

**LVN to ADN  
Transition  
Program  
Advisory  
Packet  
Spring  
2019**



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**Texas State Technical College West Texas Sweetwater  
Registered Nursing Program**

Thanks for Asking!

We are glad you are interested in the LVN to ADN Transition Program at TSTC. This is a transitional program of study leading to an associate’s degree in nursing. Upon successful completion of the program, the ADN degree will be conferred by TSTC. The successful graduate will be eligible to sit for the NCLEX-RN exam to obtain licensure as a registered nurse from the Texas Board of Nursing. Students/graduates of the program may not work as a registered nurse until successfully passing the NCLEX-RN examination.

The LVN to ADN Transition Program at TSTC in West Texas is a fast-paced associate degree nursing program that serves surrounding rural county areas of West Texas. TSTC works hand in hand with healthcare industry leaders to train highly qualified nurses. There is a significant and growing need for registered nurses throughout the state of Texas and all over the United States.

The program includes three semesters of nursing-related courses, simulation lab and clinical. The entire program requires 60 credits, taking at least three full years to complete from start to finish (which includes one full year in the Vocational Nursing program). Academic courses taken at other schools may be accepted for credit. We don’t accept any nursing core course transfers.

This program is designed for Texas Licensed Vocational Nurses. It is a “transition” program in that the courses are designed to give credit for previous LVN experience. The VRN program at TSTC Sweetwater is a hybrid asynchronous online program with the majority of the program delivered online. Faculty supervised lab simulations are carried out at the Sweetwater campus. Hands-on supervised clinical experiences are conducted in a variety of area healthcare facilities (both acute

and non-acute settings). The program may be completed in 12 months if general education courses are completed ahead of time or in two years if the student chooses to start with general education coursework.

Because we want you to succeed and graduate, it's in your best interest (and ours) to make sure you know the challenges you will face when you become a student. An open, honest dialogue with an LVN to ADN faculty member should focus on your background, time commitment, previous college experience, and other factors that will help determine your likelihood of succeeding and graduating from TSTC in West Texas, which, after all, is our shared goal.

The Associate Degree Nursing (LVN to ADN) program at Texas State Technical College is approved by the Texas Board of Nursing (TBON). The program is further approved by the Texas Higher Education Coordinating Board and is SACS accredited. This advisory packet is designed by Texas State Technical College LVN to ADN staff to guide the prospective LVN to ADN students with general information about the LVN to ADN Program and the application process.

We are looking forward to an exciting year!

**Lisa VanCleave, MSN, RN, CCRN-E**

Program Director

LVN to RN Transition Program

Email: [lisa.vancleave@tstc.edu](mailto:lisa.vancleave@tstc.edu)

**Contact Information and turn in  
packet to:**

**Mary Wilhite, Allied Health Student Services Specialist**

[mwilhite@tstc.edu](mailto:mwilhite@tstc.edu)

Texas State Technical College

650 E. Hwy 80

Abilene, Texas 79601

325-734-3644

**Information Resource:**

**Sierra Velasquez, Secretary**

[sierra.velasquez@tstc.edu](mailto:sierra.velasquez@tstc.edu)

Texas State Technical College

300 Homer K. Taylor Dr.

Sweetwater, Texas 79556

325-235-7493

## **First Things First**

1. It is recommended that you begin with your admission to the college so you will have a TSTC email address and become a part of the college system prior to starting the ADN Packet. TSTC email is the accepted way of communicating with TSTC faculty and staff. Acceptance into the college and declaring nursing as your major does not guarantee acceptance into the core LVN to ADN transition program.
2. Your transcripts (official) are extremely important to the admission process along with your applications. All official transcripts are to be sent to the Admissions Department, NOT the nursing department. A copy of your transcripts need to be put into the packet sent to the nursing department.
3. Go to [https://gp1.acciodata.com/cgi-bin/pub/unsolicited\\_portal?guid=81gLiVPUGoHxyz19h25IEIm1mnesPPog](https://gp1.acciodata.com/cgi-bin/pub/unsolicited_portal?guid=81gLiVPUGoHxyz19h25IEIm1mnesPPog) and sign up for a background check as soon as you begin the application process. You need to click on the above link NOT copy/paste it. It will be \$30.00. After the background check is completed you will get an email stating it is completed. After this you will need to go back into your GP1 account and print a copy of the background check and send to [mary.wilhite@tstc.edu](mailto:mary.wilhite@tstc.edu) if before the application due date. If it is after the application due date send to [sierra.velasquez@tstc.edu](mailto:sierra.velasquez@tstc.edu). You need to submit the disclosure form and confirmation page that you have started the background check process or the background check itself.
4. Sign up for an Informational Session. Dates are July 24, August 21, Sept 18, Oct 12, Oct 19. <http://www.tstc.edu/programs/Nursing>

## **Spring 2019 COHORT**

**NOTE: Deadline for the Spring 2019 Semester application submission is Friday, Oct 26, 2018.**

Applications may be submitted in person on this date no later than 5 p.m. to Mary Wilhite at the TSTC campus in Abilene. If mailed, they must be received by Oct 26, 2018 by 5 PM, in order to be accepted for review. There will be no interviews scheduled. Incomplete packets will NOT be considered at all so please read the whole packet carefully. DO NOT deliver or mail packets to TSTC Sweetwater Campus.

**NOTE: If you have questions regarding the application requirements, contact Mary Wilhite at 325-734-3644.**

Prior to submitting an application packet to the **LVN to ADN Transition Program**, the following criteria must be:

### **College Application Process**

- 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](http://www.tstc.edu) and click on the “Apply” button.
- B. Complete all required TSTC admission paperwork with Registrar, Admissions, Testing, and Financial Aid.
- C. Request official transcripts from each college previously attended to be sent to the Admissions Department at TSTC. Copies of your official transcripts will be accepted with the separate nursing program application. This INCLUDES your TSTC transcripts. If needed, request that the registrar complete a transfer evaluation of coursework taken outside of TSTC that applies to the LVN to ADN Transition Program.

**Submission of the completed TSTC application does not guarantee acceptance into the nursing program.**

### **TEXAS SUCCESS INITIATIVE (TSI) COMPLIANT**

Meet the TSTC requirements and scores for the Texas Success Initiatives (TSI) by taking the required tests. It is your responsibility to know your TSI status. Contact Mandy Rhoades 325-235-7411 with questions.

- A. For the LVN to ADN Transition Program, all applicants must take the TSI assessment and complete the TSI prior to applying to the nursing program. If a student has not completed the TSI, they must take the required coursework each semester until they are TSI-complete.
- B. An LVN to ADN Transition Program applicant who has tested and previously met all TSI requirements by attending and earning credits from another Texas college or university may be exempt from further TSI testing. The applicant’s official transcript must be submitted to TSTC for evaluation and confirmation of the exemption.

### **ATI TEAS TESTING REQUIREMENTS CHANGE**

#### **EFFECTIVE 06/28/18**

1. Complete the ATI TEAS with a minimum Proficiency Level of performance of 60%. If you score below 60% you are ineligible to be considered for the VRN program.
2. Each component must meet at a minimum Basic Level scores of Reading 49.6%; Mathematics 46.7%; Science 45.8%; English & Language Usage 43%.

The **ATI TEAS VI Exam** must be taken at a location that is approved by TSTC or at a TSTC campus: Abilene, Breckenridge, Brownwood or Sweetwater. Exam must be taken at approved ATI TEAS

proctored site. Passing TEAS scores from outside testing services will be accepted; however, verify it is the version six.. If you are taking the TEAS exam at another facility the official results need to be Fax to Patricia Carpio 325-236-8235 or emailed [prcarpio@tstc.edu](mailto:prcarpio@tstc.edu). Also, send these results to [lisa.vancleave@tstc.edu](mailto:lisa.vancleave@tstc.edu). The copy of the official results also need to be in your packet. If testing at TSTC, applicants should schedule the test with the appropriate individual at any of the following TSTC locations. Information regarding testing fees and requirements will be confirmed at time of scheduling.

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

## **ATI TEAS EXAM**

The ATI TEAS Exam is an assessment to show academic preparedness to nursing school at the entrance level. It is a 170-question computerized exam. **Test taking time is limited to three (3) hours.** Unofficial test results are available to applicants immediately upon completion. If an applicant meets the scoring requirements, the successful scores are effective for two (2) years. It is recommended that the student prepare for testing by accessing available online study material and work on practice exams. Contact TSTC TEAS testing site for information regarding study preparation for testing at above campus locations. Applicants may retest the ATI TEAS at their discretion.

TSTC will not provide exam scores to other educational providers.

## **ANATOMY & PHYSIOLOGY COURSES**

Applicants who have prior Anatomy & Physiology credit must verify that the credit was earned within last five (5) years **as of the first day of the semester.**

If you A&P courses are within 5 to 10 years, you can test out exam through ATI. You will need to set that exam up through a testing center at one of these TSTC locations: Abilene, Breckenridge, Brownwood, Harlingen, Sweetwater, or Waco. The proctor fee is \$25 and the ATI fee is \$20. Once you arrive at the testing center and log into the exam it will prompt you to pay the \$20. After you take the exam your results need to go into your admission packet. You will need a 60% overall score in order to NOT have to retake A&P. If you score below the 60% benchmark you will need to retake A&P. Please email [Jamie.miller@tstc.edu](mailto:Jamie.miller@tstc.edu) with any questions.

**If your If the A & P course(s) are greater than ten (10) years old as the first day of the semester, the applicant must retake the anatomy and physiology course(s).**

**LVN to ADN PROGRAM PREREQUISITES are set up as semester ONE and TWO.**

All applicants must complete the TSTC prerequisite/General Education courses with a “C” or better

to be eligible to apply for the program. If courses are “in progress,” a student may still apply to the program and be considered for acceptance, given that the student successfully complete the course prior to the semester of entry into the program. If the student has already taken the seven courses listed below, they will enter in Semester Three of the degree plan. We do not accept transferred core nursing courses.

Required Courses,\* introduced in Semesters One and Two (if not gained prior to entrance into the school):

**BIOL 2401 A&P I**  
**BIOL 2402 A&P II**  
**BIOL 2420 Microbiology**  
**PSYC 2301 Introduction to Psychology**  
**PSYC 2314 Lifespan Growth and Development**  
**ENGL 1301 Composition I**  
**Humanities/Fine Arts**

In the Fall 2017, the A&P courses and Microbiology had course number changes. We will also accept:

**BIOL 2301 Lecture A&P I**  
**BIOL 2101 Lab A&P I**  
**BIOL 2302 Lecture A&P II**  
**BIOL 2102 Lab A&P II**  
**BIOL 2320 Lecture Microbiology**  
**BIOL 2120 Lab Microbiology**

**If you are presently taking any of the above courses, you must submit your transcripts as soon as you complete the courses. If you fail any of the courses, you will not be eligible to begin the program. With the application submit proof of enrollment of current courses.**

\*CLEP or ACE scores will only be accepted for ENGL 1301 and the Humanities or Fine Arts elective courses. A Clep is only good for 10 years.

## **LVN to ADN PROGRAM REQUIREMENT CHECKLIST**

- A. Meet all college and program requirements.
- B. Submit a complete application packet with supportive documentation to:  
**Mary Wilhite**  
**Allied Health Student Services Specialist**  
**Texas State Technical College**  
**650 E. Hwy 80**  
**Abilene, Texas 79601**  
**Office Phone: 325-734-3644**

**Incomplete requirement packets will not be accepted or considered for acceptance.**  
**All the following materials must be submitted in a 9 x 12-inch manila envelope. Include the following items in order:**

1. Documentation of TSI compliance on a transcript, testing score sheet, etc.
2. Documentation of *ATI TEAS Exam* Scores; indicating at least the **minimum Overall Proficiency Level Score of 60%**.
3. Documentation of all required immunizations:
  - a. MMR(x2 doses) or titer results
  - b. Hepatitis B(x3 doses) or titer results
  - c. TDAP; must be less than 10 years old throughout the program.
  - d. **Varicella, (x2 doses) or titers**. Documented History of Illness is not allowed.
  - e. Bacterial Meningitis
  - f. TB results. There must a test date, read date and result. (Must be less than a year old throughout the program).
  - g. **All nursing students must have the Bacterial Meningitis vaccine regardless of age.**
4. Documentation of current seasonal influenza vaccination.
5. Copy of current Texas driver's license or state-issued identification card as proof of Texas residency.
6. Official or copy of transcripts from school where the applicant completed their Vocational Nursing program. **(must be in the packet)**
7. Copy of transcripts from each college previously attended including TSTC. **(must be in the packet)**
  - a. Admissions must have possession of all official transcripts in order for your application to the program to be accepted.
  - b. If a course is in progress, it is the responsibility of the applicant to have a new official transcript sent to TSTC in West Texas. Proof of enrollment will be submitted in packet.
8. If course numbers of non-nursing courses do not match those required on the curriculum plan, the student must submit a photocopy of the course description for the year taken for each course not matching in the application packet with a description of what course they are trying to get transfer credit for. Decisions to accept these classes will be made on a case-by-case basis TSTC admissions department.
9. Copy of current American Heart Association Healthcare Provider BLS-CPR card is required. **(only AHA will be accepted).**
10. A printout of the online Texas LVN license verification from the Texas Board of Nursing website. Your Texas license cannot lapse throughout the whole program.
11. Three (3) letters of recommendation from nonfamily members. Letters need to be signed with contact information (phone, email, and physical address). Email reference letters will not be accepted; these should be professional in nature.

**NO CPR AND IMMUNIZATIONS CAN EXPIRE BEFORE JANUARY 30, 2018. IF YOURS DOES YOUR PACKET WILL BE CONSIDERED INCOMPLETE AND INELIGIBLE FOR**

## ADMISSION.

### **Background Check for All Facilities**

Go to [https://gp1.acciodata.com/cgi-bin/pub/unsolicited\\_portal?guid=81gLiVPUGoHxyz19h25IEIm1mnesPPoq](https://gp1.acciodata.com/cgi-bin/pub/unsolicited_portal?guid=81gLiVPUGoHxyz19h25IEIm1mnesPPoq) and sign up for a background check as soon as you begin the application process. You need to click on the above link NOT copy/paste it. It will be \$30.00. After the background check is completed you will get an email stating it is completed. After this you will need to go back into your GP1 account and print a copy of the background check and send to [mary.wilhite@tstc.edu](mailto:mary.wilhite@tstc.edu) if before the application due date. If it is after the application due date send to [sierra.velasquez@tstc.edu](mailto:sierra.velasquez@tstc.edu). You need to submit the disclosure form and confirmation page that you have started the background check process or the background check itself. Complete this as soon as possible because it can take a while to come back. If this process was done for the TSTC VRN program within the last 9 months you do not need to repeat the process just submit the completed background check.

Note: This is a separate requirement from the BON background check.

### **Background Check for Texas Board of Nursing (BON)**

Registered Nurse License Eligibility is determined through a DPS/FBI criminal history background check completed through the Texas Board of Nursing. Information relating to the criminal history and declaratory order (DO) process is available on the Texas Board of Nursing website: [http://www.bon.texas.gov/licensure\\_eligibility.asp](http://www.bon.texas.gov/licensure_eligibility.asp)

Note: this is separate from the background check for area facilities.

**It is required to initiate the DO process at the time of your application if there is anything in your background that may show up as a criminal matter in the background check, even if adjudicated or expunged, and it happened many years ago! We will not accept a declaratory order older than 9 months.**

### **NOTIFICATION OF APPLICATION STATUS**

The Texas State Technical College in West Texas LVN to ADN Program communicates via TSTC school email to inform all applicants of their admission status. Notification letters will be emailed via your TSTC school email address. Students with the highest points will be accepted into the program based upon the number of available spots in the cohort. Decisions are ultimately made by the LVN to ADN department admission committee and confirmed by the program director and may not be appealed. Students not admitted are free to reapply the following application enrollment period. Qualified applicants will receive notification of their application status as either “admitted,” “denied” or “alternate” via the applicant’s TSTC school email address. There is no waiting list. Applicants must officially accept their admission to the program by submitting a letter of intent via email. Denied-status applicants with total points below the cutoff score will be denied acceptance and notified of their application status through their TSTC email. Denied applicants are encouraged to meet with



the LVN to ADN Program advisor to discuss alternative options such as reapplying for the next application period and/or improving score on the application. Upon the denied applicant's request, further consultation can be held to meet with the program division director, should the student choose. Alternate-status applicants with total points equal to the cutoff score will be designated as alternates and notified of their application status through their TSTC WebAdvisor email.

## **INFORMATIONAL SESSION**

A mandatory informational session is scheduled for July 24, 2018, August 21, 2018, September 18, 2018; October 12, 2018 or October 19, 2018 from 10 to 12 a.m. These will be held at Sweetwater TSTC at the Pevehouse Room 253. Please put one of these scheduled dates on your calendar and sign up on the VRN website.

<http://www.tstc.edu/programs/Nursing>. It is an informational session only and does not indicate or guarantee acceptance to the RN program. The purpose of the session is to give as much information as possible so that you are informed and know what the expectations are. It will outline all the details of the program, including but not limited to immunizations, uniform, clinical requirements and class registration.

**\*PAGES 10-18 ONLY MUST BE SUBMITTED WITH PACKET.\***

## Eligibility Form for TSTC Nursing Programs

Please read the following questions. After you have read the questions, please sign your name below indicating your knowledge of the questions.

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?

**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. Nondisclosure of relevant offenses raises questions related to truthfulness and character.

**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 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 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 of character.

Are you currently the target or subject of a grand jury or governmental agency investigation?

Has **any** licensing authority refused to issue you a license or ever revoked, annulled, canceled, accepted surrender of, suspended, placed on probation, refused to renew a license, certificate or multistate privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?

Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?

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 your response is “yes” to any of the questions listed above, there is a **POSSIBILITY YOU MAY BE DENIED** the opportunity to take the licensure examination. You are strongly encouraged to submit a petition for “Declaratory Order” to the Texas Board of Nursing prior to enrollment in the TSTC Associate Degree Nursing program. For information or guidance in this process to determine eligibility for licensure by examination, contact the Texas Board of Nursing at 512-305-7400 or go to the website [www.bon.state.tx.us](http://www.bon.state.tx.us). The “Declaratory Order” form can be accessed at <http://www.bon.state.tx.us/olv/pdfs/DOapp.pdf>.

Should you have questions regarding this notice, do not hesitate to contact the **ADN program director** at 325-235-7312.

**I have read and understand the above statements.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Nursing Department-ADN Program  
 300 Homer K. Taylor Dr.  
 Sweetwater, Texas 79556  
 325-235-7493  
 Fax: 325-235-7369**



Answer **ALL** questions. Please **print** legibly. Complete in **black ink**.

Name:             Mr.                             Miss                             Mrs.                             Ms.

\_\_\_\_\_

                            First                              Middle                              Last                              Maiden

Mailing Address: \_\_\_\_\_

    Number & Street or P.O. 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: \_\_\_\_\_

Personal Email: \_\_\_\_\_ TSTC E-mail Address: \_\_\_\_\_

In case of emergency notify: \_\_\_\_\_

    Name    Relationship

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

                            Number & Street                              City                              State                              Zip

**Education**

Did you graduate from high school or earn 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. _____	_____	_____	_____

*The Admissions and Records office at TSTC must receive ALL official transcript(s) before this application can or will be processed.*

### **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 No.
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 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.**

\_\_\_\_\_  
 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.

## **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 regulations.
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 associate degree 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 complete a criminal background check and/or mandatory drug screening prior to established deadlines. Failure to do so, or a positive find on my criminal background check and/or drug screen, can result in forfeiture of acceptance and admission into the current semester for the associate degree nursing program.

Per the Texas Board of Nursing Petition for a Declaratory Order (No. 5 to No. 9):

Please circle 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 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 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 has not in fact been expunged or sealed may subject your license to a disciplinary action 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.

6.  No  Yes Are you currently the target or subject of a grand jury or governmental agency?
7.  No  Yes Has any licensing authority ever refused to issue you a license or ever revoked, annulled, canceled, accepted surrender of, suspended, placed on probation, refused to renew a professional license, certificate or multistate privilege held by you

now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?

8.  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:

schizophrenia and/or psychotic disorders

bipolar disorder

paranoid personality disorder

antisocial personality disorder

borderline personality disorder

9.  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.**

\_\_\_\_\_  
(Printed name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## Statement of Understanding and Essential Function Standards for Associate Degree Nursing

Student Name \_\_\_\_\_

Effective Term \_\_\_\_\_

Student ID # \_\_\_\_\_

AWARD OPTIONS	TSI STATUS	CREDIT HOURS	<b>STUDENT SIGNATURE</b>
Associate of Applied Science Nursing	Liable	60	

### Essential Function Standards: Academic and Physical Capacity Requirements

1. I understand that TSTC Nursing program is a hybrid program and courses may be taught online, face-to-face, and/or in virtual world environments.
2. I understand I must be in “Good Standing” with the Texas Board of Nursing and my license must be unencumbered in order to be accepted into the ADN program.
3. Applicants enrolled in certificate II or AAS degree programs must meet the minimum Texas Success Initiative (TSI) Standards in the areas of Reading, Writing and Mathematics as required by law. A student signature indicates the student has read and understands he/she must comply with TSI requirements and the Essential Function Standards listed below.
  - Meet Texas Success Initiative (TSI) standards prior to first day of scheduled classes.
  - ATI TEAS Exam – Minimum Proficient score of 63% overall and Basic Cut Scores in each of the four (4) sections.
  - A & P: the student is required to re-enroll in A & P courses greater than 5 years old.
  - Own a laptop computer that meets the criteria of the Student Laptop initiative, have a high-speed internet connection (cable or DSL), and purchase software that meets the criteria of the nursing programs.
  - Attend scheduled class times, mandatory lab sessions, and all clinical-based activities.
  - Use allocated TSTC email address. (This is assigned after admission process is completed).
4. I understand that there are physical standards required for admission to the nursing programs and that, as a student, I may be required to work under the following conditions/circumstances and possess the ability:
  - To communicate face-to-face and via telephone, interpret written and oral forms of instructions, read small print and legibly document relevant information, read and understand English language.
  - To show good judgment and remain calm in high-stress situations, always treating faculty and staff with courtesy.
  - To interview/communicate with patients, family members, co-workers, and clinical facility staff with respect and civility.
  - To work for extended periods of time in a bent, stooped or awkward position.
  - To lift, balance and carry 50 pounds or more.
  - To bend, stoop and crawl in small or confined spaces.
  - To tolerate being on feet 8-12 hours a day.
  - To work in low light, confined spaces and other dangerous environments.
  - To be able to pass a physical examination administered by a physician or nurse practitioner upon acceptance into the program, if requested.
  - To exhibit manual dexterity sufficient to perform all tasks as related to highest quality patient care.
5. I understand there is a health risk in working with patients with various health deviations, medical equipment, and possible sharps in laboratory or simulation settings and direct patient care.
6. I understand that as a Nursing student, I will be required to adhere to the following “industry standard” policies:
  - Demonstrate **professional conduct and ethical behavior at all times** as a TSTC nursing student. Failure to do so will result in verbal reprimand, Student Action Plan agreement, and/or dismissal from the program.
  - Have a high school diploma or GED, as well as an active Texas LVN license.
  - Provide record of current up-to-date required immunization records by the indicated required date and maintain annual immunizations, as required (TB, FLU, etc.).
  - Present a clear criminal background check by a TSTC-approved facility and a cleared declaratory order by the Texas Board of Nursing by designated required date (prior to first day of class). GPI.com is the site for TSTC clearance; indicate results be sent to yourself and TSTC. Costs are assumed by student.
  - Present a clear drug screen by a TSTC-approved facility prior to entry into the program; must assume all costs involved.
  - Submit to random drug testing if indicated by a clinical facility or faculty.



7. I understand that the above Essential Function Standards are required for admission to this program. I hereby certify that I possess these Essential Function Standards: Academic and Physical Capacity Requirements.
8. I understand that if I am later found to be limited in these areas or if I have purposefully misrepresented my abilities to meet the above standards to gain admission to the program, I may be dismissed from the nursing program by decision of the director of the nursing program with concurrence of the Statewide Nursing Division Director and Associate Vice President of Student Learning.
9. I understand that my program may teach classes in a modular format within a given semester and refunds, add/drops, and any other reporting functions will be allocated according to the 15-week semester timeline.
10. **Coursework will progress as presented in degree plan. If a course is not successfully completed, the student will NOT progress until each semester's course load on degree plan is met. Students will not carry course load for semester and required coursework from previous semester.**

Prospective Applicant/Student Signature	Date
Academic Advisor Signature	Date

# **Associate Degree Nursing Application Packet Checklist**

This checklist must be placed at the front of your application packet and all items listed must be verified by the applicant with an initial beside each section.

Applicant Name: \_\_\_\_\_ TSTC Student ID # \_\_\_\_\_

\_\_\_\_\_ Completed nursing program application. All forms must be signed where indicated.

\_\_\_\_\_ Documentation of TSI compliance on a transcript, testing score sheet, etc.

\_\_\_\_\_ Copy of passing ATI TEAS. Overall Score \_\_\_\_\_

\_\_\_\_\_ Documentation of all required immunizations. Write date received next to immunization.

\_\_\_\_\_ MMR X2/Titer \_\_\_\_\_ Hepatitis B X3/Titer

\_\_\_\_\_ Varicella X2/Titer \_\_\_\_\_ TB

\_\_\_\_\_ TDAP \_\_\_\_\_ Bacterial Meningitis \_\_\_\_\_ Flu

\_\_\_\_\_ All Official transcripts sent to Admission

\_\_\_\_\_ Copy of transcripts in packet

\_\_\_\_\_ Group One background check or a disclosure and confirmation page

\_\_\_\_\_ Informational session. Attended date \_\_\_\_\_

Previously acquired from other college or enrolled at TSTC:

College

Grade

Year Taken

A&P I: \_\_\_\_\_

A&P II: \_\_\_\_\_

Microbiology: \_\_\_\_\_

Introduction to Psychology: \_\_\_\_\_

Composition I: \_\_\_\_\_

Lifespan Growth and Development \_\_\_\_\_

Humanities/Fine Arts: \_\_\_\_\_

\_\_\_\_\_ Current Texas LVN; proof of license submitted.

\_\_\_\_\_ Vocational Program Attended \_\_\_\_\_

\_\_\_\_\_ American Heart Association Healthcare Provider CPR card. Expires: \_\_\_\_\_

\_\_\_\_\_ 1 copy of Texas driver's license or state-issued identification card, as proof of TX residency

\_\_\_\_\_ 1 copy of Social Security card

\_\_\_\_\_ Three (3) letters of signed recommendation from nonfamily members

\_\_\_\_\_ United States Military Service YES NO *If YES:* Prior military medical training YES NO

## **ESTIMATED EXPENSES FOR THE TSTC West Texas LVN TO ADN PROGRAM**

Out-of-State Tuition per Credit Hour: \$334.00  
Texas Resident Tuition per Technical Credit Hour (Tier 1): \$188.00  
Texas Resident Tuition per Academic Credit Hour (Tier 2): \$167.00  
Costs Effective As of: Fall 2017

The above costs are as of fall 2017 and may be updated to reflect increases for Fall 2018. Contact Student Accounting for information concerning fees and charges. Subject to change.

**NOTE:** This cost estimate list does not include textbooks, supplies, tools or equipment estimates. It also does not include meal plan expenses, room and board costs or housing deposit.

## CALENDAR of LVN to ADN Program of Study, Progression

TSTC West Texas Sweetwater LVN to ADN COURSE SEQUENCING CALENDAR							
Summer							
Prefix	Course No.	Course Name	Course Type	Wkly Lec Hours	Wkly Lab Hours	Contact Hours	Credit Hours
RNSG	1210	Introduction to Community-Based Nursing	Academic	2	0	32	2
RNSG	1227	Transition to Professional Nursing	Academic	1	3	64	2
RNSG	1261	Clinical-Registered Nursing/Registered Nurse	Academic	0	CL-8	128	2
RNSG	1300	Health Assessment Across the Lifespan	Academic	2	2	64	3
RNSG	1301	Pharmacology	Academic	2	2	64	3
		Totals		7	7 CL-8	352	12
Fall							
Prefix	Course No.	Course Name	Course Type	Wkly Lec Hours	Wkly Lab Hours	Contact Hours	Credit Hours
RNSG	1343	Complex Concepts of Adult Health	Academic	2	2	64	3
RNSG	2162	Clinical-Registered Nursing/Registered Nurse	Academic	0	0-CL6	96	1
RNSG	2262	Clinical-Registered Nursing/Registered Nurse	Academic	0	0-CL9	144	2
RNSG	1412	Nursing Care of the Childbearing and Childrearing Family	Academic	3	2	80	4
RNSG	2213	Mental Health Nursing	Academic	1	3	64	2
		Totals		6	7-CL-15	448	12
Spring							
Prefix	Course No.	Course Name	Course Type	Wkly Lec Hours	Wkly Lab Hours	Contact Hours	Credit Hours
RNSG	1463	Clinical-Registered Nursing/Registered Nurse	Academic	0	0-CL12	192	4
RNSG	2221	Professional Nursing-Leadership and Management	Academic	2	0	32	2
RNSG	2230	Professional Nursing and Licensure Preparation	Academic	1	2	48	2
RNSG	1207	OR Nursing Jurisprudence	Academic				
RNSG	2432	Enhanced Concepts of Adult Health	Academic	3	2	80	4
		Totals		6	4-CL12	352	12
		GRAND TOTAL FOR PROGRAM		19	LAB 18 CL 35	1152	36

## LVN to ADN Program Admission Scoring Guide

<u>Item</u>	<u>Grade</u>	<u>Points</u>
Anatomy and Physiology 1	A- 3 points B- 2 points C- 1 points In Progress Courses- 1 Points	
Anatomy and Physiology 2	A- 3 points B- 2 points C- 1 points In Progress Courses- 1 Points	
Introduction of Psychology	A- 3 points B- 2 points C- 1 points In Progress Courses- 1 Points	
Lifespan	A- 3 points B- 2 points C- 1 points In Progress Courses- 1 Points	
English Composition	A- 3 points B- 2 points C- 1 points CLEP/In Progress Courses- 1 Points	
Microbiology	A- 3 points B- 2 points C- 1 points In Progress Courses- 1 Points	
Humanities	A- 3 points B- 2 points C- 1 points CLEP/In Progress Courses- 1 Points	
Overall Teas	80% and above- 12 points 75% -79.99%- 10 points 71%- 74.99%- 8 points 67% - 70.99- 6 points 63% - 66.99%- 4 points 60% - 62.99%- 2 points	
TSTC general education student	YES – 1 points No- 0 points	
TSTC LVN Alumni	YES- 1 points NO- 0 points	