

## Vocational Nursing Program Information Packet Fall 2024

**Application Deadline:** April 2<sup>nd</sup>, 2024  
No handwritten applications accepted.

### Submitting Required Documents:

1. Application and criminal history packet: Save as a WORD document and type in responses and save. Leave these in WORD format and submit.
2. Items submitted with application including immunizations, transcripts (copies only), certifications etc. TEAS results, etc. may be submitted in a PDF format. All documents submitted must have the student's name and any vital information clearly legible on it to be considered for admission. Immunizations must have a name, date of birth, and health care provider and all information must be clearly legible.
3. All documents are to be submitted via Canvas (See information session at the end for instructions).
4. Documents must be right side up and must be a file, NOT a picture. Scan hard copy documents and upload to the end of information session.
5. You do NOT need a Canvas account to attend the Canvas virtual information session.

### **IMPORTANT NOTICE**

Email [lvn.application@navarrocollege.edu](mailto:lvn.application@navarrocollege.edu) if you do not receive a decision of acceptance email by June 21st. Failure to email on or after June 21<sup>st</sup> if you have not received an email will disqualify you from acceptance.

**LVN Program Director:** Debbie Valek, MSN Ed. RN

**Phone:** (903) 875-7549 Corsicana Office

**Phone:** 972-775-7233 Midlothian Office

**Email:** [Debbie.valek@navarrocollege.edu](mailto:Debbie.valek@navarrocollege.edu)

**Health Professions Phone:** (972) 923-5121

## Table of Contents

<b>Welcome Letter.....</b>	<b>3</b>
<b>General Information.....</b>	<b>4</b>
<b>Application Process and Required Documents.....</b>	<b>5</b>
<b>TEAS Test Information.....</b>	<b>7</b>
<b>Criminal History Background.....</b>	<b>10</b>
<b>Declaratory Order Petition Process.....</b>	<b>10</b>
<b>Notification of Texas Board of Nursing Eligibility Questions.....</b>	<b>11</b>
<b>Urine Drug Screens and CPR.....</b>	<b>14</b>
<b>Ranking Criteria.....</b>	<b>14</b>
<b>Health and Functional Requirements for the Vocational Nursing Student.....</b>	<b>16</b>
<b>Essential Clinical Performance Standards.....</b>	<b>16</b>
<b>Notification of Acceptance .....</b>	<b>17</b>
<b>Required Immunizations.....</b>	<b>18</b>
<b>Preferred Campus and Required Courses DURING the LVN Program.....</b>	<b>21</b>
<b>Commonly Asked Questions.....</b>	<b>22</b>
<b>EEOC Statement.....</b>	<b>24</b>
<b>Important reminders.....</b>	<b>25</b>
<b>Estimated Cost of Program.....</b>	<b>26</b>

## Vocational Nursing Program Welcome Letter

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 the numbers listed below.

Debbie Valek, MSN Ed., RN, Vocational Nursing Program Director  
Campus Coordinator for Corsicana and Midlothian  
[Debbie.valek@navarrocollege.edu](mailto:Debbie.valek@navarrocollege.edu)  
(903) 875-7549 Corsicana Office (972) 775-7233 Midlothian Office

Georgia Dixon, BSN, RN Vocational Nursing Coordinator Waxahachie  
(972) 923-6480  
[Georgia.dixon@navarrocollege.edu](mailto:Georgia.dixon@navarrocollege.edu)

Angela Crane, BSN, RN, Vocational Nursing Coordinator Mexia  
(254) 562-6524 Extension 5212  
[Angela.crane@navarrocollege.edu](mailto:Angela.crane@navarrocollege.edu)

Sincerely,

*Debbie Valek, MSN, Ed. RN*

Vocational Nursing Program Director

## GENERAL INFORMATION

- The Vocational Nursing Program at Navarro College is provided at four locations: Corsicana, Midlothian, 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 an 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.
- ADN students now have the option to apply to the Navarro College BSN Bridge 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 in fall must re-apply and go back through the ranking process. (ONE readmission allowed per student) Students who are not successful in Spring or Summer semesters may return the next year if they meet qualifications. (Min of 3.0 in the Fall semester in the VN program).
- Admission to Navarro College does not guarantee admission to the Vocational Nursing Program. Students are admitted using a point ranking system.

## APPLICATION PROCESS & REQUIRED DOCUMENTS

- Step 1: Make an application to Navarro College (if not already enrolled or a former student of Navarro College). (Taking the TSI exam if needed-TSI completion will increase your ranking points but is not required for admission). If you have been a student in the past more than a year ago, you will be required to re-apply to NC.
- Step 2: **REQUIRED** to receive an LVN application: View all video modules in the Virtual “Information Session”. There will be a link available on the LVN website at [lvn.navarrocollege.edu](http://lvn.navarrocollege.edu) to a “Canvas course” where you will find the information session and Application/Criminal History packets each year by October 1<sup>st</sup>. The link on the LVN website will say “Start Virtual Information Session”. Participation in this is a requirement to obtain an application. You do not have to be an accepted student at Navarro College yet to view the information session. You DO have to be accepted to Navarro College when you apply. At the end of the session, you will fill out a questionnaire which is the proof that you attended the session. **TIP: TAKE NOTES!!! REWIND!**
- Step 3: Study for and take the TEAS TEST. TEAS is administered at all four campus locations in the testing center. You must take all parts, Reading, Writing, Science, and Math. The minimum overall TEAS score for consideration of acceptance into the LVN program is 58. (This is called a “Total Score”). Please visit [www.ati.testing.com](http://www.ati.testing.com) for available TEAS study materials.
- Step 4: After you have been accepted to Navarro College and your application to Navarro has been evaluated, please submit the Navarro College UNOFFICIAL Transcript (even if you have not attended classes at Navarro College) by going to [navarrocollege.edu](http://navarrocollege.edu) and then self Service. Instructions on obtaining Navarro College UNOFFICIAL transcript will be in the information session. Please submit any other transcript from other colleges. Submission instructions will be at the end of the information Session. All files must be right side up and no pictures.
- 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 April 2<sup>nd</sup>, 2024.
- Step 7: Validation of healthcare certifications required if 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.

**Specific courses taken and completed with a C or better by the application deadline:**  
5 points for each class listed on page 15 of this packet. Begin studying for your TEAS exam now! (Your TEAS score becomes part of your ranking score so you will want to study for this exam).

**Minimal Required Immunizations and documents to be submitted with Application:**  
All immunizations will be submitted to a third-party company if accepted when told to do so. When LVN application is submitted, the only MANDATORY required vaccine you must submit is proof of at least two HEPB vaccines. (One if using HEPLISAV). TITER showing immunity is accepted in lieu of the vaccine.  
If accepted, proof of the completed HEPB series along with the other required vaccines must be submitted by Nursing Orientation in July.

**The following is the minimum that MUST be submitted with application by the deadline date of April 2<sup>nd</sup>, 2024, to be considered for admission:**

**Minimal required documents that must be submitted by deadline.**

1. Navarro College UNOFFICIAL Transcript (This is proof of acceptance to Navarro College and will give us information about your academia history).
2. **Unofficial** transcripts from all schools attended (Official transcripts go to Registrar).  
\*\*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 to the Vocational Nursing Department submitted at the end of the Virtual Information Session. The Vocational Nursing Department will not forward transcripts to the Registrar's Office.  
\*\*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.
3. TEAS Scores. (Must show your name, Total Composite Score, last date taken-**See next page for example "TEAS result page" that needs to be submitted**). You can only take the TEAS exam two times between the dates of April 1<sup>st</sup>, 2023, and April 2<sup>nd</sup>, 2024. Submit your highest score **ONLY!** The example of the TEAS results on the next page is only a partial page. The name is at the top and all four parts of the TEAS must show with number of attempts and "Total Score".
4. Proof of at least two HEPB Vaccines (Need 3 for program entrance) (two if HEPLISAV)
5. You may submit the entire document if you have all your immunizations on the same page. (SAVE ALL ORIGINALS!!) You will be asked to submit again and the above are minimally required for the application submission.
6. Criminal History Packet with your typed name and date.

- 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.

If you are accepted to the LVN program, you will need to have the above immunizations and proof of the remaining immunizations ready to submit to a company you will subscribe to called Castlebranch.

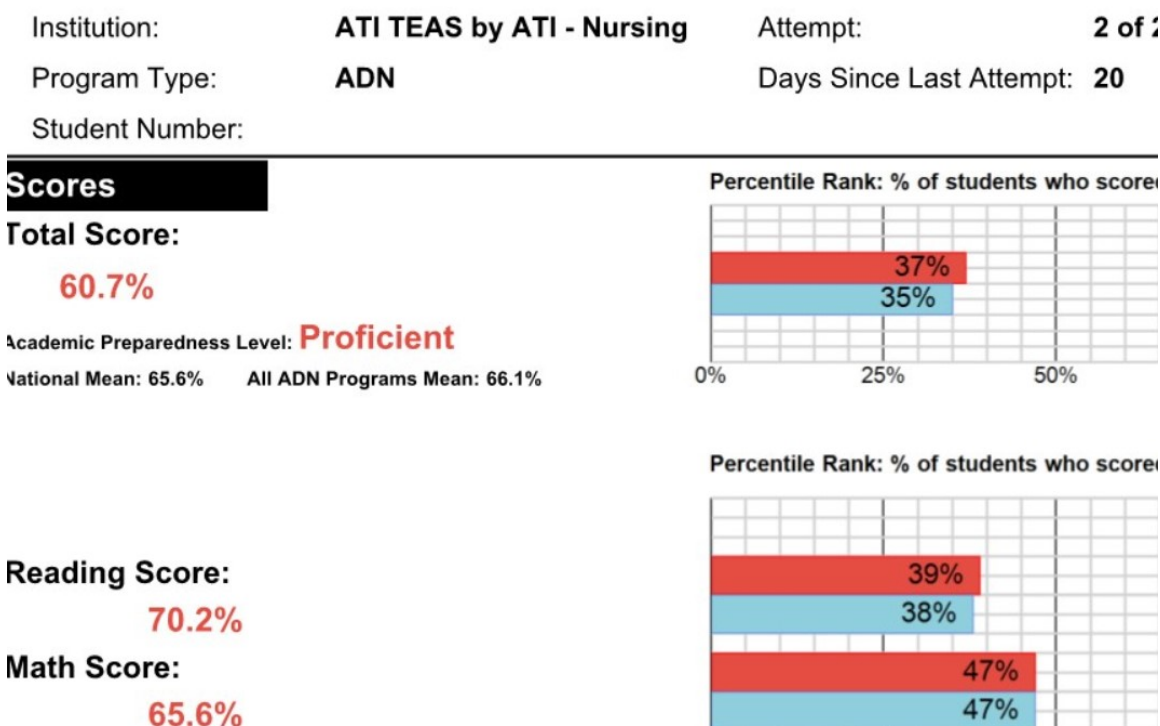
- HEPB Series as stated above.
- Proof of two Varicella
- Proof of two MMR
- Full COVID-19 Vaccination

Students have the right to decline any vaccine. Navarro College does not require proof of vaccines. However, if the clinical site does not allow an exemption for a given vaccine, students will not be able to attend clinical and will be forced to withdraw from the LVN program.

You may submit the entire document if you have all immunizations on the same page. See pages 17-21 for a complete list.

**\*\*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.**

## SAMPLE TEAS RESULT (THIS MUST BE SUBMITTED IN THIS FORMAT)



## SCHEDULING 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
- Midlothian (972) 775-7200
- Waxahachie (972)937-7612
- Mexia (254) 562-3848 Extension 5210

**Testing Center Locations:**

- Corsicana: Gooch One Stop Center, basement, Room 103
- Midlothian: 899 Mount Zion Road Building 1 first floor
- Waxahachie: 1900 John Arden Drive
- Mexia: 901 N Dr M.L.K. Jr. Hwy
- **Cost: Approx: \$70.00**
- **NOTE: Applicants may take the TEAS Test on any college campus that offers the exam.**

## PREPANG FOR TEAS

- Remember: TEAS “Total Score” 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](http://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 April 1<sup>st</sup>, 2023, and April 2nd, 2024.
- ATI has study resources for all four areas. If you specifically struggle with reading, a good resource on YOUTUBE is Carolyn McAllister and she does a great job tutoring for READING for 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.
- The test is given 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. \$70.00 dollars for nursing.
- You must register before you take the test.
- To register, go to [atitesting.com](http://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.



## 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 four 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 April 1<sup>st</sup>, 2023, and April 2<sup>nd</sup>, 2024.
5. **How many times can I take the TEAS?**
  - Applicants may take the TEAS a ***maximum of two times*** in this testing period.
  - The minimum Total score must be 58 or above. DO NOT apply to the Vocational Nursing Program if you do not have a minimum total score of 58 after two attempts in this period. ONLY submit your highest score.
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.

## 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 the first day of clinical or they may lose their position in the program. ***You should either receive a blue card or a letter stating you are cleared to take the NCLEX-PN exam after you obtain fingerprints. (You will only get fingerprints if you are accepted to the program as a full admission or as an alternate. This can take time to receive and is mailed to you. This is required for the program.)***
2. The Criminal Background 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 April 2<sup>nd</sup>, 2024.
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 is given to students AFTER they are accepted to the LVN 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 Nursing. 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>.***
- ***Remember: You may wish to complete this process now, as it can take time for complete clearance. 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. Phone: 512-305-7400.***

If you can answer YES to the following questions, you should **plan** to file Declaratory Order (DO) with the Texas Board of Nursing. You CAN choose to file Declaratory Order with the TBON now if you would like. If you feel you have a complicated case that could require extended investigation (more than something minor), you can choose to file now.

Remember that you must go through the Texas Board of Nursing for instructions and submissions as the LVN program has nothing to do with the TBON FBI checks. If you would like to wait, until you are “Accepted” to the program, or you are accepted as an “Alternate”, you can. If you decide to wait, you should receive an e-mail from Identogo

## NOTIFICATION OF TEXAS BOARD OF NURSING ELIGIBILITY QUESTIONS

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

1. Completion of the Navarro College VN Program does not guarantee the ability to write the National Council Licensure Exam for Practical Nursing (NCLEX-PN).

It is the Texas Board of Nursing (TBON) that authorizes eligibility to take the NCLEX-PN examination.

The eligibility questions from the Board of Nursing are below. If you have to answer yes to any questions below, **please make sure you have all certified court documents or health care provider documents prepared.**

The Board of Nursing looks at responses to questions relating to criminal conduct to determine eligibility for renewal. To check your eligibility to take the NLCEX PN, please review the following TBON questions:

To check your eligibility for to take the NLCEX PN, please review the following questions:

1. Have you ever had any disciplinary action on a nursing license or a privilege to practice in any state, country, or province?
2. Do you have an investigation or complaint pending on a nursing license or a privilege to practice in any state, country, or province?
3. Have you, in the last 5 years\*, been addicted to and/or treated for the use of alcohol or any other drug?
4. For any criminal offense\*, including those pending appeal, have you:

(You may only exclude Class C misdemeanor traffic violations or offenses previously disclosed to the Texas Board of Nursing on an initial or renewal application.)

been arrested and have a pending criminal charge?

been convicted of a misdemeanor?

been convicted of a felony?

pled nolo contendere, no contest, or guilty?

received deferred adjudication?

been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?

been sentenced to serve jail, prison time, or court-ordered confinement?

been granted pre-trial diversion?

been cited or charged with any violation of the law?

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 offense, 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. Non-disclosure of relevant offenses raises questions related to truthfulness and character. (See 22 TAC §213.27)

**NOTE: Orders of Non-Disclosure:** 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. However, a criminal matter that is the subject of an order of non-disclosure 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 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.

5. Have you ever had any licensing (other than a nursing license) or regulatory authority in any state, jurisdiction, country, or province revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew or otherwise discipline any other professional or occupational license, certificate, nurse aide registration or multistate privilege to practice that you held?

6. Are you currently suffering from any condition for which you are not being appropriately treated that impairs your judgment or that would otherwise adversely affect your ability to practice nursing in a competent, ethical, and professional manner?

7. \*Are you currently the target or subject of a grand jury or governmental agency investigation?

8. \*Are you currently a participant in an alternative to discipline, diversion, or a peer assistance program? (This includes all confidential programs)

**NOTE:** Any positive response will remain confidential and not subject to public disclosure unless required by law.

9. Have you ever been granted the authority to practice nursing in any country, state, province, or territory?

**NOTE:** This does not apply to any nursing license(s) issued by another US state or territory, excluding Puerto Rico. If you were licensed in Puerto Rico, you should be answering yes.

\*Pursuant to the Texas 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 Texas 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 process can be found by visiting the Texas Board of Nursing website at <https://www.bon.texas.gov/texasnurseportal/> or by calling the TBON office at 512-305-7400.

The Petition for Declaratory Order (DO) is a formal disclosure to the Board of an eligibility issue that may prevent an applicant from taking the NCLEX and receiving initial licensure. The DO permits the Board to make a decision regarding a petitioner's eligibility for licensure prior to entering or completing a nursing program.

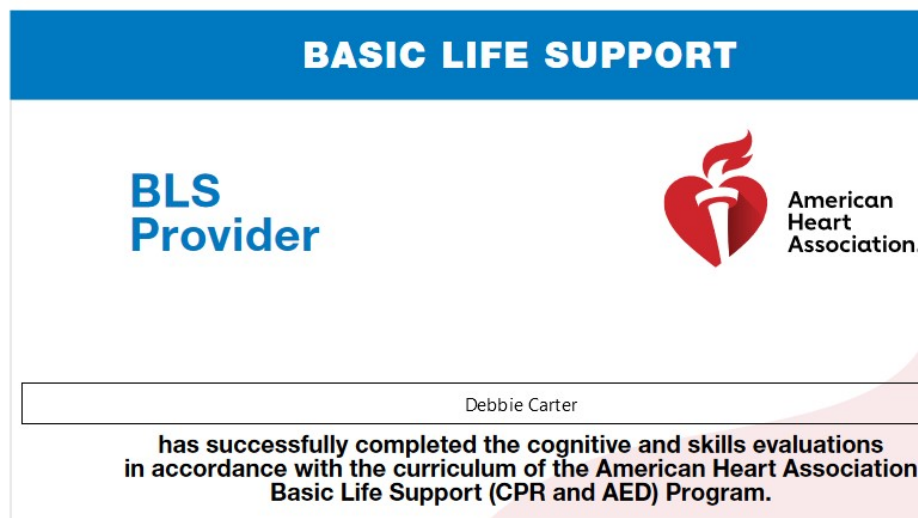
All accepted and alternate student names will be submitted to the Texas Board of Nursing on a roster by the VN Program. After a student is offered acceptance or is offered a position as an alternate, the student will receive instructions via e-mail from IDENTOGO or MORPHO Trust to schedule fingerprints. Students should schedule fingerprints immediately when receiving the e-mail. After fingerprinting, the Criminal Background checks are usually completed by the TBON in 15 business days but can have extended wait times. If the student has a clear background, the TBON will mail the student a blue card that states they are approved to take the NCLEX exam. If the student does not have a clear background, the TBON will either mail the student an outcome letter or request that the student must file the DO. Students should have all court documents ready and go online to <https://www.bon.texas.gov/texasnurseportal/> at that time. This process can take time and the student should be prepared to submit the DO with \$150.00 if requested. The TBON will then investigate the case and if they clear the student, the student will receive an "Operations Outcome Letter" stating they are cleared to take the NCLEX exam. ALL students are required to submit a copy of their blue card (both sides) or the "Operations Outcome Letter" stating they are cleared to take the NCLEX exam by class day #1 or they may lose their position in the LVN program.

Students can file Declaratory Order with the TBON any time prior to applying to the program and are encouraged to do so if they expect a possible long investigation process.

## URINE DRUG SCREEN

**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. CPR card must be valid until the time the student graduates.

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 be ready to submit. CPR is good for two years and you must have it until the end of the program, so you can get this done now. CPR must be BLS and only the American Heart Association. An example card is shown below.



Continuing Education does offer classes throughout the year by calling (972) 923-6441.

## RANKING CRITERIA

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

- Scores on the Nursing Entrance Exam (TEAS) (TOTAL SCORE) Min 58
- 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 below. Must be completed by the application deadline date.
- 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.
- Current HS students with 3.5 GPA or greater

**TEAS Test:** (minimum score required)

Total Score..... 58 or higher. This becomes part of ranking points! DO NOT apply unless you have a min of 58 total score after two attempts in the period of April 1<sup>st</sup>, 2023, to April 2<sup>nd</sup>, 2024.

**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.

<b>Medication Aide, EMT, Paramedic (or equivalent)</b>	15
<b>Certified Nurse Aide</b>	10
<b>Health Related Experience</b>	5
<b><u>Educational Background</u></b>	25
<b>5 ADN courses listed in box completed with “C” or better</b>	
<b>4 ADN courses listed in box completed with “C” or better</b>	20
<b>3 ADN courses listed in box completed with “C” or better</b>	15
<b>2 ADN courses listed in box completed with “C” or better</b>	10
<b>1 ADN course listed in box completed with “C” or better</b>	5
<b>TSI complete</b>	20
<b>HPRS 1101 Intro to Health Professions with “C” or better</b>	3
<b>HPRS 1206 Medical Terminology with “C” or better</b>	3
<b>HOSA (Health Occupations Student Association) high school transcript</b>	5
<b>9 or more college hours completed with “C” or better</b>	10
<b>1-8 college hours completed with “C” or better</b>	5
<b>Associated Degree in any field</b>	20
<b>Bachelor’s Degree in any field</b>	25
<b>Master’s Degree in any field</b>	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 the application deadline date 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, A&P 1&2 cannot be more than 7 years old. All other pre-requisite courses for the ADN program do not have a time limit.

## **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 workloads; 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 fonts, and handwriting 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 of the decision for acceptance generally by mid-June. Students who do not receive an e-mail by June 21<sup>ST</sup> of the decision should e-mail [lvn.application@navarrocollege.edu](mailto:lvn.application@navarrocollege.edu). Failure to notify on or after June 21<sup>ST</sup> will result in the student being disqualified for admission to the program. Please Do Not email or call prior to this date.
- 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 your fingerprints done!
  - **Denial letters** are sent out for those who do not make the alternate list.
  - **DO NOT** call & ask for your ranking.
  - All applicants should keep the Health Professions Division notified of any change in address, email address, phone number, etc.
  -

EMAIL: [lvn.navarrocollege.edu](mailto:lvn.navarrocollege.edu)

The following are a list of vaccines that are recommended by the CDC for health care workers. 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 the deadline date. (HEPB at least two vaccines are required for application, or one if using HEPLISAV). Please keep the originals. You will be required to submit all required documents to a third-party company which will cost approximately \$35-45 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 may provide appropriate laboratory serum titer levels to document immunity or provide a healthcare provider with a validated history of measles (rubeolla).

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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 with a validated history of Rubella.

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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 with a validated history of Mumps.

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**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).*

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d. Tetanus/Diphtheria

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

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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 1<sup>st</sup>.

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.

The LVN program WILL accept proof of the lab test QuantiFERON-TB Gold showing negative TB results in place of the TB skin test.

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

*HEP B is due with application, all other vaccines are due by orientation.*

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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. Having documentation of the chicken pox disease does not count toward the two vaccines unless you receive a titer showing immunity.

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g. Hepatitis B

All students are required to complete Hepatitis B vaccine series (3 injections) due to risk of exposure. 2 vaccines if it is Heplisav. Due with application.

\*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.

**Failure to have the minimum Hep B vaccine with the application will disqualify the student from being considered for admission.**

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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 after acceptance.**

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

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h. COVID-19 Vaccine

All students are required to show proof full COVID-19 Vaccination by orientation date. Students refusing the COVID-19 Vaccine must complete the Declination form which will be provided in the admission packet if accepted.

i. Meningitis

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

Students who refuse any of the above vaccines may fill out the Declination form sent in the admission packet if accepted. Clinical sites have the right to disallow students to practice clinical if they do not have the above vaccines and the student may not be able to fulfill the clinical objectives and be forced to withdraw from the VN program.

**Preferred Campus:**

On the application, there is a place to prioritize your preferred campus as #1, #2, 3, and #4. 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 the 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. Do not call asking about transfers. We are keeping a spread sheet and offering transfers as they occur in the order of ranking.

## 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 must 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 LVN Program does not guarantee passing of the NCLEX-PN Exam

### Fall Semester

VNSG 1505 Health Science (Internet)  
VNSG 1423 Basic Nursing Skills  
VNSG 1331 Pharmacology (Internet)  
VNSG 1327 Essentials of Medication Administration  
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  
VNSG 1334 Pediatrics (Internet)  
VNSG 2431 Advanced Nursing Skills  
VNSG 1330 Maternal-Neonatal Nursing  
VNSG 1460 Clinical II Practical Nursing

### Summer Semester

VNSG 1236 Mental Health (Internet)  
VNSG 1238 Mental Illness  
VNSG 1432 Medical Surgical Nursing II  
VNSG 1191 Special Topics – Role Transition  
VNSG 1219 Professional Development  
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 THE LVN ADMINISTRATION.

## COMMONLY ASKED QUESTIONS

### FAQ's

- ***“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](http://lvn.navarrocollege.edu) and for ADN go to [adn.navarrocollege.edu](http://adn.navarrocollege.edu) if you are interested in making an application to 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. Students MUST attend both information sessions.
- ***“When will I receive the results of my TEAS scores?”***
  - The scores will be available for you as soon as you complete the test. Have the testing center print the appropriate result sheet, scan, and have the file ready to upload when you apply to the LVN program at the end of the Information Session.
- ***“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 an 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 the LVN program and are pre-requisites for the ADN program.

- **“What is a typical week like in the LVN Program?”**
  - LVN students must 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 6:00 am to 2:00 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 are required to purchase a laptop with an external 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, external Webcam (Typical Webcam 1080).

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. Students are also expected to have access to adequate WIFI.
- 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 the Texas 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](http://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. We are not required to maintain your application unless you are accepted to the LVN program. 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 LVN 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. This offer could be for any of the four campuses.
  - Full acceptance AND Alternates names will be provided to the Texas Board of Nursing. Students should make an appointment to obtain fingerprints through Identogo after full acceptance or as an alternate, 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 end 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 the Texas Board of Nursing each week if you do not receive an e-mail. Students MUST have fingerprints done and background cleared by the Texas Board of Nursing, or they will not be allowed to go to clinical and must withdraw from the program.
  - 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 acceptance if called. Navarro College does not retain the alternate list after the 3<sup>rd</sup> 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 FULLY Accepted LVN Students. Alternates should NOT come to orientation. 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.

**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 at the end of Virtual Information Session as instructed. (The link will be available via [lvn.navarrocollege.edu](http://lvn.navarrocollege.edu) to the CANVAS course where you will find the Virtual Information Session. Application and Criminal History packets can be downloaded AFTER viewing the Virtual Information session. Remember you do not have to have a CANVAS account OR be a current Navarro College student to attend the Virtual Information Session. YOU DO have to be an accepted student at Navarro College to apply. Please go to <https://goapplytexas.org/> to apply to Navarro College. Your major you choose for now should be Pre-Bachelor of Science in Nursing. You cannot choose the major LVN until you are accepted to the LVN program.
2. All correspondence and questions should be directed to [lvn.application@navarrocollege.edu](mailto:lvn.application@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. Course" (LVN information session) NO links to transcripts will be accepted. All hard copy documents should be scanned and saved and then uploaded when you apply). Right side up documents ONLY.
3. If you do not receive an email saying you are accepted, an alternate, or denied by June 21<sup>st</sup>, you should email the program at [lvn.application@navarrocollege.edu](mailto:lvn.application@navarrocollege.edu). Students who do NOT notify by e-mail that they did not receive an email on or after June 21<sup>st</sup> will not be considered for admission. DO NOT call or email the program prior to this date asking about status. When you apply, you will NOT receive a receipt showing we received it. This is why it is important to notify us if you don't receive an email telling you the decision for acceptance by June 21<sup>st</sup>.
4. NO applications will be accepted after April 2<sup>nd</sup>, 2024.

## Navarro College Vocational Nursing Program

### Estimated Program Costs 2023-2024

\*Tuition, Fees, and Cost Estimates are subject to change. (Remember these are fees for the current year and only an estimate. Fees may change for 2024-2025 year)

Fall - 18 Hours			
	In District	Out of District	Out of State
Tuition	\$1669	\$2695	\$3811
Program Fees	\$1366	\$1366	\$1366
Additional Student Costs	\$1900	\$1900	\$1900
<b>Total</b>	<b>\$4935</b>	<b>\$5,961</b>	<b>\$7,077</b>
Spring - 19 Hours			
Tuition	\$1759	\$2842	\$4020
Program Fees	\$1383	\$1383	\$1383
Additional Student Costs	\$ 400	\$ 400	\$ 400
<b>Estimated Total</b>	<b>\$3,542</b>	<b>\$4,625</b>	<b>\$5,803</b>
Summer - 13 Hours			
Tuition	\$1219	\$1960	\$2766
Program Fees	\$1308	\$1308	\$ 1308
Additional Student Costs	\$400	\$400	\$ 400
<b>Estimated Total</b>	<b>\$2,927</b>	<b>\$3,668</b>	<b>\$4,474</b>
<b>TOTAL ESTIMATED PROGRAM COST</b>	<b>\$11,404</b>	<b>\$14,254</b>	<b>\$17,354</b>

Break Down of Program Fees (Included Above) (The below fees are per semester)		
Health Professions Fee	Lab Fee for classes with labs	Clinical Travel Fee
\$30 per credit hour	\$24	\$20
ATI Fee	Internet Fee	HESI
\$659	\$43.00	\$148 (Summer)
	Insurance Fee (Fall)	
	\$13.00	

- Tuition includes institution fees such as building use, matriculation, etc.
- Lab fees are included when there is a lecture/lab fee.
- “Additional Student Costs” are estimated student costs that are purchased at vendors of your own choosing. These costs include textbooks, record keeping company, supplies, background checks, typical cost of uniforms, lab kit, and equipment etc.
- “Total Program Costs” does not include any pre-requisite tuition or fees that may be required for admittance into the program.