



PRACTICAL NURSING

INFORMATION SHEET

BCIT Adult Education division provides the education needed to prepare individuals entering the nursing profession as Licensed Practical Nurses. This 11-month full-time program runs from September 1st through July 31st, Monday through Friday, 8:30 am to 4:30 pm. The program includes courses relating to health science, social science, humanities, nursing theory, lab skills training, simulation and clinical experiences. Standardized testing is also included throughout the program to evaluate student readiness, and to prepare students for the National Council Licensing Examination for Practical Nursing (NCLEX-PN).

Points for entry into the program include:

1. Entrance Test

- a. Complete an application form to take the Test of Adult Basic Education (TABE)
(This test measures Mathematical and Language Skills, and Reading Comprehension. Search online for TABE test study guide – minimum expectation 10th grade and 9th grade for Math only.)
- b. The cost of the TABE test is \$50.00 (Cash, or major credit card are accepted). Test fee is non-refundable. Checks are not accepted for the test.
- c. Make an appointment to test at **BCIT, Westampton Campus**. Testing schedule is posted on the adult education section of the website – www.bcit.cc.
You must call 24 hours in advance to cancel an appointment. You may reschedule a new test at that time. No call no show will result in a loss of deposit. Call 609-267-4226 ext. 8214, Adult Education Division, to schedule/cancel/reschedule appointments.
- d. Two forms of Identification are required at the time of testing (one must be photo ID). Candidates may bring a calculator to the testing session.
No Beepers No Telephones No Children No Chewing Gum are allowed in the testing center.
- e. Test results will be available within two weeks of testing. If an applicant does not pass all portions of the test, he/she must remediate, within the assigned timelines, to retake the portion/s missed. Retesting fee is \$50.00.

2. Admission to the Practical Nursing Program (see alternate admission below)

- a. Successfully meet the TABE requirements
- b. Accept an invitation to attend a mandatory information/interview session.
- c. The following will be requested at interview–
 1. You must be at least 18 years of age – legal picture ID is required.

2. You have graduated from high school in the U.S or hold a U.S equivalent H.S diploma or GED.

An official U.S. High School transcript, GED or official U.S. high school equivalent transcript (evaluated by World Education Services – WES) is required.

WES - P. O. Box 745, New York, NY10113- 0745, phone number (212) 966-6311, fax number (212) 739-6120 (www.wes.org.)

3. Proof of good physical and mental health, negative urine drug test, and all immunizations documented by a medical doctor or nurse practitioner.
 4. A clear criminal history background check. (includes fingerprinting).
 5. 3 letters of recommendations (not from family and friends).
- d. Make the initial down-payment of \$3,000.00 (acceptance fee), to BCIT by the due date given in order to secure a seat in the class. Non-payment by the due date will result in loss of a seat in the program.
 - e. Meet all program requirements by the given due date.
- Applicants meeting all the above requirements and approved to enter the program will be notified by mail. The program will be filled on a first come first serve basis.*

3. Alternate Admission Options

- a. Applicants who have successfully completed the TEAS-5, HESI or TABE tests within two years of the start date of the LPN program may bring an official copy of the test result for evaluation and possible exemption from the TABE test at BCIT.
- b. Students who have not successfully completed the TABE entrance test, as required, may make an appointment for assessment of eligibility to enter the **pre-nursing program. An applicant must score a minimum of 9th grade in all sections of the TABE** to be considered. **Acceptance is not guaranteed.**

The **pre-nursing program** allows applicants to complete pre-requisites courses for eligibility to transfer to nursing courses while completing remediation requirements and satisfying TABE criteria. TABE criteria must be met by the deadline given. Failing a pre-requisite course or any section of the TABE retake will result in dismissal from the pre-nursing section of the program. A student may apply to the next year's LPN class. No refunds are granted.

- c. Applicants who have successfully completed **approved college courses** in Anatomy and Physiology, Nutrition and Pharmacology may test out of these courses for FAST TRACK entry into the Nursing Courses of the LPN program. Pharmacology drug calculation portion may still be required. Entrance test requirement is not waived. **Test fees will apply.** Applicants may also elect to take these courses as a refresher if accepted in the program. In this case the cost of the program will not be pro-rated but will remain at the current rate.
- d. Graduating high school students should make an appointment with the program coordinator to discuss access to the entrance test and eligibility to enter the LPN program.

4. Tuition and Fees – Rates are subject to change.

- a. Cost for the program is \$12,995.00 and includes
 - i. Tuition
 - ii. Laboratory Fees and ATI testing.
 - iii. Expenses incurred for entry into the program and licensure requirements are each student’s responsibility and are not included in this cost for the program.
 - iv. Upon successful completion of the Fundamentals of Nursing course, students seeking CNA certification will be required to pay any fees requested by the Department of Health and Human Services.

An installment plan is available at a small fee with each tuition payment. The acceptance fee must be made by the due date in order to secure a seat. Late fees will be incurred for every late payment (cash, check, or major credit card). Return checks will also incur a fee. Please review the division’s refund policy.

Request for withdrawal made less than 60 days prior to the beginning of class are NOT eligible for reimbursement. Total cost of this program is \$12,995.00. \$3,000.00 is due upon acceptance into the program. Five additional payments of \$1,999.00 are required throughout the program

Example of Payment Plan Breakdown

Pmt. 1** (due upon acceptance) \$3000.00	Pmt. 2 \$1999.00	Pmt. 3 \$1999.00	Pmt. 4 \$1999.00	Pmt. 5 \$1999.00	Pmt. 6 \$1999.00
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Classroom: A909 Westampton Campus

The above points for entry into the Practical Nursing program and costs are subject to change by the Adult Education Division.

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Burlington County Institute of Technology
Adult Education Division
PRACTICAL NURSING ADMISSIONS
695 Woodlane Road
Westampton, New Jersey 08060

APPLICATION FOR ADMISSION TO THE SCHOOL OF PRACTICAL NURSING
PLEASE PRINT IN INK OR TYPE

Social Security Number _____ E-mail address: _____

Name _____
Last First Middle

Address _____

City _____ State _____ Zip _____

Date of Birth _____ Telephone _____ Cell/Other _____

Licensed Practical Nursing Program:

Daytime Program () Evening Program() Anytime () - Campus: Westampton ___
Medford ___

(Day classes available at Westampton only)

Name of High School: _____ Year of Graduation/GED _____

Other Schools Attended: _____ Citizenship: _____

I have read and understand all information provided on the attached three-page information packet.

Date: _____ Signature: _____

To register for the Licensed Practical Nursing Program Test, you must submit:

- 1. A completed application
2. Payment for \$50.00 by exact cash, credit card or money order is NON REFUNDABLE.
No checks will be accepted. If appointment is cancelled within 24 hours prior to scheduled test, the \$50 is forfeited.
3. Credit Card Information: Master Card () Visa () Discover () _____

You will be notified in advance of the date and time of your testing appointment. Failure to cancel your appointment 24 hours in advance of scheduled test time will cause delay in rescheduling a new test date, and will incur forfeit of \$50 test fee. Call the Testing Office at the Westampton Campus, 609.267.4226 ext. 8214 at anytime. Three canceled appointments will also result in inactivation of your application.

Burlington County Institute of Technology does not discriminate on the basis of race, color, religion, sex, age, handicap, or national and ethnic origin regarding admissions to their educational programs. The Board of Education reserves the right to withdraw or revise any and all course offerings, terms and conditions. This printed material supersedes similar previous materials. For additional information, please call 609-267-4226 x 231.