Champlain Valley Educational Services
Clinton Essex Warren Washington BOCES

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

Dear Applicant:

We are pleased that you want to learn more about the **CV-TEC's Practical Nursing Program.** We hope you will find the enclosed information helpful as you make your educational plans.

The Practical Nursing Program at CV-TEC has been extremely successful. Our students have found employment in many of our local area nursing homes, hospitals, and medical 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 the success of our program.

The next scheduled session is **September 2027 through June 2028**. The **Test of Essential Academic Skills (ATI TEAS Version 7) Entrance Exam for nursing applicants** turning 18 years old by October 1st, 2026, will be given remotely, **online** starting in **February 2027**. Please review the step-by-step instructions on the next page, **return your application,** and **contact us to schedule** a TEAS entrance exam. **If you will be requesting any testing accommodations, it is essential that you notify us at the time of application and provide appropriate documentation.**

Please feel free to contact our office if you require further information at **(518) 561-0100, Ext. 4029 for the Student Services office or Ext. 4200 for the Health Careers Coordinator.** We hope to hear from you soon.

Sincerely,

Kelly Gowett

Kelly Gowett
Health Careers Coordinator

Practical Nursing Program Application Procedure:

Information current as of 7/6/2026

Phase 1:

1. **Complete** The **CV-TEC Adult Education application** found on our website and return to patel_chirag@cves.org. It can also be mailed to: CV-TEC PN Program, 1445 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. 4029 for more information and System Requirements (Non-refundable, Limited quantity available). Contact ATI directly for other resources: www.atitesting.com
3. **Take TEAS Version 7 Exam**: Contact Mr. Patel to set up an exam: patel_chirag@cves.org or 518-561-0100, ext. 4029.
   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 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 gowett_kelly@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: gowett_kelly@cves.org.
6. **Submit to gowett_kelly@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 the 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. **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 are verified.

CV-TEC's PN TEAS Version 7 EXAM SCHEDULE & FEES

Information current as of 7/6/2026

ATI TEAS Version 7 Exams are given using the remote proctoring service **Proctorio** through **ATI**. The applicant is required to have the technical requirements to allow a remotely proctored secure exam. You can do this at home!

Technical requirements
• **Microphone**: Any microphone, either internal or external
• **Webcam**: 320x240 VGA resolution (minimum) internal or external
• **Desktop or laptop computer (NO iPads, tablets, or phones may be used)**
*****Google Chrome must be downloaded and installed**
*****Find a full list of ATI's technical requirements at:**
atitesting.com/technical-requirements

It is the responsibility of the applicant to determine that system requirements are met *ahead of time*. No refunds will be given due to technical issues on the applicant's end. This also applies to the review course.

ATI TEAS Version 7 Exam Information: www.atitesting.com

Exam Dates/Times: 2 Evening Options Are Available!!

Thursday, February 11th: 9am-1pm (Mandatory Dry Run by Tues, Feb. 9th by 10am)
Thursday, March 11th: 9am-1pm (Mandatory Dry Run by Tues, March 9th by 10am)
Thursday, April 8th: 9am-1pm OR 5pm-9pm (Mandatory Dry Run by Tues, April 6th by 10am)
Thursday, May 6th: 9am-1pm (Mandatory Dry Run by Tues, May 4th by 10am)
Thursday, June 10th: 9am-1pm OR 5pm-9pm (Mandatory Dry Run by Tues June 8th by 10am)
Thursday, July 1st : 9am-1pm (Mandatory Dry Run by Tues, June 30th by 10am)
Thursday, July 22nd : 9am-1pm (Mandatory Dry Run by Tues, July 20th by 10am)

Please contact Mr. Patel at 518-561-0100, ext. 4029 to sign up for testing.

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Online Review Option through CV-TEC: $20.00/1 month access to Edmentum TEAS Review (non-refundable). Call 518-561-0100, ext. 4029 for more information.

TEAS Testing Results Requirements

All of the following scores must be met to have successfully passed the TEAS exam and move to Phase 2 of the application process.

Reading:	**59%**
Math:	**59%**
Total Score:	**56%**

Information current as of 7/6/2026

If you meet these scores and move to phase 2 of the admission process:

- A letter will be sent to you directing you to contact us to set up an interview
- For the Interview you will need to have submitted:
  - Professional Resume (mandatory for interview)
  - 3 signed professional letters of recommendation
  - High School Transcript or HSED (GED) Certificate (official)
  - College Transcript/s (official)
  - Writing sample

How to proceed if you are not successful on the TEAS Exam:

- You may take the exam twice during each testing season.
- It is recommended that you wait at least 2 months to test again
- Some suggestions to prepare for a second exam:
  - Increase time spent in a review book/online review
  - Study with a partner
  - Take a TABE test at One Work Source to determine the areas you may need remediation in.
  - Consider taking entry level classes online or at a community college to increase your skills

Program Costs:

Billed Charges:

- **Tuition $15,750.00 (2026-2027)**
- **Resource Package** (Books/Lab Supplies) **$2,011.11 (2026-2027)**
  (Sold as a bundle, cannot purchase items individually)
- **CPR Certification** (if done at CV-TEC) **$65.00 (2026-2027)**

Additional Costs (prices vary):

Background Check & Drug Test	$180.00*
Physical and Immunizations	Costs Vary*
Malpractice Insurance	$40.00*
Computer with Internet Access	Costs Vary

Uniforms	$100 - $300*
Shoes	$25.00-$100.00*
Watch with second hand	$15.00 - $35.00*
Student Patches	3 Free, additional-$5.00 each
Personal eye protection	$3.00 - $15.00*
Miscellaneous items-notebook, pens	$75.00*
School Nursing Pin (end of year)	$25.00*
Graduation Uniform (end of year)	$50.00-$100.00*
NCLEX-PN State Board Exam Fees	$400-500*

*Prices vary and subject to change

Financial Aid:

1.Financial Aid Options: Adult students who are seeking enrollment in CTE Programs or Short-Term courses, or who are currently enrolled in **CV-TEC,** have a variety of financial aid options available to them. Depending upon eligibility, students may qualify for one or more of the following:

- **Training Grants**: Contact OneWorkSource/DOL. For more information call (518) 561-0430
- **Vocational Rehabilitation**: Contact ACCES–VR. For more information call 1-800-882-2803
- **Training Grants:** Contact CV-TEC's HSE Program. For more information call (518) 561-0430
- **Training Grants**: Contact JCEO. For more information call (518) 561-6310.
- **Training Grants**: Contact Veteran's Administration. For more information call (518) 957-2242
- **Sallie Mae Career Training Smart Options Loan**. For more information go to Salliemae.com/CTSmartLoan (http://www.salliemae.com/CTSmartLoan)

2. CV-TEC's PN Program and Student Eligibility for Title IV:
Students applying for a seat in CV-TEC's PN program may qualify for the following:

Title IV: Federal Pell Grant
Students seeking Federal Financial Aid may qualify for a Pell Grant. Pell Grants are based on demonstrated need and require the applicant to complete a "Free Application for Federal Student Aid" or FAFSA Form. To complete a FAFSA form, simply go to the FAFSA website at: https://studentaid.gov/h/apply-for-aid/fafsa Applicants will need a copy of their most recent Federal Tax Return and CV-TEC's school code (**015050**).

Important: In order to receive Pell funds or a Federal Direct Student Loan, you MUST complete the FAFSA process.

Title IV: Federal Direct Student Loans
Since the amounts of Pell Grant awards are limited, students may seek to cover remaining educational charges by applying for Federal Direct Subsidized and/or Federal Unsubsidized Student Loans. The amount of money applicants are eligible to borrow can vary depending on student status.
Steps to apply for a Federal Direct Student Loan include:
1. Complete and submit your *FAFSA* form online;
2. Go to: www.studentaid.gov

3. Now go to #4 in the list of items and click ‘Complete a Master Promissory Note’.
4. Under undergraduate, look for MPN for Subsidized / Unsubsidized Loan.
5. You will see, Log in to start, just click to get started! Use same information that you signed in to do your FAFSA.

Once done, you will now need to do your Entrance Counseling. If it does not ask you to complete it after finishing your MPN, then you can go back to the ‘Complete Aid Process’ and it is #5.

Confirmation and results of all applications are sent to CV-TEC.

□ Title IV: Financial Aid Penalties for Drug Related Offenses (Policy # 4701)

A student who is convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance, as defined by Federal Law for conduct that occurred during a period of enrollment for which the student was receiving any Federal student grant, loan, or work assistance may not be eligible to receive any grant, loan, or work assistance under this title from the date of that conviction for the period of time specified in the table found in the Appendix in The Adult Student Handbook.

□ Title IV: Rehabilitation

A student whose eligibility has been suspended may resume eligibility before the end of the ineligibility period determined if:

1) the student satisfactorily completes a qualifying drug rehabilitation program, including two unannounced drug tests; or
2) the student successfully passes two unannounced drug tests conducted by a drug rehabilitation program that complies with such criteria as the Secretary shall prescribe in regulations; or
3) the conviction is reversed, set aside, or otherwise rendered nugatory.

It is the student’s responsibility to provide certification to CV-TEC of the date of any qualifying conviction and the successful completion of any drug rehabilitation program.

For Additional Financial Aid Information: call **Mr. Chris Chaffin** in the CV-TEC Financial Aid Office at: (518) 561-0100 x 4002 or email at chaffin_chris@cves.org.

CV-TEC Adult Education Payment/Refund and Withdrawal Policy (#4340)

1. **Payment:** Adults who are accepted for admission to a CV-TEC CTE Program must comply with the payment schedules in force at the time of admission. Short-Term courses require full payment at the time of application/registration; and prior to attending the first scheduled class session.

2. **Payment Agreement**: All adult CV-TEC students must complete the "Adult Acceptance Form" prior to admission and complete the "Adult Student Tuition and Fees Payment Agreement" indicating how the education will be funded. Tuition for CTE Programs should be paid in advance to cover the entire instructional program. Two payments may be made with advance permission with 50% due before the 1st day of classes and the remaining 50% due at the mid-point of instruction. Full payment for short term adult and community education programs must be paid at the time of registration. Adult students who are enrolled in a CV-TEC CTE Program or short-term course are entitled to a refund of tuition according to the schedules found in the items below when a request to withdraw is made in writing.

3. Refund Policy: Career & Technical Education (CTE) Programs: CV-TEC Career & Technical Education (CTE) Programs are programs that run September through June, follow the CVES school calendar, occur during regularly scheduled school days, and co-enroll high school students. The CV-TEC Licensed Practical Nurse (LPN) Program is also considered a CV-TEC Career & Technical Education (CTE) Program.

o Refunds are based upon yearly tuition regardless of chosen payment plan.
o Refunds will not be made for any fees other than tuition.
o Discontinuation by a funding agency must be in writing.
o Refunds will be issued within 45 days of written notification.

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

	Refund Percentage
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%

Important Reminder:
 Adult students receiving Title IV Federal Funding will be obligated to comply with all applicable federal policies.

CV-TEC PRACTICAL NURSE PROGRAM
COURSE DESCRIPTIONS

100A 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 development of professional identity as well as 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.

101A SKILLS FOR THE PRACTICAL NURSE 190 Hours

Fundamental Skills: 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 (New York Nurse Aide Exam | Prometric). 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.

Advanced Skills: 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.

Medication Administration/Dosage Calculation are 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).

102A 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 to successfully complete this course/program and prior to progression to the next level.

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

103A COMMUNITY HEALTH PROMOTION & MAINTENANCE 210 Hours

The purpose of this course is to provide students with a holistic approach to learning required to 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 includes:

Nutrition 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.

Mental Health introduces students to the needs and behaviors of people at various stages of the life continuum, increasing understanding of normal human developmental needs. The course looks at common psychosocial disorders and coping mechanisms are examined. **Clinical experiences** enable students to apply classroom learning to the actual care of the client experiencing mental health issues.

Maternal/Child addresses 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.

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". This is incorporated into a **Leadership Project** that is ongoing throughout the year.

Exploring Nursing Opportunities Clinical allows for the student to identify and participate in nursing opportunities available in dynamic health care settings. Students will identify traditional and non-traditional opportunities for employment. Self-marketing skills are

addressed and implemented including portfolio/resume preparation, employability skills, and interviewing techniques. Some of these components are also covered in a **Leadership Project** throughout the year.

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

- Supervised Clinical Experience - Volunteer Service/Leadership Project
- Supervised Clinical Experience - Maternal/Child Clinical experience
- Supervised Clinical Experience - Mental Health Clinical Experience

Supervised Clinical Experience - Exploring Nursing Opportunities

104A THE HUMAN BODY I & II 90 Hours

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

1ST SEMESTER		2nd Semester	
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
2027-2028

Course Name		Class Hours	Clinical Hours
100A Nursing Issues, Ethics & Law	**40 hrs.**	**40**	
Medical Terminology	**10 hrs.**	**10**	
	Total Hours 50		**0**
101A Skills for the Practical Nurse			
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)	**20 hrs**	**80**	
Dosage Calculation-lab	**10 hrs.**	**20**	
Medication Administration Skills clinical	**10 hrs.**	**10**	**10**
***(Included in Advanced Supervised Clinical*)**			
	Total Hours 190		
102A Medical Surgical Nursing			
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.**		
Medical Surgical Nursing II Advance Supervised Clinical Experience	**225 hrs.**	**140**	**225**
Role Practicum Supervised Clinical Experience	**105 hrs.**		**105**
	Total Hours 620		
103A Community Health Promotion & Maintenance			
Nutrition (class)	**10 hrs.**		
Mental Health Nursing (class)	**45 hrs.**	**10**	
Mental Health Nursing Supervised Clinical Experience	**36 hrs.**	**45**	**36**
Maternal/Child Nursing (class)	**45 hrs.**		
Maternal & Child Supervised Clinical Experience	**29 hrs.**	**45**	**29**
Volunteer Service Clinical	**20 hrs.**		**20**
Exploring Nursing Opportunities Clinical	**25 hrs.**		**25**
	Total Hours 210		
104 Human Body (class/lab) I & II (45 hrs each)			
	Total Hours 90	**90**	
	Total Program Hours 1160	**630 (Class 535 Lab 95)**	**530**

Program Outcome Data

	2023	2024	2025
Completion Rates*	81.25%	85.0%	95.0%

Information current as of 7/6/2026

Job Placement Rates**	100%	100%	100%
NCLEX First-time Candidate Pass Rates	100%	94.12%	89.47%
	2020	2021	2022
Default Rates***	7.6	1.2	0

*students who complete the program within 1.5 times of the length of program
**employed in the field of nursing
*** Provide only actual default rates, not estimates. For more information on Default Rates, click here to see the Office of Federal Student Aid website.

It is **highly encouraged** that all applicants to the CV-TEC Practical Nursing Program should familiarize themselves with the NYS education and licensing requirements for licensed practical nursing that can be found at:

NYS Nursing:License Requirements (nysed.gov)

Information current as of 7/6/2026