

Practical Nursing

ROCHESTER
SUNY UCAWD



Program Information Session
Module One of Two

Prior to Starting the Application Process

- **Ensure childcare is in order** (with alternatives in case of emergencies)
- **Secure daily transportation** (with alternatives in case of emergencies)
- **Schedule all appointments to be completed before the program starts** (make appointments now or schedule them for non-class times)

Application Process

Step One

Attend/complete online PN Program Information Sessions (two modules) by the deadline date set forth in the PN Program Application Deadline Dates Schedule (located in the PN Program page on the REOC website).

Step Two

Apply to REOC online at www.REOC.brockport.edu

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Application Process

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Step Three

Submit all required documentation to the REOC Admissions office by the deadline date set forth in the PN Program Application Deadline Dates Schedule (located in the PN Program page on the REOC website). Additional documentation may be necessary after review.

The applicant will be approved to schedule to take the TABE upon approval of required documentation.

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Application Process

Required Documentation

PROOF OF NEW YORK STATE RESIDENCY*

Proof must include ALL of the following information:

- **Applicant's name**
- **Applicant's New York State address**

*If you have questions regarding documentation required for proof of New York State residency, please consult with an REOC Admissions Advisor.

Application Process

Required Documentation

CURRENT INCOME VERIFICATION*

Provide one of the following to the REOC Admissions Office:

- **Tax Returns (Federal 1040 or 1040EZ)**
- **Unemployment Statement of Benefits**
- **Social Security (SSI or SSD)**
- **DHS Letter of Referral or DHS Budget Sheet**

*If your proof of income documentation does not match any of the options listed, please consult with an REOC Admissions Advisor.

Application Process

Required Documentation

PHOTO IDENTIFICATION*

Examples of Photo Identification include:

Valid GOVERNMENT-ISSUED picture I.D.
(i.e., Driver License, Learner Permit, Passport, Military ID)

NOTE: If the last name of the applicant has changed, provide proof of name change. (i.e., marriage license, divorce decree, etc.).

***If you have questions regarding documentation required for photo identification, please consult with an REOC Admissions Advisor.**

Application Process

Required Documentation

OTHER DOCUMENTATION*

Original Social Security card (no photocopies)

1-94 or Green Card (if you are not a citizen of the United States)

***If you have questions regarding documentation required for photo identification, please consult with an REOC Admissions Advisor.**

Application Process

(Continued)

Step Four

Schedule, complete, and pass the Test of Adult Basic Education (TABE) by the deadline date set forth in the PN Program Application Deadline Dates Schedule (located in the PN Program page on the REOC website).

NOTE: Missing a scheduled test date may result in delay or inability to re-take the test.

The TABE measures an applicant's reading comprehension and math skills and are applicable to program materials. The TABE is a mandatory test and must be completed for any REOC program applicant. Any TABE results received after the deadline date will be considered for the next PN cohort year.

Minimum eligibility TABE scores to schedule the TEAS Assessment:

TABE 11 or 12, Level M, 560(R) and 520(M)

-or-

TABE Level D, 545(M) and 545(R) (with a test result date no greater than one year prior to current REOC application date)

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Application Process

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Step Five

Schedule, complete, and pass the TEAS Assessment by the deadline date set forth in the PN Program Application Deadline Dates Schedule (located in the PN Program page on the REOC website). Additional documentation may be necessary after review.

NOTE: Missing a scheduled test date may result in delay or inability to re-take the test.

Step Six

Submit additional program-specific documentation to the REOC Admissions office by the deadline date set forth in the PN Program Application Deadline Dates Schedule (located in the PN Program page on the REOC website). Additional documentation may be necessary after review.

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Application Process

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Step Seven

Individual Interview

Upon completing steps One through Six successfully, the applicant will be referred for and scheduled for an Individual Interview. Interviews will be scheduled and completed by the deadline dates set forth in the PN Program Application Deadline Dates Schedule (located in the PN Program page on the REOC website)

NOTE: Missing a scheduled interview date may result in delay or inability to complete the interview requirement.

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Individual Interview

Application Process

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Requirements for Individual Interview:

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

- **Dress 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.

- **Be prepared to write a short paragraph on a provided topic.**
- **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), Organizing a study time schedule

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Individual Interview

Application Process

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Tips for Success – Individual Interview:

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

- **Get a good night's rest. Come to the interview well-rested.**
- **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.**

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Application Process

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Step Eight

Notification of Acceptance and Request for Additional Documentation/Process

Upon completing steps One through Seven successfully, the applicant will be notified by mail if they have been accepted into the new year cohort for the PN program.

At that time additional documentation is required by the deadline date set forth in the PN Program Application Deadline Dates Schedule (located in the PN Program page on the REOC website) **in order to start the program**

NOTE: Not supplying the required documentation or completing the process as required may result in the inability to start the PN program for the current year cohort.

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Application Process

Required Documentation

PROGRAM DOCUMENTATION AND REQUIREMENTS

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Step Nine

Program documentation and requirements. Additional documents will be required by the deadline dates set forth in the PN Program Application Deadline Dates Schedule (located in the PN Program page on the REOC website) **in order to start the program.**

NOTE: Not supplying the required documentation or completing the process as required may result in the inability to start the PN program for the current year cohort.

- **Official (sealed) High School Transcript or High School Equivalency**
- **Student Health Assessment**
- **Two sealed letters of professional reference (non-relative or friend). Do not mail important documents.**

NOTE: Not supplying the required documentation or completing the process as required may result in the inability to start the PN program for the current year cohort.

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Questions

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**Congratulations
You have completed
Module One of Two**

Please complete the

**PN Information Session
Acknowledgement - One of Two**

**and then continue to
Module Two of Two**