



**Center for Adult & Community Services
450 Mamaroneck Ave. 2nd Floor
Harrison, NY 10528
914.592.0849
adulted.swboces.org**

PRACTICAL NURSING INFORMATION PACKET

Welcome...

Thank you for your interest in the Southern Westchester BOCES Practical Nursing Program. We offer a number of resources to assist you in the application and admission process.

- SW BOCES offers free Practical Nursing Information Sessions that provide important program information. Check our website to register for an upcoming PN Information Session at adulted.swboces.org. Register early, seats are limited.
- The *Pre-Nursing Assessment-PN Study Guide*, which will help prepare you for our PN Program Entrance Exam, can be purchased from our office.
- To enroll in a PNAT Preparation class (Pre-Nursing Assessment Test) go to our website or call 914-592-0849 and speak to one of our office staff.
- For Financial Aid information, call Ms. Ayers at 914-592-0849, Ext. 3152 or see our Financial Aid packet on our website (adulted.swboces.org).
- To speak to a Counselor regarding the PN Program, call Ms. Dos Santos at 914-592-0849, Ext. 3168.

We are here to help you and hope to see you soon!

The SWBOCES Practical Nursing Program Staff

PROGRAM OVERVIEW

Our Practical Nursing Program includes classes in:

- Nursing theory
- Anatomy
- Medical/surgical nursing
- Pediatrics
- Obstetrics
- The administration of medication
- Accredited clinical experience in hospitals, schools and skilled nursing facilities

Our Program is presented in:

- Full-time, 10-month Day Classes, Monday-Friday, 8:30am-2:30pm
- Part-time 20-month Evening Classes, Monday-Thursday, 5:30pm-9:30pm
***NOTE: Daytime and evening clinical experiences are provided. Daytime classes require daytime clinical rotations starting at 8:00am. Evening classes require evening clinical rotations as well as some Saturdays.**

ADMISSION REQUIREMENTS

Southern Westchester BOCES reserves the right to access and determine the acceptability of applicants to the Practical Nursing program. Admission is dependent upon:

- Acceptable scores on the PNAT-CNET Entrance Exam. The three major areas of the exam are:
Reading Comprehension/Reasoning Ability
Numerical Ability
Language Ability
The reading score is the primary indicator of program success and used nationwide by the publisher of the test.
- Completed FAFSA form, go to: <https://fafsa.ed.gov>
- Some students may be required to successfully complete an "Introduction to Nursing" course prior to acceptance into the program.

FINAL ADMISSION

A letter of acceptance is sent to the applicant when all requirements for admission are met. Waiting List status or rejection letters are also sent based on individual test scores. Following notification of acceptance the candidate will receive instructions for registering with Castle Branch, which is the company used to monitor the required medical records and required criminal background check. Students will be required to download/submit the following records to Castle Branch:

- A complete physical examination including required immunizations and titers
- A nine (9) panel urine drug screen.
- A criminal background check
- Evidence of completed course work in Basic Life Support (BLS) and AED thru an approved American Heart Association or Red Cross Training Facility (Southern Westchester BOCES offers courses for your convenience, go to: adulsted.swboces.org)
- Attendance at the **three (3) mandatory Practical Nursing Program Orientations**. *Evening students are required to attend the Orientations *during the day*. Orientation dates for all new students will be on Wednesday, July 17, 2019, 8:30am-2:30pm, Monday and Tuesday, August 26-27, 2019, 8:30am-2:30pm.

A non-refundable tuition deposit is required upon receipt of your acceptance letter.

LICENSURE

Students successfully completing the Southern Westchester BOCES Practical Nursing Program can earn a Practical Nursing License by passing the National Council Licensing Practical Nursing Exam (NCLEX-PN). *Students are ultimately responsible for knowing any registration or licensure requirements in the state in which they seek licensure. NOTE: INDIVIDUALS WITH A HISTORY OF A MISDEMEANOR AND/OR FELONY CONVICTION MAY NOT BE ELIGIBLE FOR PARTICIPATION IN CLINICAL ROTATIONS OR NY STATE LICENSURE. 300 HOURS OF CLINICAL EXPERIENCE ARE REQUIRED FOR COMPLETION OF THE SWBOCES PRACTICAL NURSING PROGRAM.*

PRACTICAL NURSING PROGRAM PREPARATION CLASS INFORMATION

This optional, 54-hour course can boost your math, reading, writing, critical thinking and test taking skills. Taking the PN Prep Course does **not** guarantee admission into the Southern Westchester BOCES Practical Nursing Program, but may help reintroduce you to a classroom setting and prepare you for the rigorous demands of the PN Program.

PREP COURSE SCHEDULE

Fall 2018	Monday & Wednesday	9/12/18-11/26/18	6:00pm-9:00pm
Fall 2018	Tuesday & Thursday	9/13/18-11/18/18	9:00am-12:00pm
Fall 2018	Saturday	9/15/18-01/05/19	8:30am-12:30pm
Fall 2018	Tuesday & Thursday	11/27/18-02/05/19	9:00am-12:00pm
Winter 2019	Monday & Wednesday	12/03/18-02/13/19	6:00pm-9:00pm
Winter 2019	Saturday	1/19/19-05/04/19	8:30am-12:30pm

Check our Website for Additional Prep Class Dates <http://adulthood.swboces.org>

TUITION:

\$475 plus \$15 Registration Fee due at time of Registration (Includes study guide and two practice tests). We accept: *MasterCard, Visa, Discover, American Express (Discover & American Express cannot be used for on-line registrations - must be done in person or by phone), Check or Money Order made payable to Southern Westchester BOCES. Cash is Not Accepted.*

PREP CLASS REGISTRATION: **On-line at adulthood.swboces.org to save the \$15 registration fee**

In person at 450 Mamaroneck Ave, 2nd Floor, Harrison, NY 10528
By calling (914) 592-0849

OFFICE HOURS:

Mon-Thu: 8:30am-9:00pm; Fri: 8:30am-3:00pm; Sat: 8:30am-12:00pm

Directions

FROM HUTCHINSON RIVER PKWY: To Exit 23S. Follow Mamaroneck Ave for half a mile, 450 Mamaroneck is on the left.
FROM INTERSTATE 95: Take I-95N to Exit 18B for Mamaroneck Ave toward White Plains. Turn right onto Mamaroneck Ave to 450.
FROM SPRAIN BROOK PARKWAY/TACONIC/SAW MILL RIVER PKWY: Take the Pkwy to I-287E toward White Plains. Take Exit 9N-9S for Hutchinson Pkwy toward Whitestone Bridge. Merge onto Westchester Ave. Take Hutchinson River Pkwy South to Exit 23S, Mamaroneck Ave.
BY BUS: Beeline Bus #60 to 450 Mamaroneck Ave. (see Mamaroneck Ave at Rosedale Ave for closest schedule time).
Beeline Bus Information: (914)813-7777.
BY TRAIN: Metro North train to White Plains Station or Mamaroneck Station. Take Beeline Bus #60 as above. Metro North Information: 212.532.4900.

SWBOCES NON-DISCRIMINATION POLICY

The Southern Westchester Board of Cooperative Educational Services, its officers and employees, does not discriminate against any individuals, including but not limited to students, employees or applicants on the basis of race, color, national origin, ethnicity, religion, creed, sex, gender (including gender identity and gender expression), sexual orientation, disability, age, citizenship status, marital status, partner status, genetic information, predisposing genetic characteristics, weight, military status or service, political affiliation, or domestic violence victim status. This policy of nondiscrimination includes access by students to educational programs; counseling services for students; course offerings and student activities; recruitment, appointment and promotion of employees; and employment pay and benefits. This policy also provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding this policy should be directed to the Compliance Officers at Southern Westchester BOCES, 17 Berkley Drive, Rye Brook, NY 10573. (914) 937-3820.

Civil Rights Compliance Officers

Suzanne Doherty Director, Human Resources 17 Berkley Drive, Rye Brook, NY 10573 914.937.3820 complianceofficer@swboces.org	Stephen Tibbetts Assistant Superintendent for Business & Administrative Services 17 Berkley Drive, Rye Brook, NY 10573 914.937.3820 complianceofficer@swboces.org
--	---

TITLE IX AND SECTION 504: Any citizen, student or employee who feels that s/he or her/his rights under Title VI, VII, IX/ EEO, Section 504/Americans with Disabilities Act (ADA) or the Boy Scouts of America Equal Access Act have been violated by the BOCES or its officials should direct all complaints to the Compliance Officer at Southern Westchester BOCES, 17 Berkley Drive, Rye Brook, NY 10573. 914.937.3820.

Students who require instructional accommodations are requested to contact a Vocational Advisor as soon as possible, but not less than 30 days prior to the beginning of the semester. Southern Westchester BOCES needs a minimum of 30 days to arrange for reasonable accommodations if so required. Please contact the office at (914) 592-0849 to reach our Vocational Advisors.

Section 504/ADS Coordinator

Thomas R. Briggs, Director, Facilities & Operations
 17 Berkley Drive, Rye Brook, NY 10573
 914.937.3820 tbriggs@swboces.org

Complaints can also be filed with: US Dept. of Education,
 Office of Civil Rights, 32 Old Slip, 26th Fl, NY, NY 10005-2500
 P646.428.3800; F646.428.3843, email: ocrnewyork@ed.gov