



CENTER FOR LEARNING
Adult Education

12 Allen Street | Auburn, NY 13021
Phone 315.253.4899 | Fax 315.253.2972 | Web www.caybores.org/nursing

Practical Nursing 2020-2021 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: Application and Fee

- Complete the enclosed application.
- There is a \$75 **non-refundable** processing fee.
 - ▶ This fee **must** be paid before taking the pre-admission test.
(If Saturday testing - please pay during regular office hours.)
 - ▶ Forms of payment accepted: **EXACT** cash amount, check, money order, most major credit/debit cards.
•Make checks payable to: Cayuga-Onondaga BOCES.
- Mail or bring application and payment to:
 - PN Admissions
 - The Center for Learning
 - 12 Allen Street
 - Auburn, NY 13021

ADMISSION DEADLINES

➤ Early Acceptance:

Application Deadline is Friday, April 3, 2020.

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

*A reduced acceptance fee will be offered only to early admission candidates.

➤ Final Acceptance:

Application Deadline is Friday, May 29, 2020.

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

PLEASE KEEP FOR YOUR RECORDS

STEP 2: Transcripts

*A high school diploma or high school equivalency diploma is **required** to apply to the PN program.

If you have graduated from high school, contact the **high school** you attended and request to have your **OFFICIAL transcript** sent **directly** to:

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

If you have received a **High School Equivalency Diploma (TASC/GED)**, a copy of this must be provided to the above PN Admissions address.

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, these may give you an advantage in the acceptance process; be sure to note these courses on the application form.

STEP 3: References

*You are provided three (3) pink reference forms. Three 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’ve selected to give a reference is allowed by you to do so.)
- Select three (3) people: employers, supervisors, teachers, individuals who can speak of your ability to perform academically. **DO NOT** include family members and/or friends.
- Ask the individuals to complete the reference form; **they** must mail* it **directly** to The Center for Learning. **NOTE: References submitted by applicant are invalid.**

*References may be returned to us quicker if you provide the individuals you selected with a pre-addressed and stamped envelope.

- Prepare three envelopes with the mailing address shown below.
Give one to each individual you have selected.

PN Admissions
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STEP 4: Review the following for PRE-ADMISSION TESTING

Call (315) 253-4899 to schedule your pre-admission test date. (Dates are listed below)

For optional pre-admission test preparation materials visit: www.atitesting.com

Click 'Online Store' for the [TEAS VI Study Manual](#) and [Online Practice Test](#).

(Materials are not a requirement for testing. The Center for Learning has a small supply of manuals that may be used free of charge and onsite during office hours.)

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

A. Testing/Orientation

Please arrive promptly.

Bring photo ID.

A brief orientation session will precede the pre-admission testing.

Allow up to four (4) hours for the orientation and the testing.

Applicants who pass the entrance exam will receive further information on the admission process and on financial aid.

Do not apply for financial aid or complete a FAFSA at this time.

Applicants who do not pass their first attempt at the entrance exam are allowed one retest for an additional fee of \$60.

B. Pre-admission Test Dates at The Center for Learning, 12 Allen Street, Auburn NY

*You Must Bring Picture ID

• Thursday	February 13, 2020	8:45 AM
• Monday	February 24, 2020	8:00 AM
• Monday	March 16, 2020	12:00 PM
• Thursday	April 2, 2020	3:45 PM
• Tuesday	April 14, 2020	12:00 PM
• Monday	May 4, 2020	8:45 AM
• Saturday	May 9, 2020	8:00 AM
• Wednesday	May 20, 2020	8:45 AM

*Additional test dates will be scheduled as needed.

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