



SOUTHERN
WESTCHESTER BOCES

Center for Adult & Community Services

450 Mamaroneck Ave. 2nd Floor

Harrison, NY 10528

914.592.0849

<http://adulted.swboces.org>



Welcome...

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

- SW BOCES offers many Practical Nursing Information Sessions that will provide important program information. Please check our website (adulted.swboces.org) for our PN Information Session dates and times. Or, call our offices at 914.592.0849 for dates and times that will fit your schedule.
- A guide that will prepare you for the program entrance exam may be purchased at our offices. Ask for the *Pre Nursing Assessment – PN Study Guide*.
- To enroll in a PNAT (Pre-Nursing Assessment Test) Preparation class see our website (adulted@swboces.org) or call 914.592.0849 and speak to one of our office staff.
- For Financial Aid information, call Ms. Alicia Ayers at 914.592.0849, ext. 3152 or see our Financial Aid packet.
- To speak to a Counselor regarding the PN Program, call Ms. Sue 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

PRACTICAL NURSING PROGRAM OVERVIEW

Our Practical Nursing Program offers 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 Day Classes, Monday-Thursday, 8:30am-12:30pm, or
 - Part-time Evening Classes, Monday-Thursday, 5:30pm-9:30pm
- *NOTE: Clinical hours begin at 8:00am; some Saturday clinical hours may be required.**

ADMISSION REQUIREMENTS

Southern Westchester BOCES reserves the right to act as sole judge of 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.

- Successful completion of the interview process.
- Completed FAFSA form, go to: <https://fafsa.ed.gov>

FINAL ADMISSION

A letter of acceptance is sent to the applicant when all requirements for admission are met, and the applicant has satisfied the interview process. Letters of "hold" status or rejection are also sent based on individual test scores and interview. 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 or Red Cross Training Facility (Southern Westchester BOCES offers courses for your convenience, go to: adulded.swboces.org)
- Attendance at the mandatory SWBOCES orientation. *Evening students are required to attend the three day orientation during the day. Orientation for all **new** students will be held on August 27-August 29, 2018, from 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 A CLINICAL ROTATION. 300 HOURS OF CLINICAL EXPERIENCE ARE REQUIRED FOR COMPLETION OF THE SWBOCES PRACTICAL NURSING PROGRAM.

PRACTICAL NURSING PROGRAM PREP 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

Winter 2018	Monday & Wednesday	6:00pm-9:00pm	December 18-March 7
Winter 2018	Tuesday & Thursday	9:00am-12:00pm	January 2-March 6
Winter 2018	Saturday	8:30am-12:00pm	January 20-May 5

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

TUITION

\$444 plus \$15 Registration Fee due at time of Registration (Includes study guide and two practice tests). We accept: *MasterCard, Visa, Discover, American Express (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.* Tuition for the Prep Class is due at time of Registration.

PREP CLASS REGISTRATION

- On-line at adulthood.swboces.org (**save the \$15 registration fee**)
- In person at 450 Mamaroneck Ave, 2nd Floor, Harrison, NY 10528
- Over the phone 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 OR TRAIN: Beeline Bus #60 to 450 Mamaroneck Ave. (see Mamaroneck Ave at Rosedale Ave for closest schedule time). Beeline Bus Information: (914)813-7777.
 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
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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 directly with: U.S. Department of Education,
 Office of Civil Rights, 32 Old Slip, 26th Floor, New York, NY 10005-2500
 P 646.428.3800; F 646.428.3843, Email: OCRNewYork@ed.gov