

**Blue Hills Regional Technical School
Postsecondary Programs Division
Practical Nursing Program**

Admissions Policy

Introduction

Blue Hills Regional Technical School's Practical Nursing Program has continuing Full Approval Status from the Massachusetts Board of Registration in Nursing. The Practical Nursing Program offers an educational experience of theory and clinical practice which will prepare graduates of the program to take the National Council Licensing Examination for Practical Nurse (NCLEX-PN). The primary objective of the program is to develop in all students the highest degree of occupational competency and to strengthen this competency with technical knowledge, professional attitudes, academic skills and cultural values.

The curriculum combines lecture, laboratory and clinical experiences. Classroom content includes biological and social sciences, nursing theory and laboratory practice. The courses are arranged to give a well-rounded experience based on currently accepted concepts of nursing education and include classroom instruction, client-centered teaching and supervised clinical experiences. The faculty strives to provide proper teaching tools, a good teaching and learning environment and the supportive services needed to make student's learning time and efforts productive.

The Practical Nursing Program is forty (40) weeks in length as required by the Massachusetts Board of Registration in Nursing. Three weeks of vacation is planned and recognizes holidays as designated by the school and state. The full-time program begins in early September and finishes late June. Classes meet Monday through Friday, hours are 7:45 a.m. to 2:30 p.m. Clinical hours may vary depending on each facility in order to meet course objectives and/or accommodate clinical agency availability. Occasional evening clinical hours may be required in order to meet course objectives and/or accommodate clinical agency availability. Students may be required to attend certain events during the year that are scheduled after school hours and occasional evenings.

Graduates anticipating licensure in the Commonwealth of Massachusetts must comply with the Good Moral Character for Licensure requirement (M.G.L., Ch. 112, sections 74 to 81C). More detailed information about the Good Moral Character for Licensure requirement is available at www.mass.gov/dph/board/rn. Program graduates who pass the NCLEX-PN exam are prepared to begin entry-level Licensed Practical Nursing careers in a variety of settings and have the opportunity to advance their nursing education. Graduates of Blue Hills Regional Technical School Practical Nursing Program may be eligible to receive advanced placement into registered nursing programs in area colleges.

All candidates for the Blue Hills Regional Technical School Practical Nursing Program are evaluated using the selection criteria outlined in the admission policy. All completed applications for the practical nursing program are reviewed and receive a response.

Equal Education Opportunity

Blue Hills Regional Technical 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, gender identity, disability or homelessness status.

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

Students with disabilities 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 candidate, for the purpose of receiving assistance and accommodations during the entire application and admission process, will not affect their admission to the school.

Eligibility

All high school graduates who are residents of the Blue Hills Regional Vocational School District (Avon, Braintree, Canton, Dedham, Holbrook, Milton, Norwood, Randolph and Westwood) or from out-of-district towns or out-of-state towns are eligible to apply to the program. High school seniors who expect to graduate prior to the enrollment period may apply for admission.

All high school graduates, who have obtained a high school diploma or GED/HiSET certificate will be eligible to be admitted. High school graduates, who have obtained a high school diploma from outside the United States, must have earned an equivalent high school diploma based on U.S. educational standards, please see foreign transcripts. All transcripts from outside the United States of America must be evaluated relative to U.S. educational equivalency standards and translated into English (if applicable). The Blue Hills Regional Technical School recommends the Center for Educational Documentation, Inc. for evaluation and translation services. The Credential Request Form and more information from the Center for Educational Documentation, Inc. are available on their website at www.cedevaltions.com. All home-schooled students without a high school diploma or GED/HiSET are eligible to apply for admission provided they have successfully completed an approved home-school program in accordance with Massachusetts General Laws or the laws of their home states, please see home schooling documentation requirements.

Candidates must be citizens or permanent residents of the United States. Blue Hills Regional Technical School is not an approved institution by the U.S. Department of Homeland Security to provide admission to international students. Therefore, international students are not eligible to apply for admission at Blue Hills Regional Technical School.

Students with disabilities may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application and admission process. Information on disability submitted voluntarily by the candidate for the purpose of receiving assistance and accommodations during the entire application and admission process will not affect his or her admission to the school.

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

All candidates for the Practical Nursing program are evaluated using the selection criteria outlined in the admission policy. All completed applications for the Practical Nursing program are reviewed and receive a response.

Admissions/Organizational Structure

It is the responsibility of the Superintendent-Director of Blue Hills Regional Technical School to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with this Admissions Policy.

The Blue Hills Regional Technical School Admissions Committee is charged with the selection of applicants for admission. This Committee is comprised of the Director of Admissions and Financial Aid and the Department Chairperson/Lead Teacher of the Practical Nursing program. The Director of Admissions and Financial Aid may designate additional staff from administration and faculty from the Practical Nursing Department to conduct interviews of candidates. Once the staff has been designated, a group meeting/training is conducted by the Director of Admissions and Financial Aid prior to application review and interview. The training consists of review of the admission policy, review of the scoring rubric and review of the interview rubric.

The Director of Admissions and Financial Aid is responsible for supervising all aspects of the admission process including the development and implementation of admission procedures, processing of applications, ranking of candidates, acceptance of students according to the procedure and criteria in the admission policy, and the establishment and maintenance of a waiting list of acceptable candidates.

According to the guidelines in the District Agreement, there are no set quotas for the number of students who are eligible to apply or who are admitted to the school from individual in-district member towns.

Recruitment Process

Blue Hills Regional Technical School disseminates information through the following methods.

1. Posted on Blue Hills Regional Technical School's website at www.bluehills.org is a dedicated section for the Practical Nursing program.
2. Information is available and disseminated to the general public in the Admissions and Financial Aid Office at Blue Hills Regional Technical School.
3. Direct mailings are sent to individuals, schools and agencies.
4. Informational sessions and tours are conducted for all applicants on a scheduled basis.
5. Public service announcements appear in on local cable television and newspapers.

Gainful Employment Disclosure

Blue Hills Regional Technical School is required to disclose to prospective and current students certain data about the Practical Nursing Program. The information included in this disclosure was compiled using award year data which includes occupational classification by Bureau of Labor Statistics, Graduation Rate, Tuition and Fees, Placement Rate and Median Loan Debt. This information is available in the Admissions and Financial Aid Office as well as on the website at www.bluehills.org.

Application Process

Candidates interested in applying for admission are required to complete the following. Candidates must follow the step-by-step instructions available under Instructions to Apply. The priority application completion deadline is mid-February.

1. **Register on-line at www.atitesting.com to take the Test of Essential Academic Skills (TEAS)**, along with fulfilling the cost of the TEAS registration and the Application for Admission (non-refundable). The TEAS is an entrance exam held on our campus or other participating locations. (See Instructions for Application). Applicants are required to successfully meet satisfactory academic standards of the TEAS in Reading and Mathematics. The minimum adjusted individual score of the TEAS in the two sections are Reading 60% and Math 50%.
2. **Complete the Application for Admission** at our on-campus testing site on your scheduled TEAS exam day or the Application for Admissions is disseminated in person or by mail to those who submit official TEAS results from ATI to the Admissions Office.
3. **Submit Official High School Transcript or GED for Proof of High School Graduation or Completion**
 - a. An official copy of your secondary school (high school) transcript must arrive by mail or presented in person in a sealed letter head envelope from the official institution date of graduation. Photocopies and/or student copies are not considered official and will not be acceptable.
 - b. Foreign secondary school (high school) transcripts or general education certifying examinations from official education institution, board, council, ministry or other must be evaluated relative to U.S. Equivalency. All academic records must be translated into English by a certified translator and notarized. Blue Hills Regional Technical School recommends the Center for Educational Documentation, Inc., for evaluation and translation services (if applicable). Obtain the Credential Request Form from the Center for Educational Documentation, Inc. on line at www.cedevaluations.com or by telephone at 617-338-7171 or request by mail at P.O. Box 170116, Boston, MA 02117.
 - c. Home schooled students must submit evidence that the homeschool program was approved by the student's school district's superintendent or school committee.
4. **(Optional) Submit Official College Transcripts/Postsecondary Education**
 - a. **Advanced Placement/Transfer Credits Eligibility** Courses may be eligible for transfer if similar in content and depth to a course/clock hours taught at Blue Hills Regional Technical School. Such courses may include Anatomy & Physiology I & II with labs, Microbiology, Nutrition, Pharmacology, General Psychology, Human Growth & Development. The course must be taken at a regionally accredited/approved school, college or university as determined by the Chairperson. The following criteria is applicable to transferring course/clock hours into the Practical Nursing Program.
 - i. Students must submit their official transcripts to be considered for advanced placement by registration.

- ii. Official transcripts not presented for review and evaluation at the time of registration will not be accepted at a later date. A grade of at least 75% or C (or its equivalent as determined by the Director of Admissions and Financial Aid) must be earned in order to transfer the course into the Practical Nursing Program.
 - iii. Successfully completed non-nursing courses with a grade of C (75%) or better, if attained within the last five years, may be accepted pending review of course outlines.
 - iv. Additionally, current competency in transferred Anatomy and Physiology courses must be demonstrated by achievement of a grade of 75% on a Blue Hills Regional Technical School developed Anatomy and Physiology comprehensive exam.
 - v. Successfully completed nursing courses with a grade of courses of a grade of 75% or C or better, if attained within the last year, may be accepted pending review of course outlines.
 - vi. Cumulative averages do not transfer with students. The grade for approved transfer course/clock hours will be noted on the student's Blue Hills Regional Technical School Report Card and transcript as Tr (Transfer Credit). A new cumulative grade begins with the commencement of a student's career at Blue Hills Regional Technical School and reflects only work completed as a full-time Blue Hills Regional Technical School student.
- b. Pre-requisite college courses are not required. However, candidates are encouraged to submit official postsecondary courses, whether or not, for advanced placement. It provides evidence of postsecondary experience and will be a factor of admission consideration.
5. **Submit a Letter of Recommendation**
6. **Submit Test of English as a Foreign Language (TOEFL) results (if applicable).**
 The TOEFL is required of all English as Second Language candidates, if applicable. An evidence of proficiency in English is required for all courses and certifying exams. It is may be presented in one of the following ways.
- a. A minimum score of 500 on the written test or a minimum score of 173 on the computerized test is required. For the internet TOEFL test, a minimum score of 61 is required. If candidates have previously taken this examination within the past two years, the examination results can be submitted and re-testing will not be required. To register for this test, candidates may obtain the ETS Bulletin and Registration Forms in the Admissions Office.
 - b. An official transcript indicating successful completion of an academic program of study conducted entirely in English language.
7. **Complete a Student Questionnaire** which includes educational background, work experience and personal essay provided prior to your interview.
8. **Interview** with Director of Admissions and Financial Aid and/or designee.

Late Application Process

Applications received after mid-February will be evaluated using the same criteria as other applications and their composite score will be integrated in rank order on the established waiting list.

Admission Selection Criteria

Completed applications are processed by the Admissions Committee using weighted admissions criteria. Each applicant will be assigned a score derived from the sum of points from the following criteria.

A. Entrance Examination: Maximum 45 points

TEAS: Total of the sum of points from Individual Adjusted Scores in TEAS Reading and TEAS Mathematics. TEAS Reading + TEAS Mathematics = Total Entrance Examination points.

TEAS READING		TEAS MATHEMATICS	
Individual Adjusted Score	Entrance Exam Points	Individual Adjusted Score	Entrance Exam Points
87% - 99%	30	87% - 99%	15
80% - 86%	25	80% - 86%	15
73% - 79%	20	70% - 79%	12
66% - 72%	15	60% - 69%	9
59% - 65%	10	50% - 59%	6
58% - 0%	0	49% - 0%	0

B. Scholastic Achievement: Maximum 20 points

Grades are averaged from high school in English, Math, Science and Social Studies. Additionally, post-secondary grades (G.P.A.) averages are combined with the high school averages when available during the application review period.

Postsecondary + High School Grade Average	GED Average	High School (only) Grade Average	Scholastic Achievement Points
80% - 90%	70 – 80	90% -100%	20
70% - 79%	60 – 69	80% - 89%	15
65% - 69%	50 – 59	70% - 79%	10
64% - 60%	40 – 49	60% - 69%	5
0% - 59%	0 -39	0 – 59%	0

C. Recommendation: Maximum 10 points

An individual recommendation is assessed according to content, experience, character and abilities.

Interview Rating	Interview Points
Excellent	10
Above Average	8
Average	6
Below Average	4
Poor	2

D. Interview: Maximum 25 points

An individual interview is assessed according to Interest, Realism, Realism of Vocation/Relevant Work Experience, Motivation, Education, Attendance, Conduct and Communication.

Interview Rating	Interview Points
Excellent	21 – 25
Above Average	16 – 20
Average	10 – 15
Below Average	9 – 1
Poor	0

After points are given in each area, the points are totaled for each applicant. A maximum of one hundred (100) points can be earned.

Admission Selection Process

The Admissions Committee at Blue Hills Regional Technical School will examine, discuss and make recommendations for action on the applications.

The Admissions Committee considers entrance examination, scholastic achievement, a recommendation and interview results. Applications are reviewed, processed and assigned points. After a point total for all applications are placed in order of their “point total.” Candidates are then accepted in order of the point total. Candidates with the highest point total are accepted first, the candidate with the second highest point total is accepted second, and so on until all seats are filled. All candidates who have passed the required minimum adjusted individual scores in Reading and Math of TEAS and have completed the application process will either be accepted or placed on a waiting list. Candidates who did not pass the required minimum adjusted individual scores of TEAS will be declined. A decision notification letter will be mailed to the candidate. The decision notification letter will notify the candidate whether accepted, placed on a waiting list or declined. The decision notification status is valid for the

current year of application. If openings occur, the seats are filled by accepting candidates from the waiting list. These candidates, like those accepted earlier, are accepted in order of their place on the waiting list determined by the total points given according to the selection criteria.

Applications received after mid-February will be evaluated using the same criteria as other applications and their composite score will be integrated in rank order on the established waiting list.

Accepted candidates must notify the Director of Admissions and Financial Aid of their intention to attend or not attend within two weeks of acceptance.

Enrollment Process

1. Payment of Tuition Deposit (\$200) within two weeks of acceptance, a (\$600) down payment by the end of June, and final payment on Registration. Financial assistance may adjust balance due at registration, if financial aid deadlines are met. See Tuition, Fees and Financial Aid.
2. Enrollment Agreement must be completed and signed. A student who fails to sign his/her enrollment agreement or pay his/her seat deposit within the allotted time frame may have his/her enrollment rescinded.
3. CORI (Criminal Offenders Record Information) check must meet institutional and program requirements prior to enrollment
4. Submission of American Heart Association Healthcare Provider or American Red Cross CPR/AED for the Professional Rescuer Certification current through the third week of June during an enrollment period in the Practical Nursing program is required.
5. Submission of Health and immunization must meet institutional and program requirements.
6. Provide Proof of Health Insurance must meet institutional and program requirements

Requirements about tuition, fees, refunds and financial assistance are posted on the Blue Hills Regional website at www.bluehills.org.

For students enrolling in Practical Nursing, the results of the C.O.R.I. check must meet the Board of Registration in nursing “Good Moral Character” requirement. See “Good Moral Character” Licensure Requirement Information Sheet” available at www.state.ma.us/reg/boards/rn.

All clinical facilities reserve the right to conduct an additional CORI inquiry on practical nursing students. Students receiving C.O.R.I. check results documenting conduct and criminal convictions that will result in mandatory permanent exclusion from initial nurse licensure in Massachusetts (Table 1 – “Good Moral Character Licensure Requirement Information Sheet”) will not be accepted for clinical experience at affiliated health agencies. Students so barred from clinical affiliation sites may not be able to meet clinical course objectives resulting in clinical failure and dismissal from the program and forfeiture of all tuition.

Health Criteria: Immunizations as required by the Department of Public Health. Blue Hills Regional Technical School Postsecondary Programs Division's immunization requirements are in accordance with the College Immunization Chapter 76, Section 15C and clinical agency requirements. The following information must be documented for final acceptance into the Practical Nursing program:

1. Evidence of good health, including a completed Student Health Record and physical exam within the past year.
2. Negative Montoux test within the last year or chest x-ray within 1 year
3. Tetanus immunization within 10 years prior to admission Measles, Mumps and Rubella titer results
4. Hepatitis B vaccine (three doses, mandatory) and a Hepatitis B titer results
5. Varicella titer results
6. Health Insurance must be maintained throughout the duration of the program
7. Satisfactory results of Criminal Offender Record Information Release (CORI) and meet Health requirements.

Re-Admission

Students withdrawing from the Practical Nursing Program may apply for re-admission. Students must notify the Director of Admissions and Financial Aid. Students must complete the Application for Admission. The Application for Admission is available in the Admissions Office and may be found on the Blue Hills website at www.bluehills.org. The individual's application will be considered for re-admission based upon the approved Admissions Policy of Blue Hills Regional Technical School. Students dismissed for unethical behavior are not eligible for re-admission.

All re-admission applicants must submit a written request for a recommendation re-admission letter to the Faculty Committee through the Practical Nursing Chairperson. Upon review of the student's attendance, tardiness, clinical and academic performance, the Faculty Committee will determine a recommendation for re-admission. The Practical Nursing Chairperson will then submit a written recommendation to the Director of Admissions and Financial Aid reflecting the Faculty Committee decision.

All individuals seeking admission or re-admission must meet the approved Satisfactory Academic Progress and Attendance Standards.

To assist students in understanding this progress standard, the following list outlines decisions students would make which may affect re-admission with advanced standing.

1. Openings for re-admission are limited based on space availability.
2. Every student is required to successfully complete all three modules for graduation.
3. Practical Nursing students must have a grade of 75% or better in all subjects to be in good academic standing at the end of any module.
4. The maximum time frame to complete the program and receive federal financial assistance is 1.5 times the program length or 60 weeks. If the student will be enrolled in

school longer than 1.5 times the length of the program or 60 weeks, the student will be ineligible for financial assistance.

5. All previous tuition and fees owed to Blue Hills Regional Technical School must be paid in full prior to re-admission.
6. Re-admission to Medical Surgical Nursing I, the applicant will be required to take a challenge examination (Fundamentals) with a passing grade of 75%.
7. Re-admissions to Medical Surgical Nursing II, the applicant will be required to take a challenge examination in (Medical Surgical I) required with a passing grade of 75%.

Course Exemption Policy

There is no exemption from courses in the Practical Nursing Program.

Admission Review Process

The applicant, upon receipt of a letter from the Admissions Committee of Blue Hills Regional Technical School indicating that the applicant has not been accepted or waitlisted, may appeal the decision to the Director of Admissions and Financial Aid. The appeal must be in the form of a letter that states the reason(s) why the applicant thinks the decision should be reconsidered. The appeal letter must arrive within thirty (30) days of the date on the non-accept letter. The Director of Admissions and Financial Aid will conduct an administrative review of the application materials and notify the applicant of the results of the review.

The applicant, who is not satisfied with the decision of the Director of Admissions and Financial Aid, may request an appeal on the matter with the Superintendent-Director. This request must be made in writing and must arrive within thirty (30) days of the meeting with the Director of Admissions. The Superintendent-Director's Office will schedule an appeal on the matter with the applicant and the Superintendent-Director. At this appeal, a decision will be rendered. The decision of the Superintendent-Director will be final.