

APPLICATION 2024 – 2025

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

ADMISSION DOCUMENTS / REQUIREMENTS

1. NLN-PAX admission test is required for all applicants. Verbal, Math, and Science sections must be taken. Minimum required scores are Verbal 50%, Math 50% 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. 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.
2. Complete and submit this application, including the Student Essays and your resume.
3. Provide three (3) professional references. At least one must be from a current or past employer. References from family members are not acceptable and from friends are discouraged. Suggested references include: employers, co-workers, teachers, or guidance counselors.
4. Be at least 17 ^{1/2} years of age, and provide a valid birth certificate or passport.
5. 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).
6. Have the source mail your 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:
 - Test for a U.S. GED/HiSET in their city of residence, **or** Contact the Center of Educational Documentation Inc., P.O. Box 199, Boston, MA, 02117, 1-617-338-7171, 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 Professional Liability Insurance Coverage throughout the program (provide copy of the certificate)
10. Meet the "Good Moral Character Requirements" defined by the Massachusetts Board of Registration in Nursing*.
11. Be subject to a CORI and SORI, Nurse Aid Registry check and Social Security Verification.
12. Meet health requirements of the Program.
13. 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 who apply before March 1st of the application cycle. In-district includes residents of: Berlin, Hudson, Marlborough, Maynard, Northborough, Southborough, and Westborough.

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

PRACTICAL NURSING PROGRAM



APPLICATION FOR ADMISSION

2024 – 2025

Please complete ALL sections of this application and submit to:

(Review page 1 for requirements)

Assabet Practical Nursing Program
215 Fitchburg Street, Room B235
Marlborough, MA 01752

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: _____

BLS Certified? ___ Yes ___ No

Expiration Date: ____/____/____
(Enclose a copy if expires after June 30, 2025)

EDUCATION: Have OFFICIAL transcript(s) 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: _____

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.

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.

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

1. Name: _____

Address: _____

Phone: _____

2. Name: _____

Address: _____

Phone: _____

3. Name: _____

Address: _____

Phone: _____

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 2024 - 2025

ADMISSION REFERENCE FORM (Must provide 3 references)

_____ 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? _____
2. 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>
The applicant:	SA	A	D	SD
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

**ASSABET-PNP
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, 2024. **Voter registration is not acceptable proof of 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, 2024. The document must be an ORIGINAL, dated December 2023 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 name and address printed on the document.

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, 2024.

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 _____, and I have submitted one **original** (only) document with my name and address on it from the required documentation list below:

- Current Property Tax invoice
- Current Excise Tax invoice
- December 2024 Electric, Gas or Oil invoice
- December 2024 Home Telephone/Internet invoice
- Document must show the service address and connection date for utility bills

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

Applicant Signature

Date

TUITION 2024 – 2025*

*Subject to Assabet School Committee approval and State Revisions.

IN-DISTRICT TUITION: \$10,820*

OUT OF DISTRICT TUITION: \$18,945*

TUITION PAYMENT PLAN OPTIONS 2024 – 2025

(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 st	<u>\$10,820.00</u>	<u>\$18,945.00</u>

Plan B

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

Plan C

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

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; (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

ESTIMATED 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
Uniforms (3 sets)	\$200
Liability Insurance	\$45
Entrance Exam	\$70
Grad. Expense/Class Dues	\$150
ATI Online Testing Package	\$1,000
Virtual Clinical Tools	\$100
Sphygmomanometer	\$25
Pen Light	\$5
Bandage Scissors	\$7
Kelly Clamp	\$7
Stethoscope	\$65
Drug Screening	\$60
Clinical Site Parking	\$150
ESTIMATED TOTAL:	\$2,459

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	Due on acceptance into the program. Fee is nonrefundable.
Lab Fee	\$200	Due the first day of class.
TOTAL:	\$700	

STEPS FOR FEDERAL STUDENT FINANCIAL AID FOR SEPTEMBER 2024

1. Complete and submit your 2023 Federal Income Tax Return.
2. Complete the *Free Application for Federal Student Aid* for the 2024-2025 school year at www.fafsa.ed.gov. Please follow all instructions very carefully.
3. Order your official Tax Return Transcript for 2023 at www.irs.gov.
4. After you have completed your FAFSA, received your Tax Return Transcript, **and** you have been accepted into the PN Program, email the Financial Aid Department at cdupont@assabet.org to set up a financial aid appointment.

LENGTH OF PROGRAM

August 2024 through June 2025

PROGRAMS HOURS

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

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.

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. 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.