

Admission Policy
for
Post-Secondary/Practical Nursing Program

Application
for
Post-Secondary/Practical Nursing Program

Montachusett Regional Vocational Technical School

ADMISSION POLICY Post-Secondary/Practical Nursing Program

Introduction:

An admissions process is necessary in order to provide a fair, equitable, and organized entrance into the Montachusett Regional Vocational Technical School (Monty Tech) Post-Secondary/Practical Nursing Program. A specific maximum number of students will be admitted into the program to ensure that there will be space and resources to accommodate the needs and interests of all students. All applicants to the Post-Secondary/Practical Nursing Program at Monty Tech will be evaluated using the criteria contained in this Admission Policy.

Equal Educational Opportunity:

Monty Tech 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, economic or homelessness status.

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

Students with disabilities may voluntarily self-identify for the purpose of requesting reasonable accommodations during the entire application 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 the applicant's admission to the school.

Eligibility:

Applicants from in and out of the Monty Tech district will be accepted. Qualified in district applicants will receive additional points in their application interview. Admission exam dates are available on the Monty Tech website and can be obtained by calling the Monty Tech Practical Nursing Office.

Candidates for the Post-Secondary/Practical Nursing Program are required to:

1. Complete an application; return it to the Practical Nursing office with a \$40 application fee prior to or upon the designated due date.

2. Submit an official high school transcript or GED score. This must be received directly from the high school, GED office, accredited school or approved home schooling program. Transcripts from higher education (colleges) must be received directly from the college or higher education institution. Evidence of equivalent high school education from schools outside the U.S. must be evaluated by an approved agency for equivalency to a U.S. high school education. (For assistance contact the Center of Education Documentation, Boston @ 617-338-7171)
3. Submit three references. Two (2) of the three (3) references required must include an immediate past or current supervisor or employer. Family members or friends are not acceptable references.
4. Completion of the admission exam (TEAS). The student must meet the designated adjusted individual score criteria set and show evidence of basic or proficiency level in the individual rank score in the areas of: Reading, Math, Science, and English. The TEAS exam must be taken at Monty Tech or another college or vocational technical school within Massachusetts after September 2016 and can only be taken twice within the admission timeframe. (See Exhibit A). All applicants, regardless of their past educational background, will complete the admission exam and meet the same requirements for admissions. No application will be reviewed until the applicant has met the TEAS exam criteria.
5. An interview will be scheduled with the Director of the Practical Nursing Program and or designee.

Additional documents must be submitted upon acceptance:

1. American Heart Assoc. health care provider CPR current for the duration of the program.
2. Physical exam within 6 months of entering the program.(Physical exam forms provided by PN program)
3. Proof of current health insurance coverage.
4. Proof of TB testing with a negative Mantoux result or current negative chest x-ray results. Second Step TB testing is required by some clinical sites.
5. Massachusetts Dept. of Public Health, health care personnel required immunizations: 3 dose Hepatitis B series or booster and proof of immunity(titer) or signed declination form, Measles, Mumps, Rubella 2 vaccines or titer, Chicken Pox status history of disease or 2 vaccines or titer, Tetanus toxoid and/or TDAP within 10 years, annual Flu vaccine required during Flu season.
6. Student nurse liability insurance coverage policy in effect for duration of program.

Organizational Structure:

Monty Tech is a public regional technical high school located in North Central Worcester County in Fitchburg, Massachusetts. Montachusett Regional Vocational Technical School District and is accredited by the New England Association of Schools and Colleges and the Post-Secondary/Practical Nursing Department is accredited by the Council on Occupational Education. Monty Tech is committed to providing quality technical programs to all who attend.

It is the responsibility of the Monty Tech Superintendent-Director to supervise the administration of the policies and procedures required to admit and enroll applicants in conformity with this Admission Policy.

Monty Tech has an Admission Team appointed by the Superintendent-Director. The Team consists of a member of the Administration, a Post-Secondary/Continuing Education representative, the Practical Nursing Director and Faculty. Responsibilities of the Admission Team include:

1. Determination of standards for admission
2. Development and implementation of admission procedures
3. Processing of applicants
4. Interviewing applicants
5. Ranking of students
6. Acceptance of students according to the procedure and criteria in the Admission Policy

The Monty Tech Practical Nursing Director and the Program Support Manager for the Practical Nursing Program are responsible for disseminating information about Monty Tech Post-Secondary Programs through local school assemblies, career fairs, open houses and press releases, and for collecting applications from the local schools and the area at large. Monty Tech does not apportion seats to the towns and city in the district.

Recruitment Process:

1. Monty Tech Post-Secondary/Practical Nursing Department disseminates information about the Post-Secondary Practical Nursing program through a variety of methods:
 - a. Information is posted on the school website.
 - b. An Informational Session during the fall/winter is scheduled. Prospective students have an opportunity to visit the Post-Secondary Practical Nursing program and speak with Faculty as well as view presentations about our course offerings.
 - c. The School of Continuing Education Brochure is published and distributed twice a year in newspapers, mailed to all home addresses within the district and available within the school.

Application Process:

Applicants interested in applying for admission must:

1. Obtain an application form by downloading the package from the Monty Tech website at www.montytech.net or by contacting the Practical Nursing office.
2. Submit the application form and the \$40 application fee to the Practical Nursing office no later than the designated due date.
3. Applications that remain incomplete after the designated due date will not be reviewed and not included in the admission process.

A completed application must include:

1. The application to the Montachusett Regional Vocational Technical School Practical Nursing Program submitted within the defined due date.
2. Three references: one from an immediate supervisor (past or present), one from an employer (past or present), and none may be family members. Other suggested references may include: co-workers, teachers or counselors or a person with whom you may have collaborated on a completed project or community service.
3. Admission exam: TEAS exam results that have met the Monty Tech criteria.
4. High School diploma or GED original transcript documentation.

Selection Process:

Applications are reviewed for completeness by the Practical Nursing Program Support Manager and the Director of the Practical Nursing Program and/or designee. Applicant interviews with the Director of Practical Nursing are scheduled by the Practical Nursing Program Support Manager. An applicant summary record along with the interview will be submitted to the Admission Team for their review.

- Personal Interview 0-15 points
- Essay Statement 0-15points
- References: 0-15 points
- Academic Achievement (official High school or GED agency transcripts) 0-5 points
- TEAS Entrance exam results: points for a score over the 50% 0-50 points
- Residency: 5 points if residence within district
- Related work experience: 0 points
- Career ladder: Yes/No 0 points
- Monty Tech High School graduate: 0 points

The Post-Secondary/Practical Nursing Program Admission Team will rank applicants and accept applicants according to the procedure and criteria contained in this admission policy. The Admission Committee will establish and maintain a list of acceptable candidates. Priority for admission is given to Monty Tech in district applicants when the scores are equal. All applicants are notified in writing of their status:

- Accepted
- Not accepted

Review Process:

The applicant, upon receipt of a letter from the Monty Tech Post-Secondary/Practical Nursing Office indicating that the applicant was not accepted, may request a review of the decision by the Coordinator of Post-Secondary/Practical Nursing. The applicant may send a letter requesting a review to the Monty Tech Coordinator of Post-Secondary/Practical Nursing within thirty (30) days of the receipt of the rejection letter. The Coordinator will respond in writing to the applicant with the findings of the review within thirty (30) days. If further review is requested the applicant may send a letter requesting a review to the Monty Tech Superintendent-Director within thirty days of the receipt of the rejection letter. The Superintendent-Director will respond in writing to the applicant with the findings of the review within thirty (30) days.