

HOWARD COLLEGE VOCATIONAL NURSING (VN) PROGRAM (BIG SPRING ONLY) VOCATIONAL NURSING ADMISSION REQUIREMENTS

Prior to actual admission in the Vocational Nursing Program, applicant must have successfully completed the required support courses with a final grade of "C" or above. If enrolled in these courses in the summer you must furnish proof of enrollment.

BIOL 2301	Anatomy & Physiology I	BIOL 2320	Microbiology
BIOL 2101	Anatomy & Physiology I (lab)	BIOL 2120	Microbiology (lab)
BIOL 2302	Anatomy & Physiology II	HPRS1206	Medical Terminology
BIOL 2102	Anatomy & Physiology II (lab)		
PSYC 2314	Life Span/Growth & Development		

Certified Nurse's Aide (CNA) is considered a pre requisite.
You must be a CNA with a current license number.

ADMISSION CRITERIA

It is the policy of Howard College not to discriminate on the basis of sex, race, color, religion, age, national origin, veteran, or qualified disability in educational programs, activities, admission, or employment policies.

All applicants to the Howard College Vocational Nursing Program who have met the requirements for admission to the college will be evaluated according to the criteria specified.

ADMISSION INFORMATION

Pre-Testing - Students seeking admission to the Vocational Nursing Program must take the Test of Essential Academic Skills Test (TEAS). The TEAS test can be taken once every 30 days. The maximum number of times the TEAS may be taken is three (3) in a year period. **Only TEAS scores will be accepted.** TEAS scores not taken at Howard College will be accepted from ATI that are mailed or emailed directly to the Howard College VN office. The TEAS test will be given at the STEPS lab, (432) 264-5618. You will be responsible for registering and paying for the TEAS exam through the ATI website (www.atitesting.com).

Summer Terms - The summer will be a busy time for applicants **who have not** already taken or begun taking pre-requisite classes. During the summer terms, these students are required to take Anatomy & Physiology I & II, Life Span/Growth & Development, Microbiology, and Certified Nurse's Aide. Students earning less than a final grade of "C" in non-nursing courses must repeat that course before becoming eligible to take Vocational Nursing courses. Students are also encouraged to register through Howard College to take the American Heart Association CPR for Health Care Providers. This course is required of all students accepted to the VN program.

If you have any questions you can contact the nursing department at 432-264-5070, (264-5142 fax) or email aschneider@howardcollege.edu.

BACKGROUND CHECK INFORMATION

In order to be considered as an applicant for the nursing program, the Texas Board of Nursing now requires all students to be fingerprinted and pass a DPS/FBI criminal background check prior to be accepted into a nursing program.

Within 2 – 3 weeks after application deadline (April 1), you will receive instructions from Howard College Nursing on how to schedule fingerprints to begin the Board of Nursing background check process.

After fingerprints have been completed and received by the Board of Nursing you will receive one of the following:

- 1) A blue card which indicates your background check is clear. This will need to be turned into the nursing department to complete your application folder.

OR

- 2) A letter from the Board of Nursing advising you to begin the Declaratory Order Process. This letter will need to be turned into the nursing department to complete your application folder.

***Students who have a positive criminal history or answer “YES” to any question on the application for licensure will be required to go through the declaratory order process. If the nature of the issue can be resolved within the delegated authority of the Operations Department, there will be no charge and the student will be sent an “outcome letter” stating that they will be allowed to take the NCLEX upon graduation. If the nature of the criminal issue is beyond the delegated authority of the Operations Department and must be transferred to the Enforcement Department for the review, the student will be billed the \$150 review fee. Only upon receipt of the fee will the file be transferred to the Enforcement Department for review. This process could take up to 4-6 months or longer.

If an applicant cannot present a “blue card” or “outcome letter” then they are not eligible to be accepted into the program.

Successful completion of a background check does not guarantee licensure or employment after graduation.

ADMISSION REQUIREMENTS/DEADLINE --- APRIL 1ST

New applicant folders are now kept in the respective Vocational Nursing Departments at San Angelo and Big Spring. Please submit application to the appropriate office based upon which campus you will be applying to.

1. Completed **Nursing** application form for admission into the Vocational Nursing Program.
2. Completed **Howard College** application form for admission into Howard College.
3. An **official** transcript from each college/university attended that shows proof of pre-requisite courses, sent to the Nursing Department. Please send transcript attention to Nursing Department.
4. Howard College transcripts the nursing department will run.
5. Results of the TEAS examination.
6. Placement of transfer students is dependent upon vacancies existing within established enrollment limits and the written approval of the Program Director.
7. Proof of at least 2 doses of the Hepatitis B series.
8. Proof of Certified Nurse's Aide (C N A).

Following completion of the admission requirements by the designated deadline of **April 1**, the applicant will be considered for the selection pool. **An applicant's file is not complete until all of the admission requirements have been submitted**, with the exception of the second summer semester pre-requisite classes.

Applicants are responsible for keeping their file updated with current addresses and phone numbers. Giving this information to the Admissions Office does not guarantee the Nursing Office will get it. A new application must be completed for each year you wish to be considered for admission.

Completion of a specific program will be affected by the student's ability to successfully complete the required clinical rotations. Clinical rotations are completed at sites specified by and contracted with Howard College. Howard College will not locate or provide alternative sites for clinical rotations for students ineligible to attend clinical rotations at the specified sites.

If accepted to the Vocational Nursing Program:

Prior to the first class day, students are required to have:

- a) A physical examination on the HC form (within previous three [3] months) showing ability to meet clinical requirements;
- b) The results of a PPD (within previous three [3] months);
- c) Proof of MMR immunization (a signed statement by medical practitioner showing 2 doses of vaccine or MMR titer level);
- d) TDAP vaccination (proof of within the previous 10 years);
- e) Hepatitis B vaccine series (three doses) or serologic proof of immunity to Hepatitis B;
- f) One or two doses of Varicella vaccine (dependent on age) or serologic proof of immunity to Varicella or validated history of chicken pox.
- g) Current CPR certification - American Heart Course for Health Care Providers (within past 12 month);
- h) Proof of health/hospitalization insurance by September 1 of year of admission.
- i) A current drug screen.

Guidelines drafted from American College Health Association and CDC Guidelines: 1/2000

INSURANCE

Students enrolled in the Vocational Nursing Program are required to be covered by liability insurance prior to the beginning of clinical experiences and to maintain such insurance for the duration of their enrollment. A break in enrollment of either liability or health insurance will result in the student's inability to attend clinical. Arrangement to purchase liability insurance at a group rate will be made through the Howard College Business Office in conjunction with the payment of other required fees each semester you are enrolled in the VN Program.

Students are required to purchase health insurance at their own expense.

Fall & Spring Terms - Progression and admission to the fall term as a Vocational Nurse major is contingent upon successful completion of pre-requisite courses. A "C" or above is required in all nursing and support courses to progress to the next term.

Fall Semester:

VNSG 1227	Essentials of Medication Administration	2 Cr. Hr.
VNSG 1204	Foundations of Nursing.....	2 Cr. Hr.
VNSG 1323	Basic Nursing Skills	3 Cr. Hr.
VNSG 1509	Nursing in Health & Illness II.....	5 Cr. Hr.
VNSG 1360	Med-Surg Clinical I.....	3 Cr. Hr.
VNSG 1234	Pediatrics	2 Cr. Hr.
VNSG 2160	Pediatric Clinical	1 Cr. Hr.

Spring Semester:

VNSG 1230	Maternal-Neonate Nursing.....	2 Cr. Hr.
VNSG 2161	Maternal-Neonate Clinical.....	1 Cr. Hr.
VNSG 2510	Nursing in Health & Illness III.....	5 Cr. Hr.
VNSG 2561	Med-Surg Clinical II.....	5 Cr. Hr.

Students may be required by a clinical facility to submit to a random selection for a drug screening test.

HOWARD COLLEGE VOCATIONAL NURSING PROGRAM
APPROXIMATE COSTS

Courses Other Than Nursing

Fall or Spring: BIOL2301 & 2101 A&P I and PSYC2314 Life Span/Growth & Development
HPRS 1206 Medical Terminology (9 hours)

Books	\$ 500.00
Tuition/Fees	<u>1128.00</u>
Total for Semester:	\$1628.00

Fall or Spring: BIOL2302 & 2102 A&P II and BIOL 2320 & 2120 Microbiology (8 hours)

Books	\$250.00
Tuition/Fees	<u>831.00</u>
Total for Semester:	\$1081.00

Vocational Nursing Courses

FALL and SPRING SEMESTERS (Combined) (In district)

Books	1100.00
Equipment/Supplies	173.00
Uniforms/Tags	250.00
Watch/Nurs. Shoes	115.00
State Board Fee	350.00
Fees for Fall	150.00
Tuition/Fall (20 hrs)	1524.00
Fees for Spring	299.00
Tuition/Spring (13 hrs)	<u>1536.00</u>
Total	\$5497.00

Totals for Pre-Requisite Classes, Nursing Classes and Other Academic Classes

All Expenses: \$8206.00

ALL COSTS ARE APPROXIMATE AND
SUBJECT TO CHANGE WITHOUT NOTICE!

VN PROGRAM SELECTION CRITERIA

APPLICANT _____

ACADEMIC YEAR _____

Points are given for the pre-requisite courses Anatomy & Physiology I and Microbiology

For any pre-requisite class that is repeated, a deduction of -1 point will be made. (i.e. A student who repeats A&P I and makes a “B” will have points of 3 points for the class, and a third time, 2 points for the class, etc.

A SELECTION COMMITTEE WILL MEET AND REVIEW ALL APPLICANTS TO MAKE FINAL DECISIONS.

PRE-REQUISITE COURSES

POINTS	MICROBIOLOGY (lecture only)	A & P I (lecture only)	TOTAL
2 pts	C	C	
4 pts	B	B	
6 pts	A	A	

TEAS

POINTS	READING	MATH	SCIENCE	TOTAL
2 pts	at least 70%	At least 60%	At least 40%	
4 pts	80% or better	70% or better	50% or better	
6 pts	90% or better	80% or better	60% or better	

**Scores below minimum in each category will result in (zero) “0” points.

TOTAL POINTS MAX POSSIBLE 30

The Vocational Nursing program is a twelve (12) month Certificate Program that offers college credit. The Program is designed to prepare students to perform direct patient care under the supervision of a registered nurse and/or physician. Students are prepared for upward mobility in a nursing career. The program is approved by the Texas Board of Nursing and the Texas Higher Education Coordinating Board. Upon completion, students may make application to take the State Board Examination (NCLEX-PN) to become Licensed Vocational Nurses.

The Vocational Nursing program is a very intense program. Students that are interested in the program should be informed that good attendance is very important. The Board of Nursing requires a published attendance policy to be enforced by the Vocational Nursing Program. This attendance policy is one of both strict attendance in both theory classes and clinical. Students are not allowed to miss more than 32 clock hours per semester.

APPLICATION FOR LICENSURE

A person who can answer "yes" to any of the questions listed below should apply for a Declaratory Order with the Board of Nursing. It is best if you complete this process, **prior** to enrolling in the pre-requisite courses and especially prior to acceptance in the Vocational Nursing Program.

A Petition for Declaratory Order must be submitted by the nursing candidate if you can answer 'yes' to any of the following questions:

No Yes Are you enrolled, planning to enroll, or have you graduated from a nursing program?

Nursing program name: _____

Location of program: _____
City State

Type of Nursing Program: (circle one) LVN RN

Date of Enrollment: _____ Date of Graduation: _____

1) No Yes *For any criminal offense, including those pending appeal, have you:

- A. been convicted of a misdemeanor?
- B. been convicted of a felony?
- C. pled nolo contendere, no contest, or guilty?
- D. received deferred adjudication?
- E. been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
- F. been sentenced to serve jail or prison time? court-ordered confinement?
- G. been granted pre-trial diversion?
- H. been arrested or have any pending criminal charges?
- I. been cited or charged with any violation of the law?
- J. been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?

(You may only exclude Class C misdemeanor traffic violations.)

NOTE: Expunged and Sealed Offenses: While expunged or sealed offenses, arrests, tickets, or citations need not be disclosed, it is your responsibility to ensure the offense, arrest, ticket or citation has, in fact, been expunged or sealed. It is recommended that you submit a copy of the Court Order expunging or sealing the record in question to our office with your application. Failure to reveal an offense, arrest, ticket, or citation that is not in fact expunged or sealed may subject your license to a disciplinary order and fine. Non-disclosure of relevant offenses raises questions related to truthfulness and character. (See 22 TAC §213.27)

NOTE: Orders of Non-Disclosure: Pursuant to Tex. Gov't Code § 552.142(b), if you have criminal matters that are the subject of an order of non-disclosure you are not required to reveal those criminal matters on this form. However, a criminal matter that is the subject of an order of non-disclosure may become a character and fitness issue. Pursuant to Gov't Code chapter 411, the Texas Nursing Board is entitled to access criminal history record information that is the subject of an order of non-disclosure. If the Board discovers a criminal matter that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board may require you to provide information about any conduct that raises issues of character and fitness.

- 2) No Yes *Are you currently the target or subject of a grand jury or governmental agency investigation?
- 3) No Yes Has **any** licensing authority ever refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?
- 4) No Yes *Within the past five (5) years have you been diagnosed with, treated, or hospitalized for schizophrenia and/or psychotic disorder, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder?

If "YES" indicate the condition:
 schizophrenia and/or psychotic disorders,
 bipolar disorder,
 paranoid personality disorder,
 antisocial personality disorder,
 borderline personality disorder

- 5) No Yes *Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?

*Pursuant to the Texas Occupations Code §301.207, information, including diagnosis and treatment, regarding an individual's physical or mental condition, immoderate use of drugs or alcohol, or chemical dependency **and** information regarding an individual's criminal history is confidential to the same extent that information collected as part of an investigation is confidential under the Texas Occupations Code §301.466. *If you are licensed as an LVN in the State of Texas and are currently participating in the Texas Peer Assistance Program for Nurses you may answer "NO" to questions #4 and #5.*

NOTE: IF YOU ANSWER "YES" TO ANY QUESTION #1 - #5, YOU MUST PROVIDE A SIGNED AND DATED LETTER DESCRIBING THE INCIDENCE(S) THAT YOU ARE REPORTING TO THE BOARD, AS WELL AS SUPPORTING DOCUMENTATION. PLEASE REFER TO THE ELIGIBILITY QUESTIONS INSTRUCTIONS FOR MORE INFORMATION.

Attestation/Consent to Release & Use of Confidential Records

I, the NCLEX ® Candidate whose name appears within this Application, acknowledge this document is a legal document and I attest that I understand & meet all the requirements for the type of licensure requested, as listed in sections 301.252, 301.253, 301.452, 301.453, 301.454 and 304.001 of the Nursing Practice Act; 22 TAC §§ 213.27, 213.28, 213.29, 213.30, 213.33; 22 TAC §§ 217.11 and 217.12.

Further, I understand that it is a violation of the 22 TAC § 217.12 (6) (I) and the Penal Code, sec 37.10, to submit a false statement to a government agency; and I consent to release of confidential information to the Texas Board of Nursing and further authorize the Board to use and to release said information as needed for the evaluation and disposition of my application.

I understand that if I have any questions regarding this affidavit I should contact an attorney or the appropriate professional health provider. I will immediately notify the Board if at any time after signing this affidavit I no longer meet the eligibility requirements.

Applicant's Signature: _____

Date: _____ / _____ / _____

The Declaratory Order process permits the Board of Nursing to make decisions regarding your eligibility for licensure **prior to entering or completing a nursing program**. If you answered "yes" to any of the above questions, please research the Declaratory Order process at www.bon.state.tx.us, go to Forms, then to Declaratory Orders. The Board of Nursing **will not** make eligibility determinations over the phone and/or email. Eligibility determinations take a minimum of 3-6 months.

GRADUATION FROM THE VOCATIONAL NURSING PROGRAM DOES NOT GUARANTEE THE GRADUATE WILL BE ALLOWED TO SIT FOR THE NCLEX-PN (STATE BOARD EXAMINATION).