

## APPLICATION 2023 – 2024

215 Fitchburg Street, Room B235  
Marlborough, MA 01752  
(508) 485-9430, ext. 2881

Ernest F. Houle, Superintendent-Director  
John H. Nagelschmidt, MSN, RN, Dir. of Practical Nursing  
Chuck DuPont, Financial Aid Advisor

*The Practical Nursing Admissions Committee reviews applications at meetings scheduled throughout the year. Qualified candidates may be offered early acceptance. Applicants completing the process late in the year are considered on a space availability basis.*

### LENGTH OF PROGRAM

August 2023 through June 2024

### PROGRAM HOURS

Monday through Friday 7:50 a.m. - 2:20 p.m.

The Licensed Practical Nurse (LPN) is a valued member of the health care team. Physicians, registered nurses, licensed practical nurses, and unlicensed personnel share the responsibility for assisting persons needing health care services. The LPN provides basic therapeutic, restorative and preventative nursing care for individual clients with well-defined health care problems in structured health care settings, such as long term care, acute care, sub-acute care, rehabilitation hospitals, offices and clinics.

The LPN practices according to the regulations for nursing within each state, but generally performs direct care, including the administration of medications, treatments and assists in teaching patients and families. In many long - term care settings, the LPN manages and delegates the nursing care provided by unlicensed personnel.

The LPN must successfully complete an educational program that provides the knowledge, skills and attitudes to practice and to pass the national licensing examination, NCLEX-PN. The Assabet Valley Regional Technical School-Practical Nurse Program (Assabet – PNP) is designed to prepare graduates to take the NCLEX-PN exam and be employed in a variety of nursing settings.

Clinical practice is a strong component of this program. Practice is planned in acute care, sub-acute care units, rehab hospitals, doctor’s offices, and long term care facilities. Students will rotate through all assigned agencies and are required to provide their own transportation.

The nursing program has Full Approval Status from the Massachusetts Board of Registration in Nursing. The nursing program is accredited by the Accreditation Commission for

Education in Nursing Inc. (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, Georgia, 30326, (404) 975-5000, [www.acenursing.org](http://www.acenursing.org). The school is accredited by the New England Association of Schools and Colleges (NEASC), Commission on Public Schools Committee on Technical and Career Institutions.

This school is in compliance with Federal Regulations, Title II, Title VI, Title IX, and Section 504 and the Commonwealth of Massachusetts regulations under Chapter 622 of the Acts of 1972, and makes available its advantages, privileges, and courses of study without regard to race, color, sex, religion, national origin, sexual orientation, handicap or disability.

### SPECIAL ACCOMMODATIONS

In order for the Assabet – PNP to investigate, review and evaluate all special accommodations, the request for special accommodations and necessary documentation must be submitted thirty (30) days prior to the requested entrance examination date. Individuals with a qualified disability seeking a reasonable accommodation will be notified by email of the test accommodation prior to the examination date.

The Assabet – PNP seeks to provide reasonable accommodations for all qualified individuals with a disability. The Assabet – PNP will adhere to all federal, state, and local laws, regulations and guidelines with respect to providing reasonable accommodation as required affording equal education opportunity. It is the applicant’s responsibility to request a reasonable accommodation for their disability including necessary documentation when they accept admission.

## **ADMISSION REQUIREMENTS**

Admission to the Assabet-PNP requires that applicants must:

1. NLN-PAX admission test is required for all applicants. Verbal, Math, and Science sections must be taken. Minimum required scores are Verbal 45%, Math 45% or a composite score of 99. There is no minimum score for the Science section but admission points are awarded for all three (3) sections.
2. NLN-PAX scores are acceptable for up to two (2) years prior to the student's start date in the program. The exam can only be taken 2 time during an admission cycle.
3. Complete and submit this application, including a personal essay and resume.
4. Provide three (3) professional references. At least one must be from a current or past employer. References from family members are not acceptable. References from friends are discouraged. Suggested references include: employers, co-workers, teachers, or guidance counselors.
5. Be at least 17 <sup>1/2</sup> years of age, and provide a valid birth certificate or passport.
6. Have the source mail an Original/Official U.S. High School transcript accredited by that State's Board of Education, or U.S. GED/HiSET **and** all Post Graduate/College Transcripts (if applicable). Students who do not possess a U.S. High School transcript or U.S. GED/HiSET can:
  - a. Test for a U.S. GED/HiSET in their city of residence, or
  - b. Contact the Center of Educational Documentation Inc., P.O. Box 199, Boston, MA, 02117, 1-617-338-7171, [www.cedevaluations.com](http://www.cedevaluations.com) for information on having foreign diploma/transcripts evaluated.
7. Interview with a faculty member of the Practical Nursing Program.
8. Maintain personal health insurance coverage throughout the program and provide a copy of the card.
9. Maintain current certification in **Basic Life Support for Healthcare Providers with AED** throughout the program through the American Heart Association or American Red Cross (hands on testing is mandatory).
10. Maintain Professional Liability Insurance Coverage throughout the program (provide copy of certificate)
11. Meet the "Good Moral Character Requirements" defined by the Massachusetts Board of Registration in Nursing.\*
12. Be subject to a CORI and SORI, Nurse Aid Registry check and Social Security Verification.
13. Meet health requirements of the Program.
14. Provide clear color copy of driver's license.

\*Applicants must understand that a conviction or guilty plea in a court of law may prohibit or delay eligibility to take the NCLEX-PN Exam.

Preference is given to qualified in-district candidates. In-district includes residents of: Berlin, Hudson, Marlborough, Maynard, Northborough, Southborough, and Westborough.

The Admissions Committee reserves the right to conditionally accept a student. Students accepted conditionally must meet all the conditions prior to the start of the program. All applicants will be notified in writing of the Admissions Committee's decision.

Application information will be kept confidential and only released to members of the Assabet-PNP Admissions Committee and the Financial Aid Department, if applicable.

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## **PROOF OF IN-DISTRICT RESIDENCY**

A candidate qualifying for In-District tuition must provide documentation to prove physical residency in Berlin, Hudson, Maynard, Marlborough, Northborough, Southborough, or Westborough, PRIOR to January 1, 2023. The document must be an ORIGINAL, dated December 2022 with your name and physical address in one of the afore mentioned towns. The ORIGINAL document will be returned to you.

Acceptable documentation for proof of residency includes the address printed on any of the following:

- 2022 - 2023 Property Tax invoice
- Electric, Gas or Oil company invoice

## **STUDENT EXPENSES**

The following **estimated** expenses are the responsibility of the student and any such other expenses as may be necessary for completion of the program.

Textbooks	\$575.00
Uniforms (3 sets)	200.00
Liability Insurance	45.00
Entrance Exam	90.00
Grad. Expense/Class Dues	150.00
ATI Online Testing Package	1,000.08
Virtual Clinical Tools	100.00
Sphygmomanometer	25.00
Pen Light	5.00
Bandage Scissors	7.00
Kelly Clamp	7.00
Stethoscope	65.00
Drug Screening	60.00
Clinical Site Parking	150.00
<b>ESTIMATED TOTAL:</b>	<b>\$2,479.08</b>

### **Note:**

Students must have their own laptop computer for class.  
Pens and pencils, loose-leaf notebooks, white stockings, white shoes, wristwatch with a second hand, and assignment notebooks will be necessary expenses incurred by the student.

## **STUDENT FEES**

Registration Fee	\$500.00	Due on acceptance into the program. Fee is nonrefundable.
Lab Fee	200.00	Due the first day of class.
<b>TOTAL:</b>	<b>\$700.00</b>	

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## **STEPS FOR FEDERAL STUDENT FINANCIAL AID FOR SEPTEMBER 2023**

1. Complete and submit your 2021 Federal Income Tax Return.
2. Complete the *Free Application for Federal Student Aid* for the 2023-2024 school year at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Please follow all instructions very carefully.
3. Order your official Tax Return Transcript for 2021 at [www.irs.gov](http://www.irs.gov).
4. After you have completed your FAFSA, received your Tax Return Transcript, **and** you have been accepted into the PN Program, please call Financial Aid Department at (508) 485-9430 ext. 1230 to set up a financial aid appointment.

**TUITION 2023 – 2024\***

\*Subject to Assabet School Committee approval and State Revisions.

***IN-DISTRICT TUITION: \$10,820\****

***OUT OF DISTRICT TUITION: \$18,945\****

**TUITION PAYMENT PLAN OPTIONS 2023 – 2024**

(Payment terms subject to change by the Business Office of Assabet.)

**Plan A**

	<u>In District</u>	<u>Out of District</u>
Full payment by August 1 <sup>st</sup>	<b><u>\$10,820.00</u></b>	<b><u>\$18,945.00</u></b>

**Plan B**

*Add Processing Fee	<u>In District</u>	<u>Out of District</u>
Due by August 1 <sup>st</sup>	\$5,410.00*	\$9,472.50*
Due by January 15 <sup>th</sup>	<b><u>\$5,410.00*</u></b>	<b><u>\$9,472.50*</u></b>
<b>Total Tuition</b>	<b>\$1,0820.00</b>	<b>\$18,945.00</b>

**Plan C**

* Add Processing Fee	<u>In District</u>	<u>Out of District</u>
Due by August 1 <sup>st</sup>	\$5,410.00*	\$9,472.50*
Due by October 1 <sup>st</sup>	\$772.86	\$1,353.21
Due by November 1 <sup>st</sup>	\$772.86	\$1,353.21
Due by December 1 <sup>st</sup>	\$772.86	\$1,353.21
Due by January 1 <sup>st</sup>	\$772.86	\$1,353.21
Due by February 1 <sup>st</sup>	\$772.86	\$1,353.21
Due by March 1 <sup>st</sup>	\$772.86	\$1,353.21
Due by April 1 <sup>st</sup>	\$772.84	\$1,353.24
<b>Total Tuition</b>	<b>\$10,820.00</b>	<b>\$18,945.00</b>

**NOTE:** Students receiving federal financial aid will receive an individual tuition payment invoice for the balance of their payments based upon the payment plan chosen.

Tuition payments may be made by official bank check or money order made payable to *AVRTS*, or by credit card on-line at [www.assabettech.com](http://www.assabettech.com); (quick link, on-line payment, LPN Program).

For information regarding tuition reimbursement from withdrawal from the program, please refer to the Assabet-PNP *Student Handbook* on our website.

IT WILL BE YOUR RESPONSIBILITY TO CONFIRM ALL DOCUMENTATION HAVE BEEN RECEIVED BY CALLING:  
508-485-9430 Ext. 2881 or 1-800-537-6663 Ext. 2881

APPLICATION FOR ADMISSION  
2023 – 2024

Please complete ALL sections of this application and submit to: (Review page 2 for requirements)  
Assabet Practical Nursing Program  
215 Fitchburg Street, Room B235  
Marlborough, MA 01752

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Name: \_\_\_\_\_  
(Last Name) (First Name) (Middle Name)

Other last name under which records may appear (maiden, etc.): \_\_\_\_\_

Address / Apartment #: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Personal E-Mail Address: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Current Age: \_\_\_\_\_

Do you have a Social Security Number?  Yes  No (Do not write SS# on this application)

Citizenship:  U.S.  Foreign born, permanent U.S. resident  Other \_\_\_\_\_  
(Explain)

Name of Your Health Insurance Company: \_\_\_\_\_

CPR Certified?  Yes  No Expiration Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
**(Enclose a copy if expires after June 2024)**

**EDUCATION:** Have OFFICIAL transcript mailed directly to Assabet-PNP at the address above.

High School Name: \_\_\_\_\_ Date Graduated: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Required)

GED/HiSET (Where obtained): \_\_\_\_\_ Date of GED/HiSET: \_\_\_\_/\_\_\_\_/\_\_\_\_

College(s) Attended or Graduated: \_\_\_\_\_

**STUDENT ESSAY:** *In 500 words or less, please send a typed essay with this application and tell us:*

1. Why have you chosen to pursue a career as a Licensed Practical Nurse?
2. At the completion of this program, what is your plan for the future?

The essay must be typed. Please do not handwrite.

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**REFERENCES:** Please print clearly the names, addresses, and phone numbers of three (3) persons who will provide a reference for you. One must be a current or past employer; none may be family members. Suggested references include: employers/supervisors, teachers, guidance counselors or co-workers. References from friends are discouraged.

The applicant must provide each person listed below with a copy of the Reference Form (three enclosed) on which you have **written your name and signed the waiver release statement**. Have them return the reference directly to: Assabet Practical Nursing Program, 215 Fitchburg Street, Room B235, Marlborough, MA, 01752 OR email [dbrown@assabet.org](mailto:dbrown@assabet.org).

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

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2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

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3. Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

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To the best of my knowledge, I have completed this application accurately and truthfully. All documentation submitted is subject to verification by the Assabet-PNP Director.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

**Class of 2023 - 2024**

**ADMISSION REFERENCE FORM**

\_\_\_\_\_ has applied for admission to the Assabet Practical Nursing Program. He/she  
Applicants Name  
 has indicated that you are willing to provide a reference. Please assist the Admissions Committee with their decision making by completing the following information. Upon completion, please mail to: Assabet Practical Nursing Program, 215 Fitchburg Street, Room B235, Marlborough, MA, 01752 OR email dbrown@assabet.org.

Applicant will sign here if he/she will not request access to the reference form after the person providing the reference completes it.

I waive all rights to review this form.

\_\_\_\_\_  
 (Applicants Signature) \_\_\_\_\_  
 (Date)

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**Please complete all sections below.**

- How long have you known this applicant? \_\_\_\_\_
- In what capacity are/were you familiar with this applicant? (Check One)

- Employer     Supervisor     Co-Worker     Teacher     Counselor

	<i>SA= Strongly Agree</i>	<i>A= Agree</i>	<i>D=Disagree</i>	<i>SD= Strongly Disagree</i>
<b>The applicant:</b>	<b>SA</b>	<b>A</b>	<b>D</b>	<b>SD</b>
Works well with others				
Communicates well with others				
Is dependable				
Is prompt				
Is self-directed				
Is trustworthy				
Dresses appropriately, is neat and clean				

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Place of Business: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date

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# PRACTICAL NURSING PROGRAM

## Class of 2023 - 2024

### ADMISSION REFERENCE FORM

\_\_\_\_\_ has applied for admission to the Assabet Practical Nursing Program. He/she  
\_\_\_\_\_ **Applicants Name**  
has indicated that you are willing to provide a reference. Please assist the Admissions Committee with their decision making by completing the following information. Upon completion, please mail to: Assabet Practical Nursing Program, 215 Fitchburg Street, Room B235, Marlborough, MA, 01752 OR email dbrown@assabet.org.

Applicant will sign here if he/she will not request access to the reference form after the person providing the reference completes it.

I waive all rights to review this form.

\_\_\_\_\_  
(Applicants Signature)

\_\_\_\_\_  
(Date)

\*\*\*\*\*

### **Please complete all sections below.**

1. How long have you known this applicant? \_\_\_\_\_

3. In what capacity are/were you familiar with this applicant? (Check One)

- Employer     Supervisor     Co-Worker     Teacher     Counselor

	<i>SA= Strongly Agree</i>	<i>A= Agree</i>	<i>D=Disagree</i>	<i>SD= Strongly Disagree</i>
<b>The applicant:</b>	<b>SA</b>	<b>A</b>	<b>D</b>	<b>SD</b>
Works well with others				
Communicates well with others				
Is dependable				
Is prompt				
Is self-directed				
Is trustworthy				
Dresses appropriately, is neat and clean				

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Place of Business: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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# PRACTICAL NURSING PROGRAM

## Class of 2023 - 2024

### ADMISSION REFERENCE FORM

\_\_\_\_\_ has applied for admission to the Assabet Practical Nursing Program. He/she  
Applicants Name  
has indicated that you are willing to provide a reference. Please assist the Admissions Committee with their decision making by completing the following information. Upon completion, please mail to: Assabet Practical Nursing Program, 215 Fitchburg Street, Room B235, Marlborough, MA, 01752 OR email dbrown@assabet.org.

Applicant will sign here if he/she will not request access to the reference form after the person providing the reference completes it.

I waive all rights to review this form.

\_\_\_\_\_  
(Applicants Signature) (Date)

\*\*\*\*\*

### **Please complete all sections below.**

1. How long have you known this applicant? \_\_\_\_\_

4. In what capacity are/were you familiar with this applicant? (Check One)

- Employer     Supervisor     Co-Worker     Teacher     Counselor

	<i>SA= Strongly Agree</i>	<i>A= Agree</i>	<i>D=Disagree</i>	<i>SD= Strongly Disagree</i>
<b>The applicant:</b>	<b>SA</b>	<b>A</b>	<b>D</b>	<b>SD</b>
Works well with others				
Communicates well with others				
Is dependable				
Is prompt				
Is self-directed				
Is trustworthy				
Dresses appropriately, is neat and clean				

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Place of Business: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**PROOF OF IN-DISTRICT RESIDENCY**

**(In-District Applicant's Only)**

A student qualifying for In-District Tuition must show proof of physical residency prior to January 1, 2023.  
**Voter registration is not acceptable proof of residency.**

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1. I (print applicants name) \_\_\_\_\_ understand that I must be a resident of Berlin, Hudson, Maynard, Marlborough, Northborough, Southborough, or Westborough PRIOR to January 1, 2023.

2. I certify that my physical residency is:

\_\_\_\_\_  
(street, apt #)

\_\_\_\_\_  
(city, state, zip code)

**3. (Choose One and Attached Original Document)**

I certify that I am a legal resident of Assabet Valley Regional Vocational School District, and I have submitted one **original** (only) document with my name and address on it from the required documentation list below:

- **2021 Property Tax bill**
  
- **Utility bill dated December 2022**  
    \_\_ Electric Bill   \_\_ Gas Bill   \_\_ Oil Bill
  
- **Documentation must show the service address and connection date for utility bills**

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I hereby certify under the pains and penalties of perjury the information provided above is accurate and true.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date