

Practical Nursing Program Admissions Procedure:

Phase 1:

1. **Complete** The CV-TEC Adult Education application found on the last page of this document or on our website www.cves.org and return to patel_chirag@cves.org <mailto:patel_chirag@cves.org>. It can also be mailed to: CV-TEC PN Program, 1585 Military Turnpike, Plattsburgh, NY, 12901.
2. **Prepare for the ATI TEAS Version 7 Exam:**
Online Review with Edmentum, \$20 per 1 Month Access: Contact Mr. Patel at 518-561-0100, ext. 241 for more information and System Requirements (Non-refundable, Limited quantity available). Contact ATI directly for other resources: www.atitesting.com <<http://www.atitesting.com>>
3. **Take TEAS Version 7 Exam:** Contact Mr. Patel to set up an exam: patel_chirag@cves.org <mailto:patel_chirag@cves.org> or 518-561-0100, ext. 241.
We offer online, remote proctored exams. Systems requirements: (reliable internet connection, laptop, or desktop computer, google chrome browser, microphone and camera are required)
 - There is an \$85.00 **non-refundable** fee for the exam.
 - There is an **online registration requirement**.
 - **Picture I.D.** as proof of identity is required for testing.
 - Go to www.atitesting.com <<http://www.atitesting.com>> for more information about the TEAS Version 7

Phase 2:

4. **Schedule an Interview:** Selected applicants (those scoring in a specific range on the TEAS Exam) will be invited to an **admissions interview** held through Microsoft Teams.
5. **Before interview:** Have **Official High School Transcript** or **Official GED Transcript** sent to tedford_dena@cves.org <mailto:tedford_dena@cves.org>. 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 or have sent directly to: tedford_dena@cves.org <mailto:tedford_dena@cves.org>.
6. **Submit to tedford_dena@cves.org <mailto:tedford_dena@cves.org> before interview:**
-> **3 signed, professional letters of recommendation**
-> **Professional Resume** (Mandatory by interview date)

Phase 3:

7. 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. Submit required documentation of current physical exam (within 1 year) and up-to-date immunization record (includes COVID-19 vaccination). **Please make a copy of your health records prior to submission as we do not keep student health records beyond student enrollment.**
 - c. Have a **background check and drug test** completed. (Instructions provided by

CV-TEC). Adult students will not be allowed to attend class until satisfactorily completed and results verified.