

Admissions Policy

I. Introduction

The Shawsheen Valley School of Practical Nurse Program has continuing Full Approval Status from the Massachusetts Board of Registration in Nursing and is accredited by the Council on Occupational Education.

The Practical Nurse Program is a full-time program beginning in August and completes in June. Students are required to attend evening hours consisting of theory from 5 to 10 PM, clinical laboratory experiences from 5-10 PM and clinical experiences from 5 to 11 PM. Students also complete weekend clinical hours from 8 to 4 PM, completing clinical every other weekend on Saturday and Sunday. Total hourly requirement is 1110 hours.

The program curriculum is designed to prepare program graduates to pass the National Council Licensing Examination for Practical Nurse (NCLEX-PN). Graduates of the Shawsheen Valley Practical Nurse Program may be eligible to receive advanced placement into RN programs at area colleges.

Graduates anticipating licensure in the Commonwealth of Massachusetts must comply with the Good Moral Character for Licensure requirement. See www.mass.gov/dph/boards/rn for more details. Program graduates who pass the NCLEX-PN exam are prepared to begin entry-level Licensed Practical Nurse careers in a variety of settings and have the opportunity to advance their nursing education.

All candidates with completed admission packets for the Post-Secondary Practical Nurse Program are evaluated using the selection criteria outlined in the Admission Policy. All completed applications for the nursing program are reviewed and receive a response.

II. Equal Educational Opportunity

Shawsheen Valley Technical High School admits students and makes available to them its advantages, privileges and courses of study without regard to race, color, sex, religion, national origin, sexual orientation or disability.

If there is a student with limited English proficiency, a qualified representative from Shawsheen will assist the applicant in completing the necessary forms and assist in interpreting during the entire application process upon the request of the applicant.

Disabled students may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application and admission process.

Information on limited English proficiency and disability submitted voluntarily by the applicant, for the purpose of receiving assistance and accommodations during the entire application and admission process, will not affect his/her admission to the school.

III: Eligibility

1. Candidates from in-district towns or out-of-district towns are eligible to apply to the program. This information is available on the Shawsheen website at www.shawsheenpracticalnursing.com
2. Candidates must have a Social Security Number and be over 17 ½ years of age.
3. Candidates must provide proof of high school graduation or equivalency in the United States. We accept an official high school transcript, or official GED (scores included) or official HiSET (scores included). Certified translations must be provided for transcripts supplied in a language other than English and equivalency to U.S. education must be provided. Please contact CED (Center for Educational Documentation) at 617-338-7171 or www.cedevaluation.com.

IV: Recruitment

The Shawsheen Valley School of Practical Nursing is responsible for disseminating information about the program. In addition, it is responsible for preparing materials for open houses, and for collecting applications and maintaining application files.

Shawsheen utilizes a variety of forums and methods to provide programmatic information regarding the opportunities. These activities include the following:

1. Student participation in Community events including monthly blood pressure screenings at a local parish, participation in the Billerica Health Fair, screening of high school students for vision and hearing and other events at the Billerica Council on Aging.
2. Shawsheen conducts two open houses each year. A Community Open House is scheduled each fall during the month of November. The nursing program has a representative available at the Fall Open House to answer questions.
3. Brochures and other published materials, including the program of studies, school calendar, Student Handbook, Catalog, Financial Aid, and opportunities for graduates as well as placement information are available in the PN office and are distributed during Open Houses. The Shawsheen Valley School of Practical Nursing has its' own web site which provides the above information as well as additional relevant information to students, parents, and interested citizens, including a downloadable application and this Admissions Policy.

V Application Process for All Admissions

Candidates interested in applying for admissions must:

1. Step 1: Take the National League for Nursing Pre-Admission Exam for PN Applicants. Preferred site for taking this test is the Shawsheen Valley School of Practical Nursing. The verbal section assesses word knowledge, reading comprehension, and critical thinking. The math section assesses ability to solve mathematical problems involving integers, conversions, fractions, decimals, algebra and geometry. The science section assesses knowledge in areas of general biology, human anatomy and physiology, chemistry, health, and physics. (Found at <http://www.nln.org/docs/default-source/default-document-library/new-nln-catalog-2015.pdf?sfvrsn=2>). Candidates who

score a 50% on the verbal and math sections will proceed to step 2. All sections must be taken. The science section is not an indicator for acceptance. Applicants can only take the Pre-Admission Exam for PN Applicants twice in a calendar year.

You must call the PN office to schedule a test or email Gina Cerbone at jcerbone@shawtech.org. Payment is cash or money order only. No credit or debit cards are accepted. Payment is due the day of the test. Additionally, candidates who do not set up their account as directed will need to re-schedule their test.

2. Step 2: Take the Stanford Diagnostic Test and Basic Math test. The Reading test is a 30 question, multiple choice format test. It is timed to allow for 40 minutes. It consists of three short reading passages with questions. Candidates must correctly answer 25 of the 30 questions. The math test is a 10-question basic math test consisting of addition, subtraction, multiplication, division, fractions and decimals. A calculator provided by the school may be used. Candidates who successfully complete step 2 will proceed to step 3.
3. Step 3: Application booklet. A hard copy of the application booklet that includes the application and three forms for reference letters will be given to the candidate. This application booklet is also located on our webpage, www.shawsheenpracticalnursing.com. Once the application materials are gathered, the candidate can call the PN office and schedule an interview.
 - Complete application
 - Complete a resume and ensure references correlate with positions on resume
 - Obtain three completed Personal Evaluation forms, two must be from a person directly supervising or instructing you. One can be a personal reference. Completing your own references result in non-acceptance.
 - Submit proof of high school graduation: An official transcript from a high school in the United States, an official GED (scores needed) or Official HiSET (scores needed). If educated in a foreign country, please follow the directions above for certifying translations of transcripts. Candidates without this information will not be interviewed.
 - Submit your proof of US citizenship in the form of naturalization or asylum papers or a US passport or US birth certificate. Candidates with a valid Green Card or Employment Card are eligible for acceptance but may have restrictions as dictated by the Federal Government. You may bring this with you on the day of the interview. Candidates without this information will not be interviewed.
 - Schedule your interview. A candidate will only be interviewed if the above are satisfied.
 - On the day of the interview, a \$50 application fee will be collected in the form of cash or money order. No debit or credit cards are accepted.
 - On the day of your interview, the candidate will be asked to complete a writing sample.
4. If an incomplete application is received, the following procedure will be followed:
 - The Administrative Assistant will notify the candidate of the incomplete application.

- If after notifying the candidate the application remains incomplete for ten school days, the application will be voided.

VI. Rolling Admissions

In accordance with the rolling admissions program in which students apply at any time, applicants will be evaluated using the same criteria as those received at any other time and will be integrated in rank order on an established waiting list. The admissions committee meets monthly prior to the faculty meeting. The admissions committee consists of the PN Coordinator and two facilitators.

Transfer Students: Transfer students will be subject to this admissions policy and criteria and will be accepted on an individual, space available basis. The Shawsheen Valley School of Practical Nursing does not offer Advanced Placement. No more than 50% of the course content can be transferred. The student must complete a transfer request form and attach an official transcript and course description. If the candidate is applying for transfer credit for Anatomy and Physiology, both Anatomy and Physiology I and II must be completed. Candidates must have completed the coursework within five years of their request and must have received a grade of B- or 80% or better. The student will not receive a tuition discount for coursework taken elsewhere. Transfer will be the grade awarded on the Shawsheen Valley School of Practical Nursing transcript.

Withdrawn Students

A student who has withdrawn from Shawsheen may reapply and will be subject to this admissions policy and criteria.

VII. Selection Criteria

The Shawsheen Valley School of Practical Nursing Admissions Committee periodically reviews the admissions process. They may make recommendations to the faculty and Assistant Superintendent Director for approval of any changes including a change in the designated cut off score for admission for the next school year.

The Admissions Committee using weighted admissions criteria processes completed applications. Each applicant will be assigned a score derived from the sum of the sub scores of the following criteria:

1. Scholastic Achievement: Verbal from NLN- PAX for PN admission—Maximum Points: 5

Verbal

Averages	Points
Above 41 correct	5
35-40 correct	4
30-34 correct	3
25-29 correct	2
Under 25	0

2. Scholastic Achievement: Math from NLN- PAX for PN admission—Maximum Points: 5

Math

Averages	Points
Above 31 correct	5
25-30 correct	4
20-24 correct	3
15-19 correct	2
Under 15	0

3.Scholastic Achievement: Basic Math using a calculator- Maximum Points: 5

Averages	Points
10 correct	5
9 correct	4
8 correct	3
Below 8	0

4. Scholastic Achievement: Stanford Diagnostic Reading—Maximum Points: 5

Reading Scans test: 30 questions

Averages	Points
30 correct	5
28-29 correct	4
26-27 correct	3
25	2
Under 25	0

5. References—Maximum 10 points

Two must be from a professional source: supervisor, educator

	Points
Excellent	10
Above Average	7
Average	5
Poor	0

6. Written Statement---Maximum 10 points

Rating	Points
Answered the question clearly	
Excellent	5
Above average	4
Average	3

Poor	0
Grammar and Spelling	
Excellent	5
Above Average	4
Average	3
Poor	0

7. **Interview**---Maximum points 10

The Coordinator or designee will interview each applicant. Each applicant will be asked the same questions and rated with a uniform standard. The interview will provide information regarding the student's reason for attending Shawsheen and his/her ability to benefit there from, the student's choice of program interest, career goals, and his/her interests and motivation.

Rating	Points
Excellent	10
Above Average	9
Average	8
Below Average	5
Poor	0

Point Summary:

Scholastic Achievement	Total Points Available are 20
NLN-PAX Verbal	5
NLN-PAX Math	5
Stanford Diagnostic	5
Basic Math with Calculator	5
Writing Sample	10
Recommendation	10
Interview	10
Maximum Points Attainable	50

After points are assigned to each respective criterion, the points are totaled for each applicant.

Selection Process

Using the guidelines delineated in the criteria section of the Admission Policy, the Admissions Committee at Shawsheen will make recommendations for action on each applicant. Applications will be reviewed, processed, and assigned a point total in accordance and a rating score of 40 or above as a condition for acceptance. Applicants with a score below 40 will be placed on a wait list.

On or after July 1st of each year, if vacancies exist, excess space will be distributed to acceptable applicants with a score below 40.

In accordance with Massachusetts State Law, updated immunization records are required for all incoming students as a condition of enrollment.

VIII Enrollment

In order to enroll at Shawsheen for the fall, applicants must have submitted a health clearance form, immunization record, proof of health insurance and have received a satisfactory CORI and Fingerprinting result. Accepted candidates must have submitted their \$1000 non-refundable seat deposit within 30 days of the acceptance letter. Admitted candidates must have approval of their tuition arrangements.

IX Review and Appeal

The applicant, upon receipt of a letter from Shawsheen indicating that the applicant was not accepted or placed on a waiting list for the practical nurse program, may request a review of the decision by sending a letter to the Coordinator within 15 days of the receipt of the letter. The Coordinator will respond in writing to the letter with his/her findings of the review within 15 school days.

- For admissions questions please contact the Coordinator at 978-671-3646.