



Bristol-Plymouth Practical Nurse Program

207 Hart Street, Taunton, MA 02780
508-823-5151, Ext. 240; PN@bpotech.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, notice is posted on website and 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.bpotech.org/pn>. Incomplete applications cannot be processed.
 - Submit completed application by postal mail or email to: PN@bpotech.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 taken by registering for an in-person exam at a PSI Testing Center.
 - Register at www.atitesting.com
 - 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.
 - Applicants who have post-secondary education (whether degree or coursework) must submit official transcripts if applicant’s attendance is indicated on the application.
 - 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@bpotech.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.
 - *Advance placement* applicants must provide one reference from a faculty member of that nursing school.
 - The person completing the form must submit directly to the Practical Nurse Program by mail or email to PN@bpotech.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@bpotech.org Use “application status inquiry” in subject line.