



CENTER FOR LEARNING

Adult Education

12 Allen Street | Auburn, NY 13021

Phone 315.253.4899 | Fax 315.253.2972 | Web [www.cayboces.org/nursing](http://www.cayboces.org/nursing)

**Practical Nursing 2025-2026  
Admissions Process Checklist**

- ➔ PLEASE READ THIS STEP-BY-STEP CHECKLIST CAREFULLY AND FOLLOW DIRECTIONS.
- ➔ THERE ARE DEADLINES AND REQUIREMENTS WHICH MUST BE COMPLETED.

**STEP 1: Attend Informational Session**

- As part of your application process, you will choose an Informational Session date to attend. At this informational session, you will receive information about our program requirements and schedule your pre-admission testing.

**STEP 2: Application and Fee**

- Complete the electronic application. (Time will be available after your Informational Session for completing the application.)
- There is a \$100 non-refundable processing fee.
  - ▶ This fee ***must*** be paid before taking the pre-admission test.  
(If Saturday testing - please pay during regular office hours prior to testing)
  - ▶ Forms of payment accepted: **EXACT cash amount**, check\*, money order, most major credit/debit cards.  
*\*Make checks payable to: Cayuga-Onondaga BOCES*

- Mail, bring or submit payment to:

PN Admissions  
The Center for Learning  
12 Allen Street  
Auburn, NY 13021

Electronic payment: <https://secure.go2gov.net/pay/public/cayonbocessaf/welcome.faces>

**Do not apply for financial aid or complete a FAFSA  
until advised by us to do so.**

PLEASE KEEP FOR YOUR RECORDS

## ADMISSION DEADLINES

### ➤Early Acceptance:

Application Deadline is Friday, March 28, 2025.

\*Application, processing fee, all references, transcripts and pre-admission testing are due by this date.

### ➤Final Acceptance:

Application Deadline is Friday, May 23, 2025.

\*Application, processing fee, all references, transcripts and pre-admission testing are due by this date.

## STEP 3: Transcripts

\*A high school diploma or high school equivalency diploma/transcript is **required** to apply to the Practical Nursing program.

- If you have graduated from high school, contact the **high school** you attended and request to have your **OFFICIAL transcript** sent **directly us at:** PN Admissions  
The Center for Learning  
12 Allen Street, Auburn, NY 13021
- If you have received a **High School Equivalency Diploma/Transcript (TASC/GED)**, a copy must be provided to the above PN Admissions address. **\*\*NOTE:** If you have to request a duplicate from NYSED, the wait time to receive it is approximately 8-10 weeks. Please act quickly if you need a duplicate.  
The link for NYSED: <http://www.acces.nysed.gov/hse/duplicate-diplomas-andor-transcripts>
- If you attended any **college** or **school of nursing**, be sure to contact each location and request to have your **OFFICIAL transcript(s)** sent directly to PN Admissions at the above address. If you have taken courses in Chemistry, Anatomy & Physiology, and/or health professions, be sure to note these courses on the application form as these may give you an advantage in the acceptance process.  
**\*\*Note:** We must receive transcripts from any/all previous nursing school attempts. If you have previously attended our Practical Nursing program, please request that your transcript be copied to your application folder.

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## STEP 4: References

Three (3) references must be returned.

- Complete and sign where form reads “Applicant To Complete”. Be sure to check the ‘Rights and Privacy Act’ (‘Waiving the right’ means the person you have selected to give a reference is being allowed, by you, to do so.)
- Select three (3) people. These would be employers, supervisors, teachers, and individuals who can speak of your ability to perform academically.  
**DO NOT include family members and/or friends. Points will be lost for family/personal references.**
- Ask the individuals to complete a reference form, and **they** must mail the form **directly** to The Center for Learning address.

**NOTE: References submitted by applicant are invalid.**

- Prepare three regular letter envelopes with the mailing address shown below. Give one to each individual you have selected as a reference.  
(Suggestion: Placing a stamp on the envelopes may ensure your reference is returned to us sooner.)

PN Admissions  
The Center for Learning  
12 Allen Street, Auburn, NY 13021

\*The person completing your reference may also email it directly to: [c4learn@caybores.org](mailto:c4learn@caybores.org).

## STEP 5: Pre-Admission Testing

- For optional pre-admission test preparation materials visit: [www.atitesting.com](http://www.atitesting.com)  
Click ‘Online Store’ for the **TEAS VI Study Manual** and **Online Practice Test**.

A six-week study plan from ATI may be requested from the Center for Learning.

\*While pre-admission testing preparation materials are not a requirement for testing, they may be helpful. The Center for Learning has a small supply of TEAS VI study manuals which applicants are welcome to use. Applicants should call ahead and make arrangements to come in to review these manuals. Study manuals will not be lent out or used outside of the office.

- Pre-admission testing will be held at The Center for Learning, 12 Allen Street, Auburn, NY.

### Testing

- Please arrive 15 minutes before scheduled start time.
- Bring photo ID.
- Allow up to four (4) hours for testing.
- Applicants will receive further information on their testing results and next steps from the Healthcare Occupations Coordinator within a week of testing.

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