



Vocational Nursing Program Application Packet

The Vocational Nursing (VN) Program is a sixteen (16) month certificate program that prepares the graduate to perform patient care under the direct supervision of a Registered Nurse or Physician. Upon successful completion of the program, the graduate vocational nurse qualifies to take the National Council of 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. Applications are accepted once a year. Students applying in the spring will start the program in the fall if accepted.

The Vocational Nursing Program was established in 1973 and has full approval from the Texas Board of Nursing (BON). Additionally, Texas State Technical College (TSTC) is accredited by the Texas Higher Education Coordinating Board (THECB) and the Southern Association of Colleges and Schools Council of Colleges (SACS COC).

Deadline dates for selection of class starting August 31, 2020 at the Breckenridge and Sweetwater campuses:

Event	Date(s)
Completed Application Packet DUE	***May 8, 2020 @ 5:00 pm***
ATI TEAS® version 6 (at least 1 attempt)	May 22, 2020 @ 5:00 pm
Texas Board of Nursing Criminal Background Check results (<i>Blue Card</i> or Petition for Delaratory Order)	By first class day
Attend Mandatory Meeting	Announced at a later date (July)
Selected applicants notified via email	June 19, 2020
Acceptance required by	June 30, 2020 @ 5:00 pm
SOLO if in A&P I or II	Must be completed before registration
ATI TEAS® version 6 – passing scores in all 4 sections	August 24, 2020 @ 9:00 am
First day of class	August 31, 2020 @ 9:00 am

Applicants *must* keep a copy of the completed VN application packet for their personal records.

VOCATIONAL NURSING PROGRAM ADMISSION CRITERIA

- A. Meet and complete all college and program requirements.
- B. Complete the entire VN application packet and *make a copy for your personal records*.
- C. Submit, by the posted deadline, the entire VN application packet to the address provided on page 21 of this packet. The application packet can be hand delivered or sent via USPS.

- D. If you choose to mail your application packet, we recommend mailing it certified mail.
- E. A check list is provided on page 21.
- F. **Incomplete application packets *will not* be accepted. The application materials must be submitted in a 9x12 inch envelope and include the items listed on the attached check list.**

COLLEGE AND PROGRAM REQUIREMENTS

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

COLLEGE APPLICATION

- A. Complete a Texas State Technical College (TSTC) application. This must be completed on the TSTC website utilizing the online application system. Please visit www.tstc.edu and click on the “Apply” button.
- B. Make sure to select Vocational Nursing. **DO NOT** select the LVN-RN (VRN) bridge program
- C. Complete all required TSTC admission paperwork with an Enrollment Coach on the campus you are applying to. You may apply to only one location, Breckenridge campus or Sweetwater campus.
- D. From each college previously attended, you must request official transcripts to be sent to the Admissions and Records office on the campus to which you have applied.

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

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

APPLY FOR FINANCIAL AID

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

4 Steps to Applying for Financial Aid at TSTC

1. Register for your FSA ID @ <http://www.fafsa.ed.gov>
2. Complete your FAFSA (Free Application for Federal Student Aid)
School Code is (003634) <http://www.fafsa.ed.gov>
3. Be prepared to provide verification documents to the Financial Aid office
4. Keep in contact with your enrollment coach.

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 your Enrollment Coach via email, in person, phone or mail and inquire about the status of your file. The enrollment coach for VN is Cassandra Love 254-559-7713 cassandra.love@tstc.edu.

TEXAS SUCCESS INITIATIVE (TSI) ASSESSMENT

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

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

Applicants failing to achieve minimum passing scores on any or all of the TSI Assessment sections may be eligible to enroll in a remediation course or courses. Successful completion of course(s) fulfills the TSI Assessment requirement. *If you are **not** TSI met by the first class day, you will be enrolled in a developmental course to complete TSI requirements.*

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

Once you have completed the Pre-Assessment Activity, you are ready to schedule an appointment to take the TSI Assessment Entrance Exam. **SCHEDULE THROUGH REGISTER BLAST** at <https://www.tstc.edu/admissions/testing> and select the campus where you want to test.

Location	Contact	Telephone
Abilene	Susan Hash	325-734-3641
Breckenridge	Lisa Langford	254-559-7731
Brownwood	Kimberly Carroll	325-641-5955
Sweetwater	Patricia Carpio	325-235-7441

The fee for the TSI test is \$36 for the entire test and \$12 to retest a section.

VN PROGRAM ADMISSION TEST:

Assessment Technologies Institute Test of Essential Academic Skills (ATI TEAS® version 6)

Creating an Account in ATI:

All individuals preparing to take the ATI TEAS version 6® test must first create an ATI account. To do so, visit www.atitesting.com and click "Create an Account" (follow the screen prompts). The institution name must be entered exactly as TX State Tech Testing Center. You only need to register once. You will need your ATI username and password to take the ATI TEAS® version 6 online test. Please bring this information with you to the testing location.

The ATI TEAS® version 6 access code for the test will be purchased from the Counseling and Testing Department. The cost of the code for the 2020 - 2021 class is \$65.00 plus a \$25.00 proctoring fee. The TEAS exam must be scheduled through Register Blast following the process listed above. Information on the ATI TEAS® version 6 Study Guide can be found at www.atitesting/onlinestore.

Taking ATI TEAS ® version 6

- Time limit is 209 minutes
- 170 four-option, multiple-choice questions (150 graded and 20 sample questions)
- Calculators may not be used.

Benchmarks for ATI TEAS ® version 6 sections:

- Reading 47.6
- Math 46.7
- Science 33.3
- English Language 40.0

You must take the ATI TEAS® version 6 at least one time before you submit your application packet.

ATI TEAS ® version 6 Test Scheduling

The ATI TEAS® version 6 testing is offered at all four TSTC West Texas campuses. Passing ATI TEAS® version 6 scores from outside testing services will be accepted if taken and passed within the previous 2 years. An official transcript of the testing results is required. If needed, applicants will schedule the ATI TEAS® version 6 through the Counseling and Testing division at one of the following locations:

Location	Success Coach	Telephone
Abilene	Susan Hash	325-734-3641
Breckenridge	Lisa Langford	254-559-7731
Brownwood	Kimberly Carroll	325-641-5955
Sweetwater	Patricia Carpio	325-235-7441

ATI TEAS ® version 6 Retesting

Applicants not meeting the required levels on all the sections on the ATI TEAS® version 6 will be allowed to retest however, the testing fees listed above apply each time an applicant retests. Appointments for retesting must be scheduled through register blast, also. It is highly recommended that applicants use the materials offered by ATI for the ATI TEAS® version 6 to prepare for the initial exam and for retakes.

Applicants selected for the VN program must pass **all four sections** of the ATI TEAS® version 6 prior to the **first class day**.

APPLICANT CPR TRAINING

All applicants will be required to show proof of a current American Heart Association (AHA) Basic Life Support (BLS) Cardio Pulmonary Resuscitation (CPR) card that is valid for 2 years.

No other CPR card will be accepted. TSTC may offer a CPR class for nursing applicants during the first semester. Applicants without a current AHA BLS CPR card can request to be placed on that list. Contact your Enrollment Coach or Nursing Department on the campus applied to for additional information. Applicants on the list will be notified via email when a CPR class is scheduled. The class is generally 8 hours and the cost is the responsibility of the applicant.

LETTER OF INTENT

The required “Letter of Intent” is a one (1) page testament of why you are seeking admission into the TSTC VN Program. “To help people” is not sufficient. In this letter explain the steps you have taken to assure a 16-month commitment to the nursing program; your educational goals over the next 5 years and area(s) of professional interest. Please think about your reasons for wanting to become a vocational nurse and document them using acceptable grammar and spelling. You must sign the letter with your usual signature and include it in the application packet.

LETTERS OF RECOMMENDATION

Submit three (3) letters of recommendation from non-family members. Each letter **must** include contact information and signature of the writer.

SELECTION CRITERIA

- Applicant selection involves consideration of packet information, a point system, and attendance at the mandatory meeting.

Failure to attend the mandatory meeting will result in being removed from class selection.

- The TSI status and ATI TEAS® version 6 scores are also included in the selection process.
- Returning students are **not** guaranteed readmission to the program.
- TSTC does not discriminate on the basis of race, color, national origin, gender, disability, age, religion, veteran status, or any other legally protected status in educational programs, activities, admission, or employment practices.

DRUG SCREENS AND CRIMINAL BACKGROUND CHECKS

Drug Screens

Applicants accepted into the Vocational Nursing program at TSTC will be required to complete a random drug screen by a specified date to be announced at a later time. ***You will receive information on the location and approximate cost of the drug screen on the first class day.*** The date the drug screen must be completed by will be provided within 48 hours of the deadline. Results are stored in an online database. Students will have access to their own drug screen results. The TSTC VN faculty will also have access to all students’ results to serve as evidence for Texas Board of Nursing (BON) and clinical affiliate compliance. Applicants will be responsible for any and all charges incurred for the drug screen including travel expenses to the

testing site. Failure to complete the drug screen within the time frame given will result in dismissal from the VN program.

Note: Drug screen results may be released to an official representative of a clinical agency, under contract with TSTC, if formally requested. If an applicant has concerns regarding this practice, please contact the VN Program Director or academic advisor.

Criminal Background Checks

TSTC Vocational Nursing program requires evidence of a clear criminal background investigation due to the BON requirement of a clear criminal background prior to authorizing graduates to take the NCLEX-PN. The Texas Board of Nursing conducts a criminal background check (CBC) with the Texas Department of Public Safety (TDPS) and the Federal Bureau of Investigation (FBI). Identogo is the online provider of this service. Applicants are required to submit fingerprints through Identogo. The applicant is responsible for the cost of the background investigation.

After the application deadline the Program Director will submit a roster of all applicants to the BON. The roster includes date of birth, social security number and email address. A correct email address on the enclosed application is critical to receive correspondence from the BON and Identogo. DO NOT provide an email address assigned by your high school (this will have isd in the email address). Information and instructions on completing the CBC process will be provided via email from Identogo to all applicants that submit a **complete** application packet. This process may take 4 - 6 weeks after the application deadline before applicants receive the information from Identogo.

Criminal Background Checks for Applicants with a Criminal History

Applicants with a criminal history are encouraged to access the Texas Board of Nursing web site for information on filing a *Petition for Declaratory Order* (DO). The Texas Board of Nursing website is www.bon.state.tx.gov. Click on “Applications and Forms” on the right side of the screen; scroll down and click on “Initial Licensure & Recognition Forms”; scroll down and click on “Petition for Declaratory Order”. Any costs associated with a DO are the sole responsibility of the applicant.

A partial list of offenses and situations that require a DO is noted on the *Statement of Student Responsibility*, page 15 and 16 of this application packet. A complete list is available on the BON web site. This process can be started before submitting an application packet. Follow the instructions carefully as you prepare for the background check. If needed, the TSTC VN program code is: **US27103000**.

One or more of the clinical sites utilized by the TSTC Nursing Department may require an additional drug screening and/or criminal background check. These are in addition to the application requirements. A separate processing fee at the expense of the student is required. FYI: Any clinical facility may reject a student due to a criminal issue whether it is cleared or not.

STUDENT INSURANCES

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

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

**Immunizations and Tests
Required by State Law and Clinical Facilities**

Name: _____ **TSTC ID#:** _____

Program: _____ **Date of Birth:** _____

*Include this form **and** signed immunization records in the application packet*

Vaccines administered after September 2, 1991 shall include the MM/DD/YY each vaccine was given.

Measles (Rubeola), Mumps, Rubella: ALL students must show proof of either:

<p>A. Two doses of MMR vaccine on or after their first birthday and at least 30 days apart</p> <p>OR</p> <p style="text-align: center;">Copy of signed records required</p>	<p>Date #1 _____ (mm/dd/yy)</p> <p>Date #2 _____ (mm/dd/yy)</p>
<p>B. Serologic test positive for measles, mumps, and rubella antibodies</p> <p style="text-align: center;">Copy of signed test results required</p>	<p>Date: _____ (mm/dd/yy)</p>

Hepatitis B: ALL students must show proof of either:

<p>A. Three doses of vaccine</p> <p>OR</p> <p>Documentation of series in progress with 3rd injection due by end of fall semester*</p> <p>OR</p> <p style="text-align: center;">Copy of signed records required</p>	<p>Date #1 _____ (mm/dd/yy)</p> <p>Date #2 _____ (mm/dd/yy) 30 days after #1</p> <p>Date #3 _____ (mm/dd/yy) 6 months after #1</p>
<p>B. Serologic test positive for Hepatitis B antibody</p> <p style="text-align: center;">Copy of signed test results required</p>	<p>Date: _____ (mm/dd/yy)</p> <p>Result: _____</p>

Hepatitis A (optional)

<p>A. Two doses of vaccine (administered 6 months apart)</p> <p>OR</p> <p style="text-align: center;">Copy of signed records required</p>	<p>Date #1 _____ (mm/dd/yy)</p> <p>Date #2 _____ (mm/dd/yy)</p>
<p>B. Serologic test positive for Hepatitis A antibody</p> <p style="text-align: center;">Copy of signed test results required</p>	<p>Date: _____ (mm/dd/yy)</p> <p>Result: _____</p>

Varicella: ALL students must show proof of either:

A. Two doses of Varicella vaccine administered 4 weeks apart *Only one dose of Varicella vaccine is needed if the student received first dose before the age of thirteen (13). OR Copy of signed record(s) required	Date #1 _____ (mm/dd/yy) Date #2 _____ (mm/dd/yy)
B. Serological test positive for Varicella antibody OR Copy of signed test results required	Date: _____ (mm/dd/yy) Result: _____
C. Physician or parent documented history or diagnosis of Varicella Official form attached	Date Disease Occurred _____ (mm/dd/yy)

Tetanus, Diphtheria and Acellular Pertussis (Tdap):

One dose Tdap Copy of signed record required	Date: _____ (mm/dd/yy)
Tetanus (Td) One dose within the past 10 years at the time of application Copy of signed record required	Date: _____ (mm/dd/yy)

Meningococcal vaccine

One dose MCV4 *For ages 22 and under as of the first class day Copy of signed record required	Date: _____ (mm/dd/yy)
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In addition to the immunizations listed above, proof of **Tuberculosis Skin Test** or **Chest X-ray** with negative results is required prior to the last day of the Fall semester.

An annual **Influenza vaccine** is required each fall. Additional information will be provided by the Vocational Nursing faculty

According to the Texas Department of State Health Services and Texas Administrative Code (TAC) 97.62 immunization exclusions are allowable on an individual basis for medical contraindications, active duty with the armed forces of the United States, and reasons of conscience, including religious belief.

Additional information and compliance instructions can be found at <https://www.dshs.texas.gov/immunize/> under *School Requirements*

Documenting History of Illness: Varicella (Chickenpox)

This form summarizes the “Exceptions to Immunization Requirement (Verification of Immunity/History of Illness)” incorporated in Title 25 Health Services §97.65 of the Texas Administrative Code (TAC).

Section §97.65 of the TAC states, “A written statement from a parent (or legal guardian or managing conservator), school nurse, or physician attesting to a child’s/student’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>).” School nurses may also write a statement to record cases of chickenpox that they see. The school will make and keep copies of any reports proving chickenpox illness or the results of any serologic tests given as proof of immunity. The original should be given back to the parent or guardian. If a parent or guardian cannot give the history of disease, or if serologic proof is not available, the varicella vaccine requirement must be met.

Proof of having had chickenpox disease can be proved by:

1. Serologic blood confirmation of varicella immunity.
2. A written report from a doctor, school nurse, or the parent or guardian of the child or student using words like:

This is to prove that _____ had chickenpox on or
(Name of Student)
about _____ and does not need a Varicella vaccine.
(month / day / year)

(Signature)

(Relationship to student)

(Date)

Visit our website at: www.immunizetexas.com

Texas Department of State Health Services Immunization Unit
Stock No. C-9 Revised 11/2016

Documentación del historial de enfermedad: Varicela (Chickenpox)

Este formulario resume las "Excepciones al Requisito de Inmunización (Verificación de inmunidad/Historial de la enfermedad)" incorporadas en el Título 25, Servicios de Salud, Sección §97.65 del Código Administrativo de Texas (TAC).

La Sección §97.65 del TAC estipula: "Una declaración firmada de uno de los padres (o tutor legal, o padre con la custodia principal), o la enfermera de la escuela o un médico, la cual dé fe de que el niño o estudiante tiene un historial positivo de enfermedad de la varicela (*chickenpox*), o tiene inmunidad a la varicela, es aceptable en lugar de un registro de la vacuna contra esta enfermedad (vea el formulario en <http://www.dshs.state.tx.us/immunize/docs/c-9.pdf>)." Las enfermeras de la escuela también pueden hacer una declaración por escrito para registrar los casos de varicela que vean. La escuela hará y guardará copias de cualquier informe que demuestre que se ha tenido la enfermedad de la varicela o de los resultados de cualquier análisis serológico que se hayan entregado como prueba de inmunidad. El original debe regresarse al padre o tutor. Si el padre o tutor no pueden proporcionar el historial de enfermedad, o no cuentan con evidencia serológica disponible, el requisito de vacunación contra la varicela debe cumplirse.

Se puede probar que se ha tenido la enfermedad de la varicela mediante:

1. Confirmación serológica sanguínea de inmunidad a la varicela.
2. Un informe por escrito de un médico, enfermera de la escuela, o uno de los padres o tutor del niño o estudiante, que diga algo como lo siguiente:

Por este medio demuestro que _____ tuvo varicela en esta
(Nombre del estudiante)
Fecha o en una fecha aproximada _____ y no necesita la
(mes / día / año)
vacuna contra la varicela."

(Firma)

(Relación con el estudiante)

(Fecha)

Visite nuestro sitio web en: www.immunizetexas.com
Texas Department of State Health Services Immunization Unit
Stock No. C-9 Revised 11/2016

Non-Progression Policy:

Students scoring less than 80% (B) as a final course average on nursing courses will not progress to the next level or graduate from the program. A grade of 80% (B) is also required for BIOL 1322 Nutrition if being substituted for VNSG 1327. If a student has not passed A&P I and/or A&P II with at least a 70% (C) average by the end of the fourth semester, they will not graduate from the program.

At the end of semesters two, three, and four, students are required to take an NCLEX-PN simulation exam created in the LWW online resource. Students must meet a minimum mastery level in semesters two and three in order to progress to the next semester. Mastery levels for each semester are progressive with the goal of every student achieving a minimum proficiency level of 8 before graduation. This level reflects a high probability of success on the NCLEX-PN. Students failing to achieve the minimum mastery level in semesters two and three will be dismissed from the program and will have to reapply for the next cohort. Students not achieving a mastery level of 8 at the end of semester four will not receive an Affidavit of Graduation. The benchmark for Level II is a minimum mastery level 2. Level III minimum mastery level is 5, and Level IV minimum mastery level is 8. Assignments in each course during Levels II, III, and IV are designed to give students the tools and experience to confidently meet the mastery levels and pass the NCLEX-PN on their first attempt.

Should a student fail a course (es), they will be required to repeat the program **in full**. Repeat of A&P courses passed with at least 70% or (C) is at the discretion of the director of General Education Courses and Career Success and the A&P instructor. Students will coordinate reapplication with the Program Director. The student will be required to purchase the current textbook(s) and resources needed to repeat the program if new textbooks and resources have been adopted.

If a student fails any semester the second time, they will be dismissed from the program. Readmission to the TSTC VN program will be allowed one time after a two year wait period. Students will not be readmitted after three attempts in the program.

This signed and dated document, Non-Progression Policy, must be included in the application packet.

Student Printed Name

Signature of Applicant

Date

EXPECTATIONS OF STUDENTS

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

Classroom Behavior:

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

Attendance Policies:

- Students are expected to attend all scheduled on campus class and lab time and clinical rotations.
 - Students missing more than three (3) days in a semester will meet with the VN Program Director and may be dismissed from the program.
- Students are expected to complete all online assignments. Time spent in each assignment is recorded by the faculty.
 - Failing to complete assignments or not logging adequate time when completing online assignments will meet with the VN Program Director may be dismissed from the program.

Substance Abuse (Drugs or Alcohol)

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

EXPECTATIONS OF STUDENTS (Continued)

Social Media

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

Offenses of this nature will result in meeting with the VN Program Director and may result in dismissal from the program.

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

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

Student Printed Name

Signature of Applicant

Date

Statement of Student Responsibility

(Carefully read and initial all items as applicable and sign below)

1. _____ I acknowledge that the information in this packet contains policies, regulations and procedures in existence at the time this publication went to press. I also acknowledge that Texas State Technical College (TSTC) reserves the right to make changes at any time to reflect current Texas Board of Nursing (BON) 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 TSTC
3. _____ By submitting an application for the TSTC 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 complete a criminal background check and mandatory drug screening prior to established deadlines. Failure to do so, or a positive find on my criminal background check or drug screen, will result in forfeiture of acceptance, admission and/or continuance in the Vocational Nursing program.
6. _____ I acknowledge that I have read and understand the *TITLE 22; PART 11; CHAPTER 217, RULE §217.12* pertaining to Unprofessional conduct.
[http://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=T&app=9&p_dir=N&p_rloc=133132&p_tloc=&p_ploc=1&pg=2&p_tac=&ti=22&pt=11&ch=217&rl=11](http://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=T&app=9&p_dir=N&p_rloc=133132&p_tloc=&p_ploc=1&pg=2&p_tac=&ti=22&pt=11&ch=217&rl=11)
7. _____ I acknowledge that I have read and understand the *PART I; CHAPTER 97, SUBCHAPTER B; RULE §97.64 and 97.65* pertaining to required Immunizations.
[https://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=25&pt=1&ch=97&rl=64](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=25&pt=1&ch=97&rl=64)
8. _____ I acknowledge that I have read and understand the provisions of TSI and ATI TEAS® version 6 testing.
9. _____ I am responsible for notifying the appropriate department/personnel of changes in my current contact information.
10. _____ I understand that I am required to bring a laptop with Genuine Microsoft Office software, a power cord and computer mouse on the first class day, if selected
11. _____ I have retained a copy of this entire application packet for my personal records.

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

Any criminal offense, including those pending appeal, listed below require a ***Petition for Declaratory Order*** be filed with the Texas Board of Nursing. Have you ever.

- No Yes Been convicted of a misdemeanor?
(You may exclude Class C misdemeanor traffic violations)
- No Yes Been convicted of a felony?
- No Yes Pled nolo contendere, no contest, or guilty?
- No Yes Received deferred adjudication?
- No Yes Been placed on community supervision or court order probation, whether or not adjudicated guilty?
- No Yes Been sentenced to serve jail or prison time? Court ordered confinement?
- No Yes Been granted pretrial diversion?
- No Yes Been arrested or have any pending criminal charges?
- No Yes Been cited or charged with any violation of the law?
- No Yes Been subject of a court martial; article 15 violation; or received any form of military judgment/punishment/action?

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

NOTE: Orders of nondisclosure: Pursuant to Tex. Gov't code §552.142(B), if you have criminal matters that are the subject of an order of nondisclosure you are not required to reveal those criminal matters on this form. However, a criminal matter that is the subject of an order of nondisclosure may become a **character and fitness** issue. Pursuant to Gov't Code chapter 411, the Texas Nursing Board is entitled to access criminal history, record information that is the subject of an order of nondisclosure. If the Board discovers a criminal matter that is the subject of an order of nondisclosure, even if you properly did not reveal that matter, the Board may require you to provide information about any conduct that raises issues with character and fitness.

12. No Yes - Are you currently the target or subject of a grand jury or governmental agency investigation?
13. 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?
14. No Yes - Within the last 5 years have you been diagnosed with, treated or hospitalized for
- No Yes Schizophrenia and/or psychotic disorders,
 - No Yes Bipolar disorder,
 - No Yes Paranoid personality disorder
 - No Yes Antisocial personality disorder,
 - No Yes Borderline personality disorder
15. No Yes - Within the last 5 years, have you been addicted to and/or treated for the use of alcohol or any other drug?

Pursuant to the Texas Occupations Code §301.207, information, including diagnoses and treatment, regarding an individual's physical or mental condition, intemperate use of drugs or alcohol, or chemical dependency **and** information regarding an individual's criminal history is confidential to the same extent that information collected as part of an investigation is confidential under Texas Occupations Code §301.466

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

This signed and dated document, *Statement of Student Responsibility*, must be included in the application packet.

Student Printed Name

Signature of Applicant

Date

POINT SYSTEM FOR SELECTION

Point system for selection into the Vocational Nursing program is based upon the following criteria (Total possible points = 25)

Points awarded for early packet submission	Points
four or more weeks prior to deadline date (02/28/20 @ 5:00 pm)	4
three weeks prior to deadline (03/06/20 @ 5:00 pm)	3
two weeks prior to deadline (03/13/20 @ 5:00 pm)	2
one week prior to deadline (03/20/20 @ 5:00 pm)	1
Prior TSTC Certificate or Associates Degree graduate	1
Current employment in healthcare. Must provide a letter from employer on company/institution letterhead	1
United States Military Service	1
Prior United States Military medical training	3
TSI Complete	2
Current registered Certified Nurse Assistant	2
GPA 2.5 or higher	2
Fall 2015 semester or later	
Completion of 4 credit hours of A&P I with a grade of "C" or better	1
Completion of 4 credit hours of A&P II with a grade of "C" or better	1
Completion of 2 hours of Medical Terminology with a grade of "B" or better	1

In the event of a tie, applicants' highest overall ATI TEAS® version 6 test score will receive preference.



Vocational Nursing Program Application

Complete in **black ink only**.

Write legibly. TSTC VN Program not responsible for misinformation submitted to the Texas Board of Nursing due to illegible handwriting

Check the campus of which application is being made:

Sweetwater Campus

Breckenridge Campus

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

Name: _____
 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: _____ Text: Y N

E-mail Address: (**Must be current**) _____
(Do not use a high school (isd) email 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

Have you ever attended a nursing program? _____ Yes _____ No

If you answered "Yes" to the above question(s), list all schools of higher learning that you have attended:

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

Professional Licenses or Certifications

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

Work Experience

Begin with most recent:

1. Name of Company: _____
Complete Address: _____
Telephone #: _____ Dates Employed: From _____ To _____
Supervisor's Name: _____
Nature of Job Duties: _____
Reason for leaving: _____
2. Name of Company: _____
Complete Address: _____
Telephone #: _____ Dates Employed: From _____ To _____
Supervisor's Name: _____
Nature of Job Duties: _____
Reason for leaving: _____

3. Name of Company: _____

Complete Address: _____

Telephone #: _____ Dates Employed: From _____ To _____

Supervisor's Name: _____

Nature of Job Duties: _____

Reason for leaving: _____

Follow Up Information

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

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

Please Read and Sign the Following Information

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

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

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

Signature of Applicant

Date

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

This checklist is provided to assist you in ensuring your packet is complete prior to submission. Please include a copy in your packet.

BEFORE COMPLETING THE VN APPLICATION PACKET	
Task	Done
1. Complete online application to TSTC (select VN program) at www.tstc.edu	
2. Apply for Financial Aid as outlined in this application packet. (Page 2)	
3. Request official transcripts from each high school and/or college previously attended (Page 2)	
4. Discuss Texas Success Initiative (TSI) status with an Enrollment Coach (Page 3)	
5. Schedule the ATI TEAS® version 6 test with the testing department (Page 3)	
ASSEMBLING A COMPLETE APPLICATION PACKET	
The following documents are required in a complete Vocational Nursing Program Application packet	
DOCUMENT	Done
1. Copy of scores on at least one (1) attempt on the ATI TEAS® version 6 (Page 3)	
2. Signed Letter of Intent (Page 5)	
3. Signed letters of recommendation with contact information from three (3) non-family members	
4. Completed <i>Immunizations and Tests</i> form (Pages 8 - 9)	
5. Signed immunization records for <i>Immunizations and Tests</i> (Pages 8-9)	
6. Signed <i>Non-Progression Policy</i> (Page 12)	
7. Signed <i>Expectations of Students</i> (Pages 13-14)	
8. Signed <i>Statement of Student Responsibility</i> (Pages 15-16)	
9. Complete <i>Vocational Nursing Program Application</i> (Pages 18-20)	
10. Copy of Texas driver's license or Texas issued identification card (proof of residency)	
11. Copy of social security card	
OPTIONAL DOCUMENTS	
1. Signed healthcare employer statement on official facility letterhead	
2. Copy of current certifications and/or licenses if applicant is a healthcare provider	
DOCUMENTS REQUIRED <i>AFTER</i> DEADLINE AND <i>BEFORE</i> FIRST CLASS DAY	
1. Copy of passing scores in all 4 sections of the ATI TEAS® (Page 1)	
2. Copy of additional college transcripts earned after submission deadline (Page 2)	
3. Copy of compliance with the Texas Success Initiative (TSI met) (Page 3)	
4. Copy of front and back of American Heart Association Basic Life Support (BLS) CPR card (Page 4)	
5. Copy of results of the Criminal Background Check from the Texas Board of Nursing (Page 5-6)	

Please keep a copy of the application packet and all documents submitted to the Nursing Department.

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

Texas State Technical College
 Attn: Mary Wilhite, Allied Health Student Services Specialist
 2082 Quantum Loop
 Abilene, TX 79602

NOTES: