The Licensed Vocational Nursing (LVN) program application and admission criteria are subject to change from year to year. It is the applicant’s responsibility to follow current application instructions and meet all requirements and due dates.

The Cuesta College LVN program is approved by the 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) for licensing by the California BVNPT. Upon completion of all program requirements, the graduate submits an application to the BVNPT to take NCLEX-PN, at their own expense. Passing this exam is required to become licensed and employed as an LVN. Cuesta College LVN program licensure exam pass rates are available at: www.bvnpt.ca.gov/pdf/vn_pass_rates.pdf

**Number of admitted students into LVN Program:** Admission is limited to 30 students. If there are more eligible applicants than there are seats in the program, a computerized random draw of all the eligible applicants will be used to determine class selection.

**Random draw rules for repeat unadmitted candidates:** Applicants who have previously submitted two eligible LVN program applications in the past three years (2016, 2017 or 2018) 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.

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

**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.

**IMPORTANT DATES**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 31, 2018</td>
<td>Deadline to complete prerequisite courses and CNA certification</td>
</tr>
<tr>
<td>January 1 - 31, 2019</td>
<td>Applications accepted online for Fall 2019 admission</td>
</tr>
<tr>
<td>January 31, 2019</td>
<td>Application deadline at 4:00 p.m.</td>
</tr>
<tr>
<td>March 11, 2019</td>
<td>Notification of admission status mailed</td>
</tr>
<tr>
<td>August 13, 2019</td>
<td>Program begins</td>
</tr>
</tbody>
</table>

**TIME COMMITMENT**

The LVN program is a 12-month, fast-track program that begins in the fall semester and requires a commitment of 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 rotation.
- have reliable transportation and be prepared to travel from Arroyo Grande to King City.
APPLICATION ELIGIBILITY REQUIREMENTS
Refer to the Application Instructions for detailed information and steps for submitting your online application.

1. Prerequisite coursework completed by December 31, 2018 with a grade of ‘C’ or better:
   • BIO 212 Human Biology* 3.0 credits
   • BIO 212L Human Biology Lab* 1.0 credit
   • ENGL 156 College Reading and Writing* 4.0 credits
   • MATH 127 Intermediate Applied Algebra* OR 5.0 credits
   • MATH 128 Applied Algebra* 6.0 credits

   * Completion of the above prerequisites is required to be an eligible applicant in the LVN program (For January 2019 applicants only, assessment/placement into transfer level Math and English will be accepted).
   * Completion of higher level college courses, i.e., BIO 205 (Human Anatomy), BIO 206 (Human Physiology), ENGL 201A (English Composition), and transfer level math with a grade of ‘C’ or better are accepted.
   * Completion of Human Anatomy and a Medical Terminology course are strongly recommended.

2. Official transcripts of prerequisite coursework.
   • Refer to the Submitting Transcripts page for additional information.

3. Current California Certified Nurse Assistant (CNA) certification
   • Applicants with documented CNA work experience of 500 hours 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 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. Late forms cannot be accepted).

4. Proof of completion of 12th grade education or equivalent (or higher degree)

5. Additional and optional requirements exist to earn a Licensed Vocational Nursing Associate in Science Degree (see page 7)

INELIGIBLE APPLICANTS

Applicants are INELIGIBLE for admission in the following situations:

• 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 your situation. Instructions are provided in the online application. Not all appeals are granted.

• Failure to submit all official prerequisite, sealed transcripts by the due dates. Cuesta transcripts do not need to be submitted.

• Incomplete or in progress applications not submitted by the due date.

• Failure to meet any deadlines and/or respond to time-sensitive emails (emails will be sent to the applicant’s myCuesta email address).

• Failure of accepted applicants to meet final program admission requirements.

APPLICATION INSTRUCTIONS

1. Complete all application requirements by the due dates.

2. 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, you will receive a welcome email that includes important information regarding your myCuesta log-in information, your my.cuesta.edu email account, and your student ID number, beginning with “900”. You will need this number to complete the application.

3. 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. Note: Cuesta campus will be closed December 24, 2018-January 1, 2019
• 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.

4. Request the following official, sealed transcripts and submit them to Cuesta College Admissions and Records by 4:00 pm on January 31, 2019:
   • 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 for instructions and additional information.

5. Prepare an electronic copy of your CNA certification, and if applicable, your CNA work experience form to submit with your online application.
   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 so you can upload it with your application. (Alternately, you can also print a hardcopy page and then scan or take a digital picture of both sides and save to your computer).
   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 online LVN Program application, including a copy of your CNA certification, and if applicable, CNA work experience form with cover letter, by 4:00 pm on January 31, 2019.
   • Applications and CNA certification must be submitted online. No printed applications will be accepted.
   • The Admissions and Records office will not make copies of transcripts for you.
   • Plan ahead to submit your application **before** the deadline. **Cuesta campus will be closed December 24, 2018 - January 1, 2019.**
   • **Access to the online application will be automatically disabled at 4:00pm (Pacific Standard Time) on Thursday, January 31, 2019.** 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 will be emailed to your my.cuesta email account. This notification is to confirm the receipt of your application only and does not reflect program eligibility 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 all application instructions and documents submitted for your records.

7. Check your myCuesta email for the following important and time sensitive notifications:
   a. **After submitting your application:** You will receive an email notification that your online application was successfully submitted. If you do not receive this email by **February 1, 2019**, it is your responsibility to email NursingAdmissions@cuesta.edu to confirm the status of your application.
   b. **March 11, 2019:** Notification of admission status will be emailed to all eligible applicants on this date.

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.
SUBMITTING TRANSCRIPTS

Official transcripts are accepted by the Cuesta College Records office either electronically or by mail. DO NOT submit transcripts with your application.

1. All 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.
SELECTION AND NOTIFICATION OF ADMISSION STATUS

- **After submitting your application:** You will receive an email notification that your online application was successfully submitted. If you do not receive this email by February 1, 2019, it is your responsibility to contact the Admissions & Records office at NursingAdmissions@cuesta.edu to confirm the status of your application.

- **Applicants will be notified by email of their admission status on MARCH 11, 2019.** If you have not received this notice in your myCuesta email by the end of this day, please contact Admissions and Records at NursingAdmissions@cuesta.edu.

- **Applicants are expected to check their myCuesta email inbox for the ALL notification emails listed in the Application Instructions section.** If any of these email notifications have not arrived in your my.cuesta.edu mailbox by the dates provided, you must email to: NursingAdmissions@cuesta.edu immediately and in advance of any deadlines. Be sure to check your myCuesta email inbox directly, even if email forwarding has been enabled, to ensure that these emails are not filtering into your spam/junk mail folders. **Missed deadlines due to non-receipt of emails cannot be accommodated.**

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 April 2019**
   Applicants selected for admission will be provided with additional details in their notification of admission status letter.

2. **Background Check and Drug Screen**
   A background check and drug screen, required by clinical agencies, must be completed at the admitted student’s expense and at an approved location. **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**
   A physical exam and proof of immunity are required at the applicant’s expense. 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) (will need to be obtained in October 2019).

4. **American Heart Association Healthcare Provider CPR Certification**
   Information on **CPR requirements and local training sites** is available on the nursing department webpage.
FINANCIAL AID & SCHOLARSHIP INFORMATION
APPLY AS EARLY AS OCTOBER 1, 2018

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](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/](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.
LICENSED VOCATIONAL NURSING (LVN) PROGRAM
Certificate Program with Associate Degree Option

All students who satisfactorily complete the 50-credit LVN Program are awarded a Certificate of Achievement in Licensed Vocational Nursing.

For students wanting to obtain an Associate Degree in Licensed Vocational Nursing, additional requirements exist. This degree option can be earned at any time and is not required to be accomplished before or during the LVN certificate program. Cuesta College requires the completion of 60 credits or more to earn an Associate Degree. All coursework needs to be completed with a grade of ‘C’ or higher. Refer to the Cuesta College catalog for specific degree requirements at https://www.cuesta.edu/academics/findclasses/catalog/index.html

In addition to the LVN certificate program coursework, the requirements to earn a Licensed Vocational Nursing Associate in Science Degree from Cuesta College are:

- English 201A or higher-level course
- American Institutions course
- Cultural Diversity course
- Health Education course
- Fine Arts or Humanities course
- Social Institutions course

Refer to the Cuesta College website or catalog for specific degree and general education requirements:
- https://www.cuesta.edu/academics/scimath/nah/nursingdept/lvn_info/lvn-catalog.html
- https://www.cuesta.edu/academics/GeneralEducationPatterns.html

Students are encouraged to schedule an appointment with a Cuesta College counselor to create a student educational plan (SEP). Appointments can be scheduled by calling the San Luis Obispo campus (805-546-3138) or the North County (Paso Robles) Campus (805-591-6225).

Examples of courses at Cuesta College that satisfy Cuesta’s General Education requirements for AA and AS degrees:

- **American Institutions**
  - HIST 207A or HIST 207B History of the US
  - POLS 202 US Government & Politics

- **Cultural Diversity**
  - HEED 203 Women’s Health Issues
  - HEED 208 Multicultural Health

- **Health Education**
  - HEED 202 Health Education
  - HEED 203 Women’s Health Issues*
  - HEED 208 Multicultural Health*
  - HEED 210 Intro to Public Health
  *Note – HEED 203 and HEED 208 satisfy both the diversity and health education requirement

- **Social & Behavioral Studies**
  - ANTH 203 Cultural Anthropology
  - PSYC 201 Intro Psychology
  - SOC 201A Intro Sociology

- **Arts & Humanities**
  - ART 200 Art Appreciation
  - ENGL 237 Intro to Film
  - MUS 235 Music Appreciation – Classical
  - PHIL 205 Introduction to the Bible
  - SPAN 201 Spanish I

*Note – HEED 203 and HEED 208 satisfy both the diversity and health education requirement*
Cuesta College January 2019 LVN Application Packet for Fall 2019 Admission

**LICENSED VOCATIONAL NURSING (LVN) PROGRAM**

CNA Work Experience Verification Form
For the January 2019 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 (Complete and submit one form for each job you want to be considered.)
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)**

<table>
<thead>
<tr>
<th>Name:</th>
<th>first</th>
<th>middle</th>
<th>last</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>number &amp; street</td>
<td>city</td>
<td>state</td>
</tr>
<tr>
<td>Contact information:</td>
<td>primary phone number</td>
<td>secondary phone number</td>
<td>my.cuesta.edu email address:</td>
</tr>
<tr>
<td></td>
<td>( )</td>
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<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Employer Facility Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Healthcare Facility:</td>
</tr>
<tr>
<td>Name &amp; Title of Supervisor:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Work Phone Number: ( )</td>
</tr>
</tbody>
</table>

**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, 2016 to December 31, 2018 only)*

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>□ Full Time</th>
<th>TOTAL NUMBER OF HOURS WORKED DURING ABOVE TIME PERIOD:</th>
</tr>
</thead>
</table>

| □ Part Time |

Name and Title of Employer *(please print)*

Signature of Employer Date