VOCATIONAL NURSING PROGRAM INFORMATION SHEET

The next Vocational Nursing Program (Extended Format only) will begin a new class in **Spring 2015** (January). Application packets will be available online by end of business day May 5, 2014 for submission **June 2, 2014, 12 Noon through August 14, 2014**. Applications are good only for the **Spring 2015** class. This class will have 30 openings, which will be filled by the first 30 applicants who have completed the following procedures.

- **BEFORE APPLYING**: In order to be accepted into the Vocational Nursing Program, there are several steps you must complete before you turn in your application for the Program. Make sure you fully understand what is expected to be done and allow adequate time for requirements, such as official transcript requests and foreign transcript evaluations. The student should make an appointment with a counselor to review program requirements and create an educational plan (Counseling Center: 707-256-7220).

- Complete an application for admission to Napa Valley College at www.napavalley.edu.

- Complete the Matriculation requirements of:
  - Assessment Testing or Course Equivalency of Math and English. Test scores are good for 2 years. Equivalent college coursework must have been taken within 5 years of January 8, 2015, the start of the program. (Contact the Testing Center at 707-256-7434 to arrange for Assessment Testing). Acceptable scores or grades are as follows:
    - English Assessment testing (CTEP) with a score of 59 or higher or completion of ENGL 85 with a “C” or better.
    - Math Assessment (MTDP) with a score of 29 or higher on the “Elementary Algebra Test” to demonstrate student’s knowledge of algebra or completion of MATH 90 with a “C” or better.
  - College Orientation: Contact the Counseling Center (707-256-7220) for orientation sessions.

- Complete the Prerequisite courses:
  - HEOC 100 Anatomy and Physiology (with a “C” or better)
  - HEOC 101 Pharmacology (with a “C” or better)

- Students are **strongly encouraged** to take other **program requirements** while waiting for admission into the program. These courses are:
  - HEOC 172 Basic Nutrition
  - PSYC 125 Human Development

- Be a currently certified Nurse’s Aide (CNA)
  - On rare occasions, current equivalent training may be accepted as determined by the Program Director. **If you believe you have equivalent training, be prepared to submit to the Program Director the following:**
    1. A letter clearly explaining how your background meets the same skills and knowledge of that of a CNA
    2. A copy of your current certification
    3. Your transcript from the training program
    4. A copy of the school’s syllabus for the program you completed
    5. Your current job description and performance evaluations

- Submit to Admissions and Records your Official Transcripts (unopened) of high school graduation or its equivalent (GED, CHSPE) and, if applicable, college courses.
  - All Foreign Transcripts must be evaluated by an International Evaluation Service prior to submission of program application; this service must provide Napa Valley College with certification of high school graduation, and a course-by-course evaluation of any college/university work completed in a foreign country.

Review the requirements carefully.

Missing any of the above steps could prevent you from being accepted into the LVN program.

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Napa Valley College career technical education programs are open and available to all students regardless of race, color, national origin, sex, disability, religion, sexual orientation, gender identity or gender expression. Admission requirements for Napa Valley College career technical education programs are described in the current Napa Valley College catalog. The Napa Valley College Title IX officer is Laura Ecklin (Phone: 707-256-7105, Bldg. 1500, Room 1544). The Section 504 compliance officer is Rebecca Scott (Phone: 707-256-7438, Room 1735-C).
Please submit your application during the published application period to Admissions and Records in the 1300 Building. Please include the following:

- Vocational Nursing Program Application
- Vocational Nursing Program Admission Checklist
- Copy of current CNA certification

When you submit your application for the Vocational Nursing Program, you also need to submit the completed Checklist. This Checklist will ensure that you are not missing anything that would cause your application to be rejected.

All applicants meeting **ALL of these requirements** will be eligible for admission to the program and will be provisionally enrolled on a first-come, first-served basis. **Applications will not be accepted without meeting all the above requirements.**

**ONCE ACCEPTED**

Applicants will be notified by letter of their acceptance into the program October 2014. Accepted applicants are required to attend a Vocational Nursing Orientation Meeting in November (you will receive a letter of invitation).

**Students who fail to attend the Vocational Nursing Orientation Meeting may lose their place in the program.**

- CPR Certification
  The only acceptable type of certification is the American Heart Association (AHA) Healthcare Provider. For a schedule of CPR classes, visit the Napa Valley College CPR page.

- Health Physical and Immunizations (forms available on the LVN Current and New Student page)
  A complete physical is required within the 6 months prior to the start of the program. In addition to the physical, students will need the following testing/immunizations:
  - Tuberculosis (TB) PPD (Mantoux) Test – Mantoux test is a 2 step PPD 1 week apart. Students who have no record of Negative PPD testing and are not TB carriers must do Mantoux. If students have record of positive PPD they must provide a chest X-Ray showing 2 views with no abnormalities or a negative QuantiFERON-TB Gold test.
  - Chicken Pox (Varicella) – either a positive titre or vaccine (series of two immunizations)
  - Measles, Mumps, Rubella (MMR) – either a positive titre or vaccine (series of two immunizations)
  - Hepatitis B – either a positive titre or vaccine (series of three immunizations, must have 2 doses before starting clinical rotation)
  - Tetanus/Diphtheria – within 8 years of start of program

- All students will be subject to a criminal background check **which must be completed prior to November 10, 2014.** If a student does not meet hospital security standards based on their background check, the student will be ineligible for the program and will be notified of such as soon as possible.

**ADDITIONAL INFORMATION**

- It is strongly recommended that you have basic computer skills and access to a computer/printer as some required classwork will require computer access and skills. HEOC 171 (Medical Terminology) would also be very helpful.

- All corequisite coursework must be completed with a “C” grade or better and must be taken within **5 years of the end date of the program, or while in the program**, in order to meet Board of Vocational Nursing and Psychiatric Technicians (BVNPT) requirements.

- Due to the fact that during your clinical rotations you will be practicing in off-campus clinical settings, it is especially important that you are aware of professional expectations. You will be expected to follow standards while participating in the Vocational Nursing Program including professional appearance, attitude, language, and behavior.

Some students may decide to withdraw before classes begin. These vacancies will be filled as they occur with applicants who are next on the waiting list. Once class begins, the waiting list is abolished and applicants must reapply during the next open application period.

6/12/14