



# Practical Nursing Program

2025-2026

## Admission Process

### Overview

The admissions process has been designed to afford individuals the opportunity to apply for admissions to the Practical Nursing Program in a convenient and expedited manner. The admissions process is comprised of five steps: 1) TEAS®/Application, 2) Application Packet, 3) Interview, 4) Health Examination Form, and 5) Drug Screen.

As a prospective student, you have decided to enter nursing as a career. Congratulations! Success begins with a solid foundation. The first recommendation is to prepare prior to taking the TEAS®. There are two options, 1) ATI webstore or 2) BOCES Online Courses. The choice is yours.

1. ATI Webstore
  - a. <https://www.atitesting.com/teas>
  - b. Select Single Products to review options
2. BOCES Online Courses
  - a. <https://www.ed2go.com/jlb/online-courses/teas-prep-series/>
  - b. <https://www.ed2go.com/jlb/online-courses/teas-prep-two/>
  - c. <https://www.ed2go.com/jlb/online-courses/teas-prep-one/>

The second recommendation is to have a professional email address. In order to communicate with administration and faculty, a Google email address is required in the following format: [firstname.lastname@gmail.com](mailto:firstname.lastname@gmail.com). Google may add numbers to create a unique address. Prospective students will use this email address to communicate with the Adult Education Office for admissions processing and after acceptance while in the program.

Once you have achieved a successful TEAS® score, Proficient or greater, then your focus will turn to the admissions process. Remember, a prospective student will only be able to retake the TEAS® once per admissions cycle. Contact the Adult Education Office for more details. The documents that comprise the application packet must be submitted via email for review.

An interview will be scheduled after the Application Packet is verified as complete. During the interview, the interview committee will explain the program and student requirements. Please have questions written prior to the interview in order to make efficient use of your session time. In addition, please complete a FAFSA prior to the interview if planning to apply for federal, state or local funding.

<https://studentaid.gov/h/apply-for-aid/fafsa>

Following the interview, an evaluation is made based on the documents contained in the Application Packet, by the Interview Committee. The committee will then determine admission. If admission is granted then the Adult Education Office staff will mail (USPS) to the prospective student a provisional admissions letter and forms to be completed. The packet includes a participation agreement form and health examination form. Each form is an original document that will need to be completed as directed and submitted (USPS or hand delivery) to the Adult Education Office prior to initiating the drug screen.

The Adult Education Office is located in the Main Office of the Technical Center on the Watertown campus. The address for the Watertown campus is 20104 NYS Route 3, Watertown, NY 13601.

The final step in the admissions process is a drug screen. Drug Screen is an in-person requirement that occurs at the Watertown campus of the Jefferson-Lewis BOCES Administration Building (see above for address). *The cost is \$90, cash or money order payable to Jefferson-Lewis BOCES.* The cost of the drug screen is nonrefundable. Prospective students must have a drug screen that yields negative results. If screen results qualify as satisfactory and the Health Examination Form has been received and determined as satisfactory then the prospective student will receive a formal admission letter to the program.

Should you have questions about this process, please do not hesitate to contact the Adult Education Office by email. Please use this address: [rfulkerson@boces.com](mailto:rfulkerson@boces.com). The following pages contain a detailed explanation of the process. Please review before you initiate the process. Should you have any questions, contact the Adult Education Office (315-779-7129) or the Health Careers Coordinator, Mrs. Davis (315-779-7230).

## TEAS®/Program Application

The admissions assessment is the TEAS® (Test of Essential Academic Skills). *The cost is \$102, payable on the ATI website at the time of registration (<http://www.atitesting.com>).* The TEAS® evaluates the prospective student's preparedness to enter the health career field, by evaluating their Reading, Math, Science, and English & Language Usage. The prospective student must receive a score of Proficient, Exemplary or Advanced on the TEAS® in order to move forward to the next step in the admissions process.

TEAS® registration and payment is completed on the ATI website. The TEAS® session is held in the Adult Learning Center Building on the Jefferson Community College campus. Adult Education Department staff proctor the TEAS® session. Prior to exiting the TEAS® session, you will have the opportunity to view your results. Aggregate TEAS® scores are categorized as Developmental, Basic, Proficient, Advanced, and Exemplary.

The prospective student will complete the Practical Nursing Program Application at the conclusion of the TEAS® session. The data collected on the application includes contact information, academic history and demographic data that the program is obligated to collect. At the conclusion of each admissions session, prospective students will be informed as to their status, i.e., continue with the admissions process or the aggregate TEAS® score attained does not meet the criteria, as stated above, for admissions at this time.

### **Important Admissions Requirement:**

- Only scores from a proctored TEAS® session will be accepted
- TEAS® Profiles stating a remote or online session will not be accepted

## Application Packet

Prospective students will submit the following documents in accordance to the time line given by the Adult Education Office staff as provided in email correspondence. Verbal timelines are not valid. The Application Packet must be submitted to this email address: [ndavis@boces.com](mailto:ndavis@boces.com). The following are the documents to include:

1. High School or Equivalent Transcript

**NOTE:** Only an official copy of the transcript will be accepted. The transcript must be mailed (USPS or hand delivery) to the Adult Education Office prior to the start of the program.

2. College transcript, if applicable, unofficial copy only
3. Resume
  - Chronological Resume, preferred
  - Template: <https://bit.ly/45wNxJK>
4. Three *signed* letters of reference, professional preferred and no family member or significant other letters

**NOTE:** The letters of reference testify to the prospective student's personal skills, character, experiences, achievements, etc. by the author of the letter. This is a formal document. Character references or testimonies that are submitted via email or other means are not acceptable.

Documents that do not meet the specifications will be returned. Unsigned letters will be invalidated. The Application Packet must be resubmitted after the errors are rectified.
5. Autobiography written to the following specifications: one page, one inch margins, double-spaced, Arial or Times Roman 12 pt. font

**NOTE:** An autobiography that does not meet the specifications will *negatively* impact considerations in the admission process.

In summary, the Application Packet consists of the documents stated above. The Application Packet must contain all documents that conform to the stated requirements when submitted.

**NOTE:** Documents that are submitted piecemeal, e.g., by numerous mailings, will not be accepted. Submitting documents in this manner will invalidate the application.

The Application Packet must be submitted as complete, i.e., contains all documents. A determination is made, accordingly. If a document is missing or contains errors, then all documents must be resubmitted until the packet is deemed as complete, with no errors or omissions.

## Interview

The Interview Committee will arrange an in-person or virtual meeting. The purpose of the interview is to afford prospective students an opportunity to present professionally and learn about the program. Prospective students will also receive other informational documents that will be reviewed during the interview, e.g., home computer and Internet specifications. Prospective students should read, know and verify the specs of their home computer and Internet service as equal or better prior to the interview.

Remember to complete a FAFSA prior to the interview.

<https://studentaid.gov/h/apply-for-aid/fafsa>

## Health Examination Form

The Health Examination Form is completed by a licensed medical professional. The form documents your current physical status and required immunizations. A satisfactory examination will document eligibility to participate fully in the Practical Nursing Program. The form is an original copy that must be signed and submitted to the Adult Education Office (USPS or hand delivery). The recommendation is to make an appointment with your health professional as soon as possible for your physical and immunizations.

### **Important:**

Students provide verification of immunization record and/or lab report for each titer being requested on the Physical Examination Form. Any other means of communicating this information *will not be accepted and jeopardizes enrollment.*

## Drug Screen

The drug screen is conducted by the NNY Occupational Health Services (i.e., lab). The lab is located in the Administration Building, Watertown Campus of the Jefferson-Lewis BOCES. The prospective student will pay for the test in the Adult Education Office. *The cost is \$90, cash or money order payable to Jefferson-Lewis BOCES.* The cost of the drug screen is nonrefundable. Admission to the program will only be granted to those prospective students who meet the health packet specifications and have a satisfactory drug screen.

**NOTE:** Any specimen that is qualified as dilute requires recollection at the expense of the student. Also, any interaction or incident that is deemed as unprofessional will jeopardize enrollment.

Admissions to the Practical Nursing Program

1. Participation Agreement

The Participation Agreement informs the student of the possible learning environments which may be encountered during the program.

2. Formal Letter of Admission

The formal admissions letter will be mailed (USPS) to each student who qualifies. This letter is only sent following a satisfactory review of the participation agreement, health examination form and negative drug screen.

*Best Wishes – We hope to see you at the start of the new term.*

*Practical Nursing Administrators, Instructors and Staff*