



Vocational Nursing Program Application Packet

The Vocational Nursing Program is a sixteen (16) month Certificate Program that prepares the graduate to perform patient care under the direct supervision of a Registered Nurse or Physician. Upon successful completion of the program, the graduate vocational nurse qualifies to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN®) and upon passing the exam, will be issued a Texas license to practice as a Licensed Vocational Nurse.

The Vocational Nursing Program was established in 1973 and is approved by the Texas Board of Nursing. Additionally, TSTC is accredited by the Southern Association of Colleges and Schools Council of Colleges (SACS COC).

Deadline Dates for Breckenridge and Sweetwater Campuses:

- **All Testing Must Be Completed and meet minimum requirements Before Friday, April 29, 2016**
 - **Texas Success Initiative (TSI) should be met before the first day of class and must be met before the end of the first semester. (Being TSI “met” is a prerequisite for VN Level II)**
- **Completed Packet must be submitted By: Friday, March 31, 2017 @ 5pm**
- **Results from the Texas Board of Nursing background check must be received by the TSTC VN Department Chair no later than July 10, 2017.**
- **Interviews for placement will be held July 20, 21, or July 27, 28, 2017 on the campus of your choice.**

Becoming an applicant for the Vocational Nursing program is a two (2) part process. First is acceptance by TSTC as a student followed by acceptance into the VN Nursing Program. **ALL requirements and testing MUST be completed before an application packet may be accepted. All application packets must be submitted to the Admission Advisor on the campus to which you are applying.**

COLLEGE AND PROGRAM REQUIREMENTS

Prior to submitting an application packet to the Vocational Nursing program, the following criteria must be met:

College Application

- A. Complete a Texas State Technical College (TSTC) application. This must be completed on the TSTC website utilizing the online application system. Please visit www.tstc.edu and click on the “Apply” button.

- B. Complete all required TSTC admission paperwork with the Admission Advisor on the campus you are applying to. You may apply to only one location, Breckenridge campus or Sweetwater campus.
- C. Official transcripts from each college previously attended must be sent to the Admissions and Records office on the campus to which you have applied.

Breckenridge Address: TSTC
Attn: Admission & Records
307 N. Breckenridge Ave.
Breckenridge, TX 76424

Sweetwater Address: TSTC
Attn: Admission & Records
300 Homer K. Taylor Dr.
Sweetwater, TX 79556

APPLY FOR FINANCIAL AID

Start the application process to apply for financial aid as soon as possible.

4 Steps to Applying for Financial Aid at TSTC

- 1. Apply for your P.I.N. (personal identification number) <http://www.pin.ed.gov>**
- 2. Complete your FAFSA (Free Application for Federal Student Aid)
School Code is (009932) <http://www.fafsa.ed.gov>**
- 3. Be prepared to provide verification documents to the Financial Aid office**
- 4. Keep in contact with the Financial Aid Office**

If you have completed all of the steps listed above and haven't received ANY correspondence (email) regarding your financial aid within 3 weeks of doing so, contact the Financial Aid office via email, in person, phone or mail and inquire about the status of your file. Mayra Juarez may be reached at 325-236-8206 or mayra.juarez@tstc.edu.

TEXAS SUCCESS INITIATIVE (TSI) ASSESSMENT

Before enrolling at TSTC, applicants are required to submit one of the following:

- Scores from at least one Texas Success Initiative (TSI) test.
- Evidence of TSI completion from another Texas college or university.
- Proof of exemption from the TSI.

*If you are **not** TSI met by the end of the first semester (Level I), you will not be eligible to progress to the second semester (Level II) because being met in TSI is a prerequisite to Level II of the VN Program.*

A Pre-Assessment Activity (PAA) must be completed prior to taking the initial TSI Assessment exam. The activity can be found and completed online at: <http://www.tsipreview.com/welcome/tstc-west-texas>.

Once you have completed the Pre-Assessment Activity, you are ready to schedule an appointment to take the TSI Assessment Entrance Exam.

- Abilene campus: Susan Hash – (325) 734.3641

- Breckenridge campus: Lisa Langford – (254) 559.7731
- Brownwood campus: Nicole Whitley – (325) 641.5955
- Sweetwater campus: Patricia Carpio – (325) 235.7441

The fee for the TSI test is \$30 for the entire test and \$10 to retest a section.

VN PROGRAM ADMISSION TEST:

Assessment Technologies Institute Test of Essential Academic Skills (ATI TEAS®)

Creating an Account in ATI:

All individuals preparing to take the ATI TEAS® test must first create an ATI account. To do so, visit www.atitesting.com and click “Create an Account” (follow the screen prompts). You only need to register once, and you will use the **same** account **throughout** your nursing program. You’ll need your ATI username and password to take the ATI TEAS® online test. Please bring this information with you to the testing location.

The ATI TEAS® access code for the test will be purchased from the Counseling and Testing Department.

Taking ATI TEAS®

- Time limit is 209 minutes
- 170 four-option, multiple-choice questions (150 graded and 20 sample questions)
- Calculators may not be used
- Results available 48 hours after completion of the test

ATI TEAS® Test Scheduling

The ATI TEAS® testing is offered at all four TSTC West Texas campuses. Passing ATI TEAS® scores from outside testing services will be accepted. If needed, applicants will schedule the ATI TEAS® through the Counseling and Testing division at one of the following locations:

<u>Location</u>	<u>Contact</u>	<u>Telephone</u>
Abilene	Susan Hash	325-734-3641
Breckenridge	Lisa Langford	254-559-7731
Brownwood	Nicole Whitley	325-641-5955
Sweetwater	Patricia Carpio	325-235-7441

A copy or copies of the ATI TEAS® transcript(s) is required to complete the VN application packet.

ATI TEAS® Retesting

Applicants not meeting the required levels on all the sections on the ATI TEAS® will be allowed to test two times per semester, up to 6 times per calendar year. There is a 2 week waiting period between each retest. It is highly recommended that applicants use the materials offered by ATI for the ATI TEAS® to prepare for the initial exam and for retakes.

APPLICANT CPR TRAINING

All applicants will be required to show proof of a current American Heart Association BLS Healthcare Provider CPR card. No other CPR card will be accepted.

VOCATIONAL NURSING PROGRAM ADMISSION CRITERIA

- A. Meet and complete all college and program requirements.
- B. Complete and submit, by the required deadline, the entire VN application packet to the admission advisor: Mary Wilhite on the Abilene campus.
- C. **Incomplete application packets will not be accepted. The application materials must be submitted in a 9x12 inch envelope and include the items listed on the attached check sheet.**

LETTER OF INTENTION

The required “Letter of Intention” is a one (1) page testament of why you are seeking admission into the TSTC VN Program. “To help people” is not sufficient. Please think about your reasons for wanting to become a vocational nurse and document them using acceptable grammar and spelling. You must sign the letter with your usual signature and include it in the application packet.

SELECTION CRITERIA

- Applicant selection involves consideration of packet information, a point system, and the results of the interview.
 - The TSI status and ATI TEAS® scores are also included in the selection process. Returning students are **not** guaranteed readmission to the program.
- TSTC does not discriminate on the basis of race, color, national origin, gender, disability, age, religion, veteran status, or any other legally protected status in educational programs, activities, admission, or employment practices.

DRUG SCREENS AND CRIMINAL BACKGROUND CHECKS

Drug Screens

Applicants accepted into the Vocational Nursing program at TSTC will be required to complete a random drug screen by a specified date to be announced at a later time. You will receive the date, time, and place for the drug screen by email and you must respond to the email. Results will be released to the TSTC Department Chair by the testing entity. Applicants will be responsible for any and all charges incurred for the drug screen. Failure to complete the drug screen within the time frame given will result in the student being dropped from the “Accepted” list.

Criminal Background Checks

Acceptance into the program is dependent in part on a clear background check. In order to be approved to take the NCLEX-PN exam for licensure, a candidate **must** have a clear FBI background on file with the Texas Board of Nursing (TBON). Therefore, TSTC Vocational Nursing program requires evidence of a clear criminal background **prior** to being accepted into the program. Results of fingerprinting are received by the VN Department Chair after the last day of each month; June 30, 2017 will be the last receipt of data for this period. In order to have your results reach TSTC before the cut-off date of **July 10th, 2017**, you must complete the process before **June 16th, 2017**. You are advised to complete the fingerprinting as soon as you

receive the Fast Pass form from the Department Chair. There are no exceptions to this requirement.

The Texas Board of Nursing will provide instructions pertaining to FBI finger printing to the VN Department Chair to be distributed to each applicant listed on the Applicant Roster. The instructions will be emailed to each applicant by the VN Department Chair and you must respond to this email. Fingerprints completed **without** the Texas BON form are **not acceptable**. Follow the instructions carefully as you prepare for the background check. If needed the program code is: **US27103000**.

TSTC VN Program requires applicants complete their background checks as soon as they are notified in order to receive results from the Board by the due date of July 10, 2017. A “positive” find will require the applicant to submit a Petition for Declaratory Order (DO) to the Texas Board of Nursing. Applicants awaiting results of the Declaratory Order on July 10th, will not be considered for acceptance into the VN Program.

If an applicant knows a Petition for Declaratory Order will be required, it is recommended they notify the TBON as soon as possible and closely follow the TBON’s instructions concerning the Petition for Declaratory Order.

Information relating to the Petition for Declaratory Order process is available on the Texas Board of Nursing website: www.bon.state.tx.gov. Click on “Applications and Forms” on the right side of the screen; scroll down and click on “Initial Licensure & Recognition Forms”; scroll down and click on “Petition for Declaratory Order”.

One or more of the clinical sites utilized by the TSTC Nursing Department also require a criminal background check. This may require a separate fingerprinting fee at the expense of the student. Any clinical facility may decline a student due to a criminal issue whether it is cleared or not.

STUDENT INSURANCES

Per the TSTC Student Handbook, the following applies to students accepted into the Nursing Program:

If accepted into the nursing program, the student will be required to purchase TSTC Student Accident insurance, if they do not own and provide a copy of a personal policy for accidents, as well as the Needle Stick Rider and Malpractice Insurance. These will **automatically** be included with the student’s tuition and fees each semester.

Non-Progression Policy:

Students scoring less than 80% (B) as a final course average on nursing courses will not progress to the next level or graduate from the program. If a student has not passed A&P I and/or A&P II with at least a 70% (C) average by the end of the fourth semester, they will not graduate from the program.

Should a student fail a course (es), they will be required to repeat the semester in full. Repeat of A&P courses is at the discretion of the director of General Education Courses and Career Success and the A&P instructor. Students will coordinate reapplication **Mary Wilhite**. The student will be required to purchase the adopted textbook(s) and resources needed to repeat the course(s), if new textbooks and resources are being used.

If a student fails a semester the second time, they will be dismissed from the program. Readmission to the TSTC VN program is not allowed if this is the case.

Please sign this page and include in the application packet.

Signature of Applicant

Date

EXPECTATIONS OF STUDENTS

Following is an abbreviated list of the expectations of vocational nursing students throughout the program; please read, sign and include in the application packet.

Classroom Behavior:

- Nursing students are adults and are expected to display mature behavior that is focused on learning during class or lab time.
- Students are expected to exhibit honesty in all areas.
- Students are expected to display respect for the college, faculty, staff, and peers at all times.
- Students will prepare for class/lab appropriately and submit assignments in the manner and time frame indicated by the faculty.
- Students will **not**:
 - Sleep in class
 - Surf the internet in class
 - Use social media during class
 - Read and/or answer emails or instant messaging during class
 - Shop online during class
 - Play internet games during class
 - Use profanity or sexually oriented language during class
 - Display rude or disturbing facial or hand gestures during class (I.E., eye rolling, sighing, giggling, head-slapping, etc.) that can be interpreted as insulting or disturbing to peers or faculty
 - Work on course assignments, especially for another course, during class

Attendance Policies:

- Students are expected to attend all class and clinical rotations.
 - Students missing more than two (2) class days in a course will meet with the Department Chair and/or the Director of Allied Health and may be dismissed from the program.
 - Students missing more than two (2) clinical rotations will meet with the Department Chair and/or the Director of Allied Health and may be dismissed from the program.
- Students are expected to complete all online assignments and time spent in each assignment is recorded by the faculty.
 - Failure to participate in the assignments or not clocking adequate time in assignments will meet with the Department Chair and/or the Director of Allied Health and may be dismissed from the program.

Substance Abuse (Drugs or Alcohol)

- Students are expected to refrain from using drugs or alcohol at any time while in the vocational nursing program.
 - Random drug testing at the student's expense can be initiated by the faculty if the student is suspected to be using during the sixteen (16) months of vocational nursing school.

EXPECTATIONS OF STUDENTS (Continued)

Social Media

- Students are expected to use common sense and discretion when using social media during their time in vocational nursing school.
 - Display respect for TSTC, clinical facilities, faculty, staff, peers
 - Do not post using foul, obscene, lewd, racist, abusive, threatening, hateful, unlawful material in language or images.
 - Do not disclose proprietary or confidential information about TSTC, faculty, staff, or other students.
 - Do not take pictures of any type while in a clinical facility.

Offences of this nature will result in meeting with the Department Chair and/or the Director of Allied Health and may result in dismissal from the program.

This is a partial listing and we advise you to read the complete Program Packet for more specific rules and regulations of the vocational nursing program.

By my signature below, I attest to the fact that I have read and understand the basic expectations of the TSTC Vocational Nursing Program.

This signed and dated document of Expectations of Students must be included in the application packet.

Student Signature

Date

Student Printed Name

Statement of Student Responsibility

(Read and initial all items as applicable and sign below)

1. _____ I acknowledge that the information in this packet contains policies, regulations and procedures in existence at the time this publication went to press. I also acknowledge that TSTC reserves the right to make changes at any time to reflect current Texas Board of Nursing policies, administrative regulations and procedures, and applicable state and federal regulation.
2. _____ I understand that this packet is for information purposes only and does not constitute a contract, expressed or implied, between any applicant, student or faculty member and Texas State Technical College.
3. _____ By submitting an application for the Vocational Nursing program, I agree to abide by the admission requirements of the nursing program.
4. _____ I accept full responsibility for submitting a complete application packet prior to or by the designated application filing deadline and I understand that I cannot be accepted into the program until I have completed all the of the admission requirements.
5. _____ I understand and agree to a complete a FBI criminal background check and mandatory drug screening prior to established deadlines. Failure to do so, or a positive find on my criminal background check or drug screen, will result in forfeiture of acceptance and admission into the current semester for the Vocational Nursing program.
6. _____ I acknowledge that I have read and understand the *TITLE 22; PART 11; CHAPTER 217, RULE §217.12* pertaining to Unprofessional conduct.
7. _____ I acknowledge that I have read and understand the *PART I; CHAPTER 97, SUBCHAPTER B; RULE §97.64 and 97.65* pertaining to required Immunizations.
8. _____ I acknowledge that I have read and understand the provisions of TSI and TEAS[®]V testing.

Partial listing per the Texas Board of Nursing Petition for a Declaratory Order:

Please **circle** for any criminal offense, including those pending appeal, have you:

- a. Been convicted of a misdemeanor?
(You may exclude Class C misdemeanor traffic violations)
- 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 order probation, whether or not adjudicated guilty?
- f. Been sentenced to serve jail or prison time? Court ordered confinement?
- g. Been granted pretrial 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?

NOTE: Expunged and Sealed Offenses: While expunged or sealed offenses, arrests, tickets, or citations need not be disclosed, it is your responsibility to insure 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 (TBON) with your application. Failure to reveal an offense, arrest, ticket, or citation that has not in fact been expunged or sealed may subject your license to a disciplinary or fine. Nondisclosure of relevant offenses raises questions related to truthfulness or character. (See 22 TAC §213.27)

NOTE: Orders of nondisclosure: Pursuant to Tex. Gov't code §552.142(B), if you have criminal matters that are the subject of an order of nondisclosure you are not required to reveal those criminal matters on this form. However, a criminal matter that is the subject of an order of nondisclosure 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 nondisclosure. If the Board discovers a criminal matter that

is the subject of an order of nondisclosure, even if you properly did not reveal that matter, the Board may require you to provide information about any conduct that raises issues with character and fitness.

9. No Yes - Are you currently the target or subject of a grand jury or governmental agency investigation?
10. 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?
11. No Yes - Within the last 5 years have you been diagnosed with, treated or hospitalized for schizophrenia and/or psychotic bipolar disorder, paranoid personality disorder, antisocial personality disorder or borderline personality disorder?
- If “**YES**” indicate the condition with a check mark:
- schizophrenia and/or psychotic disorders,
 bipolar disorder,
 paranoid personality disorder
 antisocial personality disorder,
 borderline personality disorder
12. No Yes - Within the last 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 diagnoses and treatment, regarding an individual’s physical or mental condition, intemperate 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 Texas Occupations Code §301.466

IF YOU ANSWER “YES” TO ANY OF THE ABOVE, YOU WILL NEED TO GO TO THE TEXAS BOARD OF NURSING WEBSITE FOR MORE INFORMATION ON FILING A PETITION FOR A DECLARATORY ORDER. Please sign and include in your application packet.

Statement of Student Responsibility

(Printed name)

(Signature)

(Date)

POINT SYSTEM FOR SELECTION

Point system for selection into the Vocational Nursing program is based upon the following criteria:

- Points awarded for early packet submission:
 - **four** or more weeks prior to deadline date = 4 points
 - **three** weeks prior to deadline = 3 points
 - **two** weeks prior to deadline = 2 points
 - **one** week prior to deadline = 1 point
- Prior TSTC Certificate or Associates Degree graduate = 1 point
- Current employment in healthcare. **Must provide letter from employer on letterhead.** = 1 point
- United States Military Service = 1 point
- Prior United States Military medical training = 5 points
- Prior completion of the following courses: A&P I and A&P II with a grade of “C” or better = 2 points
- Medical Terminology with a grade of “B” or better. = 2 points
- TSI Complete = 2 points
- Currently registered CNA.= 3 points

In the event of a tie, applicants’ highest overall ATI TEAS® test score will receive preference.



Vocational Nursing Program Application

Answer ALL questions. Please print legibly.

Complete in **black ink only**.

Check the campus of which application is being made:

Sweetwater Campus

Breckenridge Campus

*See TSTC website, www.tstc.edu for the degree plan of the Vocational Nursing program.

Name: Mr. Miss Mrs. Ms.

First

Middle

Last

Maiden

Mailing Address: _____

Number & Street or PO Box

City

State

Zip

Physical Address (if different from above): _____

Texas County of Residence: _____ Country of Citizenship: _____

Social Security #: _____ Date of Birth: _____

Home Phone: _____ Cell Phone: _____

E-mail Address: (**Must be current**) _____

In case of emergency notify: _____

Name

Relationship

Address: _____ Phone: _____

Number & Street

City

State

Zip

Education

Did you graduate from high school or have a GED: _____ High School _____ GED

Name of high school: _____ Year graduated or received GED: _____

Have you previously attended a technical school, college, or university: _____ yes _____ no

If you answered yes to the above question, list all schools of higher learning that you have attended:

Name of Institution	City	Dates To/From	Degree
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

Professional Licenses or Certifications

Type	Issued By	Number	Date
_____	_____	_____	_____
_____	_____	_____	_____

Work Experience

Begin with most recent:

1. Name of Company: _____

Complete Address: _____

Telephone #: _____ Dates Employed: From _____ To _____

Supervisor's Name: _____

Nature of Job Duties: _____

Reason for leaving: _____
2. Name of Company: _____

Complete Address: _____

Telephone #: _____ Dates Employed: From _____ To _____

Supervisor's Name: _____

Nature of Job Duties: _____

Reason for leaving: _____
3. Name of Company: _____

Complete Address: _____

Telephone #: _____ Dates Employed: From _____ To _____

Supervisor's Name: _____

Nature of Job Duties: _____

Reason for leaving: _____

Follow Up Information

It is important that we do a follow-up study of our students. Please provide the following information about two (2) people who will always know where to locate you.

	Name	Complete Mailing Address	Telephone #
1.	_____	_____	_____
2.	_____	_____	_____

Please Read and Sign the Following Information

Have you ever been convicted or received deferred adjudication for a felony/misdemeanor?

_____ yes / _____ no

(Any person convicted of a misdemeanor or a felony must report charges and disposition to certification or licensing agency in order to determine eligibility for taking certification or licensure.)

I hereby certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any misrepresentation or falsification of information is cause for **denial of admission or dismissal from the program**. Please sign and include in the application packet.

Signature of Applicant

Date

Texas State Technical College (TSTC) is an affirmative action/equal opportunity employer. Applicants are considered on the basis of qualifications without regard to gender, age, race, color, creed, religion, national or ethnic origin, veteran status or the presence of a non-job-related disability or any other legally protected status.

Vocational Nursing Application Checklist

This checklist is provided to assist you in following the steps toward program application. **It is not part of the application packet** which is submitted to the admission advisor, on the Breckenridge or Sweetwater campus. **Steps 1-6 must be completed before submitting a completed nursing application packet.**

1. Complete the TSTC application for college admission at www.tstc.edu
2. Apply for Financial Aid as outlined in this application packet.
3. Complete all required TSTC admission paperwork with the Admission Advisor for vocational nurse applicants.
4. See your campus admission advisor for guidance related to Texas Success Initiative (TSI) counseling, placement testing, etc.
5. Official transcripts from each high school and/or college previously attended sent to the Admissions and Records office. (If previously attended TSTC, a TSTC transcript is not required)

Compile the following materials as you complete your Vocational Nursing program application packet:

- Completed Vocational Nursing Program application form
- Signed Statement of Student Responsibility form
- Signed Expectations of Students form
- Signed Non Progression Form
- Signed Letter of Intent
- Documentation of TSI compliance on a transcript, testing score sheet, etc.
- Copy of passing ATI TEAS® scores.
- Documentation of all required immunizations (MMR, Hepatitis B, TDap, Varicella, Bacterial Meningitis, Flu Vaccine, and TB screening.
- Copy of high school transcript, high school diploma, or GED certificate if no college courses have been completed.
- Copy of any current certification/licensure if applicant is a healthcare provider.
- Documentation from a current employer that the applicant is working in that healthcare field, if applicable.
- Copy of current **American Heart Association BLS Healthcare Provider CPR card**. No other CPR card will be accepted.
- One copy of driver's license or state issued identification card, as proof of Texas residency.
- One copy of social security card.
- Three (3) **signed** letters of recommendation from **non-family members** including contact numbers (phone, email, physical address) of the individuals.

Place the above materials in a 9" X 12" envelope for submission either in person or by mail to:

**Mary Wilhite
Allied Health Administrative Assistant
650 East Highway 80
Abilene, Texas 79601**

NOTES: