



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 2021-2022 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 2, 2021.

*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 28, 2021.

*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 us at:** 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, be sure to note these courses on the application form as these may give you an advantage in the acceptance process.

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 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.
- Ask the individuals to complete a reference form, and **they** must mail* the form **directly** to The Center for Learning address.
PLEASE NOTE: References submitted by applicant are invalid.
- Prepare three envelopes with the mailing address shown below.
Give one to each individual you have selected.

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

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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](#).

(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.

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 11, 2021	8:45 AM
• Monday	February 22, 2021	8:00 AM
• Monday	March 15, 2021	12:30 PM
• Thursday	April 1, 2021	3:45 PM
• Tuesday	April 13, 2021	12:00 PM
• Monday	May 3, 2021	8:45 AM
• Saturday	May 8, 2021	8:00 AM
• Wednesday	May 19, 2021	8:45 AM

*Additional test dates will be scheduled as needed.

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