

HOWARD COLLEGE VOCATIONAL NURSING (VN) PROGRAM

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.

Functional Abilities Essential for Nursing Practice

In response to the Americans with Disabilities Act (ADA), the National Council of State Boards of Nursing initiated a series of studies to identify competencies that a nurse must possess, in addition to those nursing knowledge, skills and abilities evaluated via a licensing examination, in order to function safely and effectively in a variety of employment settings.

Category	Description
Gross Motor Skills	Gross motor skills sufficient to provide the full range of safe and effective nursing care activities.
Fine Motor Skills	Fine motor skills sufficient to perform manual psychomotor skills.
Physical Endurance	Physical stamina sufficient to perform client care activities for entire length of work role.
Physical Strength	Physical strength sufficient to perform full range of required client care activities. Must be able to push, pull, lift at least 50 lbs.
Mobility	Physical strength sufficient to perform full range of required client care activities.
Hearing	Auditory ability sufficient for physical monitoring and assessment of client health care needs.
Visual	Visual ability sufficient for accurate observation and performance of nursing care.
Tactile	Tactile ability sufficient for physical monitoring and assessment of health care needs.
Smell	Olfactory ability sufficient to detect significant environmental and client odors.
Reading	Reading ability sufficient to comprehend the written word at a minimum of a tenth grade level.
Arithmetic	Arithmetic ability sufficient to do computations at a minimum of an eighth grade level. It includes the following three concepts: Counting: the act of enumerating or determining the number of items in a group. Measuring: the act or process of ascertaining the extent, dimensions or quantity of something. Computing: the act or process of performing mathematical calculations such as addition, subtraction, multiplication and division.
Emotional Stability	Emotional stability sufficient to assume responsibility/accountability for actions.
Analytical Thinking	Reasoning skills sufficient to perform deductive/inductive thinking for nursing decisions
Critical Thinking Skill	Critical thinking ability sufficient to exercise sound nursing judgment.
Interpersonal Skills	Interpersonal abilities sufficient to interact with individuals, families and groups respecting social, cultural and spiritual diversity.
Communication Skills	Communication abilities sufficient for interaction with others in oral and written form.

APPLICATION FOR LICENSURE

A person who can answer "Yes" to any of the questions on 2-6 listed below will need to apply for a Declaratory Order with the Board of Nursing. It is **recommended** for you to complete this process prior to enrolling in the pre-requisite courses and **mandatory to have a clearance letter prior to acceptance in the Vocational Nursing Program**. Responding **NO** when the answer is **YES** will result in program dismissal. A Petition for Declaratory Order must be submitted by the nursing candidate if you can answer 'YES' to questions 2-6.

- Yes** **No** (1.) Are you enrolled, planning to enroll, or have you graduated from a nursing program?

Name of Nursing Program: _____

Location: _____
City State

Type of Nursing Program: (circle one) LVN RN

Date of Enrollment: _____ Date of Graduation: _____

- Yes** **No** (2.) 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, will at a minimum, subject your license to a disciplinary fine. Non-disclosure of relevant offenses raises questions related to truthfulness and character.

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 other sections of the 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.

- Yes** **No** (3.) Are you currently the target or subject of a grand jury or governmental agency investigation?
- Yes** **No** (4.) Has any licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?
- Yes** **No** (5.) *Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?
- Yes** **No** (6.) *Within the past five (5) years have you been diagnosed with, treated, or hospitalized for schizophrenia and/or psychotic disorders, 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

*Pursuant to Occupations Code §301.207, information regarding a person's diagnosis or treatment for a physical condition, mental condition, or chemical dependency is confidential to the same extent that information collected as part of an investigation is confidential under the Occupations Code §301.466. You may indicate "NO" if you have completed and/ or are in compliance with Texas Peer Assistance Program for Nurses (TPAPN) for substance abuse or mental illness.

***IF YOU ANSWER "YES" TO ANY QUESTION #2 - #6, YOU MUST PROVIDE A SIGNED AND DATED LETTER DESCRIBING THE INCIDENCE(S) THAT YOU ARE REPORTING TO THE BOARD.

Attestation	
I, the Petitioner referenced in this application, acknowledge this document is a legal document and I attest that the statements herein contained are true in every respect. I understand that no one else may submit this form on my behalf and that I am accountable and responsible for the accuracy of any answer or statement on this form.	
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: _____ / _____ / _____

Print Name _____

*This means a specific Board action, not failure of NCLEX RN/VN/PN.

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 2-6 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).

HOWARD COLLEGE VOCATIONAL NURSING PROGRAM

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.

If a student does not pass the background check and is unable to attend clinical, the student will be unable to fulfill the course requirements and failure of the course will occur. It is not the responsibility of the nursing faculty or Howard College to make alternative arrangements for clinical hours. Student selected alternatives will not be accepted.

Upon completion of the program you will be subjected to a State background check done by the Department of Public Safety and a Federal Background check conducted by the FBI prior to taking the NCLEX-PN.

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.

In the fall semester, Instructional classes will be held Monday – Friday from 8:00 am to 5:00 pm or 8:00 am to 1:00 pm. Mid October clinicals will be from 6:40 AM to 4:15 PM on Tuesday and Wednesday. Some evening or weekend clinicals may be required.

In the spring semester, students will be in the classroom or clinical all day on M-T-W-Th either from 8:00 am to 5:00 pm or 6:40 AM to 4:15 PM. Fridays are usually 8:00 to 1:00 PM. Some evening or weekend clinicals may be required.

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:

HPRS 1206 Medical Terminology (If not taken previously)	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 Clinical I	3 Cr.Hr.
VNSG 1227 Essentials of Medication Administration.....	2 Cr.Hr.

Spring Semester:

VNSG 1234 Pediatrics	2 Cr.Hr.
VNSG 1230 Maternal-Neonate Nursing	2 Cr.Hr.
VNSG 2160 Clinical II	1 Cr.Hr.
VNSG 2161 Clinical II	1 Cr.Hr.
VNSG 2510 Nursing in Health & Illness III	5 Cr.Hr.
VNSG 2561 Clinical III	5 Cr.Hr.

VOCATIONAL NURSING PROGRAM SELECTION CRITERIA

Pre-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. **All pre-requisite courses must be completed prior to admission. Points will be given for two of your pre-requisite courses: Anatomy and Physiology I (lecture and lab) and Microbiology (lecture and lab) and must be completed at the end of Summer I. No exceptions.**

BIOL 2301 Anatomy & Physiology I
PSYC 2314 Life Span/Growth & Develop.

BIOL 2302 Anatomy & Physiology II
BIOL 2320 Microbiology

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, and Microbiology. 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. If a student has time, he/she may wish to consider taking Nutrition before being admitted to the Vocational Nursing program, as that may make the first semester of the actual nursing program less stressful. Students are also encouraged to register through Howard College to take the American Heart Association CPR for Health Care Providers with AED course. This course is required of all students accepted to the VN program.

Background check - Changes are taking place within healthcare facilities nationally. These changes directly affect all health programs at Howard College.

The Joint Commission of Accreditation of Healthcare Organization (JCAHO), which accredits healthcare facilities across the country, enforced background screening September 2004 and has set requirements mandating that students in a healthcare field must now complete a background check such as hospital employees are required to complete.

A background investigation must be completed prior to your file being forwarded to the selection committee. Students are responsible for the payment of their background investigation and Certified Background **MUST** conduct the investigation. The background check must be within 6 months of the application deadline. Background checks older than 6 months must be repeated.

To initiate your background clearance, go to the website www.certifiedbackground.com and follow the process. The profile information you input will be sent directly to Howard College upon completion. Your file will not be forwarded to the selection committee if the background check is not completed **AND** passed by the application deadline.

The following searches are required for students attending facilities for clinical through the Howard College ADN program:

1. Criminal History Record Search (7 years or 5 criminal searches)
2. Social Security Number Trace (residential history, State and Date SSN issued)
3. Sex Offender Registry
4. OIG/GSA Sanction Report
5. OFAC (Terrorist List)
6. Texas State Excluded List

If an applicant doesn't pass the background check, 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.

Immunizations - All students enrolled in a Health Professions Program at Howard College are required to have the following immunizations and clearances. If a student has no proof of any immunizations, it will take him/her 6 months to complete the above required immunizations.

If a student has documentation of childhood immunizations but has not completed the Hepatitis B series, it would take him/her 4-6 months to complete the required immunizations (depending on the clinic used).

It is the student's responsibility to obtain and provide proof of the required immunizations and clearances. Students must complete the Record of Required Immunizations form and submit with the Student Admission Packet. Howard College will not notify students of deadlines and schedules. Proof of the first two Hepatitis B immunizations (or titer), MMR, Tdap and Varicella must be provided by June 1 in order to be considered for admission into any Health Professions Program.

For EMT students, proof of required immunizations must be made before registration in any class will be permitted. Students should start the process early in order to meet the deadline requirements.

Hepatitis B	-----Three doses OR a positive titer. NOTE: The student must have received the first two doses of the Hepatitis B series by the June 1 deadline.
Influenza	-----One dose required prior to clinical rotations.
Measles (MMR)	-----Two doses OR a positive titer.
Tetanus, Diphtheria, Pertussis (Tdap)	-----One dose required within the last 10 years
Tuberculosis within	-----Clearance Annually by PPD injection OR chest x-ray the last three years with the approval of a physician. This is the only immunization that should be left until the summer, after the student has been accepted to a program.
Varicella	-----Two doses OR a positive titer
Polio (OPV/IPV)	-----Recommended, not required.

***NOTE: Some clinical sites may require proof of polio or Varicella.**

Students should retain a copy of their immunization health records for themselves.

HOWARD COLLEGE WILL NOT MAKE COPIES FOR DISTRIBUTION TO OTHER AGENCIES.

Testing - Test of Essential Academic Skills Test (TEAS):

Students seeking admission to the Vocational Nursing Program must take the Test of Essential Academic Skills Test (TEAS). The student will be responsible for registering and paying for the exam through the ATI website www.atitesting.com. The testing schedule is on the Howard College website howardcollege.edu. Please contact the Testing Coordinator at 325-481-8300 for more information. The TEAS V test can be taken once every 60 days with a maximum number of three (3) times per admission cycle (September 1 – May 31). ONLY TEAS V scores will be accepted. TEAS V scores not taken at Howard College will be accepted from ATI. Scores will need to be mailed or emailed directly to the Howard College Health Professions Assistant, Debbie Sartain at dsartain@howardcollege.edu.

VOCATIONAL NURSING PROGRAM SELECTION CRITERIA

Applicant Name _____ Year _____

Points will be given for two of your pre-requisite courses:
Anatomy and Physiology I (lecture and lab) and Microbiology (lecture and lab).
One (1) point will be given for an active Certified Nursing Assistant license within the last 5 years.

Points will be calculated at the end of Summer I. NO EXCEPTIONS.

PRE-REQUISITE COURSES

Points	Microbiology Lecture	Microbiology Lab	Total Points	Points	A & P I Lecture	A & P I Lab	Total Points
1	C	C		1	C	C	
1.5	B	B		1.5	B	B	
2	A	A		2	A	A	

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POINTS	READING Adjusted Individual Score	MATH Adjusted Individual Score	SCIENCE Adjusted Individual Score	TOTAL
2	at least 70%	at least 60 %	at least 40%	
4	80% or better	70% or better	50% or better	
6	90% or better	80% or better	60% or better	

TOTAL POINTS MAX POSSIBLE – 26

Contact Information

Marnita Guinn, PhD, RN
Vocational Nursing Program Director
325-481-8300 Ext: 3428
mguinn@howardcollege.edu

Debbie Sartain
Health Professions Assistant
325-481-8300 Ext: 3435
dsartain@howardcollege.edu

ACCEPTANCE REQUIREMENTS

Deadline is June 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. Attend a Howard College Health Professions orientation for each admission cycle that you apply for. **Please check the HC website for this schedule. (SAN ANGELO CAMPUS ONLY)**
2. Completed **Nursing** application form for admission into the Vocational Nursing Program.
3. Completed **Howard College** application form for admission into Howard College.
4. 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.
5. One official transcript from Howard College, if attended, by the end of the first summer session.
6. Results of the Test of Essential Academic Skills Test (TEAS), version V.
7. Placement of transfer students is dependent upon vacancies existing within established enrollment limits and the written approval of the Program Director.
8. Proof of at least 2 doses of the Hepatitis B series.
9. Background check – If an applicant does not successfully pass the background check they are not eligible to be accepted into the program. Successful completion of a background check does not guarantee licensure or employment after graduation.

Following completion of the admission requirements by the designated **deadline of June 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 at ONE time**, with the exception of the second summer semester pre-requisite classes which will not be for calculated points. **Points will be calculated after the end of Summer I no exceptions.** Applicants with 18 points or above will be considered first.

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.

Once 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 (completed after June 1 of the year of admission) showing ability to meet clinical requirements;
- b) The results of a PPD (completed after June 1 of the year of admission);
- c) Proof of MMR immunization (a signed statement by medical practitioner showing 2 doses of vaccine or MMR titer level);
- d) Tetanus, Diphtheria, Pertussis (Tdap) vaccination (proof of within the previous 10 years); Hepatitis B vaccine series (three doses) or serologic proof of immunity to Hepatitis B;
- e) One or two doses of Varicella vaccine (dependent on age) or serologic proof of immunity to Varicella or validated history of chicken pox.
- f) Current CPR certification - American Heart Course for Health Care Providers with AED (within past 12 months);
- g) Proof of health/hospitalization insurance by September 1 of year of admission.
- h) A drug screen will be required before starting clinical.
- i) A flu shot will be required before starting clinical.

Re-Admission

Students desiring re-entry into the program must re-apply and will need to compete for a vacancy when they seek readmission.

Drug Screen Clearance - Once you have been accepted to a program, you will need to have a 10-panel drug screen that must include the following:

Amphetamines	Methamphetamines
Barbiturates	Benzodiazepines
Cocaine	Ecstasy
Methadone	Opiates
Phencyclidine	Marijuana

To initiate your drug screen clearance, go to the website www.certifiedbackground.com and follow the process. Once you go online and complete the form (option HH88dt), Certified Background will then notify you by email when you are clear to complete the drug screening. **Drug Screen will be done 30 days prior to starting your clinicals.**

Anything that shows up may be cause for the specimen to be sent for further analysis at your expense. This could include physician prescribed drugs. Howard College has no control over this process or expense.

Be aware that this test is for the day it is analyzed and if there is due cause, you may be subject to another screening at your expense any time throughout the duration of the program. Failure to comply may result in withdrawal from any program. Those in 2-year programs may be required to repeat the screening prior to the beginning of the second year. Students may be required by a clinical facility to submit to a random selection for a drug screening test.

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

Readmission of Howard College LVN Student*** - Request for readmission is the responsibility of the former student. To re-enter you must:

- Meet current program admission and curriculum requirements.
- Notify Program Director during admission cycle prior to desired re-entry date, submit a new Vocational Nursing application, attend a Health Professions Orientation, and submit a letter on "How You Plan to be Successful" in the program.
- Provide LVN Department with updated physical examination, current CPR certification, and TB test results as specified in admission requirements.

*** Students with a second dismissal or withdrawal are ineligible to apply.

CURRICULUM

Summer Session I

Course.....	Semester Hours
BIOL 2301 & 2101	4
PSYC 2314	3
Total	7

Summer Session II

Course.....	Semester Hours
BIOL 2302 & 2102	4
BIOL 2320 & 2120	4
Total	8

Fall Semester

Course.....	Semester Hours
HPRS 1206	2
VNSG 1204	2
VNSG 1323	3
VNSG 1509	5
VNSG 1360	3
VNSG 1227	2
Total	17

Spring Semester

Course.....	Semester Hours
VNSG 1234	2
VNSG 1230	2
VNSG 2510	5
VNSG 2561	5
VNSG 2160	1
VNSG 2161	1
Total	16

TOTAL PROGRAM HOURS 48

For inquiries about transferable courses, call Guidance & Counseling

HOWARD COLLEGE VOCATIONAL NURSING PROGRAM
APPROXIMATE COSTS

Courses Other Than Nursing

SUMMER I: BIOL2301 & 2101 A&P I and PSYC2314 Life Span/Growth & Development (7 hours)

Books	\$ 438.00
Tuition/Fees	<u>1113.00</u>
Total for Semester:	\$1551.00

SUMMER II: BIOL2302 & 2102 A&P II and BIOL2320 & 2120 Microbiology (8 hours)

Books	\$ 537.00
Tuition/Fees	<u>1222.00</u>
Total for Semester:	\$1759.00

Vocational Nursing Courses

FALL and SPRING SEMESTERS (Combined)

Background Check	\$60.00
Books	1142.00
Equipment/Supplies	173.00
Uniforms/Tags	170.00
Watch/Nurs. Shoes	85.00
State Board Fee	325.00
Testing	659.00
Tuition&Fees/Fall(17 hrs.)	2288.00
Tuition&Fees/Spring(16 hrs)	<u>1937.00</u>
Total	\$6839.00

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

All Expenses: \$10149.00

ALL COSTS ARE APPROXIMATE AND ARE SUBJECT TO CHANGE WITHOUT NOTICE!