



## Bristol-Plymouth Practical Nurse Program

207 Hart Street, Taunton, MA 02780  
508-823-5151, Ext. 240; PN@bptech.org

### Application Process Checklist



#### Application Dates & Deadlines

**October: Application is available from the website and may be submitted**

- ❖ **Deadline:** No deadline! “Rolling Admissions”, meaning completed applications are accepted and reviewed until the class is full. Once the class is full, enrollment will be closed until the following October.

**Application Process.** To be considered a candidate for admission to the Practical Nurse Program, an applicant must:

- Submit completed application:** Applications can be downloaded from the Practical Nurse Program website at <https://www.bptech.org/pn> Incomplete applications cannot be processed.
  - Submit completed application by postal mail or email to: PN@bptech.org
- Pay the non-refundable \$40.00 application fee** with application. Cash, money order, and debit/credit payments are accepted; personal checks are *not* accepted.
  - Payments accepted over the phone 508-823-5151, Ext. 240 or in person. Do not mail cash.
- Complete TEAS (ATI Test of Essential Academic Skills) Pre-Entrance Exam** and successfully meet the minimum score requirements (Reading 65%, Math 60%, and English and Language Usage 55%).
  - Tests are done @ BP once or twice a month (see website for test schedule) or through a PSI Testing Center.
  - Register by calling 508-823-5151, Ext. 240 – payment must be made at time of registration.
  - Registration fee is \$90.00 (must be paid when registering).
  - Candidates are allowed to test two times per enrollment period.
  - Test scores remain valid for two enrollment cycles.
  - Official scores must be received by the Practical Nurse Program directly from ATI to be considered valid
- Submit 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®).
  - 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 a high school diploma. Translated transcripts must be from an agency recognized by the MA Dept. of Education and nationally recognized. A directory of agencies can be found at: <https://www.naces.org/members> for your use.
  - Official transcripts remain intact in sealed envelope from the sending school and are embossed with the official school seal or are emailed directly from the sending educational institution to PN@bptech.org.
  - Copies of diplomas and/or copies of transcripts are not sufficient.
- An applicant who previously attended a nursing program must submit an official transcript from that program.
- Two Professional References:**
  - Professional references must be completed on the “Bristol-Plymouth Practical Nurse Program Reference for Admission Form”.
  - Professional reference forms are not acceptable if written by a relative or friend.
  - One professional reference must be from a supervisor or employer.
  - The person completing the form must submit directly to the Practical Nurse Program by mail or email to PN@bptech.org, otherwise they are not considered confidential and are not valid.
- Interview with the Program Director.** Interviews will be scheduled only for selected eligible applicants who have submitted all above required documentation.
  - Applicants who have been selected for an interview will be contacted by the program secretary.

Candidates may check the status of application by emailing [PN@bptech.org](mailto:PN@bptech.org) Use “application status inquiry” in subject line.