



VOCATIONAL NURSING PROGRAM

Fall 2012

APPLICATION PACKET

Application Dates:

February 13, 2012, March 15, 2012

Application must be submitted in the locked drop box in

W2-402 no later than 4 pm on March 15, 2012.

MISSION COLLEGE

VOCATIONAL NURSING PROGRAM APPLICATION INSTRUCTIONS

PROGRAM REQUIREMENTS:

Eligibility Requirements:

- Completion of BIOSC 22 - Anatomy and Physiology (4 units) or the equivalent with a “C” or better within the last five (5) years.
- Successful completion of English 1A with a grade of “C” or better. No expiration.
- High School diploma, GED, or Associate Degree or higher from a WASC accredited college. If education is from a foreign country, official International Evaluation must be attached. This is required by the Board of Vocational Nursing and Psychiatric Technicians.

Application/Selection Process:

- Application must be submitted in the locked drop box in W2-402 by **March 15, 2012 at 4 pm**. No applications will be accepted online or mailed. No applications will be accepted after 4 pm on **March 15, 2012**.
- Attach copy of official transcripts (including Mission College transcripts) indicating completion of English 1A with a “C” or better. Applications will not be considered without transcripts.
- Attach official transcripts for required Anatomy and Physiology (including Mission College transcripts).
- Attach proof of completion of High School education (diploma or transcripts), GED, official college transcripts identifying degree earned, or official international evaluation for education outside of the U.S.
- Satisfactory score on ATI PN-TEAS-V or RN-TEAS-V Test if already taken. Attach copy of official test scores to application.
- If application is complete, eligibility requirements met, and applicant has not successfully completed the TEAS V, the applicant will be notified by mail of eligibility to take the PN-TEAS-V Test. The test will be given on **April 6, 2012** at Mission College. Further information regarding the TEAS test will be included in the eligibility letter.
- Other course work considered in the screening process are: Nutrition, Human Growth and Development, Medical Terminology, Math for Health Occupations, Community Health Worker, Health and Lifestyles, VN057-Gerontology. Gerontology must be completed at Mission College.
- Other items considered for the screening process:
 - * Further science course work, such as microbiology, biology, physiology, and chemistry.
 - * Other health care program completion.
 - * Work experience in the health care field.
- Attach official transcripts (sealed) for any course work to be considered for acceptance (including Mission College transcripts).
- Course descriptions must be included for any course work being used for application that is completed at any college other than West Valley or Mission College.
- If currently enrolled in a class, proof of enrollment must be submitted for it to be considered. Current official transcripts will indicate courses currently enrolled in.
- Applications and all supporting documents must be placed in a sealed envelope.
- **Envelope should have applicant’s name, student ID#, and program name clearly visible on the outside of the envelope.**
- Include two (2) self-addressed stamped business sized (4in x 9.5in) envelopes in application packet to receive letters regarding acceptance status. If the self-addressed stamped envelopes are not included, no status regarding your application will be returned to you.
- Applications must be complete when submitted. No further documentation will be accepted after packet is submitted. No information regarding application status will be given over the phone or email.
- Maintain current name, address, email, and phone numbers for notification.
- Incomplete or unsigned applications will not be processed.
- Applicants must include all demographic information requested.

ADDITIONAL REQUIREMENTS:

- Once student is accepted into the program there are additional requirements:
 - * Attend VN050 on **April 27, 2012** to be eligible to participate in the program. Information will be provided regarding the additional requirements for the program.
 - * Complete health requirements: Physical exam, titer levels, 2 step TB test, and current Tdap booster by required deadline. The student must be able to perform the essential requirements of the program with or without reasonable accommodations for disability.
 - * Complete back ground and urine drug screening by required deadline.
 - * Order uniform, skills bag, and ATI online supplement by required deadline.
- All information regarding health requirements, uniform, skills bags, and ATI deadlines will be provided during VN050.
- Background screening and urine drug screening are mandated by clinical facilities and must be completed prior to student's clinical experience. Students will be given instructions for completing the screening processes if accepted. **Please note: If a Mission College nursing student is denied access to a clinical site by the clinical agency based on information obtained during the screening process, the student will not be able to continue in the program.**
- We continue to receive more qualified applicants than we are able to accept into the program. Due to the number of qualified applicants and limited enrollment, if all requirements are not completed and submitted by deadlines, acceptance into the program may be denied to accommodate other qualified applicants.

ADDITIONAL COURSEWORK:

List classes completed in Microbiology, Chemistry, Biology, and Physiology *within the last five (5) years only. Do not list classes that are listed on previous page.*

COURSE NAME & NUMBER	UNITS	COLLEGE	DATE	GRADE

PREVIOUS HEALTH CARE PROGRAMS:

Check the following programs you have completed.

PROGRAM	COLLEGE/HOSPITAL	DATE COMPLETED	CERTIFICATE/ LICENSE #
___ Psychiatric Technician	_____	_____	_____
___ CNA	_____	_____	_____
___ Acute Care CNA	_____	_____	_____
___ Medical Assistant	_____	_____	_____
___ EMT/Paramedic	_____	_____	_____
___ Other _____	_____	_____	_____

WORK EXPERIENCE:

List any paid work experience you have had in the health care field. Begin with the most current and go back five (5) years.

PLACE OF EMPLOYMENT	TITLE/JOB	FULL TIME/ PART TIME	EMPLOYMENT DATES
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

Selection of applicants into the Vocational Nursing Program is based upon information stated on the application, the score on the TEAS-V test, and the documents attached. I have read and understand the entrance requirements for the Vocational Nursing program at Mission College. I am aware that because of the number of applicants for the program, completion of entrance requirements does not assure my selection for the program. I certify that all information included in this application is **true and complete**. My signature is my certification of accuracy and completeness of the information I have provided. Further, I understand that admission in the Vocational Nursing program at Mission College may be denied if any information I have provided on this application is found to be incomplete or inaccurate. If I have not signed below, I understand my application will not be accepted.

_____ SIGNATURE

_____ DATE

MISSION COLLEGE VOCATIONAL NURSING PROGRAM

APPLICATION CHECKLIST

Before submitting your application, please read the application instructions and eligibility criteria requirements carefully. You must **SUBMIT ALL APPLICATION MATERIALS TOGETHER** and **PLACE IN LOCKED DROP BOX IN W2-402**.

Use this checklist to make certain that your application will be processed:

- Application** – must be neat, complete, accurate, and signed (read signature statement carefully). The application packet must be submitted with **ALL** supporting documents, including official transcripts, TEAS-V test scores if satisfactory scores previously obtained, and all required paperwork that applies to your application. If completed course work is not listed under course listing on first page of application, credit for course will not be given. If application is not legible, it may not be processed correctly.
- Proof of High School completion or equivalent** – High School diploma or transcripts, GED certification, proof of a college degree from a U.S. college, or official evaluation for foreign education.
- Transcripts** – All college transcripts submitted from each college must be official (sealed in envelope from the awarding college) including those from Mission College. Include proof of any currently enrolled courses being considered for application.
- Course Descriptions** – If any course work is completed from a college other than West Valley/Mission College you must include a copy of the course description from the college where course work was completed. The same standard of WASC accreditation must be met by courses accepted for college credit.
- Copy of License or Certification** – Include a copy of any health care license or certifications earned.
- Two self-addressed stamped business size envelopes** (4in. x 9.5in.) – These are required in order to receive results of application and qualification to take the TEAS exam. If you do not include the self-addressed stamped envelope no status regarding your application will be mailed to you.
- Make copies of all records submitted** – Keep duplicate copies of all materials submitted, including a copy of all transcripts. Order more than one copy of all transcripts or any official evaluations. **Note:** all transcripts and foreign evaluations must be official (sealed envelope from college or evaluation company). Documents submitted with application will not be returned to applicant.
- Verify information is complete** – Be sure to fill in all areas and answer all questions. If information is excluded, your application may not be processed correctly.
- Place application and all supporting documents in sealed 8 ½ x 11 (or larger) envelope** – Due to budget cuts, no verification of complete application can be provided. It is applicant's responsibility to assure accuracy and to verify complete documentation is included.
- Name, student ID#, and program name is on the outside of application envelope.**

NOTE: During the selection process, please do not contact the office. Letters will be mailed regarding acceptance. No priority is given to applications according to date submitted.