Vocational Nursing Program Application Packet

The Vocational Nursing Program is a *** twelve (12) 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 West Texas is accredited by the Southern Association of Colleges and Schools (SACS).

Deadline Dates for Breckenridge and Sweetwater Campuses:

Fall, August 2015 semester:

- Results from the Texas Board of Nursing background check must be received by the TSTC VN Director no later than July 10, 2015.
  - Applicants must have the fingerprints done as quickly as possible after receiving the Fast Pass email from TSTC.
    - Being fingerprinted without the Fast Pass is not acceptable for entry into an approved nursing program.
- All Testing Must Be Completed and Passed Before April 30, 2015
- Completed Packet must be submitted By: April 30, 2015
  - Official Transcripts from every college attended must be on record with TSTC before the packet is considered complete.
- Interviews for placement will be held July 22, 23, and 24, 2015
- The Mandatory VN Meeting will be August 7, 2015 at the TSTC Abilene campus from 0900 until 1300 hours.
  - Failure to attend this meeting will result in the student being removed from the accepted roster.

***Becoming an applicant for the Vocational Nursing program is a two (2) part process. ALL requirements and testing MUST be completed before an application packet may be submitted. All application packets must be submitted to Lisa Langford, Admission Advisor on the Breckenridge campus or Liz Bex, LVN, Admission Advisor, on the Sweetwater campus.
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/westtexas 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 you have applied to.

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

Sweetwater Address: TSTC West Texas
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. See page 18 of this application packet for the first steps to completing the FAFSA online.

TEXAS SUCCESS INITIATIVE (TSI) ASSESSMENT

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

- Scores on a Texas Success Initiative (TSI) test.
- Evidence of TSI completion from another Texas college or university.
- Proof of exemption from the TSI. Exemptions are as follows:
  1. Qualifying ACT or SAT scores. (5 years from date of testing)
  2. Qualifying TAAS scores. (3 years from date of testing)
  3. Qualifying TAKS or STAAR scores. (5 years from date of testing)
4. Graduate with an associate or baccalaureate degree from an institution of higher learning.
5. Transferring from a private or independent institution of higher education or an accredited out-of-state institution of higher education AND who has satisfactorily completed college-level coursework as determined by the receiving institution.
6. Previously attended any institution and has been determined to have met readiness standards by that institution.
7. Enrolled in a certificate program of one year or less (Level-One certificates, forty two (42) or fewer semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college.
8. Serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.
9. A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.

If you do not meet one of the exemptions listed above, you will be required to test for TSTC. There is the Pre-Assessment Activity that must be completed prior to taking the TSI Assessment exam.

The Pre-Assessment Activity can be found and completed online at: http://www.tstc.edu/westtexasadmissions/testing. Look on the left hand side of the page, in the blue box, click on the Pre-Assessment Activity (PAA) link. You will then click on the link that will take you into the presentation. After reading through the presentation, you are required to complete the entire quiz and then click the SUBMIT button. The Pre-Assessment Activity (PAA) must be completed before you will be able to take the TSI Assessment Entrance exam.

Once you have completed the Pre-Assessment Activity, you are ready to schedule an appointment to take the TSI Assessment Entrance exam. To schedule the exam, you may call one of the following persons to schedule your testing appointment:

- Abilene campus: Susan Hash – (325) 734.3641
- Breckenridge campus: Daniel Latham – (254) 559.7715
- Brownwood campus: Carminia Del Toro – (325) 641.3917
- Sweetwater campus: Patricia Carpio – (325) 235.7441

There is a $15.00 fee to test in one section and a $30.00 fee to test in 2 or more sections.

For study material, do an internet search for TSI Assessment practice test. There are multiple sites available from which to choose.
HESI ADMISSION ASSESSMENT TESTING INFORMATION

What is the HESI Admission Assessment Exam?

The HESI Admission Assessment, commonly known as the HESI A2, is a standardized test to assess basic academic skills nursing students will need to succeed in the Vocational Nursing program. It is a computerized test with a three (3) hour testing time limit.

Applicants must pass the HESI A2 with a minimum score of 70% in EACH section. The required testing sections for all applicants are: reading comprehension, grammar, vocabulary, and mathematics.

HESI A2 EXAM REQUIREMENTS

The HESI A2 test fee is $50.00 and is payable by cash, check, debit, credit, or money order. A valid form of photo identification must be presented prior to taking the test. Valid forms of identification include a driver’s license or state issued ID Card. Applicants will not be allowed to test if the required valid identification is not presented in person on the scheduled test date.

HESI A2 EXAM SCHEDULING

The HESI A2 exam is offered at all four TSTC West Texas campuses and must be taken at one of these locations as scores will not be accepted from other educational or testing institutions. Applicants should schedule the HESI A2 through the Counseling and Testing division at one of the following locations:

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<tr>
<th>Location</th>
<th>Contact</th>
<th>Telephone</th>
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<tbody>
<tr>
<td>Abilene</td>
<td>Susan Hash</td>
<td>325-734-3641</td>
</tr>
<tr>
<td>Breckenridge</td>
<td>Daniel Latham</td>
<td>254-559-7715</td>
</tr>
<tr>
<td>Brownwood</td>
<td>Carminia Del Toro</td>
<td>325-641-3917</td>
</tr>
<tr>
<td>Sweetwater</td>
<td>Patricia Carpio</td>
<td>325-235-7441</td>
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Unofficial test results are available to applicants immediately upon completion. If an applicant meets the HESI A2 requirement, the successful scores are effective for three (3) years. It is required for the applicant to place a copy of these HESI A2 scores in the VN application packet.

TSTC West Texas Testing and Counseling Center will not provide HESI A2 test scores to other education providers.

HESI A2 RE-TEST REQUIREMENTS

Applicants scoring below 70% in any of the 4 required testing areas (reading comprehension, grammar, vocabulary and math) may be required to wait a minimum of two weeks to re-test with a maximum of 6 times per year. Applicants are only required to re-test in sections not previously passed with 70% or better.
OTHER INFO ABOUT HESI A2

The cumulative grade shown on the HESI A2 score sheet is not used for admission to the program, except in the event of a tie breaker.

Applicants who have prior Anatomy & Physiology I and/or II credit must verify that the credit was earned within the last five (5) years. If the credit is older than five years on either course, the applicant has a one-time only option to take the anatomy and physiology section on the HESI A2 during their first HESI A2 testing attempt and score 75% or greater. If the A & P score is less than 75%, the applicant must retake the anatomy and physiology I and/or II course(s) that are over five (5) years old.

APPLICANT CPR TRAINING

** All applicants will be required to show proof of a current American Heart Association Healthcare Provider CPR card. No other CPR card will be accepted. No online CPR course/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 on the campus to which you are applying: Lisa Langford on the Breckenridge campus or Liz Bex, LVN on the Sweetwater campus. Incomplete application packets will not be accepted. The application materials must be submitted in a 9x12 inch envelope and include the following items:

1. Completed VN Program Application Form
2. Signed Statement of Student Responsibility Form
3. Documentation of TSI Assessment on a transcript, testing score sheet, etc.
4. Copy of HESI A2 scores indicating a minimum of passing scores on all 4 sections. (reading, grammar, vocabulary, math)
   a. Also at least 75% on the A&P section if this is completed during the first HESI A2 testing attempt
5. Documentation of all required immunizations (MMR X2, Hepatitis B X3, Tetanus (last 10 years), Varicella X2, Bacterial Meningitis (last 5 years), and yearly Flu vaccine. (See Texas Administrative sheets on page 15-17 of this packet.) A yearly screening for Tuberculosis (TB) is also required.
6. Photocopy of high school transcript, high school diploma, or GED certificate.
7. Copy of any current certification/licensure if applicant is a healthcare provider such as a C.N.A., Paramedic, etc.
8. Copy of current \textbf{American Heart Association Healthcare Provider CPR card}. No other CPR-provider card will be accepted. No online course/card will be accepted.

9. If you are currently employed in the healthcare field, a letter of employment from your employer.

10. Two (2) copies of Texas Driver’s License as proof of Texas residency - must be clear and legible.

11. Two (2) copies of social security card. Must be clear and legible.

12. Three (3) letters of recommendation from non-family members. Letters must be signed by the person giving the recommendation.

\textbf{PERSONAL INTERVIEWS}

Once a completed application packet has been received and reviewed by the nursing admission advisor, Lisa Langford or Liz Bex, the packet will be submitted to the nursing department. The applicant will then be scheduled for a personal interview with the nursing interview committee. Interviews will be conducted after the application deadline date has passed. \textit{Only complete packets will be submitted to the nursing department.}

\textbf{SELECTION CRITERIA}

All applicants will be selected utilizing a point system and a personal interview with the Vocational Nursing interview committee. Candidates for admission are considered on the basis of openings available for the next scheduled class.

TSTC West Texas does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, veteran status, or any other legally protected status in educational programs, activities, admission, or employment practices.

\textbf{POINT SYSTEM FOR SELECTION}

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

\begin{itemize}
  \item Points awarded for early packet submission:
    \begin{itemize}
      \item \textbf{four} or more weeks prior to deadline date = 4 points
      \item \textbf{three} weeks prior to deadline = 3 points
      \item \textbf{two} weeks prior to deadline = 2 points
      \item \textbf{one} week prior to deadline = 1 point
    \end{itemize}
  \item Prior TSTC Certificate or Associates Degree graduate
  \item Current employment in healthcare facility within 26 county service area.* *\textbf{Must provide letter from employer.} (Employment can include acute care, long-term care, and physician office, etc.)
  \item Currently reside within the 26 county service area*
  \item Graduated from high school within the 26 county service area*
\end{itemize}
- United States Military Service
- Prior United States Military medical training
- Prior completion of the following courses: A&P I, A&P II with a grade of “C” or better and Medical Terminology with a grade of “B” or better.

*26 county service area includes: Archer, Brown, Callahan, Coke, Coleman, Comanche, Eastland, Fisher, Haskell, Howard, Jack, Jones, Knox, Mitchell, Nolan, Palo Pinto, Parker, Runnels, Scurry, Shackelford, Stephens, Stonewall, Taylor, Throckmorton, Tom Green, & Young. Must provide drivers license or state issued identification card as proof of residency.

In the event of a tie, applicants’ highest cumulative HESI A2 scores will receive preference. In the event of a further tie, applicants from the 26 county service area* will be seated first.

APPLICANT PROCESS

A. Twenty (20) applicants will be considered for the Breckenridge campus and thirty (30) applicants will be considered for the Sweetwater campus for entry into the program. There will also be an undetermined number of “alternates” selected for each campus.

B. An official roster of applicants will be submitted to the Texas Board of Nursing. The board will provide information concerning FBI Criminal Background Checks (CBC) to all persons included on the roster.
   a. Applicants will be required to comply with the instructions provided by the Texas Board of Nursing regarding criminal background checks. Applicants will provide TSTC with evidence of a clear criminal background check (postcard or a Declaratory Order resolution letter from the Texas Board of Nursing) in person immediately upon receipt from the Texas Board of Nursing.

C. Dependent upon the results of the Criminal Background Check (CBC), students will receive an invitation to interview for the available spots on each campus prior to selection of the classes.

D. Interview will be with faculty from both Sweetwater and Breckenridge campuses.

E. The selection process will follow the interviews and the selected applicants will receive a Letter of Confirmation.

F. The applicant must confirm in writing to Lisa Langford or Lisa Linebaugh, acceptance or rejection by the specified date. Confirmation may be returned in person, faxed, or mailed through the United States Postal Service. Failure to return the Confirmation letter by the deadline date will forfeit that applicant’s position in the VN program.

G. Applicants not eligible to enter the nursing program or those who decline may re-apply for the following year. Packets will be returned to the applicants upon request.

H. All selected applicants and alternates will be required to attend a mandatory nursing program orientation session.

DRUG SCREENS AND CRIMINAL BACKGROUND CHECKS

Drug Screens

Applicants accepted into the Vocational Nursing program at TSTC West Texas 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 by email for the drug screen. Results will be released to the
TSTC West Texas director by the testing entity. Applicants will be responsible for any and all charges incurred for the drug screen.

Background Checks

In order to be allowed 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). TSTC Vocational Nursing program requires a clear criminal history background check for applicants prior to the stated due date above. The Texas Board of Nursing will provide instructions to be distributed to each applicant listed on the Applicant Roster regarding the FBI finger printing process. TSTC VN Program requires applicants complete their background checks as soon as they are notified in order to receive results by the due date. Acceptance into the program is dependent in part on a clear background check. A “positive” find will require the applicant/student to submit a Petition for a Declaratory Order to the Texas Board of Nursing.

If an applicant knows a Petition for Declaratory Order is needed, it is recommended they notify the TBON as soon as possible and follow their 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](http://www.bon.state.tx.gov). Declaratory orders typically take several months or years to clear. An applicant that has filed or should file a Petition for Declaratory Order will not be considered for admission to the program until the “Cleared” Declaratory Order decision is made by the Texas Board of Nursing.

Once an applicant/student has received a clear FBI background check or the letter of clearance from the TBON, the original document(s) must be provided to Lisa Langford, Breckenridge campus, or Lisa Linebaugh, Sweetwater campus, in person, so that an official copy may be made. Repeat background checks are not required prior to graduation providing the student maintains a clean criminal record. If an applicant/student fails to obtain a clear background check or a cleared declaratory order prior to the stated due date, they will not be eligible for the program.

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 applicant/student.

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 have the Accident insurance as well as the Needle Stick Rider and Malpractice Insurance. These will automatically be included with the student’s tuition and fees each semester.
Statement of Student Responsibility

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

1. ______ I acknowledge that the information in this packet contain 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 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 Vocational Nursing program.

Per the Texas Board of Nursing Petition for a Declaratory Order (#5 to # 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 contender, 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?

You may 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 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 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.

6. [ ] No [ ] Yes Are you currently the target or subject of a grand jury or governmental agency investigation?

7. [ ] 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?

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)
Vocational Nursing Program Application

Complete in black ink only.

Check the campus of which application is being made:

[ ] Sweetwater Campus  [ ] Breckenridge Campus

*See TSTC website, www.tstc.edu/westtexas , 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:_________________

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:

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<th>Name of Institution</th>
<th>City</th>
<th>Dates To/From</th>
<th>Degree</th>
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**Professional Licenses or Certifications**

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<th>Issued By</th>
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**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: _______________________________________________________

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**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.

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<tr>
<th>Name</th>
<th>Complete Mailing Address</th>
<th>Telephone #</th>
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**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.**

_________________________________________________  __________________________
Signature of Applicant                              Date

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*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.*
PART 1
DEPARTMENT OF STATE HEALTH SERVICES
CHAPTER 97
COMMUNICABLE DISEASES
SUBCHAPTER B
IMMUNIZATION REQUIREMENTS IN TEXAS ELEMENTARY AND SECONDARY SCHOOLS AND INSTITUTIONS OF HIGHER EDUCATION
RULE §97.64
Required Vaccinations for Students Enrolled in Health-related and Veterinary Courses in Institutions of Higher Education

(a) This section applies to all students enrolled in health-related courses, which will involve direct patient contact in medical or dental care facilities. This includes all medical interns, residents, fellows, nursing students, and others who are being trained in medical schools, hospitals, and health science centers listed in the Texas Higher Education Coordinating Board's list of higher education in Texas; and students attending two-year and four-year colleges whose course work involves direct patient contact regardless of the number of courses taken, number of hours taken, and the classification of the student. Subsection (i) of this section also applies to veterinary medical students whose course work involves direct contact with animals or animal remains regardless of number of courses taken, number of hours taken, and the classification of the student.

(b) Students may be provisionally enrolled for up to one semester or one quarter to allow students to attend classes while obtaining the required vaccines and acceptable evidence of vaccination.

(c) Students cannot be provisionally enrolled without at least one dose of measles, mumps, and rubella vaccine if direct patient contact will occur during the provisional enrollment period.

(d) Polio vaccine is not required. Students enrolled in health-related courses are encouraged to ascertain that they are immune to poliomyelitis.

(e) One dose of tetanus-diphtheria toxoid (Td) is required within the last ten years.

(f) Students who were born on or after January 1, 1957, must show, prior to patient contact, acceptable evidence of vaccination of two doses of measles-containing vaccine administered since January 1, 1968.

(g) Students must show, prior to patient contact, acceptable evidence of vaccination of one dose of rubella vaccine.

(h) Students born on or after January 1, 1957, must show, prior to patient contact, acceptable evidence of vaccination of one dose of mumps vaccine.

(i) Students shall receive a complete series of hepatitis B vaccine prior to the start of direct patient care or show serologic confirmation of immunity to hepatitis B virus.

(j) Students enrolled in schools of veterinary medicine shall receive a complete primary series of rabies vaccine prior to the start of contact with animals or their remains; and, a booster dose of rabies vaccine every two years unless protective serum antibody levels are documented.

(k) Students shall receive two doses of Varicella vaccine unless the first dose was received prior to thirteen years of age.

Source Note: The provisions of this §97.64 adopted to be effective April 1, 2004, 29 TexReg 3188
(a) Serologic confirmations of immunity to measles, rubella, mumps, hepatitis A, hepatitis B, or varicella, are acceptable. Evidence of measles, rubella, mumps, hepatitis A, or hepatitis B, or varicella illnesses must consist of a valid laboratory report that indicates confirmation of either immunity or infection.

(b) A written statement from a parent (or legal guardian or managing conservator), school nurse, or physician attesting to a child's positive history of varicella disease (chickenpox), or of varicella immunity, is acceptable in lieu of a vaccine record for that disease (see form at http://www.dshs.state.tx.us/immunize/docs/c-9.pdf).

Varicella written statements must be provided on the official Texas State Form provided at the following Link:

Effective October 1, 2013

Bacterial Meningitis Vaccination is required for all new students under age 22 (**with the exception of nursing applicants). This includes transfer students and students that have taken either a fall or spring semester off from college.

The state of Texas passed Senate Bill 1107 effective Spring Semester 2014 that will require all new students under age 22 to have a vaccination against bacterial meningitis. All first-time freshmen, transfer students, and students who have taken a leave of absence from school in either a fall or spring semester must have received this vaccination during the five-year period immediately preceding and at least 10 days prior to the first day of the semester enrolled or re-enrolled. **The following evidence must be provided to the Admissions Office as an admissions requirement:**

1. Certification from a physician or clinic that the student has been vaccinated during the five-year period immediately preceding and at least 10 days prior to the first day of class.
2. An affidavit or a certificate from a physician stating that the vaccination would be injurious to the health and well-being of the student.
3. Exemption form from the Texas Department of State Health Services approving exception for reasons of conscience. The approved form for exemption can be found at: [https://webds.dshs.state.tx.us/immco/affidavit.shtm](https://webds.dshs.state.tx.us/immco/affidavit.shtm).

Students are strongly encouraged to visit with their primary care physician or area health clinic as soon as possible to receive the appropriate vaccinations.

**ALL nursing applicants, regardless of age, will be required to have the Bacterial Meningitis vaccination.**
4 Steps to Applying for Financial Aid at TSTC West Texas

1. Apply for your P.I.N. (personal identification number)

Your P.I.N is used to electronically sign applications such as your FAFSA and Master Promissory Note (for student loan borrowers) and will also be needed to access your U.S. Department of Education records online. If you are a dependent student your parent will also need to apply for a P.I.N as they WILL be required to electronically sign your FAFSA as a well. If you receive a PIN, you agree to not disclose or share it with ANYONE. You should NEVER give your PIN to anyone, including commercial services that offer to help you complete your FAFSA. Be sure to keep your PIN in a safe place.

http://www.pin.ed.gov

2. Complete your FAFSA (Free Application for Federal Student Aid)

This is your application for ALL federal student aid including grants, student loans and work-study. You will need to complete the 2015-2016 application by using 2014 tax returns. If you are a dependent student (under 24, not married, and do not provide more than 50% of support to dependents of your own, such as children) you will need to use your parents 2014 tax returns as well. If you are married you will have to use both yours as well as your spouse’s 2014 tax information. Don’t be intimidated by the online application; it is very specific and tells you exactly where on the tax returns to retrieve the information requested. You will also need to add our school code [009932] to your application; this ensures that your information will be sent to our school. After you have completed, electronically signed and submitted your FAFSA it generally takes four business days to process before they send the information to us.

http://www.fafsa.ed.gov

3. Be prepared to provide verification documents to the Financial Aid office

In the event that your application is selected for verification we will send you correspondence (via mail) requesting the documentation needed. Please make sure that the mailing address listed on the FAFSA as well as the address on file at the college is where you wish to receive mail. If a copy of tax returns are requested please make sure they are signed. As with any other form you complete please read all of the questions and sign and date anything you return to the financial aid office. Make sure that all information you provide is accurate and correct! Providing false information on your financial aid application is a violation of federal law.

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 us in the Financial Aid office via email, 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 or Gail Johnson may be reached at 325-235-7419 or gail.johnson@tstc.edu.
***This curriculum is pending approval from THECB and the Texas Board of Nursing.

### Curriculum Confirmation Form

<table>
<thead>
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<th>Date:</th>
<th>Effective:</th>
<th>Program:</th>
<th>CIP Code:</th>
<th>Award Name:</th>
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<th>Dept Name:</th>
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<td>Cert 2</td>
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#### Rubric

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<td>or</td>
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#### 1st Semester

| VNSG | Pharmacology | 51.3901 | 3 | 0 | 0 | 48 | 3 |
| VNSG | Applied Nursing Skills I | 51.3901 | 3 | 3 | 0 | 96 | 4 |
| VNSG | Foundations of Nursing | 51.3901 | 3 | 0 | 0 | 48 | 3 |
| VNSG | Clinical - Licensed Practical/Vocational Nurse Training | 51.3901 | 0 | 0 | 12 | 192 | 2 |
| **Total** | | | 9 | 3 | 12 | 384 | 12 |

#### 2nd Semester

| VNSG | Medical-Surgical Nursing I | 51.3901 | 3 | 0 | 0 | 48 | 3 |
| VNSG | Applied Nursing Skills II | 51.3901 | 3 | 2 | 0 | 80 | 4 |
| VNSG | Maternal/Neonatal Nursing | 51.3901 | 2 | 0 | 0 | 32 | 2 |
| VNSG | Clinical - Licensed Practical/Vocational Nurse Training | 51.3901 | 0 | 0 | 18 | 288 | 4 |
| **Total** | | | 8 | 2 | 18 | 488 | 13 |

#### 3rd Semester

| VNSG | Medical-Surgical Nursing II | 51.3901 | 3 | 2 | 0 | 80 | 4 |
| VNSG | Pediatrics | 51.3901 | 3 | 0 | 0 | 48 | 3 |
| VNSG | Leadership and Professional Development | 51.3901 | 1 | 0 | 0 | 16 | 1 |
| VNSG | Clinical - Licensed Practical/Vocational Nurse Training | 51.3901 | 0 | 0 | 18 | 288 | 4 |
| **Total** | | | 7 | 2 | 18 | 432 | 12 |

**AA LVN-RN Transition**

| 35 | 13 | 48 | 1536 | 50 |

The above proposed 2015-2016 curriculum is approved by the following campus Dept Chairs:
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/westtexas
2. □ Apply for Financial Aid as outlined on page 18 of this application packet.
3. □ Complete all required TSTC admission paperwork with Lisa Langford, Admission Advisor on the Breckenridge campus or Liz Bex, LVN, Admission Advisor on the Sweetwater campus.
4. □ See your admission advisor on the appropriate campus for all Texas Success Initiative (TSI) counseling, placement testing, etc. an applicant must be in compliance with TSI status as determined by the program requirements.
5. □ Official transcripts from each high school and /college previously attended sent to the Admissions and Records office. See page 2 of this packet for addresses. (If previously attended TSTC, a TSTC transcript is not required)
6. □ Take and pass the HESI A2 exam in all required areas (reading, grammar, vocabulary, and math)
7. 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
   □ Documentation of TSI compliance on a transcript, testing score sheet, etc.
   □ Copy of passing HESI A2 scores.
   □ Documentation of all required immunizations (MMR, Hepatitis B, Tetanus, Varicella, Bacterial Meningitis, Flu Vaccine. Bacterial Meningitis is required for all applicants to the Vocational Nursing program, regardless of age.
   □ Copy of high school transcript, high school diploma, or GED certificate.
   □ Copy of any current certification/licensure if applicant is a healthcare provider such as a C.N.A., Paramedic, etc.
   □ Documentation from a current employer that the applicant is working in that healthcare field.
   □ Copy of current American Heart Association Healthcare Provider CPR card. No other CPR card will be accepted.
   □ Two (2) copies of driver’s license or state issued identification card, as proof of Texas residency.
   □ Two (2) copies of social security card.
   □ Three (3) signed letters of recommendation from non-family members.

Place the above materials, as outlined in #7, in a 9” X 12” envelope for submission either in person or by mail to:

BRECKENRIDGE ADDRESS:
TSTC
Attn: Lisa Langford
307 N. Breckenridge Ave.
Breckenridge, TX 76424

SWEETWATER ADDRESS:
TSTC
Attn: Liz Bex, LVN
300 Homer K. Taylor Dr.
Sweetwater, TX 79556

All application packets must be received in the appropriate admission advisors office no later than 5:00 p.m. on the deadline date. Late packets will not be accepted.