



Vocational Nursing LVN Program Information Packet Fall 2021

Application Deadline: March 5th, 2021 by 5pm.
No handwritten applications accepted.

HOW TO SUBMIT LVN PROGRAM APPLICATION INSTRUCTIONS:

1. Save as a WORD document as follows:

Ex: Smith, John-LVN App
Smith, John-Crim Hx packet
Smith, John-Immunizations
Smith, John-Health Care
Smith, John-Transcripts
Smith, John-Degree plan

2. You will submit all documents via Canvas

IMPORTANT NOTICE

Email Debbie Carter if you do not receive an email verification of receipt by March 19th and if you do not receive email notification of acceptance status by May 14th.

LVN Program Director: Debbie Carter, BSN RN
Phone: (903) 875-7549
Email: Debbie.carter@navarrocollege.edu
Health Professions Phone: (972) 923-5121

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Vocational Nursing Program

Dear Prospective LVN Student:

Welcome to Navarro College where the tradition of excellence in nursing is strong. Our goal in this Information Session is to assist you in learning about the Vocational Nursing Program at Navarro College and how you can qualify for an application.

The Faculty of the Vocational Nursing Program is a group of highly qualified professional nurses who find great satisfaction in facilitating the learning process for all those students who enter our program. We invite you to join us for an exciting and memorable year as a nursing student.

This Information Packet is designed to assist you in making the decision about application to our nursing program. If you have further questions or need more assistance, please feel free to contact us at the numbers listed below.

Debbie Carter, BSN, RN, VN Program Director
Debbie.carter@navarrocollege.edu
(903) 875-7549

Angela Crane, BSN, RN, Coordinator Mexia Campus
(254) 562-6524 Extension 5212

Georgia Dixon, BSN, RN Coordinator Waxahachie Campus
(972) 923-6480

Thank you for your interest in the Vocational Nursing Program at Navarro College!

Sincerely,

Debbie Carter, BSN, RN

Debbie Carter, BSN, RN
VN Program Director Navarro College

GENERAL INFORMATION

- The Vocational Nursing Program at Navarro College is provided at three locations: Corsicana, Waxahachie, and Mexia. It is a twelve-month program that begins in the Fall Semester of each year.
- Clinical learning experiences are provided to students in a variety of health care settings and locations. We also utilize a simulation lab to satisfy some of our clinical requirements. Class experiences are combined with skills laboratory and clinical experiences.
- Students who complete the Vocational Nursing Program at Navarro College receive a Certificate of Completion. They are prepared to make application for licensure as a Licensed Vocational Nurse (LVN) and to take the National Council Licensure Examination for Licensed Vocational Nurses (NCLEX-PN). Graduates must meet the legal requirements for licensure as mandated by the Board of Nurse Examiners for the State of Texas. *The Vocational Nursing Program at Navarro College is accredited by the Texas Board of Nurse Examiners.*
- The Vocational Nursing Program at Navarro College has consistently good pass rates of graduates on the NCLEX-PN Licensure Examination.
- Vocational Nursing prepares practical nurses to assist in providing care in a variety of health care agencies. Further education and experience provide opportunities for development and career advancement.
- Licensed Vocational Nurses have the option of applying to the LVN-RN Bridge Program after completion of the program.
- There are no required courses or pre-requisites for entrance into the VN Program, but math proficiency is advised before entry. However, having specific courses completed with a “C” or better will make you more competitive for entrance because we accept students using a ranking system. (See page #14-15 for ranking criteria).
- During the program, each course must be successfully completed with a minimum grade of 75 to progress to the next semester.
- Students who are not successful in the program are allowed one readmission if they meet qualifications.
- Admission to Navarro College does not guarantee admission to the Vocational Nursing Program. Students are admitted using a point ranking system.

- Step 1: Make application to Navarro College (if not already enrolled or a former student of Navarro College). (Take the TSI exam if needed-TSI completion will increase your ranking points but is not required for admission).
- Step 2: View Virtual “Information Session”. There will be a link available on the LVN website at lvn.navarrocollege.edu to a Canvas course where you will find the information session and Application/Criminal History packets. (Please frequently check our website for information on this session) Participation in this is a requirement to download an application.
- Step 3: Take the TEAS TEST (LVN program only looks at READING score, and you must have a minimum of 59.9 to be eligible). You will want to do as well as possible as this becomes part of your ranking points.
- Step 4: Obtain proof of GED, high school diploma, or college transcript (**submit copies only to the LVN program please**).
- Step 6: Download the application AFTER viewing the video presentation. Save all documents in WORD and type in all responses. Save as instructed on page #1 of this document. Submit application and all required documents as instructed in CANVAS by deadline date of March 5th, 2021
- Step 7: Validation of healthcare certifications being used for ranking points (if applicable) – must show expiration date. If only Health care experience, you must have a letter from employer with dates of employment. You only get one or the other (points for Health Care experience, or points for a Certification. Points will not be awarded unless all documents are submitted by the deadline.

Special Notice Specific courses taken and completed with a C or better by the end of Fall 2020 will receive five points for each class listed on page 14 of this packet. Begin studying for your TEAS exam now! (Your TEAS reading score becomes part of your ranking score so you will want to study for this exam. See Preparing for TEAS on page 7 of this packet.)

Minimal Required Immunizations and documents to be submitted with Application:
All immunizations will be submitted to a third-party company when told to do so.
The following MUST be submitted by the deadline date of March 5th, 2021 to be considered for admission:

Minimal required documents that must be submitted by deadline.

1. Navarro College Proof of acceptance (degree plan or transcript from NC and TSI scores).
2. TEAS Scores. (must show your name, READING score for TEAS, and last date taken). You can only take it twice between March 2020 and March 5th,2021. Submit your highest score only.
3. Proof of at least two Hep B Vaccines (Need 3 for program entrance)
4. Proof of at least one Varicella (Need 2 for program entrance)
5. Proof of at least one MMR (need two for program entrance)
6. You may submit the entire document if you have all immunizations on the same page. **SAVE ORIGINAL!** See pages 18-20 for a complete list.
7. Criminal History Packet with your typed name and date.
8. Documentation of current healthcare certifications or experience (if claiming for ranking purposes) If no certification, but have health care experience, submit a letter from employer.
9. **Copies** of official transcripts from all schools attended (Official to Registrar-Copies only please).

****Your application will have a place for you to put your preference of location you would like to attend, but it is 100% based on ranking.**

NOTE:

- All application files must include proof of acceptance to Navarro College as well as to the Vocational Nursing Program. **“Official”** transcripts for all schools and colleges previously attended must be provided to the **Registrar’s Office** of Navarro College and the Vocational Nursing Program. **ONLY COPIES TO VOCATIONAL NURSING**
- **All deadlines for submission of required data must be met to be considered for admission.**
- It is the applicant’s responsibility to make sure all required data has been received by the Vocational Nursing Department. Transcripts submitted to the Registrar’s Office of Navarro College will **NOT** be forwarded to the Vocational Nursing Department; therefore, the applicant must submit separate transcripts (**copies only**) to the Vocational Nursing Department submitted via CANVAS. The Vocational Nursing Department will not forward transcripts to the Registrar’s Office. (Remember, Registrar’s office requires official transcripts, Vocational Nursing department **ONLY** wants copies.)
- Applicants with foreign transcripts must have those transcripts evaluated by a certified agency with a report to Navarro College or they cannot be considered for entrance. Further information can be obtained from the Counseling Office or the International Student Office regarding this rule.

SCHEUDLING TEAS TEST

See below for registering for TEAS prior to scheduling test.

Registration: Call the Testing Center at any of the campus sites listed below:

- Corsicana (903) 875-7457
- Waxahachie (972)937-7612
- Mexia (254) 562-3848 Extension 5210

Testing Center Locations:

- Corsicana: Gooch One Stop Center, basement, Room 103
- Waxahachie: 1900 John Arden Drive
- Mexia: 901 N Dr M.L.K. Jr. Hwy
- **Cost: Approx: \$58.00**
- **NOTE: Applicants may take the TEAS Test on any college campus that offers the exam.**

PREPARING FOR TEAS

- Remember: TEAS READING becomes the first part of your ranking score for Vocational Nursing and we admit by ranking scores.
- Study before you take it to do your best! You can go to www.atitesting.com and purchase study materials.
- Remember you can take the TEAS exam two times and submit the best of the two scores. You must take the TEAS between March 1,2020 and March 5th 2021.
- A good resource is a college professor and you can access free YOUTUBE tutorials. Her name is Carolyn McAllister and she does a great job tutoring for READING on the TEAS exam. Here is a link to her getting started tutorial, which should lead you to her series of videos after that.

<https://www.youtube.com/watch?v=iGGGkQpDvpE&t=22s>

REGISTERING FOR THE TEAS TEST

- Call the Testing Center at one of the numbers above.
- We give the test Monday through Friday at the designated time.
- The TEAS test has 4 parts: reading, math, science and English.
- The test is 3 hours and 29 minutes in duration.
- You will need a debit or credit card to pay for the test.
- You will need a valid ID card with your photo on it.
- The cost is approx. \$58 dollars for nursing.
- You must register before you take the test.
- To register, go to atitesting.com and click “create an account.”
- After clicking the “register” button, stop. (Do not forget your username and password!! You will need it when you go to the testing center.)
- Do not attempt to pay for the test

- Write your username and password on a piece of paper and bring it to the test. You will not be admitted into the test without this crucial step.

QUESTIONS/ANSWERS ABOUT THE TEAS TEST

- 1. What does the TEAS Test measure?**
 - It is a computerized adaptive test that measures skills in reading, English language usage, science, and mathematics to determine readiness for college-level courses
- 2. How do I register for the TEAS?**
 - Call the Testing Center on one of the two campuses listed above or call the college of your choice to register for the exam.
 - Payment for the test is completed on the day of the test (you will need a valid credit or debit card)
- 3. When is the test given?**
 - Tests are given by appointment only. Times are scheduled at the discretion of the Testing Center
- 4. When should the TEAS be taken?**
 - The test must be taken in plenty of time for the Vocational Nursing Department to receive the scores, issue an application to the applicant, and have sufficient time to return the application data for review.
 - The TEAS Test must be taken between March 1st of 2020 and March 5th 2021.
- 5. How many times can I take the TEAS?**
 - Applicants may take the TEAS a ***maximum of 2 times*** in a testing period.
 - If an applicant does not score within 7 points of the “national mean” in the Reading section, an application will not be considered. (minimum score must be 59.9)
 - Allow approximately four (4) hours to complete the entire test.
- 6. Should I bring anything with me the day of the test?**
 - A photo ID (driver’s license, military ID card, school ID card) must be presented prior to the test or the applicant will not be allowed to test and a credit card for payment.
- 7. Can I take the TEAS at other colleges?**
 - Yes. Most colleges offer the TEAS. Make sure all scores submitted with the application to the Vocational Nursing Program.

CRIMINAL HISTORY BACKGROUND

- 1. Criminal History Background Check:** All accepted students for the Vocational Nursing Program at Navarro College are required to have clearance from the Texas Board of Nursing by class day #1 or they may NOT attend class. **You should either receive a blue card or a letter stating you are cleared to take the NCLEX-PN exam. This is required to enter the program.**
2. This is a requirement of the Vocational Nursing Program at Navarro College and the clinical facilities with whom the program has contracted to complete clinical rotations and provide patient care.
3. The Criminal Background History Packet is provided for applicants with the application downloadable after you view the Virtual Information Session.
4. The Criminal History packet with your typed name is required to be submitted by the deadline of March 5th. Save as instructed on page #1.
5. **NOTE: All prospective nursing students are subject to a mandatory FBI background check by the Texas Board of Nursing upon acceptance to a school of nursing. Prospective students must be prepared for an additional fee and background check. (Instructions for the Texas Board of Nursing background check are given to students AFTER they are accepted to the VN program or chosen as an alternate).**
6. When you receive an e-mail from Identogo or the college, either as a full accept or an alternate, do not delay! Schedule and complete your fingerprints.

DECLARATORY ORDER PETITION

- Prospective students who know they have a positive criminal background will be required to complete “Declaratory Orders” for the Texas Board of Nurse Examiners. The Board of Nursing cannot investigate without your court documents. ***This process can be found by visiting the Texas Board of Nursing (TBON) website at: <http://www.bon.texas.gov>.***
- ***Students with specific Mental Illness will need to file Declaratory order. Please see page #12 for those questions.***
- ***Remember: Do not submit a Declaratory Order until you are accepted or an alternate and you have completed fingerprints and the Board of Nursing tells you to file. To find out if you will most likely be required to file a Declaratory Order, please see the Texas Board of Nursing Investigative Questions on the following pages.***

Texas Board of Nursing

333 Guadalupe, Ste 3-460
Austin, TX 78701
(512) 305-7400

If you can answer YES to the following question, you should **plan** to file Declaratory Order with the Texas Board of Nursing. You should NOT file Declaratory Order now but should wait until you are “Accepted” to the program, or you are accepted as an “Alternate”. You should receive an e-mail from Identogo after acceptance asking you to schedule fingerprints. If the Board of Nursing decides you need to file Declaratory order, you will be notified. Make sure you have ALL your Court Documents ready to complete this process. Most people who know they have a positive criminal history will end up having to file Declaratory Order so BE READY! If you are chosen as an alternate and you do not have this process completed by class day #1, you will forfeit your position.

NOTIFICATION OF TEXAS BOARD OF NURSING INVESTIGATION QUESTIONS

Question 1:

- a) Been arrested or have a pending criminal charge?
- b) Been convicted of a misdemeanor?
- c) Been convicted of a felony?
- d) Pled nolo contendere, no contest, or guilty?
- e) Received deferred adjudication?
- f) Been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
- g) Been sentenced to serve jail or prison time or court-ordered confinement?
- h) Been granted pre-trial diversion?
- 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, or action?

NOTE: You may only exclude Class C misdemeanor traffic violations

Expunged and Sealed Offenses

1. While expunged or sealed offenses, arrests, tickets, or citations need not be disclosed, it is your responsibility to ensure the offense, arrest, ticket, or citation has, in fact, been expunged or sealed. It is recommended that you submit a copy of the Court Order expunging or sealing the record in question to our office with your application. Failure to reveal an offense, arrest, ticket, or citation that is not in fact expunged or sealed, will at a minimum, subject your license to a disciplinary fine. Non-disclosure of relevant offenses raises questions related to truthfulness and character.

Orders of Non-disclosure

2. Pursuant to Tex. Gov't Code §552.142(b), if you have criminal matters that are the subject of an order of non-disclosure, you are not required to reveal those criminal matters on this form. However, a criminal matter that is the subject of an order of non-

disclosure may become a character and fitness of duty 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 subject of an order of non-disclosure. If the Board discovers a criminal matter that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board may require you to provide information about any conduct that raises issues of character and fitness.

Questions 2-5

2. Are you currently the target or subject of a grand jury or governmental agency investigation?
 3. Has any licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?
 4. *In the past five (5) years have you been diagnosed with or treated or hospitalized for schizophrenia and/or psychotic disorder, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder which impaired or does impair your behavior, judgment, or ability to function in school or work? (You may answer "No" if you have completed and/or are in compliance with TPAPN for mental illness OR you've previously disclosed to the Texas Board of Nursing and have remained compliant with your treatment regime and have no further hospitalization since disclosure.)
 5. *In the past five (5) years, have you been addicted or treated for the use of alcohol or any other drug
- **Pursuant to the Occupations Code §301.207, information, including diagnosis 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 the Occupations Code §301.466.*

The Declaratory Order process permits the Texas Board of Nursing to make decisions regarding the petitioner's eligibility for licensure prior to entering the Vocational Nursing Program. The petition form can be obtained by visiting the Texas Board of Nursing website at www.bon.texas.gov, or by calling the BON office at 512-305-7400.

"The paperwork will be submitted for the initial review in the Operations Department within fifteen business days of the application, examination fee, background check results, and pertinent documentation being received. This initial review can take up to 30 days. If it is determined that the issue being reported to the TBON meets the criteria for opening a case according to our current rules, you may be required to pay a review fee. Your file will be transferred to our Enforcement Department for review once the payment is received. This review may take a minimum of four months. The TBON will not approve an applicant for permanent licensure until a decision has been rendered by our Enforcement Department." (Texas Board of Nursing website)

DISCLOSURE OF MENTAL ILLNESS OR TREATMENT FOR ADDICTION TO ALCOHOL AND/OR DRUGS

The practice of professional nursing requires current mental fitness, sobriety, and physical fitness. The BON has identified certain mental disorders, which, if occurring within the last 5 years, may indicate a potential lack of fitness. Addiction to, or the treatment for, the use of alcohol or other drugs within the last 5 years may also indicate a potential lack of fitness. A Petition of Declaratory Order must be submitted for any of these situations by all applicants prior to entering the Vocational Nursing Program.

INVESTIGATION QUESTIONS

The process for application to the Texas Board of Nursing (TBON) for licensure has been reviewed and the following emphasized to the candidate:

1. Completion of the Navarro College Vocational Nursing Program does not guarantee the ability to write the National Council Licensure Exam for Practical Nursing (NCLEX-PN).
2. The Texas Board of Nursing authorizes eligibility to take the NCLEX-PN examination. A roster of potential applicants will be submitted to the TBON in the Fall Semester. Candidates for licensure are required by the Board of Nursing to answer “eligibility questions” and submit fingerprints for a criminal background check.
3. If any of the questions can be answered with a “yes” response (Exhibit A), the candidate is required to submit a Petition for Declaratory Order to the Board of Nursing.
4. Cost for the initial Declaratory Order process is included in the fingerprinting expense. If the applicant requires additional investigation by the Board of Nursing, a charge of approximately \$150.00 may be required. All fees are non-refundable. Eligibility determination takes a minimum of 1-4 months; therefore, early petition to the TBON after being accepted to the program and fingerprinted, is essential considering application to the Vocational Nursing Program. If you answer yes to any questions, please make sure you have all certified court documents or health care provider documents prepared and ready to send to the TBON when advised to do so.
5. Disclosure of Mental Illness or Treatment for Addiction to Alcohol and/or Drugs:
The practice of professional nursing requires current mental fitness, sobriety, and physical fitness. The Texas Board of Nursing has identified certain mental disorders, which, if occurring within the last five years, may indicate a potential lack of fitness. Addiction to, or the treatment for, the use of alcohol or other drugs within the last five years may also indicate a potential lack of fitness. A Petition of Declaratory Order must be submitted for any of these situations by all applicants prior to entering the Vocational Nursing Program.

URINE DRUG SCREENS

Urine Drug Screens: All students fully accepted into the Navarro College Vocational Nursing Program are required to have registered and paid for a **urine drug screen**. Payment for the screening is the responsibility of the student and is due on or before the date designated by the VN Program. ***The date and time of the random test will be at the discretion of the VN Department.*** DO NOT get a urine drug screen prior to acceptance, this is only for registration and payment. You will receive the process for registration with your acceptance e-mail. Failure to provide the required payment by the due date will result in non-admission to the VN Program.

DO NOT submit your CPR card until you are accepted to the program. You will submit this to a third-party company when instructed to do so after acceptance. Sign the card if applicable and have ready to submit. CPR is good for two years and you must have it until the end of the program, so you could get this done now. CPR must be BLS by the AHA see picture below:



Continuing Education does offer classes throughout the year by calling (903) 875-7557. Lisa Lindsey may be a resource to offer private classes if you are unable to get into the classes offered at Navarro College. Email: Lisa.lindsey@navarrocollege.edu

RANKING CRITERIA

The following criteria will be used to determine the applicant’s ranking points:

- Scores on the Nursing Entrance Exam (TEAS)
- Grades obtained in previous college courses (all courses must be completed with a grade of “C” or better)
- Grades obtained in courses for: (BIOL 2401 & 2402, BIOL 2420,& PSYC 2301, PSYC 2314) See Page 15.
- Grades obtained in HPRS 1101 & HPRS 1206
- Participation in HOSA in high school
- Previous work experience and/or health care certification (For health care experience you must submit a letter from employer verifying dates of employment to receive points. For health care certification you must provide certification that shows expiration date to receive points). You only get one or the other.

TEAS Test: (minimum score required)

Reading Within 7 points of National Mean (Min score 59.9) Study for this exam! It becomes part of ranking points!

Current health certification and/or work experience: Official documentation must be provided (for C.M.A. & C.N.A. go to): Must have expiration date on CNA or CMA. You can go to this link to obtain this:

http://www.asisvcs.com/services/registry/search_generic.asp?CPCat=0644NURSE

Medication Aide, EMT, Paramedic (or equivalent)	15
Certified Nurse Aide	10
Health Related Experience	5
Educational Background (see Box Page 15)	25
5 ADN courses listed in box completed with “C” or better	20
4 ADN courses listed in box completed with “C” or better	15
3 ADN courses listed in box completed with “C” or better	10
2 ADN courses listed in box completed with “C” or better	5
1 ADN course listed in box completed with “C” or better	20
TSI complete	3
HPRS 1101 Intro to Health Professions with “C” or better	3
HPRS 1206 Medical Terminology with “C” or better	5
HOSA (Health Occupations Student Association) high school transcript	10
9 or more college hours completed with “C” or better	5
1-8 college hours completed with “C” or better	20
Associated Degree in any field	25
Bachelor’s Degree in any field	30
Master’s Degree in any field	30

Note: If you receive points for above degrees, you do NOT also receive points for 1-9 College hours but you would receive additional points for the “ADN Courses”

Courses have to be completed by end of Fall 2020 to receive points. Even just ONE of these would give you 5 additional points. There is no limit to how long it has been since you took these courses. No matter how long ago, they will still count if you can submit copy of transcript

NOTE: ADN Courses accepted for 5 points each are...

- BIOL 2401 Anatomy & Physiology I
- BIOL 2402 Anatomy & Physiology II
- BIOL 2420 Microbiology
- PSYC 2301 General Psychology
- PSYC 2314 Lifespan

Please note: if you are applying to ADN program also, the above pre-requisite courses have to be completed within the last five years.

HEALTH AND FUNCTIONAL REQUIREMENTS For the Vocational Nursing Student

Students enrolled in Vocational nursing courses must be able to independently:

- Assess patients accurately. Accurate assessment requires the adequate use of the senses of vision, hearing, smell and touch with or without assistive (mechanical) devices.
- Skillfully execute nursing care and emergency care treatments and procedures. Execution of treatments and procedures requires a) functional psychomotor movements that are coordinated; b) equilibrium; and, c) functional use of the senses of touch and vision.
- Communicate accurately with patients, family, and health care workers. Communication requires the ability to hear, observe, speak, read, write, and interpret information. Students must be able to communicate effectively in oral and written form with all health care team members, patients, and families.
- Exercise good judgment and utilize intellectual abilities to choose, prioritize and complete tasks, and to problem solve effectively in nursing situations.
- Develop mature and compassionate relationships with patients and co-workers and demonstrate stable emotional health in adapting to a) changing environments; b) physically demanding work-loads; and c) stress.

Any applicant who is unable to meet these program requirements may request reasonable individual consideration for admission. No otherwise qualified handicapped individual shall solely by reason of the handicap be excluded from participation, be denied the benefits of, or be subject to discrimination under any nursing program or division activity.

- **Prior to program orientation, all accepted students are required to submit the following information:**
 - Documented health history

- Medical physical examination
- Immunizations required

*ESSENTIAL CLINICAL PERFORMANCE STANDARDS

The Vocational Nursing Student must have sufficient:

1. **Visual acuity** with corrective lenses to:
 - a. Accurately read small print on medication containers, syringes, discriminate color changes, read type at 8 font, and hand-writing on college ruled paper.
 - b. See objects up to 20 inches away
 - c. Accurately read monitors and equipment calibrations
 - d. Identify call lights and unusual occurrences on a unit at a distance of 100 feet.
2. **Auditory perception with corrective devices** to:
 - a. Hear monitor alarms, emergency signals, client's call bells, pagers, and telephone conversation.
 - b. Hear client's heart sounds, bowel sounds, and lung sounds with a stethoscope
 - c. Receive and understand verbal communication from others
 - d. Distinguish sounds with background noise ranging from conversation levels to high pitched sounding alarms.
3. **Physical ability and stamina** to:
 - a. Perform client care for an entire length of clinical experience (8-12 hours).
 - b. Stand for prolonged periods of time (8-12 hours).
 - c. Transfer/position/lift up to 300 lbs with assistance
 - d. Lift and carry objects (up to 30 lbs) without assistance
 - e. Push/pull equipment requiring force on linoleum and carpeted floors
 - f. Stoop, bend, squat, reach overhead while maintaining balance as required to reach equipment, supplies, and perform client care, including cardiopulmonary resuscitation (CPR)
4. **Manual dexterity including sufficient gross motor and fine motor coordination** to:
 - a. Pick up, grasp, and manipulate small objects with control
 - b. Perform electronic documentation and keyboarding.

NOTIFICATION OF ACCEPTANCE

- Applicants will be notified by email between March and approximately the first of May.
- If you are accepted, you will receive an Acceptance Packet via e-mail.
- **Alternates** – will be notified by phone call or e-mail if a slot becomes available up to third class day so need to be ready! Make sure you get fingerprints done!!
- **Denial letters** are sent out for those who do not make alternate list.
- **DO NOT** call & ask for your ranking
- DO e-mail Debbie.Carter@navarrocollege.edu. Email Debbie Carter if you do NOT receive a verification of receipt of your application by March 19th or if you do not receive one of the above by May 14th.
- All applicants should keep the Health Professions Division notified of any change in address, email address, phone number, etc.
-

***If you do not email Debbie Carter saying you have not been notified by us by the designated dates above, you will not be eligible to enter the program for the upcoming year.

EMAIL: Debbie.Carter@navarrocollege.edu

The following are recommended vaccines for health care workers by the CDC.

These are REQUIRED for the VN program and clinical sites that students attend. <https://www.cdc.gov/vaccines/adults/rec-vac/hcw.html>. If an applicant has reasons for declining a vaccine, he/she should complete a “Declination” form and submit to CastleBranch after accepted. This form will be supplied with the acceptance packet. Declining immunizations could affect the ability to attend certain clinical sites and keep the student from progressing in the Vocational Nursing Program. Start getting your immunizations NOW!

**** Submit the minimum required immunizations to the program by deadline date of march 5th, 2021, (see page 6) but keep originals. You will be required to submit all required documents to a third-party company which will cost approximately \$20.00 if you are accepted.**

REQUIRED IMMUNIZATIONS (FOR THE PROGRAM)

Immunization

Requirement

a. Measles (Rubeolla)*

Students born since January 1, 1957 must have proof of **two doses** of vaccine since age 12 months. The two doses must be at least 30 days apart.

Students born prior to January 1, 1957 must have proof of at least one dose of vaccine due to risk of exposure.

Students may provide appropriate laboratory serum titer levels to document immunity or provide a healthcare provider validated history of measles (rubeolla).

b. Rubella*

All students must have proof of at least one dose of vaccine since age 12 months.

Students may provide appropriate laboratory serum titer levels to document immunity or provide a healthcare provider validated history of Rubella.

c. Mumps*

All students must have proof of at least one dose of vaccine since age 12 months.

Students may provide appropriate laboratory serum titer levels to document immunity or provide a healthcare provider validated history of Mumps.

NOTE:

Students born prior to January 1, 1957 must have at least one MMR vaccine or meet requirements by laboratory serum titer levels or by a healthcare provider validated history of Measles (Rubeolla), Rubella, and Mumps.

****Usually administered as MMR vaccine (Measles, Mumps, Rubeolla).***

d. Tetanus/Diphtheria

All students must have proof of a Tetanus/Diphtheria vaccine within the past 10 years.

e. TB

All students must have the results of a TB skin test taken within 30 days of admission to the program. Do not obtain this until after August 1st.

If a TB skin test is contraindicated due to a previous reaction, or is positive, the student is required to submit the date of the reaction or test result and proof of a negative chest x-ray taken within 5 years of entry into the program. In addition to the chest x-ray, the student must fill out the TB questionnaire sent with acceptance packet.

NOTE:

A chest x-ray does not preclude a skin test for students who have not experienced a positive or reactive skin test.

f. Varicella

All students must have proof of vaccine OR provide appropriate laboratory serum titer levels OR

(Varicella Continued)

provide healthcare provider validated history of varicella (chicken pox). One dose and a booster required if only one dose received initially. Two if no evidence of varicella immunity through titer. 2 doses are given 4 weeks apart.

g. Hepatitis B

All students are required to complete Hepatitis B vaccine series (3 injections) due to risk of exposure.

*Students with an allergy to the Hepatitis B vaccine or who are pregnant must show proof from a healthcare provider and must complete the “Declination” form. Students may provide documentation of serum titer levels to document immunity.

- The Hepatitis B Vaccination Schedule is:
 - Dose #1
 - Dose #2.....must be taken 1-2 months after Dose #1
 - Dose #3.....must be taken 4-6 months after Dose #1

Three (3) doses are required to provide immunity and must be completed by the first day of class.

h. Influenza Vaccine

All students are required to show proof of the current fall season influenza vaccine prior to the beginning of the clinical rotations. Date will be provided by the program. Do not obtain this vaccine until your told to do so.

Students with an allergy to the influenza vaccine must show proof from a healthcare provider and complete the “Declination” form.

i. Meningitis

All students within the age requirement must provide proof of the vaccine per college policy on immunizations for Navarro College.

Preferred Campus:

On the application, there is a place to prioritize your preferred campus as #1, #2, and #3. Campus acceptance choices are selected 100% based on the ranking process.

If you rank high enough to be accepted, but did not get your #1 preferred campus, you will be automatically placed on an active wait list for transfer, even if you accept on a campus that was not your first choice. Students are called if a position opens on their #1 preferred campus in highest order of their ranking points. This can take place until the third-class day. Please do NOT call or e-mail the LVN program to ask about transfers, as this is kept on a spreadsheet and transfers are offered in a systematic manner based on students' overall points. No transfers are allowed after the third-class day.

REQUIRED COURSES FOR THE LVN PROGRAM

The following are courses that are required to take and pass with a minimum grade of 75 in order to progress to the next semester. All semesters have to be completed with a 75 or greater for the student to meet eligibility requirements and be eligible for graduation with a Certificate of completion for Vocational Nursing and be eligible to sit for the NCLEX-PN exam (must pass to obtain state licensure. Successful completion of the Vocational Nursing Program does not guarantee passing of the NCLEX-PN exam. (Students are allowed to repeat NCLEX in Texas unlimited with \$200.00 fee each time and a wait period of 45 days in between each attempt.

Fall Semester

VNSG 1505 Health Science (Internet)

VNSG 1423 Basic Nursing Skills (May be Hybrid)

VNSG 1331 Pharmacology (Internet)

VNSG 1327 Essentials of Medication Administration (May be Hybrid)

VNSG 1122 Vocational Concepts (Internet)

VNSG 1260 Clinical I Practical Nurse

Spring Semester

VNSG 1133 Growth and Development (Internet)

VNSG 1429 Medical Surgical Nursing I (May be Hybrid)

VNSG 1334 Pediatrics (Internet)

VNSG 2431 Advanced Nursing Skills (May be Hybrid)

VNSG 1230 Maternal-Neonatal Nursing (May be Hybrid)

VNSG 1460 Clinical II Practical Nursing

Summer Semester

VNSG 1236 Mental Health (Internet)

VNSG 1238 Mental Illness (May be Hybrid)

VNSG 1432 Medical Surgical Nursing II (May be Hybrid)

VNSG 1191 Special Topics – Role Transition

VNSG 1219 Professional Development (May be Hybrid)

VNSG 1261 Clinical III Practical Nurse

NOTE: Only students who have been accepted into the Vocational Nursing Program will be registered for “VNSG” courses. All courses taken in the VN Program must be passed with a grade of “75” or greater to progress to the next semester. REGISTRATION IS DONE BY LVN ADMINISTRATION.

COMMONLY ASKED QUESTIONS

- **“Can I apply to the LVN Program and the A.D.N. Program at the same time?”**
 - Yes. See requirements for LVN at lvn.navarrocollege.edu and for ADN go to adn.navarrocollege.edu if you are interested in making application to the either program or both. Eligibility for the LVN and ADN Program is determined after taking the TEAS Test and meeting the other entrance criteria for the program.
- **“When will I receive the results of my TEAS scores?”**
 - The scores will be available for you as soon as you complete the test.
- **“If I don’t get into the VN Program this year, can I reapply next year?”**
 - Yes. There is no limitation on the number of times you can apply to the VN Program, but you must retake the entrance examination each time you make application. It is recommended that you take academic courses in the interim period to prepare you for the LVN and/or A.D.N. Program. Recommended courses are BIOL 2401 and BIOL 2402 BIOL 2420 (Microbiology), (Anatomy and Physiology I & II), PSYC 2301 (General Psychology), PSYC 2314 (Lifespan Growth and Development) HPRS 1101 (Introduction to Health Professions), or HPRS 1206 (Medical Terminology). These courses will give you ranking points for LVN program and are pre-requisites for the ADN program.
- **“What is a typical week like in the LVN Program?”**
 - LVN students have to be available to come to campus Monday through Friday 8-5. However, there have been a variety of online courses built into the program to give students more flexibility. The scheduled times to come to campus vary throughout each semester. A full calendar for the semester is given to the student on the first day of class. Clinical days generally are from 6:30 am to 2:30 pm and are 1-2 days per week. Some clinical days may be in the evening and some may be 10-12-hour days. Some days are half days since incorporating more internet-based classes. You may be required to be present on campus for exams in any course as instructed. However, some exams will be administered remotely. Due to online courses and testing, students should plan to purchase a laptop with a camera and a microphone, and must have adequate high speed internet for various exams and assignments.
Requirements: Computer with adequate speed internet, Chrome, and Web Cam. Microphone: Any microphone, either internal or external Webcam: 320x240 VGA resolution (minimum) internal or external.
 - Each student must plan to spend extra time outside of class studying and preparing for exams, skills evaluations, and patient care.
 - It is highly recommended that students do not have outside jobs during the week while in the LVN Program. You must also have your own reliable transportation for attendance in the clinical rotations. Navarro College does not provide transportation to and from clinical sites.
 - Reliable child-care is also a must for those students who have small children. Navarro College does not provide childcare.

- ***“How much will it cost to complete the LVN Program?”***
 - Cost varies for each student depending on in-district and out-of-district fees. The *estimated* cost for the current school year is included at the end of this packet, to provide the interested student with an idea of the expenses that will be incurred during each semester. Remember these are estimates, and other costs could apply.
 - Financial aid is available, and all applicants are encouraged to complete applications early and visit the Financial Aid Office at Navarro College for additional help.
 - The Carl Perkins Center can also provide help to students who meet their criteria.
 - Other resources such as Work Force and Community Services also provide help with expenses for the nursing program.
 - Scholarships are also available to Navarro College nursing students. scholarships@navarrocollege.edu

- ***“Will the Vocational Nursing Department retain my application file for next year if I do not get selected for admission this year?”***
 - No. The Vocational Nursing Department does not keep files from year to year. After the beginning of the Fall Semester, the files of all other applicants are destroyed. We do not have adequate space to store these records from year to year. Students should ONLY provide the LVN program with copies and should always retain the originals.

- ***“What does it mean to be placed on the ‘alternate list’ for admission?”***
 - Applicants who meet the qualifications for an application to the VN Program and who submit all the required data by the required deadlines will be ranked for admission. Applicants who do not make the cut for the admission list to each campus will be placed on the “Alternate List” or possibly receive a “Denial letter”. Should a student who was accepted release his/her name from the class roster, the “alternate” who is at the top of the list will be notified of an opening and given the opportunity to accept the entrance slot.
 - Full acceptance AND Alternates names will be provided to the Texas Board of Nursing. Students should make an appointment to obtain fingerprints through Identogo, but DO not make the appointment until you receive an e-mail from Identogo instructing you to make the appointment. If you do not receive an e-mail from Identogo by the middle of June, you should check your spam e-mail. If it is not there, you should call Identogo. If you are in their system, they will have you by SS number and you can make the appointment. If they do not, you will need to wait and call each week if you do not receive an e-mail. Students HAVE to have fingerprints done and background cleared by the Texas Board of Nursing, or they will not be allowed to enter class day #1.
 - Alternates are ranked according to their ranking points. Applicants on the “alternate list” are often notified of an opening and must be ready to make a decision regarding admission if called. Navarro College does not retain the alternate list after the 3rd class day of the entering semester; therefore, all prospective students on the alternate list who are not notified of

acceptance must start the application process over for the next entrance period. Alternates should not do anything but obtain fingerprints and be financially ready to pay for program costs.

- **“What is Orientation?”**
 - This is a time of mandatory orientation for all entering LVN Students. It is held in July of each year on the student’s assigned campus. The purpose of the orientation is to provide entering LVN students with the opportunity to meet their instructors and other students as well as gain information about the upcoming year. Orientation may be online as opposed to face to face but is still a requirement.

EEOC Statement: Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veteran’s status.

Important Reminders

1. Reminder: SUBMIT APPLICATION and ALL required documents via CANVAS course as instructed. (the link will be available via lvn.navarrocollege.edu to the CANVAS course where you will find the Virtual Information Session. Application and Criminal History packets can be download AFTER viewing the Virtual Information session.
2. All correspondences and questions should be directed to Debbie.carter@navarrocollege.edu. Do not e-mail any part of the application or required documents to this e-mail address. All must be submitted as instructed via CANVAS. NO links to transcripts will be accepted.
3. Student who do NOT notify Debbie.carter@navarrocollege.edu if they do not receive verification of receipt of application by March 19th, and an e-mail with program acceptance status by May14th, will not be considered for admission.
4. NO applications will be accepted after March 5th, 2021 by 5pm.

Navarro College Vocational Nursing Program

Estimated Program Costs 2020-2021

*Tuition, Fees and Cost Estimates are subject to change.

Fall - 18 Hours			
	In District	Out of District	Out of State
Tuition	\$1669	\$2695	\$3811
Program Fees	\$1352	\$1352	\$1352
Additional Student Costs	\$1900	\$1900	\$1900
Total	\$4,921	\$5,947	\$7,063
Spring - 19 Hours			
Tuition	\$1759	\$2842	\$4020
Program Fees	\$1162	\$1162	\$1162
Additional Student Costs	\$ 300	\$ 300	\$ 300
Estimated Total	\$3,221	\$4,304	\$5,482
Summer - 13 Hours			
Tuition	\$1219	\$1960	\$2766
Program Fees	\$867	\$867	\$ 867
Additional Student Costs	\$490	\$490	\$ 490
Estimated Total	\$2,576	\$3,317	\$4,123
TOTAL ESTIMATED PROGRAM COST	\$10,718	\$13,568	\$16,668

Program Fees	
FEE TYPE	COST
Health Professions Fee	\$25 per credit hour
Lab Fee	\$24
Clinical Travel Fee	\$15
Insurance Fee	\$13
ATI Fee	\$400-\$420
CCPS Fee	\$16
ExamSoft Fee	\$35
HESI Exam Fee	\$59
Mock Trail Fee	\$40
Docucare Fee	\$75
Internet Fee	\$38

- Tuition includes institution fees such as building use, matriculation, etc.
- Additional Student Costs are estimated student costs that are purchased at vendors of your own choosing. These costs include textbooks, immunizations, supplies, background check, etc.
- Total Program Costs does not include any pre-requisite tuition or fees that may be required for admittance into the program.