APPLICATION INSTRUCTIONS FOR THE ASSOCIATE DEGREE REGISTERED NURSING (RN) PROGRAM

Apply September 2025/Program start August 2026/Complete May 2028

Online applications accepted September 2, 2025 at 9:00 am through September 30, 2025 at 4:00 pm

Admission criteria is subject to change from year to year. It is the applicant's responsibility to meet current requirements and due dates.

The Cuesta College RN program is approved by the California Board of Registered Nurses (BRN). The program prepares students to graduate with an associate degree in nursing (ADN). Graduates are eligible to take the National Council Examination for Registered Nurses (NCLEX-RN), leading to licensure as a Registered Nurse (RN).

Class selection follows the multi-criteria screening process in accordance with California Education Code 78261 and the California Community College Chancellor's Office.

- Points are awarded in the areas of academic performance; work or volunteer experience; proficiency in a language other than English; life experiences or special circumstances; and a diagnostic assessment test. The points awarded in each of these categories are explained in the point allocation section of these application instructions.
- Program admission is offered to the highest scoring eligible applicants to fill available seats. If there is a tie among applicants, a computerized random selection will break the tie.
- There is no wait list for the RN program. Applicants not admitted to the program must reapply in a future application cycle.
- Cuesta College RN program licensure exam pass rates are listed at: https://www.rn.ca.gov/education/passrates.shtml.
- 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.
- A Cuesta College ADN to BSN collaborative pathway is available through CSU Monterey Bay with classes offered in San Luis Obispo.

IMPORTANT DATES

August 31, 2025	Deadline to complete prerequisite courses
September 2-30, 2025	Online applications accepted for Fall 2026 admission
September 30, 2025	Deadline to submit official transcripts form non-Cuesta colleges attended
October 31, 2025	Deadline to take ATI TEAS assessment test
October 31, 2025	Deadline to submit official ATI transcript with TEAS score
February 5, 2026	Notification of eligibility status and point allocation
February 12, 2026	Deadline to appeal eligibility status and dispute point allocation
March 6, 2026	Notification of admission status
June 2026	Orientation for the RN Class of 2028
July 31, 2026	Deadline to complete additional BRN and associate degree required coursework

PROGRAM ELIGIBILITY REQUIREMENTS

Refer to the Application Instructions on the next page for more information

1. **Prerequisite coursework must be completed and grades posted on transcripts prior to applying . Must have a combined GPA of 2.50 or higher in Microbiology, Human Anatomy, and Human Physiology. No grade lower than a 'C' in any of the prerequisite courses.**

Prerequisite courses	Credits
BIO 204 – Microbiology with lab Or equivalent course taken at another accredited college*	5 credits
BIO 205 - Human Anatomy with lab Or equivalent course taken at another accredited college*	4 credits
BIO 206 - Human Physiology with lab Or equivalent course taken at another accredited college*	5 credits
ENG 201A - English Composition Or equivalent course taken at another accredited college*	4 credits

*All non-Cuesta prerequisite courses are reviewed for equivalency to Cuesta College prerequisite courses.
(See application instructions, step 3 of this packet for prerequisite equivalency evaluation information).

- Online science labs are not accepted, unless completed Spring 2020-Spring 2022.
- "In Progress" prerequisite courses are not accepted.
- Grades of 'C minus' and below are not accepted in any prerequisite coursework.
  Please note: 5-point deduction is taken for each repeat in a prerequisite course earning a substandard grade of C-, D+, D, D-, F, FW, NP, or NC. **Three (3) or more repeats in prerequisite coursework due to substandard grades results in program ineligibility** (see Appeal Situations page 5).
- To convert quarter credits to semester credits (Quarter credits X .667 = Semester credits).

2. **Completion of ATI TEAS Test (Version 7) taken between November 1, 2024 and October 31, 2025. Official score must be submitted no later than October 31, 2025.**
   - Only the first test score in the timeframe can be accepted.
   - Minimum accepted score is 62%.

3. **Official completed transcripts from ALL non-Cuesta colleges attended submitted by application deadline.**
   - Must be from regionally accredited US colleges or universities.
   - Transcripts submitted previously showing in-progress coursework must be resubmitted when the course is completed to be considered eligible.
   - International transcripts must be formally evaluated.

4. **Additional Required Coursework completed by July 31, 2025**
   - **Board of Registered Nursing (BRN) Required Courses for licensure**
     Important -BRN Licensure courses may not be waived for any reason and must be completed with a grade "C" or higher.
     - Introduction to Sociology or Cultural Anthropology
     - Speech/Communication
     - General Psychology
   - **One Current General Education Pattern (GE Pattern)**
     Important- In Fall 2025 GE Patterns changed, with additional coursework added. Please see an academic counselor to ensure you meet or are on track to meet one of the GE patterns below.
     - Cuesta College General Education Pattern for AS Degree
     - Cal-GETC Certification – Transfer General Education Pattern
     - CSU General Education Pattern
     - IGETC General Education Pattern

       OR
     - Completion of a Bachelor's Degree or Higher

APPLICATION INSTRUCTIONS

1. Apply for admission to Cuesta College.
   - You will receive a Cuesta College student ID number and Cuesta email address when you apply to Cuesta.
   - Assure your my.cuesta.edu email address is current and active throughout the application cycle. All communication regarding your nursing application and admission status will use your Cuesta email. No personal emails can be used.
2. Submit ALL official transcripts to Cuesta College Records Department
   - Submit official transcripts from All Non-Cuesta Colleges/Universities and AP College Board.
   - Transcripts must be received at Cuesta College by the nursing application deadline. No exceptions, so submit early.
   - Submitting Transcripts to Cuesta College, including international
   - International Applicant Transcript FAQ
3. Prerequisite coursework equivalency evaluation.
   - Students are strongly encouraged to have their non-Cuesta RN prerequisite coursework evaluated for equivalency to Cuesta College prerequisite courses prior to submitting their application. To do this, first submit all transcripts, then schedule an appointment with a counselor. You must have a Cuesta College student ID number to schedule a counseling appointment.
   - Students can also request evaluation of non-Cuesta RN prerequisite coursework transcripts by clicking the following link. Evaluation of Non-Cuesta Transcript Request
   - If you're unable to have your non-Cuesta RN prerequisite coursework evaluated by a counselor before the application cycle, you are still able to apply. Your non-Cuesta coursework will be evaluated during the selection process as long as your most current, official transcripts are on file by the application deadline.
   - Prerequisite coursework taken at other colleges must be approved as equivalent to Cuesta College prerequisite courses. Do not assume a class is equivalent because it has been accepted by another nursing program.
   - To convert quarter credits to semester credits (Quarter credits X .667 = Semester credits).
4. Complete and submit the online RN application, including all supporting documentation by the application deadline.
   - Upload your supporting documents with your online application. ***All documents uploaded to the application must be saved in PDF format***.
   - Upon successful submission, a confirmation email with an application summary will be sent to your Cuesta email account. This notification confirms the receipt of your application only and does not reflect program eligibility or acceptance into the program.
   - Review the application summary to verify application is complete and all attachments are uploaded and open successfully.
   - If you do not receive a confirmation email within 24 hours after submitting your application, or your supporting document attachments do not open, it is your responsibility to contact NursingAdmissions@cuesta.edu to verify the status of your application before the application deadline. Inquiries after the application deadline cannot be considered, and you will need to reapply in a future application cycle.
   - Print and save a copy of your application and confirmation number for your record.

5. Take the ATI TEAS assessment test.
   - ATI TEAS (Version 7)
   - **Test within the timeframe of November 1, 2024-October 31, 2025.**
   - **Create an account** with atitesting.com.
   - **Register for a TEAS test** (See grid below for explanations on the testing options available).
     - Through atitesting.com (If testing online or in-person at PSI testing center)
     - Through Cuesta Nursing Website (If testing in-person at Cuesta). Dates and registration link will be available on the nursing website in September.
   - **Submit official TEAS transcript.** Deadline to submit official score is October 31, 2025.
   - **Applicants must test with each application cycle. Only the first test score within the timeframe above will be accepted.** TEAS assessment scores submitted outside of the timeframe will not be accepted.
   - **A total score of 62% or higher is required for program eligibility**. A completed remediation is required for any TEAS score lower than 62%, now or previously, in order to be an eligible applicant. If this applies to you, email NursingAdmissions@cuesta.edu to request remediation information or provide evidence of a successful remediation. **NOTE:** If you test within the timeframe above and score below 62%, and then remediate, you are still ineligible to apply for this application cycle.

It is advisable to study for the TEAS; study materials are available for purchase from the ATI webpage.

Proctored By	Testing Location	Create Account	Register for TEAS Testing	Cost	Dates	Deadline to Submit Score	Submit TEAS Test Score	DSPS Accommodations
ONLINE Proctored by ATI	Online exam with a remote proctoring service. (Can be taken at home)	Create account with ATI atitesting.com	Through ATI atitesting.com	$120	Test at your convenience between November 1, 2024-October 31, 2025	October 31 of application year	atitesting.com Follow their process to submit results to Cuesta College ADN	Atitesting.com Follow their process to receive accommodations
IN-PERSON Proctored by PSI	On-site exam at PSI testing center with in-person proctor	Create account with ATI atitesting.com	Through ATI atitesting.com	$120	Test at your convenience between November 1, 2024-October 31, 2025	October 31 of application year	atitesting.com Follow their process to submit results to Cuesta College ADN	Atitesting.com Follow their process to receive accommodations
IN-PERSON Proctored by Cuesta	On campus exam with an in-person proctor	Create account with ATI atitesting.com	Through Cuesta Nursing webpage (Registration link available In September)	Free for Cuesta College ADN applicants only	Specific test dates in October 2025 (available dates will be posted on Nursing webpage in September)	Automatically submitted to Cuesta on testing date, if test taken through Cuesta	Automatically submitted to Cuesta	Instructions will be posted on the Nursing webpage

If testing through Cuesta - A "TEAS Test Day Information" link will be available on the Nursing website, starting in September.

6. Check your *my.cuesta.edu* email for the IMPORTANT DATES listed on Page 1.
   Missed deadlines due to non-receipt of emails cannot be accommodated. If email notifications *have not* arrived in your *my.cuesta.edu* mailbox by the dates provided, you must email: NursingAdmissions@cuesta.edu within 2 days.

7. Complete courses to meet Cuesta College's Associate Degree General Education requirements and BRN required courses.
   If not completed prior to applying, these must be completed by July 31, 2026. If not completed by this date, your space in the program will be forfeited and you will need to reapply in a future application cycle.

8. Updating your contact information
   If there have been any changes to your name, address, email, or phone number after submitting your application, you must update this information immediately by emailing to: NursingAdmissions@cuesta.edu . Updating your information in myCuesta Portal will not update your nursing program application.

9. Financial Aid and Scholarship Information

Financial aid and scholarships are available for nursing students. **In order to meet college deadlines, applicants should apply for financial aid and/or scholarships early.** See deadlines below.

- **Scholarship applications are available October 1, 2025 through March 3, 2026 for the 2026-2027 academic year.**
- **FAFSA applications are available October 1, 2025 through June 30, 2027 for the 2026-2027 academic year.**

  ➢ IMPORTANT: Although completing a FAFSA is not required to submit a scholarship application, we HIGHLY encourage you to submit a financial aid application because some scholarships are based on need.

- Starting October 1, 2025, Complete the Application for Federal Student Aid (FAFSA) from Cuesta`s Financial Aid website.
- Starting October 1, 2025, Complete a Cuesta College Scholarship application on Cuesta`s Financial Aid website.
- RN Nursing Program Estimated Costs

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

INELIGIBLE APPLICANT SITUATIONS

Applicants are INELIGIBLE for admission in the following situations:

- Failure to submit **ALL** official sealed non-Cuesta transcripts for by the due date.
- A combined prerequisite science GPA of less than 2.50, with no rounding. GPA Calculator
- A grade less than 'C' in any prerequisite.
- Prerequisite courses not meeting equivalency to Cuesta College prerequisite courses.
- Three or more repeats in the prerequisite courses earning grades of C-, D+, D, D-, F, FW, NP, or NC.
- Prerequisite coursework not taken at a regionally accredited U.S. college or university.
- International courses not formally evaluated by ACEI or NACES member.
- Coursework not posted by the deadlines in this application.
- Failure to meet the ATI TEAS requirements.
- Incomplete or in-progress applications.
- Failure to meet deadlines and/or respond to time-sensitive emails.
- Any hold on your Cuesta student account.

Appeal situations for prerequisite courses:

➢ Ineligibility due to 3 or more prerequisite courses with substandard grades.
and/or

➢ Point deduction(s) due to prerequisite coursework with substandard grades. A separate appeal is to be submitted for each course.

- The Appeal Request Forms can be found in this packet or on the nursing program website.
- To receive credit for appeals from previous application cycles, your approved appeal decision letter must be uploaded with this application.
- Supporting documentation, as appropriate, is required to validate your appeal.
- Appeal Decision letters will need to be saved by the applicant. It highly recommended to save a hard copy and a digital copy of your Appeal Decision letter for the future use. The nursing department cannot save these for you.

- Not all appeals are granted.

Cuesta College Associate Degree Nursing (RN) Program
Multi-Criteria Point Allocation
Effective for Fall 2024 Program Entry ONLY – Subject to Change in Future Applications

1. Academic degree, license or relevant certificate held by applicant. *Points are awarded in ONE of the following categories only. Maximum points = 10*

Degree, License or Certificate	Points	Required Documentation
1a. Associate's degree or higher	10	• Official, sealed transcripts from regionally accredited U.S. colleges or universities, with degree awarded by the application due date. Cuesta transcripts do not need to be submitted. • Transcripts must show degree awarded if points are to be applied in this category.
1b. Licensed Health Care Worker: (LVN, Psych Tech, Paramedic)	8	• Copy of current California license with license number, date issued, and expiration date. Expired or out of state licenses cannot be accepted.
1c. Certified Nurse Assistant Certification plus CNA work experience (500 hours in past 2 years)	8	• Copy of 1) current California CNA certificate with certificate number, date issued, and expiration date, 2) "Work Experience in Healthcare Verification" form and 3) Employer Letter.
1d. Certificated Health Care Worker: (Nurse Assistant, Medical Assistant, Phlebotomist, EMT)	6	• Copy of current California certificate with certificate number, date issued, and expiration date. Expired or out of state licenses cannot be accepted.

2. Grade point average in relevant coursework. GPA cannot be rounded. *Maximum points 2a and 2b =50*

Coursework	Points	Required Documentation
2a. Combined Prerequisite Science GPA: (Anatomy, Physiology, Microbiology) ➢ Minimum 2.50 *combined* GPA required and no less than a "C" in any course (GPA cannot be rounded) Courses may be taken Pass/No Pass. A Pass will be calculated as a "C". ➢ Points are calculated by multiplying the combined GPA by 10: i.e. a combined GPA of 3.64 x 10 = 36.4 pts. ➢ Spring 2020-Spring 2022 only, due to the COVID-19 outbreak, online sciences will be accepted ➢ Spring 2020 only, due to the COVID-19 outbreak, grades of "Pass/ No Pass" will be excluded from this formula.	Combined Science GPA of 2.50 or higher x 10 2a. Maximum 40 points	• Official, current, sealed transcripts from regionally accredited U.S. colleges or universities, showing course completion by the due date. GPA calculator: http://www.cuesta.edu/student/counseling/tools.html

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2b. Combined English AND Math GPA: (English Composition and Associate Degree Math requirement*) ➢ No less than a "C" in either course. ➢ Points are calculated by multiplying the *combined* GPA by 2.5. i.e. a combined GPA of 3.64 x 2.5 = 9.1 pts. ➢ Because this category requires a *combined* English and Math GPA, applicants who have successfully completed English, but have not met the math requirement by the prerequisite deadline will not earn points in this category. ***Computer Science courses will not be considered for points.** *The current associate's degree math requirement may vary depending on catalog year. Applicants waiving the associate degree math requirement based on having a bachelor's degree **and** no equivalent math course, or applicants with P/NP grades taken during the Spring 2020 semester only, due to the COVID-19 outbreak, will use the following conversion: TEAS ≥95% = 4.0 GPA TEAS ≥85% = 3.5 GPA TEAS ≥75% = 3.0 GPA TEAS ≥62% = 2.5 GPA	Combined GPA of 2.00 or higher x 2.5 2b. Maximum 10 points	• Official, sealed transcripts from regionally accredited U.S. colleges or universities showing course completion by the due date. AND/OR • Official, AP Scores for accepted courses Advanced Placement (AP) test scores of 3, 4 or 5 for the following courses will be accepted in lieu of coursework: - AP English Language & Composition - AP Literature & Composition - AP Calculus AB - AP Calculus BC - AP Statistics AP Score 5 = 4.0 GPA AP Score 4 = 3.0 GPA AP Score 3 = 2.0 GPA • GPA Calculator
Prerequisite Repeats	**Points**	**Required Documentation**
2c. Point deduction for repeats in science or English prerequisite courses earning substandard grades of C-, D+, D, D-, F, FW, NP, or NC in prerequisite courses: 1 repeat 2 repeats 3 repeats	-5 -10 Ineligible	• Ineligibility Due to Excessive Repeats and/or Point Deduction Appeal Form • In ineligibility situations, both Ineligibility and Point Deduction Appeal Forms should be submitted • Your approved appeal decision letter from previous application cycles must be uploaded with this application to be considered. • Refer to Appeal Situations on Page 5 of this instruction packet. • **IMPORTANT!** Appeal decision letters are to be saved by the applicant to be considered in future application cycles. The nursing department cannot save these for you.

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3. Work or volunteer experience. *Maximum points = 5*

Work or Volunteer Experience	Points	Required Documentation
3a. 200 hours or more working in healthcare, within the last 2 years	5.0	• Work Experience in Healthcare Verification Form • All work experience must be submitted on the current form with this application to be considered.
3b. 200 hours or more volunteering in healthcare or a nonprofit organization, within the last 2 years	2.5	• Volunteer Experience in Health Care or a Nonprofit Organization Verification Form • All volunteer experience must be submitted on the current form to be considered. • Hours volunteered and signed on the September 2024 volunteer form will be accepted as long as they were completed during the required timeframe.

4. Life experiences or special circumstances. *While more than one of the following criteria may apply, only 2.5 points can be awarded in this category. Maximum points = 2.5*

Life Experience or Circumstance	Points	Required Documentation
4a. Disability	2.5	• Proof of eligibility for Disabled Student Programs and Services (DSPS). Your name must be on document.
4b. Family income	2.5	• Proof of eligibility or receipt of financial aid under a program that may include but is not limited to: a fee waiver from the Board of Governors, Cal Grant Program, Federal Pell Grant program; or Cal Works. Your name must be on document.
4c. First generation to attend college	2.5	• Personal written statement explaining how you meet this category with your name, student id number, and signature.
4d. Need to work - student worked at least part-time while completing RN prerequisite course(s).	2.5	• One paycheck stub from the semester you worked while enrolled in RN prerequisite course(s), or a letter from your employer verifying employment on official letterhead. Your name must be on document.
4e. Disadvantaged social or educational environment	2.5	• Proof of participation or eligibility for Extended Opportunity Programs and Services (EOPS). Your name must be on document.
4f. Difficult personal or family situation or circumstances	2.5	• Personal written statement describing your difficult situation that has occurred within the past 5 years including your name, student id number, and signature. Supporting documentation may be requested to verify what has happened.
4g. Veteran status	2.5	• Copy of form DD214. Your name must be on document.
4h. Refugee status	2.5	• Documentation or letter from USCIS. Your name must be on document.
4i. Living in a medically underserved area or population, as designated by the federal Health Resources and Services Administration	2.5	• Provide proof of service address with a current utility bill at time of application cycle.

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5. Proficiency in languages other than English. Applicant may be proficient in more than one additional language but only 2.5 points can be awarded in this category. *Maximum points = 2.5*

Proficiency in languages other than English*	Points	Required Documentation
Credit awarded for languages as identified by the Chancellor's Office, not limited to: ➢ American Sign Language ➢ Arabic ➢ Chinese ➢ Farsi ➢ Russian ➢ Spanish ➢ Tagalog ➢ The various languages of Indian Subcontinent & Southeast Asia ➢ The various languages of the African continent.	2.5	May use ONE of the following for verification: • Unofficial high school transcripts showing completion of 4 years in the same language with a "C" or better. • Unofficial college transcripts showing Completion of four semesters of college coursework in one language other than English with a grade of C or better. (Example: completion of a course equivalent to Cuesta's SPAN 204). • Unofficial evaluated transcripts from foreign school. • AP score of 3,4, or 5. • Medical interpreter certification or military language proficiency exam. • Language proficiency verification form (provided with this packet). NOTE: Upload required documentation (one only) with online application.

6. Diagnostic assessment tool (ATI TEAS). *Minimum points = 3, Maximum points = 30*

Test of Essential Academic Skills (ATI TEAS)	Points	Required Documentation
ATI TEAS Assessment Point Allocation: • 62% is the minimum accepted score. • Applicants with a Total Score below 62% will become ineligible and must meet with the Cuesta College RN Success Specialist to complete a remediation plan to become eligible to apply in a future application cycle. • Applicants with an Overall Score between 62% and 65% will receive the minimum score of 3 points in this category. • Applicants with an Overall Score between 92% and 100% will receive the maximum score of 30 points in this category. • All other applicants will subtract 62 from their Overall Score to calculate their points, i.e. an Overall Score of 90% = 28 points awarded (90-62=28).	Overall Score - 62 = Points Awarded Minimum of 3 points; Maximum of 30 points	• ATI TEAS assessment test transcript (score) • See page 4 for instructions on submitting your TEAS transcript. Note: The ATI TEAS (Version 7) is the required version for this application cycle.

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7. Additional points for previous applicants not selected for admission: *Maximum points = 8*

Previous Eligible Applicant Credit	Points	Required Documentation
7a. An additional 8 points will be awarded to *eligible* applicants who have previously submitted 3 or more *eligible* RN program applications within the past 5 years *without being admitted*. The current application does not count toward these points as eligibility has not yet been determined.	8	• 3 RN alternate pool eligible status letters within the past 5 years. • Eligible applications for these points include October 2020, October 2021, October 2022, September 2023, or September 2024. • The current application does not count toward these points as eligibility has not yet been determined. • IMPORTANT! Applicants must save their eligible alternate pool letters to resubmit in future applications to receive these points. We are unable to save these for you.

ADN Program

Work Experience Verification Form (Page 1)

- Dates of employment must be between 9/1/2023– 9/30/2025
- To be eligible for points: BOTH Part A and Part B must be submitted
- No form variations can be accepted, and forms must be submitted in pdf format
- A minimum of 200 work experience hours is required to qualify for points

The intent of awarding points in the work experience category is to recognize relevant work experience that would allow students to be well-prepared for success in the RN program. Work duties that facilitate knowledge, understanding, and experience with the RN role, the RN-patient relationship, and the practice of skills in the human healthcare setting may be considered.

The following work experiences are examples of work experience that would be considered for points.

- LVN, medical assistant, nurse assistant, paramedic, and psychiatric technician positions
- Multidisciplinary teamwork that includes collaboration with an RN
- Patient health & hygiene, vital signs, feeding, daily living, mobility/transfer techniques

Note:
Student Nurse Assistant (SNA) hours will not be considered (paid or unpaid).
Personal caregiving positions in private homes without a business license are not able to be considered.
Phlebotomy alone in a clinic doesn't qualify but may count if the job involves collaboration with RN's or LVN's in a healthcare setting.

Work experience is evaluated on a case-by-case basis, and points are not guaranteed.

Applicant Instructions: write legibly (illegible forms will not be accepted) 1. Complete sections A & B(page 1) 2. Ask your work supervisor to complete sections C , D, & E (page 2) 3. Submit this form (pages 1 & 2) with your online application (must be saved as a pdf)	
A. APPLICANT INFORMATION	
Applicant Name:	Student ID #:
Cuesta Email:	Phone Number:
B. APPLICANTS WORK INFORMATION	
Place of employment:	
Address of employer:	
Job title:	
Dates of employment under this job title Start Date:	End Date:
List of duties in your own words that meet the intent of work experience points (applicant's words):	

ADN Program

Work Experience Verification Form (Page 2)

- Dates of employment must be between 9/1/2023 – 9/30/2025
- To be eligible for points: BOTH Part A and Part B must be submitted
- No form variations can be accepted, and forms must be submitted in pdf format
- A minimum of 200 work experience hours is required to qualify for points

Supervisor Instructions:
Please complete sections C, D, & E
Note: Student Nurse Assistant (SNA) work hours won't be considered (paid or unpaid)

C. SUPERVISOR INFORMATION

Supervisor Name:	Title:
Supervisor Email:	Phone:
Title of position held by applicant:	
Dates of employment under this job description	Start Date: End Date:

D. WORK EXPERIENCE HOURS

☐ **Criteria 3a: Work Experience**. Sign here to verify that the applicant has worked over 200 hours between Sept 1, 2023, and Sept 30, 2025, under the healthcare job description that meets RN application work experience criteria:

Direct supervisor signature: _____ Date:_____

☐ **Criteria 1c: CNA Work Experience Credit for Academics**. Sign here if the applicant has worked over 500 hours between Sept 1, 2023 and Sept 30, 2025 as a CNA to receive education credit for this work experience:

Direct supervisor signature: _____ Date:_____

E. JOB DESCRIPTION/DUTIES

IMPORTANT!
1. Attach the official job description the applicant was hired for that meets the RN work experience point criteria.
2. Write a description of duties performed by applicant that meet the criteria, in this box or on official letterhead.

Signature of Supervisor: _____ Date: _____

ADN Program

Volunteer in Healthcare or Non-profit Organization Verification Form

- For Volunteer Hours Between September 1, 2023 through September 30, 2025
- No form variations can be accepted, and forms must be submitted in pdf format
  - Exception – Hours volunteered and signed on the September 2024 volunteer form will be accepted as long as they were completed during the required timeframe
- A minimum of 200 volunteer hours is required to qualify for points

The intent of awarding points in the volunteer experience category of the RN application is to recognize relevant volunteer experience that benefits the volunteer and healthcare community. For the purpose of points, unpaid volunteer positions in a healthcare setting or a nonprofit organization that allow the applicant to gain knowledge, understanding, and experience while improving the health and well-being of our community may be considered.

The following are examples of volunteer experiences that would be considered for points.

- Hospital, long-term care, assisted living, memory care clinic
- Hospice
- Health Fair
- Non-profit organizations (i.e., Special Olympics, Alzheimer's Association, American Heart Association, Cancer Society, Food Bank)

Volunteer positions are evaluated on a case-by-case basis, and points are not guaranteed.

Applicant Instructions: write legibly (illegible forms will not be accepted)

1. Complete sections A & B
2. Ask your volunteer coordinator to complete section C
3. Submit this form with your online application (must be saved as a pdf)

A. APPLICANT INFORMATION	
Applicant name:	Student ID#:
Cuesta Email:	Phone:
B. VOLUNTEER FACILITY & SUPERVISOR INFORMATION	
Volunteer Facility Name:	
Name of Coordinator/Supervisor:	
Email:	Phone:
C. VOLUNTEER COORDINATOR/SUPERVISER – Please complete this section:	
Volunteer position held by applicant:	
Start Date: _____	End Date: _____
Total number of volunteer hours between 9/1/23-9/30/25: _____hours	
Coordinator/Supervisor Signature: _____	Date: _____

ADN PROGRAM

APPEAL FORM: TO REVERSE INELIGIBILITY DUE TO 3 OR MORE REPEATS IN PREREQUISITE COURSES WITH SUBSTANDARD GRADES (C-, D+, D, D-, F, FW, NP, or NC)

- To be submitted by applicants who are ineligible due to 3 or more repeats in prerequisite coursework with substandard grades to request eligibility
- A separate form is required to appeal point deductions for repeated coursework earning substandard grades (also included in this instruction packet)
- Appeal decision letters from the September previous application cycles must be uploaded with this application to be considered.
- Supporting documentation, as appropriate, is required.
- This form must be neatly handwritten or typed and submitted in pdf format.
- No form variations can be accepted, use additional paper as needed.

APPLICANT INFORMATION			
Applicant Name:		Student ID #:	
Cuesta Email:		Phone Number:	
INSTRUCTIONS: List each prerequisite course below that was repeated due to a substandard grade, including the name of the course, where taken, substandard grade/year, and repeated passing grade/year.			
Course	School	Substandard grade / year	Repeated grade / year
Example: Microbiology	Santa Barbara City College	D/2010	B+/ 2020
1.			
2.			
3.			
4.			
5.			
In 200 words or less, explain the hardship that led to your substandard grades, how you improved when repeating the courses, why you should be eligible for the RN program, and how you will succeed if admitted. Keep your response concise, relevant, and well-structured. Attach supporting documentation as needed. **Must be legible.**			

ADN PROGRAM

APPEAL FORM: TO WAIVE POINT DEDUCTIONS FROM REPEATS IN PREREQUISITE COURSEWORK WITH SUBSTANDARD GRADES (C-, D+, D, D-, F, FW, NP, or NC)

- To be submitted by applicants who choose to appeal point deductions from repeats in prerequisite coursework with substandard grades.
- **A separate form is to be submitted for each course appeal request.**
- Appeal decision letters from the September from previous application cycles must be uploaded with this application to be considered.
- Supporting documentation, as appropriate, is required.
- This form must be neatly handwritten or typed and submitted in pdf format.
- No form variations can be accepted, use additional paper as needed.
- Not all appeal requests are granted.

APPLICANT INFORMATION	
Applicant Name:	Student ID #:
Cuesta Email:	Phone Number:
INSTRUCTIONS: List the prerequisite course that earned a substandard grade including the name of the course, where taken, substandard grade/year, and repeated passing grade/year.	
Course (i.e., Microbiology)	
School (i.e., *Santa Barbara City College)*	
Substandard grade / year *(i.e., D/2010)*	
Repeated grade / year (i.e., B+/2022)	
In 200 words or less, explain the hardship that led to your substandard grades, how you improved when repeating the courses, why you should be eligible for the RN program, and how you will succeed if admitted. Keep your response concise, relevant, and well-structured. Attach supporting documentation as needed. **Must be legible.**	

ADN Nursing Program
Verification of Language Proficiency Form

Foreign language proficiency (*ability to speak, read, understand, and write*) is required in order for the student to receive points. Note: Applicants claiming proficiency may be asked to verify this through assessment testing.

APPLICANT INFORMATION	
Applicant Name:	Student ID #:
Cuesta Email:	Phone Number:

Attestation by a work or volunteer supervisor, faculty member, counselor, clergy etc. who has known the applicant for over a year and observed the applicant's language skills.

Individual attesting **may not be** a spouse, fiancé, significant other, relative, co-worker, friend, or classmate.

Contact information for individual verifying language proficiency (please print):	
Name:	
Title:	Organization:
Email:	Phone:

Please answer questions and sign and date below

Proficiency in the language of?	
How long have you known the applicant?	
What is your relationship to the applicant?	
Is the applicant proficient in reading this language? *	☐ Yes ☐ No
Is the applicant proficient in speaking this language?**	☐ Yes ☐ No

*****Is able to read standard newspaper items addressed to the general reader, routine correspondence, reports, and technical materials in the individual's special field.*

********Is able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social, and professional topics.*

Signature: _____ Date: _____

I have known the applicant for over a year and I am not related to the applicant. To the best of my knowledge, the above information is true and correct.