. 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? Advertising Website Community Word of Mouth

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

Student's Signature Date

OFFICE USE ONLY

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