



Thank you for calling the BOCES Consortium of Continuing Education to ask about our Licensed Practical Nursing Program! These instructions will help you through the application process and answer frequently asked questions other applicants have had. Please read and follow them carefully. The application process may take up to four months, so don't delay completing the steps to apply.

Best of Luck!

**STEP 1:** If you have a high school diploma, call your school today and ask them to mail us an official transcript (signed and sealed by the school NOT FAXED). If you have a high school equivalency (HSE) credential, please submit that to BOCES. You must submit one or the other of these to be eligible to take the entrance exam.

Please have all transcripts and HSE Credentials sent to:

Lorreen Lisacki

Madison-Oneida BOCES

Utica Access Site

508 Second Street, Utica, NY 13501

- Schedule and submit payment of \$65 to BOCES to take the entrance exam – Kaplan Nursing Entrance Exam by visiting **moboces.org>Programs & Services>Adult & Continuing Education>Course Catalog & Registration**. Please make sure that you are able to commit to the date that you have registered for, as you can only reschedule **one** time. **If you are late to your testing session you risk not being allowed to test. Be On Time.** Any changes of the scheduled date will result in an additional cost, as outlined below:
- If you have an extenuating circumstance, for which you have documentation, you may change your test date with the processing fee of \$10. Documentation will be required before you are able to re-schedule. Examples of extenuating circumstances includes, but are not limited to; death of a family member, emergency surgery, hospitalization or illness documented by a physician.
- If you are a no-call, no-show, you will need to re-register for the exam and pay the full cost of the test (\$65), again.
- If you test and don't meet the required scores to be offered an interview by the admissions committee, you may take the test one more time at the cost of \$55. Eligibility to take any further tests, after the second one, will be determined by the Health Occupations Coordinator.

The topic areas tested are reading, math, science, writing and critical thinking. We highly recommend you study for the test. The recommended review book is titled **Kaplan Nursing School Entrance Exam Full Study Guide 2nd Edition, ISBN: 978-1949147674**, and it is available for purchase on Amazon.

**Exam Day:** If you have not already provided BOCES with a **copy of your HSE**, please bring it with you on exam day, along with a **photo ID and a pen/pencil**.

Your exam will be scored the same day and you will need to have scored at least a 5 on the below rubric to move on to Step 2 of the application process:

| Criteria                                       | 0 Points      | 1 Point             | 2 Points             | 3 Points                                |
|--|---------------|---------------------|----------------------|---|
| Kaplan score range<br><b>Reading</b>           | Developmental | Basic<br>43-49%     | Proficient<br>50-59% | Advanced/Exemplary<br>60-75%<br>75-100% |
| Kaplan score range<br><b>Critical Thinking</b> | Developmental | Basic<br>46.7 – 49% | 50-69%               | 70-80%<br>80-100%                       |
| Kaplan score range<br><b>Overall Score</b>     | Developmental | Basic<br>40 – 49%   | Proficient<br>50-59% | Advanced/Exemplary<br>60-75%<br>75-100% |

**STEP 2:** You will be given an appointment for a personal interview with the Admissions Committee. You will need to submit the items listed below at least one week BEFORE your interview for review.

- ✓ Three professional references (*professional references are from a supervisor, manager or owner etc.*) You will be given reference forms once you have completed testing satisfactorily
- ✓ Your Work History (a resume is preferred)

**DOCUMENTS CAN BE MAILED, EMAILED OR BROUGHT IN PERSON TO:**

Lorreen Lisacki, Madison-Oneida BOCES, Utica Access Site, Utica, NY 13501  
llisacki@bocesce.org (315) 738-7322

**Please DO NOT EMAIL PHOTOS OF DOCUMENTS, THEY WILL NOT BE ACCEPTED. We recommend apps such as CamScanner if you are only able to send photos.**

**STEP 3:** **Personal Interview** with the Admissions Committee.

Please remember to dress and carry yourself in a professional manner, as if this were an employment interview. Business casual attire is appropriate.

**STEP 4:** The Admissions Committee will carefully consider your application. If the Committee offers you an opportunity to continue, your letter contains an Admissions Application and a Health Form. Please **return the Admissions Application along with \$50 within two weeks of the date of your letter**. Once we receive your Admissions Application and fee, you will be granted provisional acceptance into the Practical Nursing program, pending that you attend a mandatory financial aid workshop, comply with a mandatory drug screen\*\*, and complete your health document packet. Our staff at BOCES will call you to arrange the drug screen test and your financial aid workshop. **Please schedule an appointment with your healthcare provider upon provisional acceptance so that you have your completed health document packet to submit on the first day of class.** **PLEASE DO NOT SEND US YOUR HEALTH DOCUMENTS.**

**\*\*BOCES remains a drug free zone. Positive drug screens will exclude individuals from clinical practice. Healthcare facility guidelines prohibit those found under the influence from entering clinical sites and participating in clinical instruction\*\*.**

The tuition for the practical nursing program for the 2022-2023 is approximately \$15,500 plus \$1800.00 additional fees and other associated costs. Final out-of-pocket expenses are determined on an individual basis during your financial aid workshop. During your workshop you will complete the Free Application for Federal Student Aid (FAFSA). **The FAFSA will calculate what amount of federal aid you may qualify for. For those who qualify and prefer, the possibility of a payment agreement with BOCES will be explored during the Financial Aid Workshop.**

You may pay any of the fees for the program with cash, check, money order, credit or debit card in person or by calling the BOCES Adult and Continuing Education division on the Madison-Oneida BOCES campus in Verona at 315-361-5800. Kaplan fees may be paid online. The BOCES ACCESS Sites can also process payments. The ACCESS Sites can be contacted at:

Utica ACCESS Site – 508 Second Street – Phone: 315-738-7300  
Rome ACCESS Site – 266-268 West Dominick Street – Phone: 315-334-8000  
New Hartford ACCESS Site – 4747 Middle Settlement Rd – Phone: 315-793-8696

**\*\*MO-BOCES does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations including admission to the PN program.**