

**BRISTOL-PLYMOUTH REGIONAL TECHNICAL SCHOOL**  
**PRACTICAL NURSE PROGRAM**  
**207 Hart Street, Taunton, MA 02780**  
**Admission Policy**

### **Equal Educational Opportunity**

Bristol-Plymouth Regional Technical School and the Practical Nurse Program do not discriminate on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, age, economic or homelessness status, or pregnancy or pregnancy-related condition in admission to its programs and access to its educational opportunities.

Inquiries concerning the application of non-discriminating policies may be referred to the Pupil Services Coordinator at Bristol Plymouth Regional Technical School. In addition to, or instead of, filing a complaint through this policy, a person may choose to exercise other options, including, but not limited to, filing a complaint with state or federal agencies.

### **Accommodations Due to a Disability**

The student with a disability must be able to meet the essential eligibility requirements for licensure as a Licensed Practical Nurse in Massachusetts. These requirements, as specified by Massachusetts General Law Chapter 112, ss. 74 and 74A, include graduation from a Board approved nursing education program, achievement of a pass grade on the National Council Licensure Examination (NCLEX<sup>®</sup>), and demonstration of compliance with the good moral character licensure requirement.

An applicant with a disability has no obligation to inform the Program Director or faculty that they have a disability; however, an applicant seeking accommodations during the admissions process should notify the Program Director. Applicants may be asked to provide documentation from an appropriate professional (e.g., physician, psychologist, or other qualified diagnostician) to demonstrate their current disability and the need for accommodations. This documentation should (1) establish that the applicant has an impairment that substantially limits a major life activity, including supporting information (e.g., when and how the condition was identified, its likely duration); (2) describe in detail the applicant's functional limitations created by the impairment; and (3) indicate accommodations are recommended for the applicant, along with explanations as to why they would be useful. Decisions about accommodations are made by the Director of the Practical Nurse Program, in consultation with the Section 504 Coordinator and Pupil Service Administrator as needed. Should a student choose not to disclose a disability, having not received accommodations may not later be used as a basis for appeal or grievance.

### **Eligibility**

Applicants must be 18 years of age or older. Candidates from in-district communities (Berkley, Bridgewater, Dighton, Middleborough, Raynham, Rehoboth and Taunton) and out-of-district communities may apply to the program. When candidates are equally qualified, residents of in-district communities are given priority.

- In accordance with the requirements of the Massachusetts Board of Registration in Nursing, a candidate for admission must provide satisfactory evidence of secondary school graduation, or its equivalent. Obtaining these official documents and the fees that may be associated are the responsibility of the applicant.

1. Applicants must provide an Official Transcript specifying that the applicant graduated from a high school recognized by the Department of Education **OR** a state-issued High School Equivalency Transcript (GED/HiSET®).
2. Applicants whose high school transcript is in a language other than English must submit an official certified translation that specifies that the student completed the equivalent of earning a high school diploma.

A list of agencies offering translation services can be found at

<https://www.doe.mass.edu/licensure/academic-prek12/teacher/foreign-degree-and-credit-equivalency.html>

- In accordance with the requirements of the Massachusetts Board of Registration in Nursing, a candidate for admission must provide satisfactory evidence of compliance with the immunization requirements specified by the Department of Public Health for College (Postsecondary Institutions) and for Health Care Personnel (HCP). Immunization/Screening Record under the Medical Forms Required tab on the Practical Nurse Program website at <https://www.bptech.org/domain/15>

### **Application Process**

To be considered a candidate for admission to the Practical Nurse Program, all applicants must:

1. Submit completed Admission Application and non-refundable Application Fee of \$40.00. Cash, money order, and debit/credit payments are accepted; personal checks are not accepted. Incomplete applications are not processed. Applications can be downloaded from the Practical Nurse Program website at <https://www.bptech.org/domain/15>
2. Successfully complete and meet the minimum score requirements for the pre-entrance TEAS® (ATI Test of Essential Academic Skills) test. Candidates are allowed to test two times per enrollment period. Test scores remain valid for two enrollment cycles. Minimum acceptable scores are: Reading 65%, Math 60%, and English and Language Usage 55%. Scores must be received by the Practical Nurse Program directly from ATI to be considered valid.
3. Provide satisfactory evidence of secondary school graduation, or its equivalent. See Eligibility above.
4. An applicant who previously attended a nursing program must submit an official transcript from that program. See Admission Application.
5. Submit two (2) professional references. All references must be completed on the Practical Nurse Program Reference for Admission Form. All References must be mailed or emailed directly to the Practical Nurse Program, otherwise they are not considered confidential and are not valid. See the instructions on the Reference Form for Admission.
6. Submit evidence of compliance with the Massachusetts Department of Public Health Immunization requirements. See Eligibility above.
7. Interview with the Program Director. Interviews will be scheduled only for eligible applicants who have submitted the above required documentation. At the time of the interview, the applicant is required to provide a written response in the form of a brief essay to a selected question. The essay is evaluated for ability to address the question, completeness of response, coherency, spelling, and grammar.

## **Additional Admission Requirements**

1. Satisfactory CORI (Criminal Offender Record Information) as determined by the Superintendent. Satisfactory results of additional background checks as required by affiliating clinical agencies may be required.
2. Completion of Health Clearance Form. The Health Care Provider's statement verifying that the applicant's health will enable them to participate fully in the program is required and must be completed on the provided form. See Health Clearance Form under the Medical Forms Required tab on the Practical Nurse Program website at <https://www.bptech.org/domain/15>.
3. Proof of current health insurance coverage effective for the duration of enrollment.
4. Proof of Basic Life Support (BLS) for Healthcare Providers (must include infant, child, and adult CPR and AED training) maintained for the duration of enrollment.

## **Selection Process**

An applicant must have completed the application requirements outlined above before they will be considered for admission. The Application Packet (Application and above outlined documents) for qualified applicants are reviewed by the Director/designated Faculty and evaluated based on several criteria.

1. Admission Application
2. TEAS scores
3. Professional references
4. Previous education, including post-secondary if applicable
5. Work experience
6. Certifications, licenses held
7. Interview, including written response to essay question provided at interview

Completed applications are processed in the order they are received. Applicants who qualify for admission are accepted in an ongoing basis until program capacity is met or the admission deadline is reached. Applicants are informed of admission decisions via mail in an ongoing basis. A wait-list of qualified applicants is maintained once the roster is full or the admission deadline is reached. The wait listed is valid for the next program year. Those wait-listed applicants who express continued interest will be considered for the next enrollment period. Applications are valid for two (2) enrollment cycles.

## **Recruitment Process**

Bristol-Plymouth disseminates information about the school through a variety of methods.

1. Information is available on the Bristol-Plymouth website at <https://www.bptech.org/domain/15>
2. Prospective students are invited to visit the Program and meet with faculty and students at the school-wide Open House held annually in October.
3. The Program Director or Faculty designee represents the Practical Nurse Program at the Bristol-Plymouth High School College Fair.
4. Prospective students are welcome to inquire through email, telephone, or in person.