



LICENSED VOCATIONAL NURSING (LVN) PROGRAM APPLICATION

Certificate Program with Associate Degree Option
Application Instructions for Fall 2020 Admission

Applications accepted online January 1, 2020-January 31, 2020 at 4:00 pm

Program Location: Cuesta College North County Campus - Paso Robles, CA

The Cuesta College Licensed Vocational Nursing (LVN) program is approved by the CA Board of Vocational Nurses and Psychiatric Technicians (BVNPT). This one-year (3 semester) program prepares students to take the National Council Licensing Exam for Practical Nurses (NCLEX-PN). Passing this exam is required to become licensed and employed as an LVN. It is the responsibility of the student to pursue licensing and testing at their own expense after successful completion of the program. Cuesta College LVN program licensure exam pass rates are available at: www.bvnpt.ca.gov/pdf/vn_pass_rates.pdf

LVN PROGRAM ELIGIBILITY REQUIREMENTS AND PREREQUISITE COURSES:

- Current California Certified Nurse Assistant (CNA) certification - Obtained by December 31, 2019**
- Proof of completion of 12th grade education or equivalent (or higher degree)**
- Prerequisite Coursework - completed by DECEMBER 31, 2019 with a grade of 'C' or better**

- BIO 212 Human Biology* 3.0 credits/units
- BIO 212L Human Biology Lab* 1.0 credit /unit
- ENGL 156 College Reading and Writing* 4.0 credits/units
- MATH 127 Intermediate Applied Algebra* **OR** 5.0 credits/units
- MATH 128 Applied Algebra 6.0 credits/units

* Completion of the above prerequisites is required to be an eligible applicant in the LVN program. Completion of higher level college courses such as BIO 205 Human Anatomy, BIO 206 Human Physiology, ENG 201A English Composition, and MATH above 128, with a grade of 'C' or better are acceptable. Completion of Human Anatomy and Medical Terminology courses are strongly recommended.

IMPORTANT DATES

December 31, 2019:	Deadline to complete prerequisite courses and CNA certification
January 1 - 31, 2020:	Applications accepted online for Fall 2020 admission
January 31, 2020:	Application deadline at 4:00 p.m.
February 21, 2020:	Notification of eligibility status mailed
March 16, 2020:	Notification of admission status mailed
June of 2020:	Mandatory orientation for admitted applicants
August 18, 2020:	Program begins

TIME COMMITMENT:

The LVN program is a full-time 12-month, fast-track program that begins in the fall semester and requires a commitment to rigorous study over the course of the program. Students will attend classes and clinical rotations 5 days a week (currently Tuesday through Saturday) for 6-9 hours each day. If accepted into the LVN Program, students will be expected to:

- Maintain a flexible schedule to accommodate the scheduling demands of clinical rotations.
- Have reliable transportation and be prepared to travel as far south as Arroyo Grande and as far north as King City.

Note: Conviction of a misdemeanor or felony may constitute grounds for denial of licensure. Meet with the Director of Nursing to discuss any concerns before applying to the program.

It is the applicant's responsibility to follow all application instructions, submit a complete application, and meet all requirements and due dates. Missed deadlines due to non-receipt of my.Cuesta emails cannot be accommodated.

APPLICANT SELECTION

Number of admitted students into LVN Program: Admission is limited to 30 students. A computerized random draw of all eligible applications is used to determine class selection if more applications are received than there are seats available.

There is no wait list maintained for the LVN program once the program starts. All applicants who are not admitted into the program during this application cycle will need to reapply to be considered for future admission.

Credit for CNA Work Experience:

- Applicants with documented CNA work experience of 500 hours or more within 2 years will have their name entered an extra time in the random draw. Request that your employer(s) complete the CNA Work Experience Verification form provided in this application packet and return it to you well in advance of the application due date so you can submit your online application; late forms cannot be accepted.

Credit for repeat eligible applicants:

- Applicants who have previously submitted two eligible LVN program applications in the past three years (2017, 2018 or 2019) but were not selected for admission, will have their name placed twice in the random draw to increase chances of being selected. **Maintain proof of eligible applicant letters each year to submit with the online application.**

APPLICATION INSTRUCTIONS

1. Apply for admission to Cuesta College:

- **You must apply for admission to Cuesta College if:**
 - You have never been a student at Cuesta College.
 - You have not attended Cuesta College for two or more consecutive semesters.
- **Apply online at:** <http://cuesta.edu/admissionsaid/apply/index.html> . After submitting your application, a welcome email is sent that includes important information regarding your *myCuesta* login information, your my.cuesta.edu email account, and your student ID number, beginning with "900". You will need this number to complete the application.

2. Contact a Cuesta College counselor at 805-546-3138 (San Luis Obispo campus) or 805-591-6225 (North County campus) with any questions about the application, program prerequisites, requirements, and/or course equivalencies.

- **Recommended:** If you have completed any coursework at colleges other than Cuesta, contact a Cuesta counselor to review prerequisites equivalency and determine if you need to complete a [Pre-RN/Pre-LVN Course Equivalency Form](#). If advised by a Counselor to use this form, follow the instructions on the form and allow sufficient time for processing. **DO NOT submit this form with your application.**

3. Request the following official, sealed transcripts and submit them to Cuesta College Admissions and Records by 4:00 pm on January 31, 2020:

- **Proof of completion of 12th grade education, or equivalent, or higher. *Must include one of the following:***
 - Official, sealed, high school transcript with graduation date posted OR
 - Official GED report OR
 - Official, sealed, college transcripts with an Associate degree or higher (other than Cuesta)
- **Prerequisite coursework completed at colleges other than Cuesta.**
 - Cuesta transcripts do not need to be submitted. Refer to the *Submitting Transcripts* (page 3)

5. Prepare an electronic copy of your CA CNA certification, and if applicable, your CNA work experience form to submit with your online application.

- a. Go to the California Department of Public Health (CDPH) L & C Verification search page at: <http://cvl.cdph.ca.gov/SearchPage.aspx>
- b. Click next to "Last Name" to search by name and enter your last name and first name before clicking the search button. Click on your name when it appears from the search engine. Print the L & C Detail Page as a pdf and save it to your computer or thumb drive or print out and either scan or take digital pictures so you can upload it with your application.

- c. If applicable, request that your employer(s) complete the CNA work experience form provided in this packet, and return it to you *well in advance of the application due date* so you can scan and submit it with your online application.
6. **Submit the complete LVN Program application, CNA certificate verification form, and if applicable, your CNA work experience form ONLINE by 4:00 pm on January 31, 2020. The application must be completed in one session: there is no saving progress and returning at a later time so make sure all documents are ready for uploading when you are ready to begin.** Please note:
- Applicants who previously submitted two eligible LVN program applications in the past three years (2017, 2018 or 2019) but were not selected for admission need to upload proof of eligible applicant letters from those two years.
 - **Access to the online application will be automatically disabled at 4:00pm (Pacific Standard Time) on Thursday, January 31, 2020.** Applications not submitted by this time cannot be accepted, including applications in progress.
 - After submitting your application, a confirmation that your application has been received is sent to your my.cuesta email. This notification is to confirm the receipt of your application only and does not reflect program eligibility or acceptance into the program. If you do not receive a confirmation email immediately after submitting your application, it is your responsibility to contact the Admissions & Records office *before the application deadline* at NursingAdmissions@cuesta.edu to inquire about the status of your application Print or save a copy of documents submitted with your online application.
7. **Notification of admission status will be emailed to all eligible applicants on March 16, 2020.**
8. **Updating Your Contact Information:** If there has been any change to your name, address, email, or phone number after submitting your application, you must update it immediately by notifying Admissions & Records at NursingAdmissions@cuesta.edu. Updating your information in myCuesta alone will not update your LVN Program application. **Failure to notify Admissions & Records with any changes to your contact information may result in delays or non-receipt of important information and cause your application to become ineligible.**

CRITERIA RENDERING APPLICATIONS INELIGIBLE FOR ADMISSION:

- Failure to meet program prerequisites, deadlines, final admission requirements, and/or respond to time-sensitive emails (emails will be sent to the applicant's myCuesta email address).
- Any hold on your Cuesta student account. All holds must be cleared by the application due date in order to remain eligible for program admission in the current application cycle. In situations of financial hardship, applicants may appeal their situation by submitting a statement detailing the situation for consideration. Instructions are provided in the online application.
- Failure to submit all official prerequisite, sealed transcripts by the due dates
- Incomplete or in progress applications not submitted by the due date.

FINANCIAL AID & SCHOLARSHIP INFORMATION

Applications accepted as early as October 1, 2019

Various education funding sources are available for nursing students, including financial aid and scholarships. *In order to meet funding deadlines, applicants are advised to apply for financial aid and/or scholarships prior to hearing if they have been admitted.*

Contact the Financial Aid Office at 805-546-3143, or go to the Financial Aid website at: <https://www.cuesta.edu/student/studentservices/finaid/index.html> to learn about the various funding sources available. It is the applicant's responsibility to be aware of and meet all deadlines.

- **Complete the Free Application for Federal Student Aid (FAFSA)** to be eligible for state and federal financial aid resources. The FAFSA is also required for many Cuesta College Scholarships. The FAFSA can be viewed at <http://www.fafsa.ed.gov/> or accessed from Cuesta's Financial Aid website after October 1st.
- **Complete a Cuesta College scholarship application on Cuesta's Financial Aid website** to be eligible to apply for nursing program scholarships.
- [Estimated LVN Program Costs](#) are available on the department webpage.

SUBMITTING TRANSCRIPTS

DO NOT submit transcripts with your application.

1. All non-Cuesta transcripts must be submitted to the Cuesta College Records Office by the application due date:

- **Cuesta transcripts do not need to be submitted.**
- Request official, sealed, transcripts from other colleges early! It can take several weeks for them to arrive.
- Unsealed transcripts and informal academic records are not official and cannot be accepted.
- If you have previously submitted sealed, official transcripts for prerequisites taken at colleges other than Cuesta, you do not need to resubmit or send new transcripts.
- It is the applicant's responsibility to call the Cuesta Records office to confirm that your official transcripts, with final grades posted, have been received before the application due date. To confirm, email records@cuesta.edu or call the Records office at 805-546-3139.

2. Official, sealed transcripts from colleges or institutions outside Cuesta may be sent to the Cuesta College Records office either electronically or by mail. (If mailing your transcripts or requesting electronically: postmark or proof of electronic request must be dated by application deadline).

- **To submit your official U.S. (non-foreign) transcripts electronically:** request that the other school(s) or institution(s) send them to the Cuesta College Records office.
- **To submit your official U.S. (non-foreign) transcripts by mail:** request that the other school(s) or institution(s) mail them to you, and you can then mail them to Cuesta. If you choose to mail your transcripts to Cuesta, **DO NOT OPEN** them! They must remain sealed or they will no longer be official. Mailing transcripts takes considerably longer than sending them electronically, so please plan accordingly.
- If mailing your U.S. transcripts to Cuesta, you are strongly advised to use the "Return Receipt" service through the United States Postal Service so you can receive a notice showing proof of receipt. Mail your official, sealed, U.S. transcripts to:

Cuesta College
Office of Admissions & Records
C/O LVN Applications
P.O. Box 8106
San Luis Obispo, CA 93403-8106

- **AP Scores: If using AP Scores for equivalency of program prerequisites:** Official, sealed test scores must be submitted to Cuesta by the application due date. To view your scores and send them to Cuesta, go to the College Board website at <https://apscore.collegeboard.org/scores>.
- **Foreign Transcripts:** Transcripts of all prerequisite coursework, high school diploma, and/or college degree(s) from schools or institutions outside the United States must first be translated by ACEI (Academic Credential Evaluation Institute, Inc.) or another agency approved by Cuesta College Admissions and Records. Once officially submitted to Cuesta, evaluation takes additional time. For this reason, **official foreign transcripts are due at least two weeks in advance of the application due date.** Plan ahead and start this process early.

-Contact the Admissions and Records office at 805-546-3140 to find out how to get an application for Academic Credential Evaluation Institute, Inc. (ACEI), or to ask about what other agencies are accepted.

FINAL PROGRAM ADMISSION REQUIREMENTS

FOR ACCEPTED APPLICANTS ONLY

The following *mandatory final admission requirements* must be completed by all students accepted into the nursing program before the program start date, and by the due dates provided at the pre-program orientation. Failure to meet any of these requirements will result in being dropped from the admit roster. Only applicants selected for admission will need to complete the following final admission requirements. All final program requirements are to be completed at the applicant's expense prior to their final acceptance into the LVN program. Further details and forms will be provided at the mandatory pre-program orientation.

1. **Mandatory Pre-Program Orientation in June 2020**

Applicants selected for admission will be provided with additional details in their notification of admission status letter.

2. **Background Check and Drug Screen**

Instructions and forms will be given to admitted students at the pre-program orientation. A list of convictions that would prevent clinical participation are included in the [Central Coast Consortium Background and Drug Screen Policy](#) on the Nursing department webpage. If you have any questions about these requirements, please contact the Nursing department at 805-546-3119, option 4, and ask to speak to the Director of Nursing.

Note: The Board of Vocational Nursing & Psychiatric Technicians (BVNPT) will conduct their own background evaluations of students upon completion of the program. Applicants with any questions or concerns about this policy are advised to contact the Director of Nursing at (805) 546-3119, option 4.

3. **Physical Examination and Proof of Immunity**

Students admitted into the program will receive forms and instructions for completing these requirements at their pre-program orientation. **Cuesta College forms must be used.** Proof of immunity is required for:

- Measles, Mumps, Rubella (MMR) x 2
- Varicella (Chickenpox) x 2
- Hepatitis B series x 3
- Tetanus, Diphtheria, Pertussis (Tdap)
- Tuberculosis screening
- Seasonal influenza (flu) (to be obtained during Fall semester).

4. **American Heart Association Healthcare Provider CPR Certification**

Information on [CPR requirements and local training sites](#) is available on the nursing department webpage.

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LICENSED VOCATIONAL NURSING (LVN) PROGRAM

Credit for CNA Work Experience Verification Form

This form is only for applicants with 500 hours of CNA work experience within the past two years

For the January 2020 Application

Instructions to Applicant:

- 1. Print this form and complete section A.
2. Ask your employer to complete sections B and C and return this form to you well in advance of the application due date
3. Follow the instructions provided in the online application to submit this form with your online application by the due date.

A. Applicant Information (to be completed by Applicant)

Name: first middle last

Address: number & street city state zip code

Contact information: primary phone number secondary phone number my.cuesta.edu email address: () ()

B. CNA Work Experience Verification (to be completed by Employer)

Employer Facility Name:

Type of Healthcare Facility:

Name & Title of Supervisor:

Address: number & street city state zip code

Work Phone Number: () Work Email:

C. Employer: Please complete this section

Position held by applicant:

Dates of Employment:

Work experience must be completed within the past 2 years (December 31, 2017 to December 31, 2019 only)

Start Date - End Date

- Full Time
Part Time

TOTAL NUMBER OF HOURS WORKED DURING ABOVE TIME PERIOD:

Empty box for hours worked

Name and Title of Employer (please print)

Signature of Employer Date