

DIRECTIONS FOR COMPLETING THE ENCLOSED APPLICATION

1. Please type or print clearly. Complete ALL sections.
2. Have OFFICIAL High School or GED, and College transcripts sent directly to the Practical Nursing program.

Foreign transcripts must be translated and provide proof of US High School Equivalency. The Center for Education Documentation in Boston, (617) 338-7171, is a source for translation or go to www.cedevaluations.com

3. Distribute enclosed reference forms to employer or others who have agreed to support your application. Please put your name in the space provided at the top of the reference.

Note: Information that you provide on your application will be kept confidential and only released to members of the Admissions Committee.

It is **your responsibility to check** that all parts of the Application process have been completed and that materials have been received by the Practical Nursing Program.

TAKING THE PRE-ENTRANCE EXAMINATION

The examination tests your basic mathematics ability (addition, subtraction, multiplication and division of whole numbers, decimals and fractions; the use of proportions and ratios). Verbal ability, reading rate, and comprehension will also be included. To receive a passing score, you will need to achieve a 45% in Math Essentials and 50% in Reading Comprehension.

There is a \$50.00 fee for taking the exam. It is necessary to pre-register for the entrance exam, by completing the enclosed Entrance Exam Registration form, and returning it along with the \$50.00 fee. There is a \$25.00 re-scheduling fee if you choose to change the date you pre-registered for (and only if there is space available on that test date). Mail your registration to the Practical Nurse Program at Assabet Valley Regional Technical School, 215 Fitchburg Street, Marlborough, MA 01752. If you prefer to register in person, please call ahead.

The exam must be taken here at Assabet, and may not be repeated during a school year. Scores from exams taken at other locations will not be accepted.

A Net Study Guide is available to prepare for the Entrance Exam. The study guide may be purchased by calling [1-800-292-2273](tel:1-800-292-2273).

Part II: Please complete the following resume of your work and personal experiences:

Current employer:

What is/are your responsibilities:

How long have you been employed here?

Past employment: Please list your past work experiences. Include the employer's name, your responsibilities, and length of time employed:

Community or other activities:

Part IV: References

Please list 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, co-workers, teachers, or counselors. References from friends are discouraged.

Provide these persons with a copy of the reference form (enclosed) on which you have written your name and signed the waiver release statement. **Ask them to return it directly to the PN Program at Assabet Valley Regional Technical School, 215 Fitchburg Street, Marlborough, MA 01752.**

Name _____

Address: _____

Phone: _____

Name _____

Address: _____

Phone: _____

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 PN Coordinator.

(Date)

Signature of applicant

Optional information: This information will not be used as a condition of admission. It is used for equal opportunity purposes only: Please check:

White, non-Hispanic ___ White Hispanic ___ Non-white Hispanic ___

Native American ___ Asian ___ Black, non-Hispanic ___

Other (Please specify) _____

Sex: Male ___ Female ___ Single Parent _____

**ASSABET VALLEY REGIONAL TECHNICAL SCHOOL
PRACTICAL NURSING PROGRAM
2009-2010
ADMISSION REFERENCE FORM - #1**

_____ has applied for admission to the Practical Nursing Program. He/she 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 Valley Regional Technical School, Practical Nurse Program, 215 Fitchburg Street, Marlboro, MA 01752

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.

_____ (Applicant) _____ (Date)

I. How long have you known this applicant? _____

In what capacity were you familiar with this applicant?

- Employer Supervisor Co-Worker Teacher Counselor

4 = Always 3 = Most of the time 2 = Some of the time 1 = Never

	Always 4	Most 3	Some 2	Never 1
Ability to work well with others				
Communicates well with others				
Dependable				
Prompt				
Self Directed				
Trustworthy				
Appropriately dressed, neat and clean				

Name: _____ Position: _____

Place of Business _____

Phone number _____

_____ (Signature)

_____ (Date)

**ASSABET VALLEY REGIONAL TECHNICAL SCHOOL
PRACTICAL NURSING PROGRAM
2009-2010
ADMISSION REFERENCE FORM - #2**

_____ has applied for admission to the Practical Nursing Program. He/she 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 Valley Regional Technical School, Practical Nurse Program, 215 Fitchburg Street, Marlboro, MA 01752

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.

_____ (Applicant) _____ (Date)

I. How long have you known this applicant? _____

In what capacity were you familiar with this applicant?

- Employer Supervisor Co-Worker Teacher Counselor

4 = Always 3 = Most of the time 2 = Some of the time 1 = Never

	Always 4	Most 3	Some 2	Never 1
Ability to work well with others				
Communicates well with others				
Dependable				
Prompt				
Self Directed				
Trustworthy				
Appropriately dressed, neat and clean				

Name: _____ Position: _____

Place of Business _____

Phone number _____

_____ (Signature)

_____ (Date)

**ASSABET VALLEY REGIONAL TECHNICAL SCHOOL
PRACTICAL NURSING PROGRAM
2009-2010
ADMISSION REFERENCE FORM - #3**

_____ has applied for admission to the Practical Nursing Program. He/she 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 Valley Regional Technical School, Practical Nurse Program, 215 Fitchburg Street, Marlboro, MA 01752

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.

_____ (Applicant) _____ (Date)

I. How long have you known this applicant? _____

In what capacity were you familiar with this applicant?

- Employer Supervisor Co-Worker Teacher Counselor

4 = Always 3 = Most of the time 2 = Some of the time 1 = Never

	Always 4	Most 3	Some 2	Never 1
Ability to work well with others				
Communicates well with others				
Dependable				
Prompt				
Self Directed				
Trustworthy				
Appropriately dressed, neat and clean				

Name: _____ Position: _____

Place of Business _____

Phone number _____

_____ (Signature)

_____ (Date)

ASSABET VALLEY REGIONAL TECHNICAL SCHOOL

2009-2010 Practical Nursing Program Application Process Review

ALL FORMS MUST BE SENT TO THE ATTENTION OF THE PRACTICAL NURSING PROGRAM.

To be considered for admission, an applicant must have a complete file which consists of the following:

- Completed application including essay and resume
 - In-district applications must include a proof of residency. You must have Proof of Residency effective January 1, 2009.
- Copy of birth certificate (**DO NOT SEND ORIGINAL.**)
- Official high school transcript or Official GED Certificate including grades
 - Foreign transcripts must be translated and provide proof of US High School Equivalency. The Center for Education Documentation in Boston, (617) 338-7171, is a source for translation.**
- Official college and/or post-secondary transcripts, if applicable
- Response from THREE references on A.V. inquiry form
- Results from the Nurse Entrance Test taken at Assabet Valley Regional Technical School

An Admissions Interview must also be completed prior to candidates being reviewed by the Admissions Committee.

Candidates accepted into the program must also provide proof of **Healthcare Provider CPR certification** prior to the start of the program. CPR certification must remain in effect throughout your attendance.

Applications are reviewed by the Practical Nursing Admissions Committee. Qualified candidates may be offered early acceptance. Applicants completing the process late in the year are considered on a space availability basis.

IT WILL BE YOUR RESPONSIBILITY TO CHECK TO ENSURE THAT FORMS HAVE BEEN RECEIVED AND REFERENCES HAVE RESPONDED -- 508-485-9430 or 1-800-537-6663, Ext. 471.

The Practical Nursing faculty appreciates your interest in this program. Please feel free to call with any questions or concerns. We strongly suggest that you call the office prior to visiting to be sure someone is available to assist you.

Thank you for your interest. We look forward to receiving your application.

2009/2010 - PRACTICAL NURSING STUDENT EXPENSES

TUITION : IN-DISTRICT: \$ 2,300.00* OUT OF DISTRICT: \$13,780.00*

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	\$ 600.00
Uniforms	250.00

ASSABET VALLEY REGIONAL TECHNICAL SCHOOL

Liability Insurance	50.00
Entrance Exam	50.00
Registration Fee	200.00
Graduation Expense	150.00
Passport Photo	20.00
Licensure Examination	400.00
PN Lab Supplies	200.00
NCLEX-PN Review Exam	150.00
Stethoscope	30.00
Sphygmomanometer	30.00
Pen Light	5.00
Bandage Scissors	5.00
Kelly Clamp	5.00
Calculator	10.00
Student Photo ID	10.00
Clinical Site Parking Fees	150.00
Estimated Total	\$2,315.00

Pens and pencils, loose-leaf notebooks, white stockings, white shoes, wrist watch with a second hand, and assignment notebooks will also be necessary expenses incurred by the student.

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