

# Vernon College

## Licensed Vocational Nursing

### Day Programs

The following checklists are provided to ensure completion of all necessary steps for the Vernon College Licensed Vocational Nursing (LVN) Day Program. This certificate of completion consists of one year of study. Due to limited seats for the LVN Programs, applicants must be accepted. Applicants will be notified of their individual status approximately two weeks after the application deadline. This status will be email to the VC Student email address.

#### “Getting Started Checklist”

Steps listed below must be completed by the specific program deadlines.

Programs are offered at three locations:

	<b>Start Dates:</b>	<b>Testing Deadlines:</b>	<b>Application Deadlines:</b>
<b>Century City Center</b>	<del>Fall 2019/August</del>	<del>July 3, 2019</del>	<del>July 8, 2019 CLOSED</del>
	Spring 2020/January	October 25, 2019	November 1, 2019
<b>Seymour Learning Center</b>	Spring 2020/January	October 25, 2019	November 1, 2019
<b>Vernon Campus</b>	Spring 2020/January	October 25, 2019	November 1, 2019

#### **Step 1:**

##### **Vernon College Application**

Office of Admissions - <http://www.vernoncollege.edu/Applying-To-VC>

- Applicants are required to submit an application for admission to Vernon College.

#### **Step 2:**

##### **Transcripts (TSI Clearance), College Readiness, & New Student Orientation**

Office of Student Services - <http://www.vernoncollege.edu/TSI-Explanation>

- All prospective LVN students must be TSI cleared through Vernon College and have TSI completion documented on the Vernon College Transcript before being considered for the program. Applicants are required to make an appointment to take the Vernon College TSI entrance exam or provide documentation of outside TSI clearance. If your TSI completion is not posted on the Vernon College transcript, please contact the Office of Student Services.
- All applicants, with transcripts outside of Vernon College, are required to provide an official copy to the Office of Admissions.

#### **Step 3:**

##### **Admission Permit/VC ID Number/VC Email**

Office of Student Services

- Applicants are required to have an admissions permit, attend Vernon College New Student Orientation, obtain a VC ID number/email address, and be considered "COLLEGE READINESS CLEAR" by Vernon College to schedule the HESI A2 (LPN) Entrance Exam and to register.

#### **Step 4:**

##### **Financial Aid/Scholarships**

Office of Financial Aid - <https://www.vernoncollege.edu/financial-aid-home-page>

- Applicants may apply for financial aid and/or scholarships

### **Step 5:**

#### **HESI A2 (LPN) Entrance Exam**

**Testing Center** - <https://www.vernoncollege.edu/teas-test>

All students are required to schedule an appointment for the HESI A2 (LPN) Entrance Exam. In order to schedule the HESI A2 (LPN) Entrance Exam, students must complete “Getting Started Checklist” Steps 1- 3. Students are required to email a copy of the HESI A2 (LPN) Entrance Exam scores to the designated faculty assistant. HESI A2 (LPN) Entrance Exam scores will only be valid if submitted electronically. ***The HESI entrance exam must be completed prior to submitting the LVN application.***

### **Step 6:**

#### **LVN Online Application**

Vocational Nursing Department - LVN Online Application **(CLOSED for August 2019)**

**Application submission for the January 2020 cohort will resume September 1, 2019. The application deadline is November 1, 2019 5:00 pm)**

- All applicants are required to complete and submit the LVN Online Application. Applicants may only select one semester and one campus.
  - Vernon and Seymour programs offer admission in the spring semester only.
  - Wichita Falls offers program admission in the spring and fall semesters.
- The online application will be posted once available depending on program deadlines.
- All applicants must be in good standing with Vernon College (not on academic suspension).

### **Step 7:**

#### **Hepatitis B Immunizations**

- All applicants will be required to provide documentation of the Hepatitis B immunization-3 shot series and must provide proof of the 1st immunization of the series to the nursing department by the application deadline. Allow adequate time to take these immunizations. This series requires one month between the first and second immunization; and six months between second and third immunization. The entire series must be completed by the first clinical day.

### **Step 8:**

**American Heart Association CPR/Healthcare Professional** - <https://www.heart.org>

- All applicants will be required to provide a copy of their current American Heart Association approved CPR course completion card to the Vocational Nursing Department. In addition to the link above, CPR courses may also be available through Vernon College Continuing Education Department:
  - Century City Center (940) 696-8752 ext. 3213
  - Vernon Campus (940) 552-6291 ext. 2210.

## “After Accepted into Nursing Program Checklist”

Steps listed below must be completed in a timely manner but not required for initial selection:

- **Request for Course Substitutions:**
  - BIOL 1322 for VNSG 1216
  - BIOL 2401 & BIOL 2402 for VNSG 1320
  - BIOL 2420 for VNSG 1115
  - PSYC 2314 for VNSG 1133
  
- **LVN Pre-program Session:** all accepted nursing students are required to attend this session. The session will provide information to allow students to complete the registration process. Some discussion items are listed below. Further detailed information and agenda will be provided by email once scheduled.
  - **Drug Testing (mandatory):** all accepted students are required to have a negative drug screen prior to registration for the program courses. Students will be notified by the nursing department of the scheduled drug testing date. All accepted students are required to pay a \$40 fee (cash or check only). A valid driver’s license is required for identification. Any student refusing testing or having a positive drug screen will be immediately dismissed from the nursing program and will not be allowed to reapply for a period of at least two years.
  
  - **BON Criminal Background Check:** admission to the nursing program is conditional based on a DPS/FBI clear criminal background check (CBC), which is mandated by the Texas Board of Nursing (BON). This becomes especially important if you know there have been legal issues in the past and your background check may be positive. The review of a positive background may take months, which may prevent admission to program. If your background is under review by the BON and you have not received the required documentation before the first day of class, you may start “conditionally” as long as proof of fingerprinting has been provided. Following application submission, a student applicant roster will be sent to the BON. Once the roster has been reviewed, applicants will receive an email from the BON with further instructions. After the CBC is complete, applicants will be placed in **one of the following three categories:**
    - 1) **Clear** – once clear, the applicant will receive a blue card in the mail from the BON. The student will provide a copy of the blue card to the LVN Department. It is very important that the student keep the original blue card for their own personal records.
  
    - 2) **Fingerprinting** - the BON has notified the applicant to complete the fingerprinting process (TX Service Code Form). The applicant will receive an email notice from the BON regarding the requirement to complete this process. If the applicant has a completed and cleared (negative) background check, the applicant will receive a blue card in the mail from the BON. The student will provide a copy of the blue card to the LVN Department. It is very important that the student keep the original blue card for their own personal records. If the applicant has a positive background check, the BON will notify the applicant that a petition for a “Declaratory Order” must be submitted. If the nature of the issue can be resolved within the delegated authority of the Operations Department at the BON, there will be no charge. If the nature of the criminal issue is beyond the delegated authority of the Operations Department, it must be transferred to the

Enforcement Department for review. These applicants will be required to pay the \$150 review fee for the investigation.

- 3) **Declaratory Order** – Once the declaratory order is complete the student will receive an application for licensure by examination letter in the mail from the BON. The student will provide a copy of this letter to the LVN Department. It is very important that the student keep the original letter for their own personal records.

**Declaratory Order Information:**

***Applicants who have a positive criminal history in any of the following will be required to go through the D.O. process:*** convicted of a misdemeanor; convicted of a felony; pled nolo contendere, no contest, or guilty; received deferred adjudication; placed on community supervision or court-ordered probation, whether or not adjudicated guilty; sentenced to serve jail or prison time; court-ordered confinement; been granted pre-trial diversion; arrested or have any pending criminal charges; cited or charged with any violation of the law; subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action.

(You may only exclude Class C misdemeanor traffic violations.)

*Petition for D.O. application is found on the BON web page:*

[http://www.bon.texas.gov/forms\\_declaratory\\_order.asp](http://www.bon.texas.gov/forms_declaratory_order.asp)

Do not begin the D.O. process until you have received instructions from the BON.

- **Healthcare Insurance:** beginning in the spring, 2019, all students are required to provide documentation of current health insurance to the nursing department after acceptance to the program and by the first day of class. Failure to meet this requirement may result in dismissal from the program.

For further information, please contact one of the following:

Wichita Falls Century City Center  
Jaxx Williams, Faculty Assistant  
940-696-8752 ext. 3221  
[dwilliams@vernoncollege.edu](mailto:dwilliams@vernoncollege.edu)

Seymour Learning Center or Vernon Campus  
Vicki Bradley, Faculty Assistant  
940-552-6291 ext. 2252  
[vbradley@vernoncollege.edu](mailto:vbradley@vernoncollege.edu)