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Hackensack, NJ 07601
Phone: (201) 489-5836
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**The Center for Allied Health & Nursing Education
Practical Nursing Entrance Exam Registration Packet**

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REGISTRATION CHECK LIST

Have you done all of the following?

- Read the instructions and questions and answers
- Completed the registration form
- Read the Rules for Test Participation
- Paid \$50 examination fee (either in person, over phone or fax)
- Purchased the *optional, but recommended* study guide (\$25 in person, \$30 through mail or fax (includes \$5 shipping fee))
- Faxed, mailed, or hand delivered the registration form

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INSTRUCTIONS

1. What is the Exam?

The Center utilizes a third-party diagnostic test to evaluate prospective students' academic skills. The cost of the test is \$50 and the test takes approximately three hours. The test fee is non-refundable and non-transferable and must be paid at time of test registration. The exam is taken on a computer and consists of multiple choice questions. Testers are advised that they must have a basic understanding of how to work a computer, including utilizing a mouse.

2. How do I register for the Exam?

To register for the exam you must complete this Registration Packet. Packets are available at The Center and upon request can be emailed and/or faxed.

3. What steps are required to register?

- Step 1: Obtain, read and complete a Registration Packet
- Step 2: Send or drop off the completed Registration Packet, along with the required \$50 test fee, at/with The Center. Payment of this fee DOES NOT register you for the test. Completed Registration Packets, along with payments, can be:
 - *Hand Delivered to*: The Center for Allied Health & Nursing Education
387 Main Street
Hackensack, NJ 07601
Attention: Admissions
 - *Mailed to*: The Center for Allied Health & Nursing Education
387 Main Street
Hackensack, NJ 07601
Attention: Admissions
 - *Faxed to*: (201) 525-0986 Attention: Admission Office

Submissions by mail and fax **must** include a signed and executed credit card authorization form or a money order.

4. What does the Test cover?

The examination tests the following skills: Math, and Reading. Each section is approximately 1 ½ hours in length. The test is computerized.

- Math Skills: The math portion focuses on math needed for calculation of drugs and solutions, including whole numbers, measurement conversions, percentages, decimals, fractions, and algebra. Calculators are NOT allowed. Scratch paper will be provided.

- Reading Comprehension Skills: The reading section covers health related topics and focuses on the following skills: reading rate, reading rate placement, main ideas of passage, critical thinking, inferential reading, and predicting of outcomes.

5. Does the Center offer a study guide for examination? We recommend that you purchase a study guide. There are numerous study guide's available for entrance exam testing for practical nursing programs. These guide helps you polish your current skills and contain information on how to read test questions as well as sample questions. The Center has available for purchase a study guide by a leading publisher. This guide is available for \$25. You may order with a credit card by completing the Credit Card Authorization. The Guide can also be ordered by mail with a money order or cashier check made payable to SSS Education, Inc. and sent to The Center for Allied Health & Nursing Education, 387 Main Street, Hackensack, NJ 07601, Attention: Admissions Office

6. What you should do on the examination day?

- You must arrive at least **15 minutes** prior to your scheduled testing appointment.
- Late examinees will forfeit their reserved test times and examination fees.
- *No Shows*: If you do not show up for your examination at the scheduled time, without having rescheduled three (3) days in advance, you will forfeit your examination fee.
- At the scheduled testing time, examinees must present two pieces of identification. One piece of identification must be a valid government **PHOTO/SIGNATURE I.D.**, such as a driver's license or passport. **You cannot test without a valid I.D.**
- Breaks are not scheduled in the exam.
- Personal belongings, calculators, food/drinks are prohibited in the testing room.

7. When will I be notified of my results?

Testers are typically notified of their score after they have completed the testing. In no event, all testers will be notified of results within one week of testing. Test results will **not** be provided to incoming callers.

8. How can I obtain additional information regarding the test and the Center?

Additional information is available on the Center's website at www.cannj.com. In addition, a Admission Advisor is available to speak with you over the phone at (201) 489-5836 or in-person at the Center.

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REGISTRATION FORM

The entrance exam is a pre-admission test. Due to limited seating, registration is required. It is recommended that you register at least two (2) weeks prior to your preferred testing date. Please complete this form and mail/fax/drop off along with your payment to:

Mailing address:

The Center for Allied Health & Nursing Education
387 Main Street
Hackensack, NJ 07601
Phone: (201) 489-5836
Fax: (201) 525-0986

Name (Please Print): 		
Home Phone Number: () -	Work Phone Number: () -	Cell Phone Number: () -
Address: 		
City: 	State: 	Zip:
Email Address: 		
Social Security: - -	Date of Birth: / /	Requested Date and Time:

Is this your first time taking the exam? <input type="checkbox"/> Yes <input type="checkbox"/> No

<i>I have read and understand all policies (including the attached Rules for Test Participation) related to my scheduling and taking the exam, and I affirm that all information on this form is true and accurate.</i>

Signature: 	Date:
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The Center for Allied Health & Nursing Education Practical Nursing Entrance Exam

RULES FOR TEST PARTICIPATION

1. **COMPLIANCE:** I understand that if I fail to comply with the rules and requirements specified or referenced in these Rules for Test Participation, and communicated to me, orally and/or in writing (collectively, the "Rules"), at the Test administration, or if I take any prohibited actions, my Test results may be voided, no refund will be issued, no portion of the Test fee can be applied toward the cost of any future testing fees, I may not be permitted to register for future test administrations, my registration may be canceled, I may be required to take the test(s) under controlled conditions, and other actions may be pursued.
2. **REGISTRATION:** I understand that due to limited seating, registration for the PRACTICAL NURSING Entrance Examination (the "Test") is required. If the Test fees are not paid in full or if my Registration Form is not signed, I may not be permitted to take the Test and/or my score report may not be produced and/or my score may be voided.
3. **ADMISSIONS:** I understand that admissions to the PRACTICAL NURSING program is competitive, that space is limited and that planned PRACTICAL NURSING start dates may change, be cancelled or be eliminated without notice. In addition, I understand that while the Test score will be used as part of the acceptance criteria into the PRACTICAL NURSING program offered by The Center for Allied Health and Nursing Education (the "Center"), a passing score on the Test does not guarantee admission. *I also understand that denial of admission into the PRACTICAL NURSING program or the changing, cancellation or elimination of a planned PRACTICAL NURSING program will not entitle me to a refund of the Test fee.*
4. **REFUNDS AND RESCHEDULING:** **I understand and agree that all fees paid in connection with the Test are non-refundable.** I understand that if I do not show up for the Test at the scheduled time, without rescheduling seventy-two (72) hours (three days) in advance, I forfeit the Test fee. I also understand that I may only reschedule my provided test date one (1) time; thereafter, I will forfeit my Test fee.
5. **EXAM RETAKES:** I understand that I must score a minimum of sixty percent (60%) on each section of the exam to be eligible to retest in thirty (30). I understand that I must pay the test registration fee for each retest. If I fail the second exam or I do not score a minimum of sixty percent (60%) on each section of the exam, I must wait six (6) months to take the exam for the third time.
6. **IDENTIFICATION:** I understand that I may not be admitted to the testing room if I do not have the proper identification. Proper identification consists of two pieces of positive identification, one of which must be a government issued ID with a picture (such as a driver's license, passport or state issued identification card). If I am refused admission to the Test, I will be considered absent from the Test and will receive no refund or credit of any kind.
7. **LATE ARRIVAL:** I understand that if I arrive after a Test administration has begun, I will be refused admission to the Test, in which case I will be considered absent and I will receive no refund or credit of any kind.
8. **TEST ADMINISTRATION:** I agree to follow all reasonable instructions given to me either orally or in writing at or during the Test administration, including but not limited to instructions to relocate me during the test session. I agree not to communicate with other examinees or any unauthorized persons in any way during the Test administration nor to engage in any other form of misconduct. I agree not to engage in behavior that would disrupt or unfairly affect the performance of myself or other examinees. I agree to cooperate with testing personnel. If I fail to comply with these provisions, I may be dismissed from the test site and my score may be voided without refund or credit of any kind, and other actions, as described in Rule 1, may be taken as deemed appropriate by the Center.
9. **TEST SECURITY**
 - a. **Test Property:** I understand that all test questions, answers and all other test materials and any portion thereof or information relating thereto (referred to below as the "Test Materials") are the sole property of a third-party. I understand and acknowledge that the Test Materials are required to be kept confidential and secure from disclosure in order to fairly and effectively perform the test functions for which they were designed. I have not received or reviewed any Test Materials prior to taking the Test. I am not permitted to take (and I will not take) any Test Materials or handwritten or printed notes (referred to below as "Notes") reflecting or recording anything about the Test Materials from the testing room or to disassemble, copy, or reproduce the Test Materials (or information derived therefrom) in whole or in part, by hand or with the use of any electronic, or any other type of, device of any nature.
 - b. **Test Materials:** I understand that I will not be permitted to bring or use during the Test: Notes, cellular phones, calculators, electronic information or communication devices, or any other unauthorized aid (collectively referred to below as "Unauthorized Aids"). Throughout the Test session, I will have nothing on my desk but pencils, erasers, provided scrap paper and my photo identification.

I understand that if, despite my foregoing promises and agreements in Rules 9a and 9b above, Test administrators have a reasonable suspicion that I have or may have in my possession any Test Materials, Notes, and/or Unauthorized Aids, I will immediately turn over any such Test Materials, Notes, and/or Unauthorized Aids in my possession to the Test administrators at

any time upon their request. If I should fail or refuse to do so, or if the Test administrators believe in good faith that I have not turned over all such Test Materials, Notes, and/or Unauthorized Aids in my possession, the test administrators may search my person and my personal possessions for such Test Materials, Notes, and/or Unauthorized Aids and may remove them. Any such Test Materials, Notes, and/or Unauthorized Aids that I may have may be retained for as long as may be required for the purposes referenced in Rule 1 above. Test administrators and the Center are not responsible for Unauthorized Aids or other prohibited material confiscated by them or otherwise turned over by me. In the event of a possible breach of Test security, I agree to cooperate with testing personnel and I hereby consent to any such reasonable search and to any incidental contact with my person or my possessions that may result from such a search before my dismissal from the Test site. Moreover, I hereby waive any claim that I might otherwise have based upon any such search or contact. If I fail to comply with these conditions, my score may be voided without refund or credit of any kind; and other actions, as described in Rule 1, may be taken as deemed appropriate.

10. NONDISCLOSURE OF TEST MATERIALS: Because of the obvious necessity that the Test Materials be kept confidential and secure from disclosure in order to fairly and effectively perform the test functions for which they were designed, and because any disclosure of part or all of the contents of the Test Materials to anyone might render them unusable for future test administrations, I promise and agree that I will not disclose the Test Materials or any part of them (including the form, subject matter, substance, and wording of any test question or any answer thereto) to anyone for a period of one (1) year from the date of the test administration to which such Test Materials pertain. I understand and agree that if I should violate this agreement of nondisclosure, I may be liable in damages for costs (including redevelopment costs) incurred as a result of any breach of this agreement, and I may also be subject to other legal and equitable remedies (including injunctive relief) for any such breach.
11. TEST SESSION: I agree and understand that after admission to the Test site, I may not leave the test site for any reason until I have been officially dismissed and all of my Test Materials have been collected by a test administrator. Once I have completed the Test, or at the end of the session, my Test Materials will be collected and I will be dismissed. Once dismissed, I must leave the test site.
12. TEST SCORE REPORTING: I understand that my Test score will be reported to me. The typical timeframe is one week from the date of testing. I understand that any information provided as a part of testing may be used to report scores or to contact me regarding test- or program-related issues.
13. VOIDED SCORE: I understand that if I fail to comply with the rules and requirements set forth in these Rules for Test Participation, and communicated to me, orally and/or in writing, at the Test administration, or if doubts are raised about the validity or legitimacy of my registration or my score, the Center may void my Test and no refund shall be given.
14. VALIDITY OF SCORE: I understand that my test scores are valid for up to one (1) year from the date I take the examination. Notwithstanding the foregoing, I understand and agree that the Center may, in its sole discretion, after I take the Test (i) discontinue offering such examination and/or (ii) change, modify or alter the admission criteria for entrance into the PRACTICAL NURSING program, including the passing score on the Test. In such cases, I understand and agree that I must meet such new admission criteria and, in the case of discontinuance of the Test, my test score will no longer be valid for admission into the PRACTICAL NURSING program and I will be required to take and pay for any new entrance test required for applying for admission. I also understand that in such cases I will not be entitled to a refund or credit for any paid fees.
15. RIGHTS AND OBLIGATIONS REGARDING TEST ADMINISTRATION: I understand and agree that liability for Test administration activities, including but not limited to the adequacy or accuracy of Test Materials and equipment, the adequacy or accuracy of the registration and administration processes or conditions, the adequacy of Test site facilities, the adequacy or accuracy of scoring, the adequacy or accuracy of score reports, the adequacy or accuracy of information provided to me in connection with the Test, and the adequacy of protection of examinee information will be limited to score correction or test retake at no additional fee. I waive any and all rights to all other claims, specifically including but not limited to claims for negligence arising out of any acts or omissions of the Center (including the employees, agents, contractors, or professional advisors of the Center).
16. CONSIDERATION: For good and valuable consideration the receipt of which is hereby acknowledged (including the testing fee), I make the promises set forth in this agreement.
17. PROGRAM CHANGES: I understand that the testing program is subject to change at the sole discretion of the Center.
18. ARBITRATION: I agree and understand that any dispute or claim between me and the Center (or any company affiliated with the Center, or any of its officers, directors, trustees, employees or agents) arising out of or relating to this agreement or the Test, whether such dispute arises before, during, or after the Test and whether the dispute is based on contract, tort, statute, or otherwise, shall be, at the Center's election, submitted to and resolved by individual binding arbitration pursuant to the terms described herein. If the Center intends to initiate arbitration, it will notify me in writing by regular mail at my latest address on file with the Center. IF THE CENTER CHOOSES ARBITRATION, NEITHER PARTY WILL HAVE THE RIGHT TO A JURY TRIAL, TO ENGAGE IN DISCOVERY, EXCEPT AS PROVIDED IN THE APPLICABLE ARBITRATION RULES, OR OTHERWISE TO LITIGATE THE DISPUTE OR CLAIM IN ANY COURT (OTHER THAN IN AN ACTION TO ENFORCE THE ARBITRATOR'S AWARD). FURTHER, I WILL NOT HAVE THE RIGHT TO PARTICIPATE AS A REPRESENTATIVE OR MEMBER OF ANY CLASS OF CLAIMANTS PERTAINING TO ANY CLAIM SUBJECT TO ARBITRATION. THE ARBITRATOR'S DECISION WILL BE FINAL AND BINDING. OTHER RIGHTS THAT I WOULD HAVE IN COURT ALSO MAY NOT BE AVAILABLE IN ARBITRATION.

The arbitrator shall have no authority to arbitrate claims on a class action basis, and claims brought by or against me may not be joined or consolidated with claims brought by or against any other person. Any arbitration hearing shall take place in the federal judicial district in New Jersey. The prevailing party in any action or proceeding to enforce any provision of this agreement will

be awarded reasonable attorney's fees and costs incurred in that action or proceeding or in efforts to negotiate the matter. If the arbitrator determines that any claim or defense is frivolous or wrongfully intended to oppress the other party, the arbitrator may award sanctions. The Federal Arbitration Act ("FAA"), 9 U.S.C. §§ 1, et seq., shall govern this arbitration provision. This arbitration provision shall survive the termination of my relationship with the Center. The failure or refusal of either party to submit to arbitration as required by this agreement will constitute a material breach of this agreement. If judicial action is commenced in order to compel arbitration, and if arbitration is in fact compelled, the party that resisted arbitration will be required to pay to the other party all costs and expenses, including, without limitation, reasonable attorneys' fees and costs, incurred by the party to compel arbitration.

19. RULES: I understand that should any of these rules or any other requirement or provision contained in these Rules for Test Participation be declared or determined by any court to be illegal or invalid, the remaining rules, requirements, and provisions will not be affected and the illegal or invalid rule, requirement, or provision shall not be deemed a part of the current bulletin. The headings of each of the Rules for Test Participation are for convenient reference only. They are not a part of the rules themselves; they do not necessarily reflect the entire subject matter of each rule; and they are not intended to be used for the purpose of modifying, interpreting, or construing any of these Rules of Test Participation. These Rules for Test Participation constitutes the final, complete and exclusive agreement between the parties with respect to the subject matter hereof, and supersedes any prior or contemporaneous agreement, proposal, warranties and representations in connection with the services contemplated hereunder. This Agreement prevails over any conflicting or additional terms of any other communication. I agree that any legal action arising in connection with my registration for or participation in a Test administration shall be governed by the laws of and brought in the state of New Jersey, and I consent to personal jurisdiction in such state.

