



P.O. Box 455 Plattsburgh, NY 12901 518-561-0100 Fax: 518-957-2348

Dear Student:

We are pleased that you want to learn more about the **Champlain Valley Technical Education and Career Center's Licensed Practical Nurse Program**. We hope you will find the enclosed information helpful as you make your educational plans.

The Licensed Practical Nurse Program at CV-TEC has been extremely successful. Our students have found employment in many of the local area nursing homes, hospitals and Dr.'s offices. We also have nurses employed throughout New York State as well as across the nation. The combination of quality instruction and a caring faculty is the foundation for success of our program.

The next scheduled session is **September 2019 through June 2020**. We will be offering the Test of Essential Academic Skills (TEAS) for nursing applicants starting in February 2019. Please return your application now and we will contact you to be tested. If you will be requesting any testing accommodations please inform us at the time of application

Please feel free to contact our office if you require further information at **(518) 561-0100, Ext. 241 for the Student Services office or Ext. 246 for the Health Careers Coordinator**. We hope to hear from you soon.

Sincerely,

*Dena Tedford*

Dena Tedford  
Health Careers Program Coordinator

SB/dg

**LICENSED PRACTICAL NURSE (LPN) PROGRAM**  
**Informational Bulletin**

**Application for Admission Requirements:**

1. All candidates must meet the following requirements for admission into the Practical Nursing Program:
  - a. Candidates must provide proof of a **High School Diploma or Equivalency**.
  - b. A **passing score on the Test of Essential Academic Skills (TEAS) is required**.
  - c. Each candidate must have, on file, a physical examination & immunization record completed by a licensed Healthcare Provider, **prior to admission**.
  - d. You will be required to have drug testing, **prior to admission**.
  - e. You will be required to have a background check, **prior to admission**.

**Admission Procedures:**

1. Complete CV-TEC Adult Education application (found on the last page of this document) and return to CV-TEC Student Services at the Plattsburgh Main Campus.
2. Take TEAS exam. (Call Student Services 561-0100 ext. 241, to set up exam.)

The examination will be given at the CV-TEC Main Campus monthly, starting in February of each year.

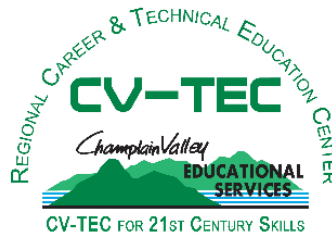
There is a \$75.00 **non-refundable** fee for the exam.

There is an online registration requirement for the TEAS Test.

Picture I.D. as proof of identity is required for test day.

It is suggested that you purchase (or rent) the **TEAS study guide**, as it has been proven beneficial in **passing the exam**, according to previous candidates. The study guide is available through the Student Services Office. (Rental \$20.00/ Purchase \$50.00)

3. Selected applicants (those scoring in a specific range) will be invited to an admissions interview held at the CV-TEC Plattsburgh Main Campus.
4. Have Official High School Transcript or Official GED transcript sent to CV-TEC. Also, send Official Transcripts from any college/s attended. Please send to the attention of: CV-TEC Student Services, Attn: Practical Nursing Program, P.O. Box 455, Plattsburgh, NY 12901
5. Submit three letters of recommendation and a copy of your resume prior to interview or bring to interview.
6. Upon receipt of official notification of acceptance into the program, we will require that the student:
  - a. Send a **non-refundable** deposit of \$100 within specified date of receipt of acceptance letter. **If we do not have confirmation of your acceptance, your seat will be relinquished to other candidates.**
  - b. Receive a medical examination (at your own expense), and submit proof of current physical exam (within 1 year), up-to-date immunization record and drug testing prior to the start date of class. We will send you information regarding the drug testing closer to the program start date. **Please make a copy of your health records prior to submission as you will need it for future venues.**
  - c. Have a background check completed. (Instructions provided by CV-TEC)



**CV-TEC’s LPN TEAS EXAM SCHEDULE & FEES**

**TEAS Exam Dates:**

Monday, February 11, 2019	8:45 A.M. – 1:00 P.M.
Monday, March 11, 2019	8:45 A.M. – 1:00 P.M.
Monday, April 1, 2019	8:45 A.M. – 1:00 P.M.
Monday, April 29, 2019	8:45 A.M. – 1:00 P.M.
Monday, May 20, 2019	8:45 A.M. – 1:00 P.M.
Monday, July 8, 2019	8:45 A.M. – 1:00 P.M.

**TEAS Exam Fee - \$75.00 (non-refundable)**

**TEAS Exam Fee & Prep Course - \$85.00**

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**TEAS Prep Course Dates:**

Monday, February 4, 2019	4:00 – 7:00 P.M.
Monday, March 4, 2019	4:00 – 7:00 P.M.
Monday, March 25, 2019	4:00 – 7:00 P.M.
Monday, April 8, 2019	4:00 – 7:00 P.M.
Monday, May 13, 2019	4:00 – 7:00 P.M.
Monday, June 24, 2019	4:00 – 7:00 P.M.

Prep Course will cover 2 Hours Math and 1 Hour Science.

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**TEAS Study Guide (Purchase) - \$50.00**

**TEAS Study Guide (Rental) - \$20.00**

(Book must be returned in good clean condition on day of exam.)

Study guides are available at CV-TEC’s Student Services Office at our Main Campus, 1585 Military Turnpike, Plattsburgh, NY 12901, 518-561-0100 Ext. 241

## **TEAS Testing Results Requirements**

You may go online using your ATI pencil-paper code number 24-48 hours after finishing the exam and obtain your results.

As you review your results, the following grade scores must be met to have successfully passed the TEAS exam.

<b>They are:</b>	<b>Reading:</b>	<b>62%</b>
	<b>Math:</b>	<b>62%</b>
	<b>Total Score:</b>	<b>58%</b>

Upon CV-TEC receiving the grades from ATI the results will be reviewed and a letter will be sent stating the outcome of the exam and what will be the next step in your application process. Feel free to contact us if you have not received any information within a week of your sitting for the exam. As the results are received they are reviewed and letters sent.

Good luck on this new venture!

### **Tuition Obligation: (Subject to change)**

Tuition: \$10,400.00 (2018-2019) - \$100 acceptance deposit (non-refundable) = tuition balance.

### **Additional Costs (prices vary):**

Textbooks	\$1,400 - \$1,600* (includes Lab Pack & NCLEX Review)
Uniforms	\$100 - \$300*
Shoes	\$60.00*
Graduation Uniform	\$50.00-\$100.00*
Watch with second hand	\$15.00 - \$35.00*
Personal eye protection (optional)	\$3.00 - \$15.00*
Miscellaneous items-notebook, pens	\$75.00*
School Nursing Pin	\$25.00 - \$175.00*
CPR (if completed at CV-TEC)	\$55.00
NCLEX-PN State Board Exam fee	\$400.00-500.00*
Malpractice Insurance	\$30.00 - \$50.00*

\*Prices vary and subject to change

### **Financial Aid Eligibility**

In order to be eligible to receive any Title IV financial aid, a student must:

1. Be a U.S. citizen or permanent resident
2. Be a High School Graduate or have earned a recognized High School Equivalency Diploma (HSED)
3. Be in satisfactory academic standing.
4. Not be in default on previously received National Direct/Defense or Guaranteed Student Loans.
5. Submit a Financial Aid Transcript to document financial aid status at previous college(s).

### **Methods of Payment**

1. Self-pay
2. Agency funding (e.g., One WorkSource, ACCES-VR, VA, Department of Social Services, etc.)
3. PELL Grant (Sorry, no TAP is accepted)
4. Student Loans (Direct, Sallie Mae, Etc.)

Students must complete the FAFSA and submit it through the CV-TEC Financial Aid Office. They may call 518-561-0100 Extension 245 to schedule an appointment for assistance with the application process:

**Attention: Chris Chaffin**  
**CV-TEC Financial Aid Administrator**  
**P.O. Box 455**  
**Plattsburgh, NY 12901**

## **Federal Program Descriptions**

### **Pell Grants**

Pell Grants are available based on need up to \$6095.00 (2018-2019) for the LPN Program. Applicants must use the Free Application for Federal Student Aid Form (FAFSA).

### **Direct Loans**

Subsidized Direct Loans are available on the basis of need to a maximum of \$3,500.00 per year. Unsubsidized Direct Loans are available up to a maximum of \$6,000.00. Both begin with the FAFSA. (as of 2018-2019)

### **Plus Direct Loans**

Federal PLUS Direct Loans (Parent Loans) are available to parents of LPN Students. Not based on financial need. Maximum amount is limited to the total cost of attendance less other financial aid. A FAFSA must be filed.

## **State Program Descriptions**

New York State Vietnam Veteran's Tuition awards (VVTA) of \$2,000.00 (as of 2018-2019) are available to Vietnam Veterans. Applications are made through the Veteran's Office in Plattsburgh, N.Y.

Montgomery G.I. Bill is awarded to veterans who have earned benefits. Inquiries should be directed to the Veteran's Office in Plattsburgh.

## **Other Sources of Financial Aid**

### **Sallie Mae Loan**

Applicants may be eligible to borrow up to 100% of program costs. Payments begin 30 days after disbursement of funds. Interest rates are low and based on your credit rating. Applications are available through the CV-TEC Financial Aid Officer.

**School District Waiver of Tuition (full or part) for Veteran District Residents**, see your school district office (area districts may cover 60% - 100% tuition).

### **One Work Source**

Job Training/Re-Training funds available through:

Clinton County One Work Source 561-0430

Franklin County One Work Source Business & Employment Center 481-5755

Essex County One Work Source 1-800-675-2668

### **Vocational Education for Individuals with Disabilities (ACCES-VR)**

ACCES-VR funds students with disabilities that present barriers to employment.

Contact ACCES-VR at 1-800-882-2803

### **Scholarships**

Time to time different agencies and organizations send information to CV-TEC about scholarships they are offering. Check with the Financial Aid Administrator to see what is available or contact your home school guidance office. Applications are made directly to the sponsoring membership.

**Refund Policy**

Acceptance into the LPN Program incurs a **non-refundable deposit of \$100.00** (this deposit is credited against the outstanding balance of fees.)

**CV-TEC Refunds will be calculated based on the following schedule:**

	<u>Refund Percentage</u>
Withdrawal prior to or on the first day of class:	100%
Withdrawal through the first 10% of instructional days	90%
Withdrawal between 10% - 25% of instructional days	50%
Withdrawal between 25% - 50% of instructional days	25%
Withdrawal after 50% of instructional days	0%

Withdrawal **must be received in writing** in order to process refunds. Refunds will not be made for any fees other than for tuition.

Special arrangements are possible if certain financial aid eligibility requirements are met. Students must complete the FAFSA and submit through the CV-TEC Financial Aid Office, attention:

Chris Chaffin  
CV-TEC Financial Aid Administrator  
P.O. Box 455  
Plattsburgh, NY 12901

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**Daily Schedule:**

Full time enrollment:  
Class schedule: 8:30 a.m. – 3:10 p.m.  
Clinical Days: 6:45 a.m. – 3:00 p.m. and evening hours as scheduled

Classes and clinicals combine for five (5) days per week.

## **CV-TEC PRACTICAL NURSE PROGRAM COURSE DESCRIPTIONS**

### **101 NURSING ISSUES ETHICS & LAW 50 Hours**

Nursing Issues Ethics & Law addresses basic attitudes and personal attributes needed to become a successful practical nurse, concentrating on aspects of problem solving and communication skills. Effective communication skills are utilized & perfected throughout the school year. The concept of caring for self and others is applied to the nursing process as a framework for nursing. The role of the LPN and other health care workers in a variety of settings, including past, present and future is examined. An open forum method will be used to discuss issues encountered in the clinical situation and ethical dilemmas that may be associated with current practice.

Medical terminology is included in this final course grade as a skill that is required for effective communication.

### **102 SKILLS FOR THE PRACTICAL NURSE 190 Hours**

Nursing students will demonstrate mastery of all psychomotor skills required as a foundation for basic personal care, identified as a requirement for New York State Certification for the Nursing Assistant. The student will have the opportunity to apply these foundation skills utilizing critical thinking skills required of the licensed nursing professional, to the care of the geriatric client and family in the nursing home and community environment.

Building upon the foundation skills, the student's scope of practice is heightened with further classroom learning and laboratory practice while gaining competency in those procedures performed only by licensed and/or registered nurses. Clinical application of learning is provided in the care of the client, family, and community in a variety of settings where adults receive health care services.

One of the most critical skills provided by the nurse is the delivery of medications. Medication Administration skills theory is learned and practiced in the class and laboratory setting culminating in the clinical integration where the student will demonstrate a level of competency in the safe administration of medication during a highly controlled, directly supervised experienced.

(Licensed Practical Nurses are provided further training in Medication Administration once hired by an agency. Such training should encompass specific agency policies and procedures with advanced level training regarding intravenous therapy. The agencies are required to document competency of all skills required by their specific job title and scope of practice regarding medication administration).



## **103 MEDICAL SURGICAL NURSING ACROSS THE AGES (I & II) 620 Hours**

Medical Surgical Nursing consists of theory applicable to body diseases and conditions of illness. Information is provided on all aspects of minor ailments and common major illnesses such as the causes, signs/symptoms, occurrence, prevention, treatment and probable outcomes. It is intended to assist the student in developing skill and understanding in the care of individuals with specific diseases and disorders common to the individual during the cycles of life.

Students will participate in supervised clinical experiences meant to provide an opportunity for transferring classroom learning into clinical practice. Students are required to demonstrate all behaviors consistent with standards for successful clinical practice at each level in order to successfully complete this course/program and prior to progression to the next level.

- Supervised Clinical Experience I-Fundamental Medical Surgical Nursing
- Supervised Clinical Experience II-Advance Medical Surgical Nursing
- Supervised Clinical Experience III-Role Practicum

## **104 COMMUNITY HEALTH PROMOTION & MAINTENANCE 250 Hours**

The purpose of this course is to provide students with a holistic approach to learning required care for communities through promotion of health, and maintenance of health, within various populations. Students are introduced to common basic human needs and normal physical, emotional, intellectual and social growth and development from conception to maturity. Course work involves basic knowledge of nutritional values required for humans and how the nurse meets the specific nutritional/feeding needs of clients in a diverse population.

A Volunteer Service clinical is required for the purpose of encouraging involvement of the “citizen” with their community with the goal of providing assistance and change, building toward a “Healthy Community”.

Additional learning addresses care of the childbearing family throughout the reproductive cycle, common diseases and disorders of children and common psychosocial disorders and coping mechanisms experienced by humans who face altering homeostatic balance. Clinical experience is provided in obstetrical and pediatric care settings.

Students are introduced to the needs and behaviors of people at various stages of the life continuum, increasing understanding of normal human developmental needs. Common psychosocial disorders and coping mechanisms are examined. A clinical integration lab enables students to apply classroom learning to the actual care of the client experiencing mental health issues.

Exploring Nursing Opportunities allows for the student to identify and participate in nursing opportunities available in a dynamic health care milieu. Students will identify traditional and non-traditional opportunities for employment as well as entrepreneurial (self-employment) possibilities. Self-marketing skills are addressed and implemented including portfolio/resume preparation, employability skills, and interviewing techniques.

Students will participate in supervised clinical experiences meant to provide an opportunity for transferring classroom learning into clinical practice. Students are required to demonstrate all behaviors consistent with standards for successful clinical practice at each level in order to successfully complete this course/program and prior to progression to the next level.

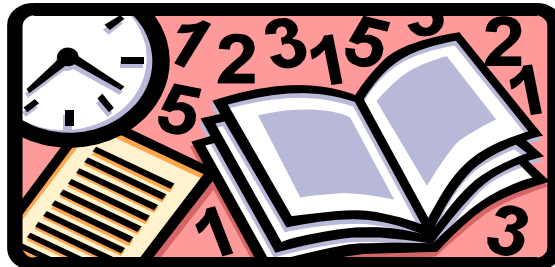
- Clinical Experience IV- Volunteer Service
- Clinical Experience V- Maternal/Child/Pediatric clinical experience
- Supervised Clinical Experience VI- Mental Health Clinical Experience
- Supervised Clinical Experience VII- Exploring Nursing Opportunities

<b>105 THE HUMAN BODY I &amp; II 90 Hours</b>
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Course content involves introduction of the organizational structure and functions of the human body. Course content includes study from the cellular level to whole body systems. Instruction will encompass balanced maintenance of the human body, as well as basic description of imbalances that may be precursors to a state of disease or illness.

**LPN YEARLY CURRICULUM BY SEMESTER**

<b>1<sup>ST</sup> SEMESTER</b>		<b>2<sup>nd</sup> Semester</b>	
Nursing Issues, Ethics & Law			
Fund. Nursing Skills	Fund. Nursing Skills	Advanced Nursing Skills	Advanced Nursing Skills
Med. Surgical Nursing I	Med. Surgical Nursing I	Med. Surgical Nursing II	Med. Surgical Nursing II
Community Health Promotion & Wellness	Community Health Promotion & Wellness	Community Health Promotion & Wellness	Community Health Promotion & Wellness
Supervised Clinical Experience	Supervised Clinical Experience	Supervised Clinical Experience	Supervised Clinical Experience
The Human Body I	The Human Body I	The Human Body I/ II	The Human Body II



## LPN Program 2018- 2019

Course Name		Class Hours	Clinical Hours
<b>100</b>	<b>Nursing Issues, Ethics &amp; Law</b> <b>Medical Terminology</b>	<b>40 hrs.</b> <b>10 hrs.</b> <b>Total Hours 50</b>	<b>40</b> <b>10</b> <b>0</b>
<b>101</b>	<b>Skills for the Practical Nurse</b>		
	Fundamental Skills for the Practical Nurse (class=35 hrs. lab=35 hrs.)	70 hrs.	
	Advanced Skills for the Practical Nurse (class=40 hrs. lab = 40 hr.)	80 hrs.	70
	Medication Administration (class/lab) -included in Advanced Fundamentals (sub-course) Dosage Calculation	20 hrs. 10 hrs.	110
	Medication Administration Skills clinical	10 hrs.	10
	<b>Total Hours 190</b>		
<b>102</b>	<b>Medical Surgical Nursing</b>		
	Medical Surgical Nursing I (class)	70 hrs.	70
	Medical Surgical Nursing I-Fundamentals Supervised Clinical Experience	80 hrs.	80
	Medical Surgical Nursing II (class)	140 hrs.	140
	Medical Surgical Nursing II Advance Supervised Clinical Experience	225 hrs.	225
	Role Practicum Supervised Clinical Experience	105 hrs.	105
	<b>Total Hours 620</b>		
<b>103</b>	<b>Community Health Promotion &amp; Maintenance</b>		
	Nutrition (class)	10 hrs.	10
	Mental Health Nursing (class)	45 hrs.	45
	Mental Health Nursing Supervised Clinical Experience	36 hrs.	36
	Maternal/Child Nursing (class)	45 hrs.	45
	Maternal & Child Supervised Clinical Experience	30 hrs.	30
	Volunteer Service Clinical	20 hrs.	20
	Exploring Nursing Opportunities Clinical	24 hrs.	24
	<b>Total Hours 210</b>		
<b>104</b>	<b>Human Body (class/lab) I &amp; II (45hrs each)</b>		
	<b>Total Hours 90</b>	<b>90</b>	
<b>Total Program Hours 1160</b>		<b>630</b>	<b>530</b>