

## Admission Policy

### Section 1: Introduction

Assabet-Practical Nursing Program (Assabet-PNP) has continuing Full Approval Status from the Massachusetts Board of Registration in Nursing and is accredited by the Accreditation Commission for Education in Nursing.

The curriculum combines classroom, 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 prepares program graduates to pass the National Council Licensing Examination for Practical Nurse (NCLEX-PN). Graduates of the Assabet-PNP may be eligible to receive advanced placement into RN programs at several area colleges.

The Assabet-PNP is a full time day, forty (40) week program. The full time program begins annually in late August and finishes in late June. Classes meet Monday through Friday. The hours will generally be 7:50 a.m. - 2:20 p.m. Clinical hours vary starting as early as 7:00 a.m. Some evenings and weekends may be necessary.

Graduates anticipating licensure in the Commonwealth of Massachusetts must comply with the Good Moral Character for Licensure requirement. See <https://www.mass.gov/orgs/board-of-registration-in-nursing> for more details. Program graduates who pass the NCLEX-PN exam are prepared to begin entry-level nursing careers as a Licensed Practical Nurse in a variety of settings.

All candidates with completed admission applications for the Assabet-PNP are evaluated using the selection criteria outlined in this Admission Policy. All completed applications for the nursing program are reviewed and receive a written response by mail.

Admissions process opens annually on November 1<sup>st</sup>.

### Section 2: Equal Education Opportunity

Chapter 282 of the Acts of 1993, General Laws Chapter 76, Section 5 now includes the following provision: Assabet Valley Regional Technical School 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.

Candidates with disabilities may voluntarily self-identify in writing for the purpose of requesting reasonable accommodations during the application and admissions process.

### Section 3: Eligibility

1. Candidates from in-district towns or out-of-district towns are eligible to apply to the program. This information is available in Section IX of this policy and on the Assabet-PNP website at [www.assabetace.org](http://www.assabetace.org).

2. Candidate must have a Social Security Number and be over 17 ½ years of age.
3. Candidate must be a high school graduate with an official transcript, or official GED (scores included) or official HiSET (scores included). Certified translations are required for transcripts supplied in a language other than English and equivalency to U.S. education must be provided. Please contact CED (Center for Educational Documentation) at 617-338-7171 or [www.cedevaluation.com](http://www.cedevaluation.com).

## **Section 4: Application Process**

There is no application fee. Candidates interested in applying for admissions must:

1. Obtain an application by downloading the packet from the website at [www.assabetace.org](http://www.assabetace.org). Submit the completed application and all required documents by mail to the Assabet-PNP, 215 Fitchburg Street, Room B235, Marlborough, MA, 01752. The following items are required to be submitted with the application:
  - a. Proof of high school graduation (see Section 3) and any college credits if applicable.
  - b. Essay
  - c. Current Resume
  - d. Birth certificate or valid passport
  - e. Three (3) Confidential Reference Forms: recent supervisor, employer, school teacher/instructor (non-family members) to be sent directly by the reference.
  - f. If applicable, Proof of In-District Residence Form: Complete and submit with back up. You must be a resident before January 1<sup>st</sup> of the admission year. (see website for details and Section 9)
  - g. Copy of Health Insurance card
  - h. Color copy of valid MA driver's license or state ID card.
2. 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.
3. ATI TEAS VI is not currently accepted at Assabet-PNP.

Upon receiving all required documentation, an interview with the Program Director or faculty member will be scheduled.

## **Section 5: Selection Process**

Applications are reviewed and evaluated using the following criteria:

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|------------------------------------------|--------------------|
| • Academic Records                       | maximum of 5 pts.  |
| • Interview Responses                    | maximum of 20 pts. |
| • NLN-PAX Scores                         | maximum of 25 pts. |
| • Three (3) Confidential Reference Forms | maximum of 5 pts.  |
| • Resume (work/life experience)          | maximum of 5 pts.  |
| • Essay                                  | maximum of 10 pts. |

Applications will be reviewed and processed according to the criteria contained in this Admission Policy. All candidates are notified of the admission decision in writing by mail. Candidates may be accepted, not accepted, deferred or placed on the waitlist based on the candidate's overall admission score and availability of seats. Once the program has reached capacity a waitlist will be established and maintained. The waitlist is valid for the current academic year and is not a guarantee of acceptance to other classes.

## **Section 6: Acceptance Process**

Upon receipt of the acceptance letter the candidate must complete the following for full admission to the program:

1. Signed Enrollment Agreement and a \$500 non-refundable seat deposit within ten (10) business days. Candidates accepted within four (4) weeks of program orientation or the program start date will have five (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 CORI/SORI. (Criminal Offender Record Information/Sexual Offender Record Information System). All clinical facilities reserve the right to conduct an additional CORI on practical nursing students. The Assabet-PNP requires a CORI/SORI inquiry as part of the admission process into the 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 or classroom placement due to CORI/SORI issues may be withdrawn from the nursing program. Program acceptance may be withdrawn from any student who does not complete a CORI/SORI inquiry or whose CORI/SORI inquiry returns unacceptable results.
3. Social Security Number Verification will be performed. Program acceptance may be withdrawn from any student who does not have a verifiable Social Security Number.
4. Satisfactory Nurses Aid Registry check is required. Nurses Aid Registry will be verified by the Program Director. Program acceptance may be withdrawn from any student whose Nurse Aid Registry inquiry returns unacceptable results.
5. Health Criteria: Immunizations as required by the MA Department of Public Health.
  - a. Evidence of good health, including a completed Health Clearance Form with immunizations within the past year.
  - b. Proof of Covid-19 immunization and current boosters completed 14 days prior to the start of classes.
  - c. Negative two (2) step ppd or negative TB Gold QuantiFERON or health care provider documentation of a chest x-ray within a year confirming no active tuberculosis
  - d. Proof of Measles, Mumps, and Rubella vaccination or a titer indicating immunity.
  - e. Proof of Varicella immunization or titer indicating immunity.
  - f. Hepatitis B titer indicating immunity. If titer is negative, then a three vaccine series that produces a positive titer must be completed.
  - g. TDAP immunization within ten (10) years prior to admission.
  - h. Flu immunization prior to October 1<sup>st</sup> of the convening year.
  - i. Meningococcal vaccination (MenACWY) or booster between the ages of 16-21 years of age. Required for students under the age of 21.

4. Prior to the start of the program, a current Basic Life Support certification (American Heart Association Health Care Provider) is required.
5. Prior to the start of school Student Nurse Malpractice Insurance proof must be submitted.
6. Accepted students may defer their admission until the next academic year prior to August 1<sup>st</sup> of the academic year. An email or written request is required for verification and approval.
7. Students enrolled as of October 1<sup>st</sup> of the academic year are considered fully accepted, fully enrolled students in compliance with DESE guidelines.

## **Section 7: Financial Aid**

Financial Aid is available to those who qualify. Assabet-PNP is approved by the United States Department of Education for financial assistance. The programs listed 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 met, those excess funds may be disbursed to the 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 8: NLN-PAX Registration and Testing Procedure**

The candidate will register online at the National League for Nursing Testing Portal (<https://ondemand.questionmark.com/home/405669/user/register/site/5faeb9742b6ef>) or a link is provided on the Assabet-PNP website. The test will take approximately 2.5 hours. The testing fees are non-refundable. Candidates are advised to prepare in advance for the entire test, free and at cost materials are available at the registration link above.

1. **IN PERSON TESTING:** Currently on site, in person testing is NOT available.
2. **REMOTE TESTING:** Registration and payment is completed at the link provided. Applicants then proceed to the Examity website and schedule their exam. Examity is an online testing service that provides one-to-one virtual proctoring. The exam will begin at the scheduled time. It is strongly recommended that applicants read the technical requirements at the Examity website (<https://www.examity.com/faq/test-takers/>) prior to paying their registration fee. Applicants are also responsible for finding a satisfactory location to complete their NLN-PAX with the Examity proctor.

3. **TEST RE-TAKE:** The applicant must pass the NLN-PAX test within two (2) attempts each academic year. There must be a minimum of thirty (30) days between tests to allow time for remediation. The test(s) must have been taken and passed within two years of the admission cycle.

## **Section 9: 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<sup>st</sup> of the academic year. The document must be an ORIGINAL, dated December of the convening year 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:

- 2021-2022 Property Tax invoice
- Electric or Gas or Oil company invoice
- Payroll check