

Admission Policy

The mission of Detroit Business Institute-Downriver is twofold: to serve the needs of both the individual student and the community. Our role is to provide students with specialized vocational education using the most advanced teaching methods and technology and to provide the community with employees educated in the professional skills needed by today's employers. It is the policy and purpose of Detroit Business Institute-Downriver to provide equal educational opportunity according to academic qualifications without discrimination or harassment on the basis of race, color, religion, ancestry, national origin, age, sex, genetics, sexual orientation, gender identity, marital status, familial status, disability, veteran status, or any other legally protected group status.

Applications for admission are completed online on school management software-Populi. Initial contact may start at www.dbidownriver.edu or by contacting the school to schedule an appointment with an admissions representative. All applicants are required to complete a personal interview with an admissions representative to ensure the applicant has the desire and commitment to complete the training and also to assist in determining if the applicant is reasonably capable of benefitting from the training. All applicants must have graduated from high school or have received a GED. All students must maintain an active account on ACEMAPP to track the health information and vaccination status at all times during the PN program. Independent documentation such as transcripts and copies of diplomas or other documentation of equivalency must be submitted to the school portal on populi prior to enrollment. All practical nurse students must be able to demonstrate that they have not been convicted of a crime or offense that prohibits employment, hire, or gaining of clinical privileges in a health care setting as required by Michigan Public Act 27, 28, and 29 of 2006; and does not use any illegal drugs or abuse prescription medications by undergoing drug testing. A student may be asked to undergo drug screening test at any point of time during the training or before the start of a clinical placement. As per the laws in the State of Michigan, affiliated clinical sites may require additional or random drug screening and/or a criminal background check at any time as well. A student is responsible to report any potential issues that may affect his/her clinical placement eligibility to school. Any student who fails a criminal background investigation or drug screening is ineligible for clinical site placement and therefore ineligible for continued participation in the practical nurse program at DBID.

The admissions documentation for students from foreign countries must be translated and certified to be at least equivalent to the credential required by the school in its admissions criteria.

Admission to the Practical Nurse Program at DBI is selective with an objective to ensure that each admitted student is able to successfully complete the PN program and further to be licensed to practice as a LPN. The admissions process offers two decision cycle options to the applicants: Early action deadline and a regular decision deadline.

Application Procedure

Candidates must complete the Application for Admission and fulfill all admissions requirements to the program. Application process is completed on an online portal – Populi. Applications for admission are started in Populi when a potential candidate contacts the school to start an application for the PN program. Admission to the Practical Nurse Program at DBI is selective with an objective to ensure that each admitted student is able to successfully complete the PN program and further to be licensed to practice as an LPN. All applicants must submit documentary proof for admission requirements to be considered for admission. Applications are accepted until the application deadline date for a given enrollment period. Applicants will only be considered for admission in the current upcoming cohort once all admission requirements have been completed and all application materials have been submitted. It is the applicant's responsibility to complete all required steps in the application process. Materially complete applications are considered for decision making, and successful candidate are offered Conditional acceptance letter which is contingent upon the clearance of drug screening and background testing. Unconditional PN acceptance letter is offered to a candidate who has passes both tests. Thereafter the candidate can complete the 10% down payment and the registration. Enrollment contract will be signed with the incoming student. Upon registration, students are eligible to receive class schedule and participate in the Orientation program. Application fee of \$25 will be valid for one year from date of submission.

Admission Requirements

All admissions requirements must be completed before an applicant may be accepted into a program unless a timeframe is specified in the admissions requirements. A summary of the admissions requirements are listed below:

1. Graduated from high school or received a GED.
2. Pass criminal background check and drug screening
3. Pass ATI TEAS entrance examination with a minimum score of 40 overall **OR** a minimum score of 38 overall with a math sub score of at least 42. If Math and Science subtest score in TEAS is less than 40 then the student will be required to take mandatory tutoring or test out during pre nursing module
4. Complete health appraisal form to include negative TB test, required immunizations and/or Titers (required before the start of classes).
5. Two favorable letters of recommendation (from clergy, teacher, or employer)
6. Current AHA/BLS certificate required (to include BLS/CPR for Healthcare Professionals with AED training)
7. Complete personal interview with admissions representative

Graduated from high school or received a GED - Independent documentation such as transcripts and copies of diplomas or other documentation of equivalency must be submitted to the school prior to enrollment. Home schooled applicants must provide a diploma and/or transcript that is in compliance with the state requirements for home schooled students. The state homeschool requirements are attached.

Standardized Test Criteria for Admission (ATI TEAS examination) – DBI utilizes the ATI TEAS Version 7 entrance exam. All applicants, regardless of educational background, must complete the Assessment Technologies Institute (ATI) TEAS (Test of Essential Academic Skills) which is a national standardized test that provides assessment data regarding a student's overall academic preparedness for nursing schools. There are four sections to the test including reading, math, science, and English. The test takes approximately 3-1/2 hours to complete. An applicant must have a minimum score of 40 overall. However, if Math and Science subtest score in TEAS is less than 40 then the student will be required to take mandatory tutoring to meet the admissions requirements. TEAS testing is available on every Monday or Friday depending of term schedule of classes at 10:00 a.m. and must be scheduled in advance. Additional days may be offered as needed. Prospective students will pay a \$70.00 nonrefundable fee. Re-test is allowed if needed with a minimum gap of 3 weeks after the last date of testing. Passing scores are good for a period of 3 years. The school director assigns the office staff to monitor the TEAS examination and a monthly schedule of the assignments is prepared.

Health Assessment - Each student must receive a “pass” related to his/her ability to perform the essential functions of a student nurse as well as the medical evaluation clearance. The Health Screening Process involves a Health Assessment form that includes titer/vaccination history for Hepatitis B, Quantiferon Gold (TB blood draw) as well as a pre-admission questionnaire (physical activity, infectious diseases, vaccinations and medical history). All health requirements must be uploaded to student account on ACEMAPP by the student. An annual subscription for \$50 on ACEMAPP must be maintained by student at all time while enrolled.

CPR Certification- All students must have evidence of current American Heart Association Healthcare Provider Basic Life Support (BLS) CPR certification including adult, child and infant CPR and AED training or current American Red Cross CPR/AED for Professional Rescuers. No other form of CPR certification will be accepted. CPR must be kept current throughout the program.

Criminal background check and drug screening – After the applicant has been offered a conditional letter of acceptance and paid the required application fee, the applicant will be scheduled for their drug screen and background check at an offsite location. All applicants are required to submit to a criminal background check prior to enrollment. Admission is contingent upon the results of the background check. Criminal background investigation and/or drug testing may also be required by a clinical site, an externship site, or a prospective employer consistent with the requirements of Michigan Public Act 368 of 1978 Public Health Code, as amended, Parts 201 and 209. A history of a criminal background and/or drug abuse may be cause to deny a student entrance into the PN program

The Michigan State Board of Nursing requires any applicant for licensure to disclose if he/she has ever been convicted of a misdemeanor, felony, felonious act, an illegal act associated with alcohol, or an illegal act associated with substance abuse. The State Board of Nursing reserves the right to deny licensure based on the applicant's criminal history, even if an individual has completed a nursing program.

Personal Interview – A interview questionnaire form will be utilized for the interview and the admissions representative will score the questionnaire based on the answer the applicant provided. A copy of the personal interview form is attached.