

Licensed Practical Nursing

ROCHESTER
SUNY UCAWD

The logo for the Educational Opportunity Center (EOC) at Rochester SUNY UCAWD. It consists of a dark green circle containing the lowercase letters "eoc" in white, bold, sans-serif font.

eoc

Program Information Session Module Two of Three

Application Process

(continued)

Step Four

- **Schedule/take/pass a TABE entrance test**

Step Five

- **Registration for Pre-LPN Class***
- **Continuous submission of additional required documentation**

Application Process

(continued)

Step Six

- **Attend an Individual Interview**

Step Seven

- **Complete the Test of Essential Academic Skills (TEAS)**

Test of Adult Basic Education

TABE Test

- The TABE measures math and reading comprehension levels.
- Currently the passing TABE scores (Level D) for the REOC LPN program are:

620	Reading
600	Mathematics

Pre-LPN Class

Prepare for Class Success

- **Concentrates on reading and math skills**
- **Online and self-paced**
- **Assists in evaluating for LPN readiness**
- **Evaluated on individual participation and individual progress**

Additional Required Documentation

Submit to REOC Admissions for Review and Approval reocadmissions@brockport.edu

- **Official (sealed) High School Transcript or High School Equivalency (must be mailed to REOC Admissions)**
- **Certificate of Health Statement**
- **Two sealed letters of professional reference (non-relative or friend)**

Individual Interview

Applicants will be rated on all aspects of professionalism, preparedness, confidence, dress and demeanor.

Prepare for your individual interview

- **Dress professionally.**
- **Be prepared to write a short paragraph on a provided topic. (You may be asked to provide a paragraph.)**
- **Conduct research on your chosen career of Licensed Practical Nursing. You will be asked to elaborate on your choices.**
- **Be ready to talk about how you have organized your personal life such as:**
 - Securing reliable transportation**
 - Obtaining child care (and emergency plans)**
 - Organize study time schedule**

Tips for Success Individual Interview

Applicants will be rated on all aspects of professionalism, preparedness, confidence, dress and demeanor.

Prepare for the interview by

- **Getting a good night's rest.**
- **Dressing professionally.**
You are expected to dress as if you want to start a professional CAREER and how you want to present yourself as a future nurse.

A professional outfit is best.

No casual clothes.

No "loud" or large jewelry.

No long nails or bright colored nail polish.

No extra visible piercings.

No gum chewing.

DRESS THE PART

For Women

LONG HAIR

Long hair is fine, when it is styled correctly. An employer should never wonder if you own a comb or if you know how to use one!

LOOP DE LOOP

Earrings can give an outfit the extra pop, but in this case it is more of a blast, blowing away your opportunity to have a potential employer focus on you and not your earrings.

UNDERGARMENTS

Undergarments should be, just that, under your garments. Employers do not want to see your under clothing peeking through your outfit.

TANK TOP

It may be hot outside, but this tank is only going to burn out your job search. Cover up your assets, front and back.

VISIBLE INK

Every tattoo has a story, but most employers don't want to hear it. In many cases you don't know what the tattoo says about you to the employer.

EXCESS'ORIES

Rule of thumb or wrist is to keep it simple and neat. One accessory is the limit.

'HOLE'Y MOLEY

Although pants with built in air conditioning may be tempting, these pants are screaming to employers. "Take me and my career to the E.R. for emergency resuscitation."

BTW: When in a skirt a "mini" is too much, around the knee is just right.

CAT FIGHT

Leopard print is a interview no-no especially in a sandal, along with seeing your toes and where they meet. To put your best foot forward it should be in a sock/stocking and a closed toe dress shoe.



NEAT & CLEAN

Your hair should not stand up or out. You will stand out by having a well manicured appearance, combed hair and a smile.

KEEP IT SIMPLE

Jewelry is optional and if you decide to add some glam to your look, the simpler the better. Employers don't want you to flaunt your bling.

JACKET

A quick way to step up an outfit is to put on a jacket or cardigan. The blouse/shirt and pants say appropriate, the 3rd piece says professional.

LONG SLEEVE

A long sleeve does a couple of things. It gives you a clean and polished look and hides any creativity inked on your arm.

POLISHED NAILS

Finger nail polish should say 1 thing to an employer 10 times, I am the right person for the job. Steer clear of bright, bold colors. French tips or a neutral color say manicured and professional.

PRESSED PANTS

Preparation is key! Before you put those pants on have them pressed. Throwing them in the dryer doesn't count!

POLISHED SHOES

The one thing that can ruin the impression of professionalism in a jiffy is foot wear. Stick with dress shoes that are polished and clean.

DRESS THE PART

FOR MEN

NEAT & CLEAN

Your hair should not stand up or out. You will stand out by having a well manicured appearance, combed hair and a smile.

LONG SLEEVE

A long sleeve does a of couple things. It gives you a clean and polished look and hides any creativity inked on your arm.

TUCKED SHIRT

Although casual is quick and easy, take the time to tuck in that shirt and straighten your button line, so that your shirt, tie and pants are all in alignment.

PRESSED PANTS

Preparation is key! Before you put those pants on have them pressed. Throwing them in the dryer doesn't count!

NO SHOES, NO SERVICE

The one thing that can ruin the impression of professionalism in a jiffy is foot wear. Stick with dress shoes that are polished and clean.



LONG HAIR

Long hair is fine, when it is styled correctly. An employer should never wonder if you own a comb or if you know how to use one!

IRONIC TEE

The irony is that this T-shirt is the reason you did NOT get the job, but it does get a laugh... behind your back after you leave.

VISIBLE INK

Every tattoo has a story, but most employers don't want to hear it. In many cases you don't know what the tattoo says about you to the employer.

EXCESS'ORIES

Rule of thumb or wrist is to keep it simple and neat. One accessory is the limit.

SHORTS

The only thing shorter than this clothing option are your prospects of getting the job. Showing your "knees" to an employer is the quickest way to "cap" your career success.

"SOCK IT" TO ME

Ankles? No Thanks! To put your best foot forward it should be in a sock and a dress shoe.

BTW, blue & black socks are not the same. So turn on the light before you put them on.

Tips for Success Individual Interview (continued)

Applicants will be rated on all aspects of professionalism, preparedness, confidence, dress and demeanor.

At the Interview

- **Behave in a professional manner.**
- **Use proper language.**
- **Turn cell phone completely off prior to the interview.**
- **Maintain eye contact with the interviewer.**
- **Be prepared and ready at least 15 minutes prior to the appointment time.**

Test of Essential Academic Skills (TEAS)

Complete the TEAS test

- **Minimum eligibility scores**

50% Reading

50% Mathematics

Questions

Jeffrey J. Scott, Testing Coordinator

jescott@brockport.edu

585-327-4029

You have Completed Module Two of Three

**Please complete the
LPN Information Session
Acknowledgement Two of Three
and then continue to
Module Three of Three**