

Southern Adirondack Education Center 1051 Dix Avenue Hudson Falls, NY 12839 http://wswheboces.org voice: 518/746-3400 fax: 518/746-3409

Barbara L. Nadeau LPN Financial Aid Advisor email: bnadeau@wswheboces.org voice: 518/746-3508

2016-2017

### Greetings Future LPN Student:

Thank you for your interest in the Washington Saratoga Warren Hamilton Essex BOCES Licensed Practical Nurse Program. The full-time, ten (10) month, accelerated program is offered September through June at the Southern Adirondack Education Center (SAEC) in Hudson Falls. For more information, please visit our website <a href="http://www.wswheboces.org/lpn">http://www.wswheboces.org/lpn</a>.

Per your request, you will receive updated information regarding application and admission requirements, test dates, tuition, textbook and supply charges once they become available for the 2016-2017 LPN Program.

The Licensed Practical Nurse (LPN) Steps for Enrollment and Admission are attached/enclosed for your convenience.

Also attached/enclosed, please find the WSWHE BOCES LPN Application for Enrollment. All forms must be received to the Admissions Office before an interview with the Adult LPN Supervisor will be scheduled.

- Practical Nursing Student Enrollment/Information Application
- Essay LPN Interest
- Learning Style Questionnaire
- Three (3) Professional Character References
- Student Medical History
- Physical Examination Form (To be completed by your physician)
- Immunization Status Record (MMR & Hepatitis B Series 1-3 are Required)
- PPD (TB) Test (Required)

Need money for college? You may apply for federal financial aid for the 2016-2017 school year as early as January 1, 2016 by filling out the Free Application for Federal Student Aid (FAFSA) at <a href="http://www.fafsa.ed.gov/">http://www.fafsa.ed.gov/</a>. Please use the WSWHE BOCES school code: 015204 when filling out your FAFSA. Please be advised there is no charge for filing a FAFSA. If you are being asked for a credit card number, you are on the wrong website. Exit that website immediately and log on to the website shown above.

Please contact Barbara L. Nadeau, Financial Aid Advisor, at 518/746-3508 or <a href="mailto:bnadeau@wswheboces.org">bnadeau@wswheboces.org</a> with any additional questions.

Thank you, once again, for your interest in the Licensed Practical Nursing program at the WSWHE BOCES, Southern Adirondack Education Center (SAEC).

#### Attachments/Enclosures

The Washington-Saratoga-Warren-Hamilton-Essex BOCES doesn't discriminate in its employment and admission to programs and activities as applicable, on the basis of actual or perceived race, color, creed, sex, sexual orientation, national origin, religion, age, economic status, marital status, veterans' status, political affiliation, domestic victim status, use of a guide dog, hearing dog or service dog, disability, or other classifications protected under federal or state law, and provides equal access to the Boy Scouts and other designated youth groups. The designated district compliance officers will coordinate compliance with the nondiscrimination requirements of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, as amended, the Boy Scouts of America Equal Access Act, and the New York State Human Rights Law.

The BOCES Compliance Officers are: Donna J. Wisenburn, Director of Human Resource Services or Timothy G. Place, Deputy District Superintendent, Washington-Saratoga-Warren-Hamilton-Essex BOCES, 1153 Burgoyne Avenue, Suite 2,Fort Edward, NY 12828, phone (518) 581-3310 or 746-3310. Complaints may also be filed with the Office for Civil Rights, New York Office, U.S. Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005-2500, phone (646) 428-3800, fax (646)428-3843, email: OCR.NewYork@ed.gov



### LICENSED PRACTICAL NURSE (LPN) STEPS FOR ENROLLMENT AND ADMISSION

### STEP 1 - Pre-Admission Testing: Available on Thursdays in March & April Students interested in applying to the LPN program must pass a TEAS (Test of Essential Academic Skills) Exam with a score of 55% or higher to be eligible for enrollment in the LPN program. o Go directly to www.atitesting.com to view the test dates and times, register and make payment for your TEAS Exam. o For pre-admission test preparation materials visit: www.atitesting.com. Choose: "Shop online for TEAS Study Manual and Online Practice Test." (Optional) o All pre-admission TEAS testing will be held at the WSWHE BOCES, SAEC Campus, 1051 Dix Avenue, Hudson Falls, New York. **STEP 2 - Test Information:** Test dates and times are located on the WSWHE BOCES website, www.wswheboces.org or on the ATI website, www.atitesting.com. o No Student will be admitted to the TEAS exam without a photo ID. o Arrive promptly. Allow 4 hours for TEAS exam and TEAS instructions. **STEP 3 - Getting Started:** *Applications must be received no later than April* 30<sup>th</sup>.

- o Complete enclosed/attached application.
- Include a \$25.00 non-refundable application fee.
   (Cash, check, money order, VISA, MC accepted).
- Please make checks payable to "WSWHE BOCES."
- Mail or drop off application and application fee to:

LPN Financial Aid Office Southern Adirondack Education Center 1051 Dix Avenue Hudson Falls, NY 12839 Attn: Admissions

☐ STEP	<b>4 - Transcripts</b> :  Transcripts must be received no later than April 30th.
	High School Transcripts must be sent directly from your high school to the Financial Aid Office. Transcripts will not be accepted as "official" unless delivered via US mail. Please contact your High School Guidance Office and request to have your Official High School Transcripts sent directly to the LPN Admissions Office at SAEC (See page 1 for address).
0	High School Transcript GED® or TASC <sup>TM</sup> (Test Assessing Secondary Completion)
☐ STEP	5 - Additional Documentation Required:
0 0	Copy of Driver's License Copy of Social Security Card CPR Certification (Infant, Child & Adult) Must provide current CPR Certification or must be CPR Certified before the start of school.
☐ STEP	$^{\prime}$ <b>6 - References:</b> References must be received no later than April 30 <sup>th</sup> .
0	Write your name on each reference form.  Give each reference the Reference Form and a stamped envelope with the address below.
	LPN Financial Aid Office Southern Adirondack Education Center 1051 Dix Avenue Hudson Falls, NY 12839 Attn: Admissions
0	Select three people: Employers, supervisors, teachers, etc. These should be individuals who can speak to your ability to perform academically and skillfully. References from family members, friends or co-workers will not be accepted. References letters will not be accepted unless they are delivered via US mail. References submitted by applicant are invalid.
☐ STEP	7 - Medical Documentation:  Medical Documentation must be received no later than August 15 <sup>th</sup>

- Complete Student Medical History.Physical Examination by a physician.
- o Complete Immunization Record

Must include: MMR, Hepatitis B Series 1-3, PPD (TB)

# STEP 8 - Interviews: Interviews will be conducted during April and May. Scheduled after all the above steps are completed. Conducted at Southern Adirondack Education Center (SAEC). Prepare and dress as you would for an employment interview. Interview may include 1-4 members of the LPN program. STEP 9 - Financial Aid:

You will meet with the Financial Aid Advisor directly following your interview.

- The 1<sup>st</sup> meeting will include information regarding filing a FAFSA (Free Application for Federal Student Aid, Verification, applying for a student loan, how to complete your Master Promissory Note and Entrance Counseling on line and additional available funding options.
- o Tuition, textbook, uniform and supply costs will be discussed.
- o After you have been accepted to the LPN program, a 2<sup>nd</sup> meeting with the Financial Aid Advisor will be scheduled for July or August. At this time you will review your financial aid options, self-payment options and additional funding options. At this meeting you will sign the final entrance documentation including a payment contract with the WSWHE BOCES.

### STEP 10 - Acceptance:

Students accepted to the LPN program will be notified by June 30<sup>th</sup>.

- Once accepted to the LPN program, a \$100.00 **non-refundable fee** is required to reserve placement in the LPN program. Please submit payment to the address on page 1.
- Please purchase your textbooks and supplies no later than August 15<sup>th</sup>.

#### **Contact Information:**

- LPN Financial Aid Office and LPN Admissions:
  - Barbara L. Nadeau Financial Aid Advisor
  - ❖ 518/746-3508 <a href="mailto:bnadeau@wswheboces.org">bnadeau@wswheboces.org</a>
- LPN Program Information:
  - ❖ Sheri Gordon Adult LPN Supervisor
  - ❖ 518/746-3504 sgordon@wswheboces.org

The Washington-Saratoga-Warren-Hamilton-Essex BOCES doesn't discriminate in its employment and admission to programs and activities as applicable, on the basis of actual or perceived race, color, creed, sex, sexual orientation, national origin, religion, age, economic status, marital status, veterans' status, political affiliation, domestic victim status, use of a guide dog, hearing dog or service dog, disability, or other classifications protected under federal or state law, and provides equal access to the Boy Scouts and other designated youth groups. The designated district compliance officers will coordinate compliance with the nondiscrimination requirements of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, as amended, the Boy Scouts of America Equal Access Act, and the New York State Human Rights Law.

The BOCES Compliance Officers are: Donna J. Wisenburn, Director of Human Resource Services or Timothy G. Place, Deputy District Superintendent, Washington-Saratoga-Warren-Hamilton-Essex BOCES, 1153 Burgoyne Avenue, Suite 2,Fort Edward, NY 12828, phone (518) 581-3310 or 746-3310. Complaints may also be filed with the Office for Civil Rights, New York Office, U.S. Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005-2500, phone (646) 428-3800, fax (646)428-3843, email: <a href="mailto:occ.newYork@ed.gov">occ.newYork@ed.gov</a>



Southern Adirondack Education Center 1051 Dix Avenue Hudson Falls, NY 12839 http://wswheboces.org voice: 518/746-3400

fax: 518/746-3400

### PRACTICAL NURSING STUDENT ENROLLMENT/INFORMATION APPLICATION

Name:	<u>// // // // // // // // // // // // // </u>	F: ()	(147)	]	Email Addres	ss:	
	(Last) (I	,	(MI)	]	Home Teleph	ione:	
				,	Work Teleph	one:	
Other names u	sed:				Date of Birth	n:/	<u>/</u> YYYY
In case of eme	ergency notify:	1	ame)	(Relatio	onship)	(Telephon	e)
		,	,		•		,
		2	ame)	(Relatio	nship)	(Telephone	·)
Full name of b	oth parents/guarc			tudents <b>ONI</b>			
Home School	Name:						
Guidance Cour	nselor:						
RECORD C	F EDUCATION	N:					
School	Name & Address of	of School	Course of	f Study	Year Completed	Did you graduate	List Diploma or Degree
Elementary							
High School							
College Graduate							
Other							
	(i.e. typing, word	d processing,	EMT, NA,	HHA: Expl	ain skills ach	ieved)	
Sponsoring Ag	gency (If applicat	ole – One Stop	Center, V	A, Access)			
Case Manager:	:			I	Phone Numbe	er:	
Self Pay Optio	n:	•.1		`			
	ENT (Beginning	g with most re	=		1 114114	0 1	C 1
Name and addre	ss of company:		From	То	List job title	& description	of duties:
Type of Busines	s:						

Name	and address of company:		List job title & description of duties:
	of Business: and address of company:		List job title & description of duties:
	of Business:		
Name	and address of company:		List job title & description of duties:
Type o	of Business:		
1.	What has made you choose this course of educati	on to pursue?	
2.	What qualities do you feel you possess that qualit	fy you for this program?	?
3.	List any areas of education that you may need assi		
4.	Is there anything in your health background that w		meeting the requirements of this program?
5.	Have you ever been convicted of a crime?	Yes No If y	ves, please explain.
6.	Have you ever had a professional license suspende Yes No If yes, please state date	ed, revoked or ever beer es, reasons or restriction	n placed on probation?
that I h	by certify that all statements I have made in have not withheld any information. I under presentation will be cause for dismissal.	•	, 11
	(Signature)		(Date)
The Meal	pington Carataga Warran Hamilton Facey BOCES decen't dia	antinological design and a second assessment	

The Washington-Saratoga-Warren-Hamilton-Essex BOCES doesn't discriminate in its employment and admission to programs and activities as applicable, on the basis of actual or perceived race, color, creed, sex, sexual orientation, national origin, religion, age, economic status, marital status, veterans' status, political affiliation, domestic victim status, use of a guide dog, hearing dog or service dog, disability, or other classifications protected under federal or state law, and provides equal access to the Boy Scouts and other designated youth groups. The designated district compliance officers will coordinate compliance with the nondiscrimination requirements of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, as amended, the Boy Scouts of America Equal Access Act, and the New York State Human Rights Law.

The BOCES Compliance Officers are: Donna J. Wisenburn, Director of Human Resource Services or Timothy G. Place, Deputy District Superintendent, Washington-Saratoga-Warren-Hamilton-Essex BOCES, 1153 Burgoyne Avenue, Suite 2, Fort Edward, NY 12828, phone (518) 581-3310 or 746-3310. Complaints may also be filed with the Office for Civil Rights, New York Office, U.S. Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005-2500, phone (646) 428-3800, fax (646)428-3843, email: OCR.NewYork@ed.gov

Please return this form via e-mail to: bnadeau@wswheboces.org

Or mail to: Southern Adirondack Education Center, 1051 Dix Ave, Hudson Falls, NY 12839 att:Admissions

Or fax to: 518-746-3409

I



This essay must be submitted with a completed application packet before an interview will be scheduled. A typed response is strongly encouraged either on this form or a blank sheet. Please include your name and date on all documentation.

In 150 to 300 words, please explain why you are interested in becoming a Licensed Practical Nurse. Explain what inspired you to become a nurse. What are your future plans after becoming a LPN and what areas of nursing are you most interested in pursuing.

The Washington-Saratoga-Warren-Hamilton-Essex BOCES doesn't discriminate in its employment and admission to programs and activities as applicable, on the basis of actual or perceived race, color, creed, sex, sexual orientation, national origin, religion, age, economic status, marital status, veterans' status, political affiliation, domestic victim status, use of a guide dog, hearing dog or service dog, disability, or other classifications protected under federal or state law, and provides equal access to the Boy Scouts and other designated youth groups. The designated district compliance officers will coordinate compliance with the nondiscrimination requirements of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, as amended, the Boy Scouts of America Equal Access Act, and the New York State Human Rights Law.

The BOCES Compliance Officers are: Donna J. Wisenburn, Director of Human Resource Services or Timothy G. Place, Deputy District Superintendent, Washington-Saratoga-Warren-Hamilton-Essex BOCES, 1153 Burgoyne Avenue, Suite 2,Fort Edward, NY 12828, phone (518) 581-3310 or 746-3310. Complaints may also be filed with the Office for Civil Rights, New York Office, U.S. Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005-2500, phone (646) 428-3800, fax (646)428-3843, email: <a href="mailto:ocr.newYork@ed.gov">ocr.newYork@ed.gov</a>



Return to: WSWHE BOCES SAEC- Attn: Practical Nursing 1051 Dix Ave, Bldg C Hudson Falls, NY 12839

# <u>Learning Style Questionnaire</u> Based on High School or Other Secondary Education Experiences

1.	Are you able to read for up to two hours without interruption?	Yes	No					
	Do you feel you have good recall from what you read?	Yes	No					
	Can you do 'routine' math without a calculator?							
	Do you 'generally' need further explanation for instructions							
	on written tests?	Yes	No					
	If yes, please explain							
	Do you generally have difficulty following verbal directions?  If yes, please explain	Yes	No					
2.	How do you rate your short term memory & your long term memory?  Short Term Memory: Long Term Memory:	_						
3.	Are you able to <u>concentrate</u> on tasks requiring many steps?  Do you need a break after 15 minutes, 30 minutes or 45 minutes?	Yes	No					
4.	What is an example of a task you do in your current life that requires co-							
4.								
	When you "study" for a test, what methods do you use to prepare?							
	When you "study" for a test, what methods do you use to prepare?  Do you have anxiety when taking exams? If yes, how do you cope with  Are you able to use a computer:  To type a term paper?							
	When you "study" for a test, what methods do you use to prepare?  Do you have anxiety when taking exams? If yes, how do you cope with  Are you able to use a computer:	test and	xiety?					
	When you "study" for a test, what methods do you use to prepare?  Do you have anxiety when taking exams? If yes, how do you cope with  Are you able to use a computer: To type a term paper? To research a topic? To fill out a form?	test and	kiety?					
	When you "study" for a test, what methods do you use to prepare?  Do you have anxiety when taking exams? If yes, how do you cope with  Are you able to use a computer: To type a term paper? To research a topic?	Yes Yes	No No					

6.	Have you used a computer, in any form, for employment?  If yes, please explain:	Yes	No
7.	Do you have a computer at home?	Yes	No
8.	Do you have internet access for your computer?	Yes	No
9.	Will you require any "support" from the faculty to be successful in to of the program?  If yes, please explain:	Yes	No
10	. How much time do you feel you can devote to study on a daily bas	is?	
pro	you have ever had learning accommodations and/or feel you may need them ogram, you will need to disclose and discuss them during the intake process. You have read and understand this statement.		
<u>A</u> (	dditional Comments:		
Αŗ	oplicant's Signature Date		
Ple	ease Print Name		

The Washington-Saratoga-Warren-Hamilton-Essex BOCES doesn't discriminate in its employment and admission to programs and activities as applicable, on the basis of actual or perceived race, color, creed, sex, sexual orientation, national origin, religion, age, economic status, marital status, veterans' status, political affiliation, domestic victim status, use of a guide dog, hearing dog or service dog, disability, or other classifications protected under federal or state law, and provides equal access to the Boy Scouts and other designated youth groups. The designated district compliance officers will coordinate compliance with the nondiscrimination requirements of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, as amended, the Boy Scouts of America Equal Access Act, and the New York State Human Rights Law.

The BOCES Compliance Officers are: Donna J. Wisenburn, Director of Human Resource Services or Timothy G. Place, Deputy District Superintendent, Washington-Saratoga-Warren-Hamilton-Essex BOCES, 1153 Burgoyne Avenue, Suite 2,Fort Edward, NY 12828, phone (518) 581-3310 or 746-3310. Complaints may also be filed with the Office for Civil Rights, New York Office, U.S. Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005-2500, phone (646) 428-3800, fax (646)428-3843, email: OCR.NewYork@ed.gov



# Practical Nursing program Southern Adirondack Education Center 1051 Dix Ave, Bldg C Hudson Falls, NY 12839

### CHARACTER REFERENCE FORM

Applicant's Name:		·		<del></del>		
The above named person he Nursing prog					the Pract	ical
Please provide the requeste	d ir	nformatic	n regard	ling th	is applica	nt:
How long have you known the app	plica	int?		···		••
What is your relationship to the a	ppli	cant?		<del></del>		
PLEASE RATE THE APPLICANT		Superior	Average	Poor		
General Attitude					_	
Sense of Responsibility					_	
Personal Appearance & Hyglene					_	
Emotional Maturity				·		
Courtesy & Social Sense			<del></del>			
Discretion in Speech & Manner						
Why would you recommend/ not i				ant for	training a	8 a.
Signature		Name:	a:			
ទំនើបទពេកគ						
Date		Phone:	·····			



# Warren Hawlich Essex Practical Nursing program Southern Adirondack Education Center 1051 Dix Ave, Bldg C Hudson Falls, NY 12839

### CHARACTER REFERENCE FORM

Applicant's Name:						
The above named person ha Nursing prog					he Practi	ical
Please provide the requeste	d in	formatio	n regard	ling this	applica	nt:
How long have you known the app	plica	nt?				
What is your relationship to the a	pplic	eant?				
PLEASE RATE THE APPLICANT		Superior	Average	Роог	7	
General Attitude					1	
Sense of Responsibility				.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	]	
Personal Appearance & Hyglene						
Emotional Maturity					]	
Courtesy & Social Sense						
Discretion in Speech & Manner					]	
Additional Comments:						
Signature		Name:_	8;			
Date		Dhana		<del></del>		<b>,</b>



Practical Nursing program
Southern Adirondack Education Center
1051 Dix Ave, Bldg C
Hudson Falls, NY 12839

### CHARACTER REFERENCE FORM

Applicant's Name:			101.00.00.	<u> </u>		
The above named person h Nursing pro					he Practic	al
Please provide the requeste	ed in	oformatic	n regard	ling this	s applican	.t:
How long have you known the ap	plica	nt?				
What is your relationship to the	ilqqı	cant?				
PLEASE RATE THE APPLICANT		Superior	Average	Poor	7	
General Attitude					7	
Sense of Responsibility						
Personal Appearance & Hyglene					]	
Emotional Maturity					]	
Courtesy & Social Sense						
Discretion in Speech & Manner						
Additional Comments:						
Signature		Name:_ Addres	s;			
Date						,



Southern Adirondack Education Center 1051 Dix Avenue Hudson Falls, NY 12839 http://wswheboces.org voice: 518/746-3508

fax: 518/746-3409

### **STUDENT MEDICAL HISTORY**

(To be completed by applicant)

Name:			Date of Birth:		
Address:			Sex (circle one) Male	Fema	ile
Last time you were examined by a Do	octor:				
Reason:					
Date of last physical examination:					
Please list all symptoms:					
1					
2					
3					
4					
5					
Routine check-up – n	o sympt	oms			
Personal History:					
Illness – Have you ever had: (circle a	nswer)				
Rheumatic fever or heart disease	No	Yes	Bladder or kidney disease	No	Yes
Any bone or joint disease	No	Yes	Epilepsy	No	Yes
Neuritis or Neuralgia	No	Yes	Tuberculosis	No	Yes
Bursitis, Sciatica or Lumbago	No	Yes	Diabetes	No	Yes
Polio or Meningitis	No	Yes	Cancer	No	Yes
Venereal Disease	No	Yes	High or Low Blood Pressure	No	Yes
Arthritis or Rheumatism	No	Yes	Hives or Eczema	No	Yes
Colitis or other bowel disease	No	Yes	Frequent infections or boils	No	Yes
Hemorrhoids or any rectal disease	No	Yes	Nervous breakdown	No	Yes
Anemia	No	Yes	Other diseases	No	Yes
Jaundice or liver disease	No	Yes	If yes, describe:		
Chicken Pox	No	Yes			
Mumps	No	Yes			

Surgery: (circle answer)			Prescription/Non-prescription drugs: (circle answer				
Have you had any operations? If Yes:	No	Do you use any prescription or medications?	rescription Yes				
Туре	Year		If so, list:				
Type							
Type							
Type							
Have you ever been advised to have a			Illness: (circle answer)	•111	2		
Operation which has not been done?	NO	Yes	Are you under treatment for a	•			
Give details:		<del></del>	Give details:	No 	Yes 		
Have you been hospitalized for any illr Give details:				No	Yes		
<ol> <li>Injury: (circle answer)</li> <li>Have you sustained any injury which</li> </ol>				No	Yes		
If so, please describe:	ıs as a r	esult of this i	njury?	No	Yes		
<b>Do you have now or have you had</b> : (o	circle ar	nswer)					
Frequent or severe headaches	No	Yes	Recurrent nose bleeds	No	Yes		
Fainting or unconscious spells	No	Yes	Shortness of breath	No	Yes		
Blurred or double vision	No	Yes	Purple lips or fingers	No	Yes		
Spots before eyes	No	Yes	Earaches or hearing problems	No	Yes		
Any change in vision	No	Yes	Backaches	No	Yes		
Infection or pain around eyes	No	Yes	Strange taste or loss in taste	No	Yes		
Palpitations or fluttering of the heart	No	Yes	Strange persistent odors	No	Yes		
I certify that the above information is	true a	nd correct to	the best of my knowledge.				
Signature			 Date	_			

The Washington-Saratoga-Warren-Hamilton-Essex BOCES doesn't discriminate in its employment and admission to programs and activities as applicable, on the basis of actual or perceived race, color, creed, sex, sexual orientation, national origin, religion, age, economic status, marital status, veterans' status, political affiliation, domestic victim status, use of a guide dog, hearing dog or service dog, disability, or other classifications protected under federal or state law, and provides equal access to the Boy Scouts and other designated youth groups. The designated district compliance officers will coordinate compliance with the nondiscrimination requirements of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, as amended, the Boy Scouts of America Equal Access Act, and the New York State Human Rights Law.

The BOCES Compliance Officers are: Donna J. Wisenburn, Director of Human Resource Services or Timothy G. Place, Deputy District Superintendent, Washington-Saratoga-Warren-Hamilton-Essex BOCES, 1153 Burgoyne Avenue, Suite 2,Fort Edward, NY 12828, phone (518) 581-3310 or 746-3310. Complaints may also be filed with the Office for Civil Rights, New York Office, U.S. Department of Education, 32 Old Slip, 26th Floor, New York, NY 10005-2500, phone (646) 428-3800, fax (646)428-3843, email: OCR.NewYork@ed.gov



Tgwtp"\q<" Y UY J G"DQEGU" UCGE/"Cwp<"Rtce\lecriP wtulpi " 3273"F kz"Cxg."Drf i "E" J wf uqp"Hcmu."P[ "34: 5; " Hcz<73: /968/562; "

## PHYSICAL EXAMINATION HEALTH FORM (To be completed by physician)

<b>IDENTIFICATION DATA</b> :	
PCO G<"aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa	" FCVG"QHDKTVJ <aaaaaaaaaaaaaaaaaa"< th=""></aaaaaaaaaaaaaaaaaa"<>
CFFTGUU aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa	" VGNGRJ QP G'%aaaaaaaaaaaaaaaaaaaa"
"""""""""""""""""""""""""""""""""""""""	п
RP'ECUG'QH'GOGTI GPE[ 'ECNN√aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa	aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa
TGNCVIQPUI IR<'aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa	" VGNGRJ QP G"%aaaaaaaaaaaaaaaaaaa"
CFFTGUU aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa	"
	"
aaaaaaaaaaaaaaaaaaaa"	
PHYSICAL EXAM FORM:"	
J GK J V <aaaaaaaa""y gk="" j="" td="" v<aaaaaaaaa""""v0aaaaa<=""><td>aaa"RAaaaaaaa"TAaaaaaaaaa"DRAaaaaaaaa"</td></aaaaaaaa""y>	aaa"RAaaaaaaa"TAaaaaaaaaa"DRAaaaaaaaa"
XKUKQP <	
*Y kj qw/eqttgevkxg"rgpugu+"Tki j v/aaaaaaaaaa""""Ng	gh≮aaaaaaaaaa"
*Y ky "eqttgevkxg"ngpugu<""""Tki j v."aaaaaaaaaaa""""Ng	ghv"aaaaaaaaaa"
J GCTRP I <"Tki j v'gct <aaaaaaaaaaa""""nghv'gct<aaaa< td=""><td>aaaaaaa'''''''J gctkpi "ckf &lt;"'aaaaa'[ gu'"'aaaaa''P q"</td></aaaaaaaaaaa""""nghv'gct<aaaa<>	aaaaaaa'''''''J gctkpi "ckf <"'aaaaa'[ gu'"'aaaaa''P q"
CP[ "UWTI GT[ 'QT"UGTKQWU'KNPGUUK"aaaaaa	aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa
aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa	aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa

" "	'""" NOR	MAL''""	""ABNORMAL"	COMM	ENTS:	
ıı ıı						
EYES"						
EARS" "	"	"	"	"	"	
NOSE" "						
MOUTH & THROA	T"					
NECK"						
HEART"						
LUNGS"						
BREASTS"						
ABDOMEN"						
BACK'REFLEXES						

### **IMMUNIZATION STATUS:**

A. 1) # <b>1</b>	Date Given:	Da	ite Read:	#2 Date (	Given	programs providing direct care READ	
	Results: Results:						
2)	Date of	n (must have proof of Conversion:	_ Clinical fol	low up: Yes	No	Where	
B.	*Rubella	Date of Vaccine _	OR	Date of Titer:		Results	
	*Rubeola	Date of Vaccine _	OR	Date of Titer:		Results	
	Mumps	Date of Vaccine _	OR	Date of Titer:		Results	
C.	MMR: Dose	1 - Date: 2 - Date:					
D.	Tetanus Da	te:	( current wit	hin 10 years)			
E.	Hepatitis B V	accine :#1	#2	2	#3		
	Positive Tite	er date	_ attach docum	nentation			
F.	Varicella: Do	se 1- Date	Dose 2-	Date	Pos	sitive HX disease/Titer	
G.	Seasonal Flu:	( last dose)					
	s to certify that and is <b>free fro</b>			is in g a potential risk		ical and mental ts or personnel. He/She	
		perform his/her d	-	-	-	-	
	Physic	cian's Signature			Da	nte	
Print 1	Name						

Results of the History and Physical examination and immunization status will be retained at the school and will be available to New York State Department of Health, New York State Education Department, or Hospital Health Office should the need occur.

<sup>\*</sup>PPD (Mantoux) skin test for the tuberculosis is required annually by New York State Department of Health as a condition of employment or affiliation. Positive findings shall require appropriate clinical follow-up, but no repeat skin test .A NEW <u>HEALTH CARE PROVIDER</u> MUST HAVE A TWO STEP PPD WITH ANNUAL UPDATES.

<sup>\*</sup>Rubella proof of immunity by titer or documented vaccination is required by new York State Department of Health as a condition of employment or affiliation.

<sup>\*</sup>ALL STUDENTS - Rubeola proof of immunity by titer or documented evidence of 2 doses of measles vaccine is required by New York State Department of Health as a condition of employment or affiliation.



Southern Adirondack Education Center

1051 Dix Avenue

Hudson Falls, NY 12839

http://wswheboces.org

voice: 518/746-3508

fax: 518/746-3409

### STUDENT IMMUNIZATION RECORD

### **LPN PROGRAM**

Student Name:			DOB:			
Address:					Home Phone:	
EMERGENCY CONTACT:		Phone Number:		Number:		
Tuberculin Skin Test:						
Date Given:		Date Read:		Result:		
Date Given:		Date Read:		Result:		
Conversion Date:		CXR Date:		Result:		
Clinical follow up done:		Yes: location		No:		
Rubella *	Positive titer/date:		Rubella Vaccine/date:		Rubella Vaccine/date:	
Rubeola *	Positive	Titer/Date:	Vaccine #1:		Vaccine#2	
Varicella History o		f chicken pox Vaccine #1 #2			Positive titer/date:	
Tetanus:						
Hepatitis B" Date/#1		Date/#2			Date/#3	
Titer/Date		e:				
Hepatitis A" Date/#1			Date/#2			
*Acceptable MMR Vaccines a			1			
" optional						
School Representative/Physician Signature:						



First

NAME: \_\_\_\_

Last

DATE:	Licensed Practical Nursing (LPN) P	<u>rogram</u>		
All Health profession students are required to have a 2-step INTRADERMAL TST (MANTOUX) prior to program start, unless previously positive. A PPD (TB) test or Questionnaire is due yearly for all students.				
	rsing Program, supporting documentation of a positive PPD (TB) result muany PPD (TB) test previously completed.	st		
On this form, a signature Nurse Practitioner or Reg	and stamp will only be accepted from the following: Physician, Physician gistered Nurse.	Assistant,		
	Step #1			
Date:	Manufacturer: Dose: <u>0.1 mL</u>	Stamp Here		
Time Given:	Exp. Date: Lot#:			
	Given By: Signature			
Date:	Results:mm			
Time Read:	Read By:Signature			
If Mantoux Positive: Chest X-Ray Required Date:	Results: Positive			
	(a copy of the report must be submitted with this form to the Program office)			
	Step #2 (No sooner than <b>7 days</b> after Step #1)			
		Stamp		
Date:	Manufacturer: Dose: <u>0.1 mL</u>	Here		
Time Given:	Exp. Date: Lot#:			
	Given By: Signature			
Date:	Results:mm			
Time Read:	Read By:Signature			
If Mantoux Positive:	Significan C			
Chest X-Ray Required Date:	Results: Positive Positive			
	(a copy of the report must be submitted with this form to the Program office)			

### **Mantoux Tuberculin Skin Test**

If you I	nave <b>never</b> had a PPD (TB) test <b>OR</b> if it has been <b>over 12 months</b> since receiving a negative PPD (TB) test:
	A baseline "Two-Step" Mantoux Test (PPD) is required for all new students regardless of prior BCG
	inoculation.
2.	After baseline testing, all health care students must have an annual Mantoux Test. If the interval between testing is greater than 364 days, the Two-Step will be repeated.
_	
	nave a documented <b>negative</b> PPD (TB) test <b>within 12 months</b> of entering the program:
1.	A "One-Step" is required <b>ONLY</b> if a negative Mantoux test result is documented within the previous 12 months. Date done and proof of this past testing is required. Prior "Two-Step" baseline testing will be
	accepted only if done no more than 3 months prior to enrollment.
2.	After baseline testing, all health care students must have an annual Mantoux Test. If the interval between testing is greater than 12 months, the Two-Step will be repeated.
☐ If you o	do <b>NOT</b> have documentation for a negative PPD (TB) test done within 12 months of entering the
progra	
-	A repeat baseline "Two-Step" Mantoux Test (PPD) is required. There is no danger in having these tests repeated. This is if documentation is not available to you.
2.	After baseline testing, all health care students must have an annual Mantoux Test. If the interval between testing is greater than 12 months, the Two-Step will be repeated.
If you l	nave previously had a <b>positive</b> Mantoux (PPD) test:
1.	All new students with a previously <b>positive</b> Mantoux must provide the following documentation:
	1) The reported induration measured in mm and 2) one chest radiograph to exclude a diagnosis of TB
	disease. After this baseline chest radiograph is performed and the result is documented, repeat radiographs are not needed unless symptoms or signs of TB disease develop or a clinician recommends
	a repeat chest radiograph <b>OR</b> 3) have a BAMT (blood assay for M. tuberculosis). If the latter, proof of
	testing with a complete report which provides an interpretation of the test result and indicates the concentration of interferon-gamma. If the BAMT results are "inconclusive" or "positive", a report of a
	negative chest x-ray is to be provided.

### **Mantoux Conversion**

the Student Health Office.

1. If a test result becomes positive (induration ≥10 mm) after previously being negative, neither student nor faculty can be on campus, attend class or attend clinical until a negative chest x-ray report is submitted and received to the WSWHE BOCES Health Office.

2. Students with a **previously positive** Mantoux must have an annual symptom check and evaluation in

2. Medical evaluation for possible treatment of LTBI is recommended for those individuals with a known recent Mantoux conversion.